

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, August 13, 2018
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.

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

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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

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 Introduction of New Faculty Members

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 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.

1.6 Approval of Minutes – Regular meeting of July 16, 2018

Action

1.7 Approval of Consent Calendar

Action

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

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from Student Trustee
- 2.2 Reports from Student Presidents
 - Student activities
- 2.3 Report from Classified Representative
- 2.4 Reports from Academic Senate Presidents
 - Senate meetings
- 2.5 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.6 Report from the Chancellor
- 2.7 Presentation on Campus Health Centers
- 2.8 Reports from Board Committee Chairpersons
 - Board Policy Committee
 - Board Safety & Security Committee

3.0 INSTRUCTION

- *3.1 Approval of Instructional Services Agreement Renewal with Hope Builders for Construction Technology Action

The administration recommends approval of the Instructional Services Agreement renewal with Hope Builders located in Santa Ana, California, for the 2018-2019 construction technology program.
- *3.2 Approval of Memorandum of Understanding (MOU) between Rancho Santiago Community College District on behalf of Santa Ana College (SAC) and Taller San Jose Hope Builders Action

The administration recommends approval of the MOU between RSCCD on behalf of SAC and Taller San Jose Hope Builders located in Santa Ana, California, for the 2018-2019 program year.
- 3.3 Approval of Renewal of Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College (SCC) Apprenticeship Program Action

The administration recommends approval of the MOU between Hope Builders, SAC School of Continuing Education, Southwest Carpenters Training Fund, and SCC apprenticeship program for the 2018-2019 program year.

*Item is included on the Consent Calendar, Item 1.7.

- *3.4 Approval of Amendment Three to Agreement with City of Irvine for Contract Services Action
The administration recommends approval of Amendment Three to the Agreement with the City of Irvine for contract services as presented.
- *3.5 Approval of Student Field Placement Agreement with California State University, Long Beach (CSULB) Action
The administration recommends approval of the Student Field Placement Agreement with CSULB as presented.
- *3.6 Approval of Clinical Community Health Training Affiliation Agreement with Grand Canyon University Action
The administration recommends approval of the Clinical Community Health Training Affiliation Agreement with Grand Canyon University in Phoenix, Arizona, as presented.
- *3.7 Approval of Clinical Affiliation Agreement Renewal with California State University, Fullerton (CSUF) Action
The administration recommends approval of the Clinical Affiliation Agreement Renewal with CSUF as presented.
- *3.8 Approval of Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program Action
The administration recommends approval of the Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program in Santa Ana, California, as presented.
- *3.9 Approval of Service Agreement with Network Interpreting Services, Inc. Action
The administration recommends approval of the Service Agreement with Network Interpreting Services, Inc. located in Twin Falls, Idaho, as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from June 29, 2018, to June 30, 2018.
- *4.3 Approval of Public Hearing for 2018-2019 Proposed Adopted Budget Action
The administration recommends approval of holding a public hearing on the 2018-2019 proposed Adopted Budget at the September 10, 2018, board meeting.

*Item is included on the Consent Calendar, Item 1.7.

- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended June 30, 2018 Action
The administration recommends approval of the CCFS-311Q for the period ended June 30, 2018, as presented.
- 4.5 Quarterly Investment Report as of June 30, 2018 Information
The quarterly investment report as of June 30, 2018, is presented as information.
- *4.6 Approval of Reissue of Stale Dated Check Over Two Years Old Action
The administration recommends approval of the reissue of payroll check #02848548 issued to Connie A. Jackson on November 27, 2013, for \$31.73.
- *4.7 Approval of Change Order #1 for GMS Elevator Services, Inc. for Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center Action
The administration recommends approval of change order #1 for GMS Elevator Services, Inc. for Bid #1336 for elevator pump, motor and cylinder replacement at the District Operations Center as presented.
- *4.8 Acceptance of Completion of Bid #1343 for SM16 Water Conservation Irrigation Controller Upgrade Phase 1 at Santa Ana College and Approval of Recording a Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.9 Approval of Notice of Exemption - California Environmental Quality Act for Installation of Emergency Generator as part of Science Center Project at Santa Ana College Action
The administration recommends approval of the Notice of Exemption for the project as presented.
- *4.10 Approval of Disposal of Surplus Vehicles Action
The administration recommends approval of declaring the 1996 and 2000 Dodge vans as surplus property and utilizing The Liquidation Company to conduct an auction as presented.
- *4.11 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Interact Communications to develop a digital enrollment campaign and “applied but not enrolled” campaign including one week of photography services; production of two thirty-second videos; and the development, writing, deployment, tracking and result measurement of campaign emails. Dates of service are August 15, 2018, through December 31, 2018. The fee is estimated at \$39,500.

*Item is included on the Consent Calendar, Item 1.7.

- *4.12 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: LeeAnn Stone to provide instructional designer services for online course growth for Associate Degree for Transfer (AD-T) Pathways, Open Educational Resources (OER) course adoption, and Online Education Initiative (OEI) course review and preparation. Dates of service are August 14, 2018, through June 30, 2019. The fee is estimated at \$90,000.
- *4.13 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period June 24, 2018, through July 21, 2018.

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:
- Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media – Year 5 (District) – *Augmentation* \$35,000
 - Deputy Sector Navigator – ICT/Digital Media (District) \$35,000
 - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn – Year 5 (District) – *Augmentation* \$35,000
 - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$35,000
 - Early Head Start – Year 4 (District) – *Augmentation* \$47,159
- *5.2 Approval of Sub-agreement between RSCCD and Orange County Business Council (OCBC) for Strong Workforce Program Regional Funds Initiative Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/ Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of First Amendment to Sub-Agreement between RSCCD and North Orange County Community College District (NOCCCD) on behalf of Fullerton College for National Science Foundation Advanced Technological Education (NSF ATE) – Orange County Biotechnology Collaborative Partnership Project Action
The administration recommends approval of the first 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.

*Item is included on the Consent Calendar, Item 1.7.

- *5.4 Approval of First Amendment to Sub-Agreement between RSCCD and San Jose-Evergreen Community College District for Career Technical Education (CTE) Data Unlocked Grant Action
The administration recommends approval of the first 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 Revision to Sub-Agreement between RSCCD and State Center Community College District Action
The administration recommends approval of the revision 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 Auxiliary Organizations in Good Standing - Administrative Regulations/Board Policy 3600 Action
The administration recommends approval of the list of auxiliary organizations in good standing as presented.
- *5.7 Adoption of Resolution No. 18-17 Certifying Emergency Closure of Centennial Child Development Center (CDC) Action
The administration recommends adoption of Resolution No. 18-17 certifying that the Centennial CDC was closed due to an emergency water outage on June 14, 2018.
- 5.8 First Reading of Board Policies Information
The following policies are presented for a first reading as an information item:
- Board Policy (BP) 2015 Student Member
 - BP 3580 Use of Unmanned Aircraft Systems (NEW)
 - BP 4010 Academic Calendar
 - BP 4020 Program, Curriculum and Course Development
 - BP 4022 Course Approval (NEW)
 - BP 4023 Hours and Units (NEW)
 - BP 4026 4025B Baccalaureate Degree Programs
 - BP 4070 Course Auditing and Auditing Fees (NEW)
 - BP 4100 Graduation Requirements for Degrees and Certificates
 - BP 4106 Nursing Programs
 - BP 4231 Grade Changes
 - BP 4300 Field Trips and Excursions
 - BP 4410 Educational Research
- 5.9 Board Member Comments Information

*Item is included on the Consent Calendar, Item 1.7.

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Interim Dean
 - (2) Director

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiators: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore
Tracie Green, Vice Chancellor, Human Resources

Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 888

3. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property: 15991 Armstrong Ave., Tustin, California

Agency Negotiator: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District

Negotiating Party: County of Orange

Under Negotiation: Sale of Property

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

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| 6.1 | <u>Management/Academic Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of Employment Agreements• Approval of Revised Job Descriptions• Approval of Revised Job Descriptions/Changes of Grade Level• Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Members• Approval of Appointment to Interim Assignments• Approval of Interim to Permanent Assignments• Approval of Appointments• Approval of Hiring of Temporary One-year Contract Employees (Education Code [E.C.] 87478)• Approval of Final Salary Placements• Ratification of Resignations/Retirements• Approval of Leaves of Absence• Approval of 2017-2018 Additional Contract Extension Days• Approval of 2018-2019 Contract Extension Days• Approval of 2018-2019 Additional Contract Extension Days• Approval of Beyond Contract/Overload Stipends• Approval of Part-time Hourly New Hires/Rehires• Approval of Non-paid Instructors of Record• Approval of Non-paid Intern Services | |
| 6.2 | <u>Classified Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval New Appointments• Approval of Longevity Increments• Approval of Professional Growth Increments• Approval of Out of Class Assignments• Approval of Changes in Position• Approval of Changes in Salary Placement• Approval of Leaves of Absence• Approval of Temporary to Hourly Ongoing Assignments• Approval of Longevity Increments• Ratification of Resignations/Retirements• Approval of Temporary Assignments• Approval of Changes in Temporary Assignments• Approval of Additional Hours for Ongoing Assignments• Approval of Substitute Assignments• Approval of Miscellaneous Positions• Approval of Instructional Associates/Associate Assistants• Approval of Community Service Presenters and Stipends• Approval of Volunteers• Approval of Student Assistant Lists | |

- 6.3 Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District Action
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA, Chapter 888 Action
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.5 Approval of Agreement between RSCCD and Shaw HR Consulting, Inc. Action
The administration recommends approval of the agreement with Shaw HR Consulting, Inc. as presented.
- 6.6 Approval of Services of Job Elephant Action
The administration recommends approval of the services of Job Elephant as presented.
- 6.7 Authorization for Board Travel/Conferences Action
It is recommended that the board authorize the submitted conference and travel by a board member.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on September 10, 2018.

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

Board of Trustees
(Regular meeting)

Monday, July 16, 2018

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:34 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Elizabeth Weber. Mr. John Hanna was present via teleconference. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Peter Hardash, Mr. Enrique Perez, Dr. Linda Rose, and Dr. Raúl Rodríguez. 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 Mr. Suon Tuon, Custodian, Santa Ana College.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve a revised page (2) for Item 4.4 (Consulting Services of Cooperative Strategies, LLC) and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber's advisory vote was aye.

1.4 Public Comment

Ms. Crystal Blancas, Mr. Jose Garcia, Ms. Colleen Mangali, Ms. Sheryl Martin spoke regarding the changes in shift assignments for RSCCD custodians.

Mr. Phillip Yarbrough arrived during public comments.

1.5 Approval of Minutes

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the minutes of the meeting held June 25, 2018. 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 Weber's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.5 (Agreement with Orange County Transportation Authority [OCTA]) removed from the Consent Calendar by Ms. Barrios. 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 Weber’s advisory vote was aye.

3.1 Approval of Standard Professional Services Agreement Renewal with City of Burbank

The board approved the standard professional services agreement renewal with the City of Burbank in California as presented.

3.2 Approval of Proposed Revisions for 2019-2020 Santa Ana College (SAC) Catalog

The board approved the proposed revisions for the 2019-2020 SAC catalog.

3.3 Approval of Santa Ana College Community Services Program for Fall 2018

The board approved the proposed SAC Community Services program for Fall 2018.

3.4 Approval of Santiago Canyon College (SCC) Community Services Program for Fall 2018

The board approved the proposed SCC Community Services program for Fall 2018.

3.6 Approval of Memorandum of Understanding (MOU) between University of Redlands and Santiago Canyon College

The board approved the MOU between University of Redlands and SCC.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from June 13, 2018, through June 30, 2018.

4.3 Approval of 2018-2019 Proposed Adopted Budget Assumptions

The board approved the Adopted Budget Assumptions for the 2018-2019 fiscal year as presented.

4.4 Approval of Consulting Services of Cooperative Strategies, LLC

The board approved the redevelopment consulting services of Cooperative Strategies, LLC as presented.

1.6 Approval of Consent Calendar (cont.)

4.6 Approval of Agreement with HL Construction Management for On-Call Cost Estimating Consulting Services for Various Projects District-Wide

The board approved the agreement with HL Construction Management for on-call cost estimating consulting services for various projects district-wide as presented.

4.7 Approval of Agreement with SVA Architects, Inc. for On-Call Architectural Design Services for Various Facility Improvement Projects District-Wide

The board approved the agreement with SVA Architects, Inc. for on-call architectural design services for various facility improvement projects district-wide as presented.

4.8 Ratification of Award of Bid #1349 for Mailroom at District Operations Center

The board ratified the award of Bid #1349 for a mailroom at the District Operations Center as presented.

4.9 Approval of Agreement with Dr. Eric Gruver

The board approved the agreement with Dr. Eric Gruver and RSCCD as presented.

4.10 Approval of Amendment to Agreement with Tropical Plaza Nursery, Inc.

The board approved the amendment to the agreement with Tropical Plaza Nursery, Inc. as presented.

4.11 Approval of Vendor Name Change

The board approved the vendor Sage Data Security, LLC name change to Tyler Technologies, Inc. as presented.

4.12 Approval of Independent Contractor

The board approved the following independent contractor: PGINET Consulting to develop an online instructor availability form through WebAdvisor, integrate text and email mass notification messaging into a substitute assignment system, develop a student mass notification messaging system, develop access to student educational plans through WebAdvisor, and develop reports and provide technical assistance. Dates of service are July 17, 2018, through December 31, 2018. The fee is not to exceed \$28,025.

4.13 Approval of Purchase Orders

The board approved the purchase order listing for the period May 27, 2018, through June 23, 2018.

1.6 Approval of Consent Calendar (cont.)

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:

- Strong Workforce Program – Local Share (SAC & SCC) \$3,577,617
- College Assistance Migrant Program (CAMP) – Year 2 (SCC) \$ 425,000
- Data Science Tools Fiscal Agent (District Office) \$3,500,000
- Math, Engineering and Science Achievement (MESA) Program (SAC) \$ 74,515

5.2 Approval of Sub-Agreements between RSCCD and Educational Results Partnership, The Research and Planning (RP) Group, and WestEd for Data Science Tools Grant

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

5.3 Approval of First Amendments to Sub-Agreements between RSCCD and Kern, Los Rios, Sequoias, Yosemite and West Hills Community College Districts for Career Technical Education (CTE) Data Unlocked Initiative

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

5.4 Approval of Collaboration Agreement with Families Together of Orange County regarding Virtual Dental Home System

The board approved the collaboration 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.

5.5 Approval of Lease Agreement between RSCCD and Economic Development Corporation of Los Angeles

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

5.6 Approval of Agreement between RSCCD and Economic Development Corporation of Los Angeles

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

5.7 Authorization of Signatures

The board approved the revised list of authorized signatures.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Student Trustee

Ms. Weber provided a report to the board.

2.2 Reports from Student Presidents

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Ms. Breanna Ceja, Student President, Santa Ana College
Mr. Vincent Vargas, Student Vice President, Santiago Canyon College

2.3 Report from Classified Representative

Mr. Suon Tuon, Custodian, Santa Ana College, provided a report to the board on behalf of the classified staff.

2.4 Reports from Academic Senate Presidents

The following academic senate representatives indicated they did not have a report since classes are not in session at this time:

Ms. Mary Mettler, Academic Senate Secretary/Treasurer, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.5 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

2.6 Report from the Chancellor

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

2.7 Presentation on Retiree Health Benefits Liabilities - Geoffrey L. Kischuk, Actuary from Total Compensation Systems, Inc.

Mr. Kischuk provided a presentation on retiree health benefits liabilities. Board members received clarification on data related to the presentation from Mr. Kischuk.

2.8 Reports from Board Committee Chairpersons

The July 12, 2018, Board Facilities Committee meeting was cancelled; therefore, there was no report.

3.0 INSTRUCTION

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

3.5 Approval of Agreement with Orange County Transportation Authority and Santiago Canyon College for Bus Pass Pilot Program

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the agreement with OCTA and SCC for a bus pass pilot program for the 2018-2019, 2019-2020, and 2020-2021 academic years as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, Mr. Yarbrough, and a vote of abstention from Ms. Barrios. Student Trustee Weber's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4 and 4.6 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.5 Adoption of Resolution No. 18-16 for Separate Bank and Investment Accounts

It was moved by Mr. Yarbrough and second by Mr. Hernandez to adopt Resolution No. 18-16 for separate bank and investment accounts as presented. 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 Weber's advisory vote was aye.

5.0 GENERAL

Items 5.1 through 5.7 were approved as part of Item 1.6 (Consent Calendar).

5.8 Board Member Comments

Board members expressed concern for the comments expressed during public comments and Item 2.3 (Report from Classified Staff), and appreciation for the work done by RSCCD custodians. Board members thanked staff that attended the board meeting on behalf of the RSCCD custodians.

Mr. Hernandez indicated he attended the SAC Sheriff's Basic Academy Class #231 Graduation on June 27, 2018.

5.8 Board Member Comments (cont.)

Ms. Barrios thanked Chief Bland and staff for keeping the board informed of a July 10 safety issue at Santiago Canyon College, and commended staff on the handling of the issue.

Mr. Yarbrough indicated that the board approved Item 4.4 (Consulting Services with Cooperative Strategies, LLC) and he volunteered to serve on a Redevelopment Oversight Board as the community college representative for Orange County.

Mr. Yarbrough asked that the answers to Mr. Hernandez' questions be attached to the minutes.

Board members welcomed the new ASG representatives to the board meeting.

Mr. Hanna commended staff on the ease of use for students on the district website.

Mr. Hanna congratulated staff to be added to the Rancho family, including Mary Hegarty on her appointment as Director of Athletics at Santa Ana College (if the board approves the human resources dockets after closed session).

Mr. Hanna asked than an informational item be provided at each board meeting to update the board on the status of legislation relating to DACA (Deferred Action for Childhood Arrivals) and DREAMer (Development, Relief, and Education for Alien Minors) students.

Ms. Mendoza welcomed Dr. Vaniethia Hubbard, Dr. Jeffrey Lamb, and Dr. Bart Hoffman on their new positions with RSCCD.

Ms. Mendoza expressed appreciation for the partnership the colleges have with the high school leadership academies.

RECESS TO CLOSED SESSION

Mr. Hanna was present during closed session via teleconference.

The board convened into closed session at 6:36 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) Director
 - g. Other Educational and Classified Administrators

2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore
Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 8:33 p.m.

Ms. Barrios left the meeting at this time.

Public Comment

Ms. Sheryl Martin spoke regarding a clarification of an earlier public comment made regarding negotiations and the changes in shift assignments for RSCCD custodians.

Mr. Hanna rejoined the meeting via teleconference.

Closed Session Report

Ms. Alvarez reported during closed session the board discussed public employment, anticipated litigation, and labor negotiations; and took no reportable action.

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

- Approve Appointments
- Approve Changes of Position
- Approve Interim Assignments
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve Step Increases

6.1 Management/Academic Personnel (cont.)

- Approve Adjusted Ratifications of Resignation/Retirement
- Approve 2017-2018 Additional Contract Extension Days
- Approve 2017-2018 Contract Extension Days
- Approve 2018-2019 Contract Extension Days
- Approve Adjusted Column Placements
- Approve Part-time Hourly New Hires/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, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position/Location
- Approve Leaves of Absence
- Approve Voluntary Furloughs
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Authorization for Board Travel/Conferences

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

6.4 Adoption of Resolution No. 18-15 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Labrado and seconded by Ms. Alvarez to authorize payment to Nelida Mendoza for her absence from the June 25, 2018, board meeting due to illness. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Yarbrough, and a vote of abstention from Ms. Mendoza.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, August 13, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:36 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

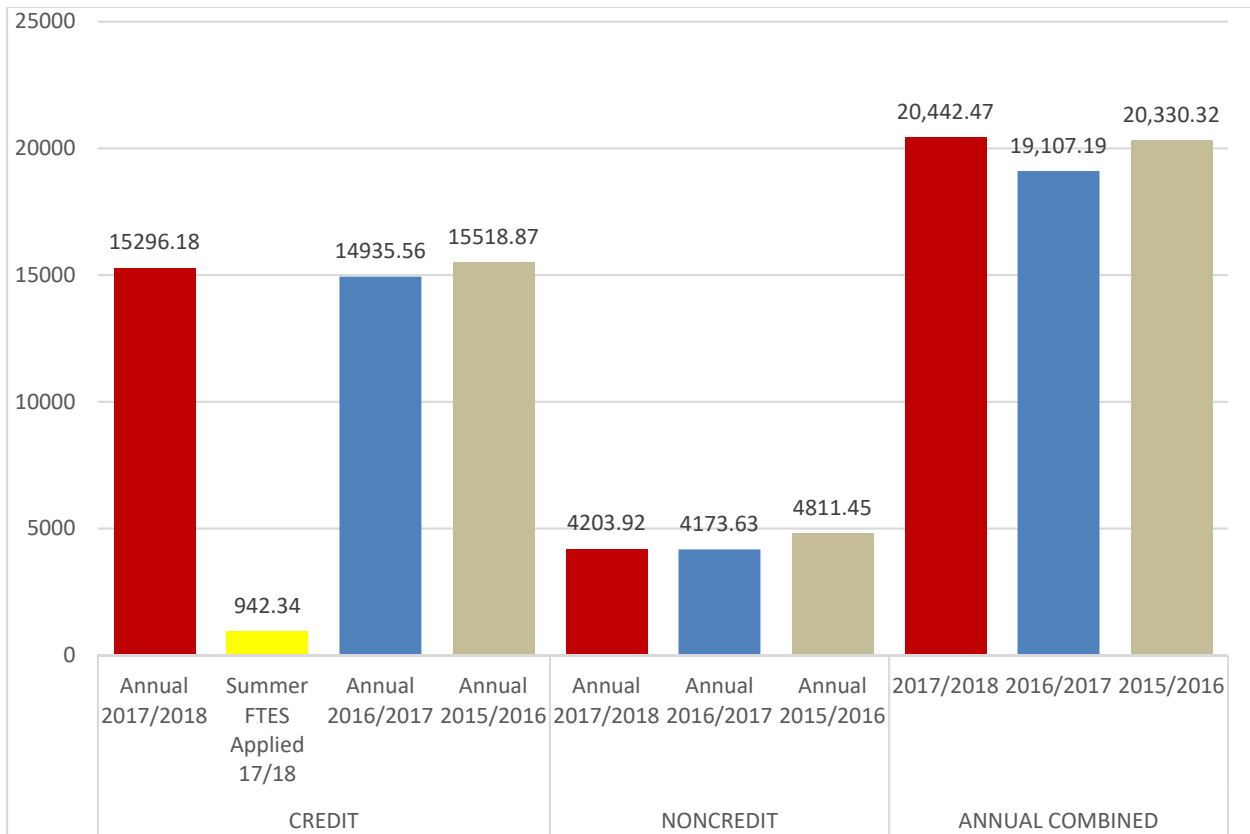
Approved: _____
Clerk of the Board

Minutes approved: August 13, 2018



SAC 2017/2018 Final Enrollment Report

Date: 7/12/18

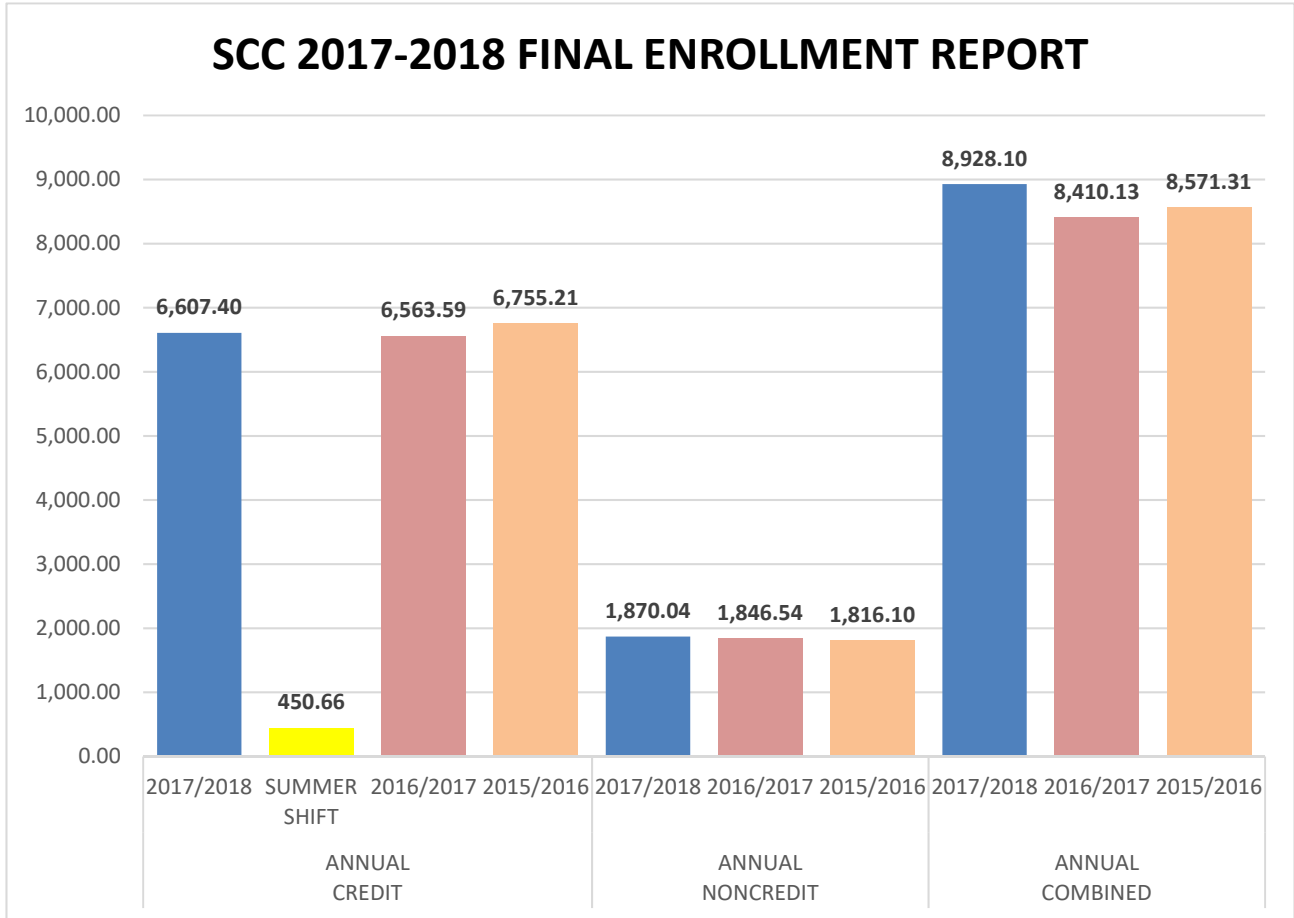


FTES

TERMS	2017/2018	DIFF	PCT
CREDIT ANNUAL TARGET	15,832		
CREDIT ANNUAL ACTUAL	15,296.18	-535.82	-3.4%
NONCREDIT ANNUAL TARGET	4,575		
NONCREDIT ANNUAL ACTUAL	4,203.95	-371.05	-8.2%
SUMMER SHIFT ACTUAL	942.43		
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL ACTUAL W/ SUMMER SHIFT	20,442.47	35.47	0.2%

SCC 2017-2018 FINAL ENROLLMENT REPORT

7/12/2018



PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT ANNUAL TARGET	6755		
CREDIT ANNUAL ACTUAL	6607.4	-147.60	-2.2%
NONCREDIT ANNUAL TARGET	1864		
NONCREDIT ANNUAL ACTUAL	1870.04	+6.04	+0.3%
SUMMER SHIFT ACTUAL	450.66		
COMBINED ANNUAL TARGET	8619		
COMBINED ANNUAL ACTUAL w/Summer Shift	8928.1	+309.10	+3.6%

SOURCES:

RSCCD P3/RECALC Annual Report

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 16, 2018
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board of Trustee Questions

From Trustee Zeke Hernandez

Agenda Item 4.4 - Approval of Consulting Services of Cooperative Strategies, LLC.

Q-1: The narrative states that agreement is for flat fee of \$20,500 + reimbursable expenses. The Fiscal Impact amount is \$30,000 + reimbursable expenses. Which is the correct amount?

- Good catch. The Fiscal Impact should be \$20,500 plus reimbursable expenses. We will have an amended docket cover at the board meeting.

Q-2: Over the life of the current agreement, what has been the total of recovered revenues (for last 8 years)? Shorter period is OK if not able to provide spread of 8 years. Is this in line with other OC college districts? If not, what would be reasons for differences?

- Cooperative Strategies LLC reviews annually the calculations of pass-through Redevelopment Agency (RDA) agreements to ensure the calculations are correct in accordance with law. Over the past eight years, various discrepancies in calculations have been found during these audits. Some of these calculations have been to the benefit of the district, some have been to the benefit of the Agencies. As an example of a large miscalculation to the benefit of the district, the Santa Ana City Redevelopment Agency under-calculated a pass-through agreement distribution of funds to RSCCD of approximately \$700,000. Cooperative Strategies also found calculations errors for Santa Ana Unified (approximately \$1.7 million) and Orange Unified (approximately \$175,000). They assisted our district, along with Santa Ana Unified in presenting our calculations to the City staff and were successful in getting these past payments approved by the Department of Finance.

Q-3: Have we researched if there could be additional allowable pass-through revenues that we presently are not recovering?

- The annual audit of these calculations by Cooperative Strategies identify any additional pass-through funds that would be owed to the district. There are some calculations that would identify over contribution of these funds to the district. The district selectively pursues only net funds owed to the district. The consultant also verifies which RDA pass-through funds are subject to state apportionment offset and which funds are available for capital outlay use by the district. Districts are responsible for properly categorizing the receipt of these funds.

Q-4: (this just an added info question): Is this the same Dolinka Group that does demography work?

- Cooperative Strategies, LLC (formerly Dolinka Group) provides financial advisory services, program management, special tax/assessment services and facilities planning/demographic services. The Dolinka Group did assist the district several years ago with the demography work associated with new Trustee boundaries.

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

To:	Board of Trustees	Date:	August 13, 2018
Re:	Approval of Instructional Services Agreement Renewal with Hope Builders for Construction Technology		
Action:	Request for Approval		

BACKGROUND

One of our newest state-approved certificate program is in Construction Technology which Santa Ana College School of Continuing Education started offering at Hope Builders in April 2015. This continuing partnership was established to fill a gap in entry level construction employment opportunities for at-risk youth who are no longer in school and unable to access existing programs due to life instability issues and low math skills (5th–8th grade level). As a result of their participation in the Hope Builders/Santa Ana College coursework, students are more prepared to meet the requirements for participation in established industry programs. Santa Ana College School of Continuing Education would like to continue offering this program during the 2018-2019 fiscal year as this is an area of high employment potential in our community, and there is high student demand for these courses. The Hope Builders Instructional Services Agreement SAC-18-048 is effective August 14, 2018, to June 30, 2019.

ANALYSIS

For 2018-2019, Santa Ana College proposes to contract with Hope Builders to provide 25,000 student attendance hours in Vocational Construction Technology at the rate of \$2.75 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Instructional Services Agreement renewal with Hope Builders located in Santa Ana, California, for the 2018-2019 Construction Technology program.

Fiscal Impact:	\$68,750	Board Date:	August 13, 2018
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Lorena Chavez, Interim Dean of Instruction and Student Services, CEC		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

HOPE BUILDERS
INSTRUCTIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on the 14th day of August 2018, between Rancho Santiago Community College District, County of Orange, State of California, on behalf of Santa Ana College, hereinafter called the "DISTRICT" and HOPE BUILDERS, 801 North Broadway, Santa Ana, California 92701-3423, herein referred to as "HOPE BUILDERS."

W I T N E S S E T H

WHEREAS, the Governing Board of the District has approved the contracting out of the vocational education programs pursuant to Education Code 78015; and

WHEREAS, through this Agreement with HOPE BUILDERS, the DISTRICT intends to provide a vocational education program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Construction Technology occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 25,000 student attendance hours for the Agreement. Other students may attend as private enrollees of HOPE BUILDERS but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

WHEREAS, HOPE BUILDERS represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds Course Approval under the provisions of Section 94312 of the Education Code of the State of California; and

WHEREAS, DISTRICT represents that it has minimum qualifications for instructors teaching these courses and the qualifications are consistent with requirements in other similar courses given at the DISTRICT,

WHEREAS, HOPE BUILDERS represents that each instructor of HOPE BUILDERS in this program possesses valid minimum teaching qualifications to teach in the specific vocational subject area as determined by the DISTRICT; and

WHEREAS, HOPE BUILDERS represents that its financial resources are adequate to insure operation for the duration of the student training period and that HOPE BUILDERS operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination; and

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

WHEREAS, HOPE BUILDERS represents that it maintains current, accurate records of both student attendance (class attendance sheets) and progress (grade sheets). HOPE BUILDERS consents to inspection of these records by authorized representatives of the DISTRICT, California Community College Board of Governors, and other regulatory and administrative agencies, and such records shall be submitted by HOPE BUILDERS on a schedule developed by DISTRICT; and

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

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

All the above recitals are true and correct.

TABLE OF CONTENTS

	Paragraph	Page
1.	Hope Builders Responsibilities	4
2.	Curriculum	5
3.	District Responsibilities	5
4.	Responsibilities of Hope Builders and District	6
5.	Payment	6
6.	Costs Per Student	7
7.	Reimbursement Per Student	7
8.	New Students	7
9.	Supervision	8
10.	Billing	8
11.	Attendance	8
12.	Records	8
13.	Report	8
14.	Transfer Students	9
15.	Certification By District	9
16.	Insurance	9
17.	Indemnification	9
18.	Effective Date	10
19.	Termination	10
20.	Notice	11
21.	Expiration Date	11
22.	Approval	11
	Signature Page	12
	Appendix A	13

1. HOPE BUILDERS RESPONSIBILITIES

HOPE BUILDERS shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 25,000 student hours during the 2018/2019 school year (8/14/2018 through 6/30/2019). The vocational instructional program will be offered through Santa Ana College School of Continuing Education CTE/Vocational Construction Technology program. Instruction time shall be provided by HOPE BUILDERS for all students who wish such instruction during school holidays (excluding legal holidays) and winter recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by HOPE BUILDERS shall enter into individual instructor services agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. HOPE BUILDERS shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by HOPE BUILDERS shall remain the property of HOPE BUILDERS and shall not be removed from the premises without permission of HOPE BUILDERS.

- E. Except as noted in this Agreement, HOPE BUILDERS shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. HOPE BUILDERS will provide those administrative functions essential for the operation of its facilities at its own expense.
- G. HOPE BUILDERS shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. HOPE BUILDERS shall be in compliance 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) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. HOPE BUILDERS's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

2. CURRICULUM

The curriculum shall be as described in the Santa Ana College catalog and the program and course outlines on file in the Instruction office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and Chancellor's Office of the California Community Colleges.

3. DISTRICT RESPONSIBILITIES

- A. DISTRICT is responsible for the education program conducted at this site.
- B. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet

the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

- D. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a vocational subject in a California community college.
- E. DISTRICT shall demonstrate control and direction of HOPE BUILDERS instructors through such actions as providing the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.
- F. The DISTRICT's policy on open enrollment shall be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course. These courses offered by HOPE BUILDERS are all noncredit.
- G. The courses of instruction specified in this Agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's Board of Trustees.
- H. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of rigor.

4. RESPONSIBILITIES OF HOPE BUILDERS AND DISTRICT

HOPE BUILDERS and the DISTRICT shall make available ancillary and support services as relating to counseling, guidance, and placement assistance for the students.

5. PAYMENT

The DISTRICT shall pay to HOPE BUILDERS on a monthly basis within thirty (30) days of receipt of invoice with accompanying attendance sheets at \$2.75 per hour for

each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at HOPE BUILDERS's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 25,000 actual student hours of attendance under this contract.

- A. HOPE BUILDERS states that 50% of the above hourly rate represents actual costs of instructors including all salary and related benefits and 50% of the above hourly rate represents other costs of operations.
- B. The DISTRICT shall pay to HOPE BUILDERS for each student trainee throughout his or her enrollment the hourly rate in force at the time of the trainee's entry into the program or an amount not to exceed the rate charged.
- C. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to HOPE BUILDERS for payment for only the actual hours of authorized attendance of such students prior to the drop or withdrawal date.

6. COSTS PER STUDENT

Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post-secondary school charges its private students, whichever is lower.

7. REIMBURSEMENT PER STUDENT

Total hours shall not exceed a maximum of 25,000 actual student hours of attendance under this contract. Exceptions to these limits will only be allowed with the prior consultation and approval of the District.

8. NEW STUDENTS

HOPE BUILDERS agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures provided that 25,000 student attendance hours are not exceeded.

9. SUPERVISION

The 25,000 hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

10. BILLING

HOPE BUILDERS shall submit and certify statements and billings at the end of each month on the forms provided by the DISTRICT to:

Lorena Chavez
Director, Special Programs (Workforce Preparation)
Santa Ana College School of Continuing Education
Centennial Education Center
2900 W. Edinger, Santa Ana, CA 92704-3902

Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

11. ATTENDANCE

Records of enrollee attendance shall be maintained by HOPE BUILDERS for a period of five (5) years and shall be available for review by the DISTRICT, its staff, its auditor, the Office of Private Post-Secondary Education, and the staff of the Vocational Support Unit of the Chancellor's Office, California Community Colleges.

12. RECORDS

HOPE BUILDERS shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT.

13. REPORT

A report will be delivered regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

14. TRANSFER STUDENTS

Should it become necessary for one or more DISTRICT students to transfer to the HOPE BUILDERS from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in the clerical office occupations, HOPE BUILDERS agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

15. CERTIFICATION BY DISTRICT

DISTRICT hereby certifies that on all student attendance from classes offered through this Agreement which it reports for state apportionment, it does not, and will not, receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

16. INSURANCE

HOPE BUILDERS, at its sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

1. General Liability Insurance with limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate.

Such insurance shall be endorsed as follows:

Rancho Santiago Community College District, its officers, agents, employees, and representatives are named as additional insured for claims arising out of Contractor's performance of this Agreement. Such insurance as is afforded by this policy shall be primary and non-contributing with any other valid and collectible insurance or self-insurance available to the District.

2. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

17. INDEMNIFICATION

Each party 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, including reasonable attorney fees, arising out of any liability or

claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

18. EFFECTIVE DATE

This Agreement shall become effective August 14, 2018, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. HOPE BUILDERS shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

19. TERMINATION

The DISTRICT and HOPE BUILDERS reserve the right to terminate this Agreement at the end of any semester or summer session by giving thirty (30) days prior written notice. In addition, the DISTRICT may terminate this Agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice.

- A. Should the DISTRICT exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current training course at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees shall to be paid directly to HOPE BUILDERS by the student.

20. NOTICE

Any notice given under this Agreement shall be deemed given when personally served upon the Chancellor of the DISTRICT or upon the Chair of the Board of Directors of HOPE BUILDERS or when a certified notice is deposited in the mail in Orange County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Santa Ana, CA 92706
Attention: Vice Chancellor
Business Operations/Fiscal Services

TO CONTRACTOR: HOPE BUILDERS
801 North Broadway
Santa Ana, CA 92701-3423

21. EXPIRATION DATE

This Agreement shall expire on June 30, 2019.

22. APPROVAL

This Agreement is subject to the approval of the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, said parties to this Agreement have executed these presentations and here unto set their hands on the day and year first written.

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

HOPE BUILDERS

Signature:

Date:

Shawna Smith, Executive Director
HOPE BUILDERS
801 North Broadway
Santa Ana, CA 92701-3423
(714) 543-5105

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT

- John M. Puckett

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDIVIDUAL INSTRUCTOR SERVICES AGREEMENT**

**With Instructors from a Public Agency or Private Organization
Pursuant to District's Instructional Services Agreement
With a Public Agency or Private Organization**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as DISTRICT, is authorized pursuant to Title 5 of the California Administrative Code, to enter into a written contract with

John M. Puckett, an instructor, hereinafter known as
(name)

INSTRUCTOR, who is employed by HOPE BUILDERS

which is either a public agency or private organization, and is hereinafter referred to as ENTITY.

INSTRUCTOR agrees to participate in the delivery of approved curriculum from the relevant college within DISTRICT, which will be either Santa Ana College or Santiago Canyon College. INSTRUCTOR acknowledges that DISTRICT shall have the primary right to control and direct the instructional activities of INSTRUCTOR while INSTRUCTOR is conducting a class or classes given through an Instructional Services Agreement between DISTRICT and ENTITY.

The delivery of the curriculum will be in compliance with the provisions of the signed Instructional Services Agreement signed by ENTITY and DISTRICT, and with the catalog and the course outlines from Santa Ana College or Santiago Canyon College. Curriculum materials, testing and grading procedures, and materials and services such as those that DISTRICT provides to its hourly instructors on campus, may be provided by DISTRICT to INSTRUCTOR.

INSTRUCTOR is, and all times shall be, an employee of ENTITY and not of DISTRICT. The DISTRICT will not be obligated to make any payment to INSTRUCTOR for services delivered under the Instructional Services Agreement, and will not be responsible for benefits including and not limited to, workers compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to INSTRUCTOR are the sole responsibility and liability of the employer who has signed the Instructional Services Agreement with the District.

IN WITNESS WHEREOF, the parties have executed the Agreement on the date set forth below.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

John M. Puckett [Signature] 9/14/17
Instructor Name (print) Instructor Signature Date

Nilo E. Lipiz [Signature] 9/14/17
Dean Name Dean Signature Date

Allstair Winter, Assistant Vice Chancellor, Human Resources Date

ISA Standard Agreement, DC-05-025, Basic

Revised 05/09/2017

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

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Memorandum of Understanding between Rancho Santiago Community College District on behalf of Santa Ana College and Taller San Jose Hope Builders	
Action: Request for Approval	

BACKGROUND

The Memorandum of Understanding (MOU) between Rancho Santiago Community College on behalf of Santa Ana College (SAC) and Taller San Jose Hope Builders (HB), a youth training program is a companion agreement to the renewal of the Hope Builders Instructional Services Agreement and an expansion of the scope of services and partnership between both institutions.

ANALYSIS

The establishment of this MOU expands the scope of partnership between Santa Ana College School of Continuing Education and Hope Builders to provide students with the training and skills necessary for entry into middle-skilled and entry-level demand jobs in key industries including but not limited to healthcare, business applications, construction, and information technology.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Rancho Santiago Community College District on behalf of Santa Ana College and Taller San Jose Hope Builders located in Santa Ana, California, for the 2018-19 program year.

Fiscal Impact: \$ 0	Board Date: August 13, 2018
Prepared by: James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Lorena Chavez, Interim Dean of Instruction and Student Services, CEC	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Rancho Santiago Community College District, on behalf of Santa Ana College (SAC) and Taller San Jose Hope Builders (HB), a youth training program.

A. Purpose

The purpose of this Agreement is to support HB's effort to provide its participants with skills suitable for entry into middle-skilled and entry-level high demand jobs in key industries including but not limited to: healthcare, business applications, construction, and information technology and to establish the conditions and procedures, herein agree to, for these opportunities to be offered with SAC and SAC School of Continuing Education (SCE).

B. Roles and Responsibilities

1. The role and responsibility of SAC and SCE are to provide faculty to teach courses, classroom labs appropriate to the curriculum being offered and a private space for consultations with students).
2. The role and responsibility of HB shall be to recruit students for courses that are provided in conjunction with SAC and SCE; provide facilities to offer courses; prepare students for success in college and careers through supportive services including case management that addresses barriers to course completion and persistence and barriers to employment; employment readiness preparation courses; job placement and retention services.

C. Procedures

During the period covered by this agreement:

1. Parties will work jointly to schedule facility usage with sufficient time to ensure scheduling of courses and faculty.
2. Parties will ensure that all personnel will comply with any policy and systems in place at respective campuses.
3. **Communication**—Communication between parties, both formally and informally, will take place to ensure that courses and services are aligned with the objectives of the partnership and are adequately meeting students' needs. At the request of SAC, SCE or HB staff, provide reasonable data and information on students concurrently enrolled at SAC, SCE and HB.
4. **Confidentiality**— Parties shall maintain strict confidentiality of all information about individual students shared under this MOU and will not disseminate such information without the express written consent of the student. Parties will comply with FERPA. HB will be allowed to use the data received to solicit funding to continue to expand its services/program.
5. All parties agree that the partnership's success depends on the cultivation and identification of program participants (students) and availability of services by both parties to this agreement. When these conditions do not exist, one or both parties may give a thirty-day written notice to terminate this agreement and each party shall be held harmless.

D. Reporting and Funding

Each party to this agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

E. Term and Termination

This MOU will commence on August 14, 2018.

This Agreement shall commence as of the Effective Date and shall continue in full force and effect for a period of one year, and shall automatically renew for additional four (4) one year periods, unless either party provides written notice of non-renewal to the other party, not less than sixty days prior to the expiration of any one –year term.

F. Hold Harmless/Indemnity

Each party to this MOU agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

G. Insurance

Hope Builders, at its sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

General Liability Insurance with limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate.

Such insurance shall be endorsed as follows:

Rancho Santiago Community College District, its officers, agents, employees, and representatives are named as additional insured for claims arising out of performance of this Agreement. Such insurance as is afforded by this policy shall be primary and non-contributing with any other valid and collective insurance or self – insurance available to the District.

This Memorandum of Understanding is the complete agreement between the parties signed below. The agreement may only be amended by written agreement signed by each of the parties involved.

Hope Builders

Authorized Official Signature:

Date: _____

Printed Name and Title: Shawna Smith, Executive Director
Address: 801 N. Broadway
Santa Ana, CA 92701
Telephone(s): 714.543.5105 ext. 109
E-Mail Address: ssmith@tsjhopebuilders.org

Rancho Santiago Community College District

Authorized Official Signature:

Date: _____

Printed Name and Title: Peter J. Hardash, Vice Chancellor
Address: 2323 N. Broadway
Santa Ana, CA 92706
Telephone(s): (714) 480-7340
E-Mail Address: hardash_peter@rsccd.edu

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

To:	Board of Trustees	Date:	August 13, 2018
Re:	Approval of Renewal of Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College Apprenticeship Program		
Action:	Request for Approval		

BACKGROUND

The renewal of the Memorandum of Understanding (MOU) between Hope Builders and the Southwest Carpenters Training Fund in association with the Santiago Canyon College Apprenticeship Program and the Santa Ana College School of Continuing Education is a companion agreement to the renewal of the Hope Builders Instructional Services Agreement.

ANALYSIS

The renewal of this MOU maintains that students completing the Construction Technology Program offered at Hope Builders, in collaboration with Santa Ana College School of Continuing Education, will be referred to the Southwest Carpenters Training Fund Program offered in partnership with the Santiago Canyon College Apprenticeship Program to be considered for apprenticeship enrollment.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Memorandum of Understanding between Hope Builders, Santa Ana College School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College Apprenticeship Program for 2018-2019 program year.

Fiscal Impact:	\$ 0	Board Date:	August 13, 2018
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Lorena Chavez, Interim Dean of Instruction and Student Services, CEC		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

SOUTHWEST CARPENTERS TRAINING MEMORANDUM OF UNDERSTANDING Apprenticeship Direct Entry

This Memorandum of Understanding (MOU) is entered into by and between Southwest Carpenters Training Fund (SWCTF) program in partnership with Santiago Canyon College, and Hope Builders, in collaboration with Santa Ana College School of Continuing Education.

A. Purpose

The purpose of this agreement is to support the above mentioned Hope Builders effort to provide its participants with skills suitable for entry into various construction apprenticeship programs registered with the Division of Apprenticeship Standards (DAS) and administered by SWCTF, and to establish the conditions and procedures, herein agreed to, for the apprenticeship program referral and intake process.

This partnership may provide direct entry to successful completers in the Santiago Canyon College, Hope Builders in collaboration with Santa Ana College School of Continuing Education meeting the qualifications set out in section C paragraphs 2 and 5 below.

B. Roles and Responsibilities

1. The role and responsibility of the Southwest Carpenters Training Fund (SWCTF) is to administer the day to day operations of the Joint Apprenticeship and Training Programs established by the Joint Apprenticeship and Training Committees (JATC). These duties include implementing the policy and procedures outlined in the approved program standards related to the intake of apprentices as found in Appendix D, Qualification and Selection Procedures, and to disseminate information on apprenticeship opportunities to organizations and agencies engaged in education and workforce development. Under this agreement, SWCTF will establish direct entry provisions for participants meeting the requirements as stated below, and in accordance with the provisions of Section VII of Appendix D, and A-2 of Appendix A of the aforementioned standards.
2. The role and responsibility of Hope Builders (HB) in collaboration with Santa Ana College (SAC) shall be to provide the SWCTF with documentation describing the participant intake/vetting process, work-readiness skills covered, curricula outline, training duration, and safety instruction conducted by the program. Pre-apprenticeship programs must meet the pre-apprentice hours listed in applicable contract bargaining agreement (CBA). Additionally, the program must provide the projected participation goal for the period covered under this agreement. Under this agreement, HB will work with SWCTF to determine the eligibility of program participants to receive direct entry status.

C. Procedures

During the period covered by this agreement:

1. SWCTF shall review for suitability the curricula of the HB program. In cases where there are possible skill deficiencies for entry level success, SWCTF may require the program to supplement training with recommended materials (Career Connections).
2. Program participants will be required to:
 - a. Perform satisfactorily on all soft skill components (i.e. technology, basic math, interview skills, communication)
 - b. Perform at the highest percentile for construction skill related subjects (i.e. 90-100% without a graded curve; includes both written and performance testing)
 - c. Complete all required program elements successfully
 - d. Maintain an attendance record of a minimum of 95% of total hours
3. SWCTF staff shall compare the active number of journeyman and apprentices in a registered program at the initial date and at least every six months thereafter, to determine and report to the JATC the number of apprenticeship slots available to direct entrants on a periodic (*quarterly*) basis. The minimum number of guaranteed slots available under this agreement shall be six (6) per cohort over a twelve month period.
4. HB shall report to SWCTF the names, contact information, trade interest, and performance status (score/grade as stated in C2 a-d) of interested participants and provide interested participants with the information regarding direct entry to the applicable trade program. The names reported shall be in descending order of the highest scores during reporting period.
5. SWCTF will provide instructions to successful candidates that meet the eligibility requirements listed above stating how to appear before the Joint Apprenticeship and Training Committee (JATC) and request consideration for direct entry. Hope Builders will provide all completers with information sheets on "How-to-Join" which lists the process for apprenticeship application to the desired trade program.
6. Both parties agree that the partnership's success depends on the availability of job opportunities and that, at times, job opportunities may be limited due to many variables including a downturn in construction or the economy. When these conditions exist, one or both parties may give a thirty day notice to terminate this agreement and each party shall be held harmless.

D. Reporting and Funding

Each party to this agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

E. Timeframe

This MOU will commence on August 14th 2018 and will dissolve on June 30th 2019.

This Memorandum of Understanding is the complete agreement between the parties signed below. The agreement may only be amended by written agreement signed by each of the parties involved.

Southwest Carpenters Training Fund

Authorized Official: _____

Signature

Printed Name and Title: Louis Ontiveros, Director

Address: 533 S. Fremont Street, Los Angeles, CA 90071

Telephone(s): 213-739-9339

E-Mail Address: lontiveros@swctf.org

Hope Builders

Authorized Official: _____

Signature

Printed Name and Title: Shawna Smith, Executive Director

Address: 801 N. Broadway, Santa Ana, CA 92701

Telephone(s): 714-543-5105 ext. 109

E-Mail Address: ssmith@tallersan jose.org

Rancho Santiago Community College District

Authorized Official: _____

Signature

Printed Name and Title: Peter J. Hardash, Business Operations/Fiscal Services

Address: 2323 N. Broadway, Santa Ana, CA 92701

Telephone(s): 714-480-7340

E-Mail Address: hardash_peter@rsc cd.edu

Projected data for the period covered in this agreement:

Total cohorts annually	<u>4</u>
Estimated participants per cohorts	<u>20</u>
Estimated number of completions	<u>15</u>
Estimated total number of eligible direct entrants for this program	<u>24</u>

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Amendment Number Three to Agreement with the City of Irvine for Contract Services	
Action:	Request for Approval	

BACKGROUND

This is Amendment Number 3 to “Agreement for Contract Services” with the City of Irvine.

ANALYSIS

This Amendment Number 3 to “Agreement for Contract Services” with the City of Irvine is administered in compliance with the guidelines issued by the State of California Community College Chancellor’s Office. This Amendment Number 3 to “Agreement for Contract Services” with the City of Irvine shall be effective for a period of one (1) year or until termination by written notice of either party. The Amendment Number 3 to “Agreement for Contract Services” with the City of Irvine has been reviewed by Dr. Simon B. Hoffman and college staff. This agreement will not carry a cost for Santa Ana College for each fiscal year.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Amendment Number Three to the agreement with the City of Irvine for contract services as presented.

Fiscal Impact:	Revenue not to exceed \$10,400	Board Date: August 13, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Simon B. Hoffman, Ed.D., Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**AMENDMENT NUMBER 3
TO "AGREEMENT FOR CONTRACT SERVICES"**

THIS AMENDMENT NUMBER 3 TO AGREEMENT FOR CONTRACT SERVICES (the "Third Amendment") is made and entered into as of _____, by and between the City of Irvine, a municipal corporation ("City") and Rancho Santiago Community College District/Santa Ana College, a public postsecondary education institution ("Contractor") for the purpose of amending the written "Agreement for Contract Services" entered into between City and Contractor as of September 15, 2015, City of Irvine contract number 8940 (the "Agreement").

1. The expiration date of the Agreement is changed from September 14, 2018 to September 14, 2019.
2. PART V, BUDGET is modified to state that the not-to-exceed value for the current renewal period is \$10,400.00.
3. Except as set forth in this Third Amendment, all terms, conditions and provisions of the Agreement are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to the Agreement to be executed by their respective duly authorized agents as of the date first set forth above.

CITY OF IRVINE

 **RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT/SANTA ANA
COLLEGE** 

By: _____
Mike Hamel
Chief of Police

By: _____
Peter J. Hardash
Vice Chancellor
Its: Business Operations & Fiscal Services

Attest:
By: _____
Molly McLaughlin
City Clerk

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP

Jeffrey Melching

**AMENDMENT NUMBER 2
TO "AGREEMENT FOR CONTRACT SERVICES"**

THIS AMENDMENT NUMBER 2 TO AGREEMENT FOR CONTRACT SERVICES (the "Second Amendment") is made and entered into as of May 15, 2017 by and between the City of Irvine, a municipal corporation ("City") and Rancho Santiago Community College District/Santa Ana College, a public postsecondary education institution ("Contractor"), for the purpose of amending the written "Agreement for Contract Services" entered into between City and Contractor as of September 15, 2015, City of Irvine contract number 8940 (the "Agreement").

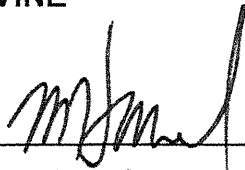
1. The expiration date of the Agreement is changed from September 14, 2017 to September 14, 2018.
2. PART V, BUDGET is modified to state that the not-to-exceed value for the current renewal period is \$10,400.00.
3. Except as set forth in this Second Amendment, all terms, conditions and provisions of the Agreement are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to the Agreement to be executed by their respective duly authorized agents as of the date first set forth above.

CITY OF IRVINE

 RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT/SANTA ANA
COLLEGE

By:


Mike Hamel
Chief of Police

By:


Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

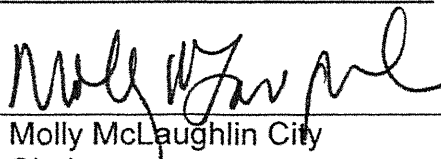
Date:

7/17/17

Date:

5/16/17

By:


Molly McLaughlin City
Clerk

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP


Jeffrey Melching

DUPLICATE
COPY

**AMENDMENT NUMBER 1
TO "AGREEMENT FOR CONTRACT SERVICES"**

THIS AMENDMENT NUMBER 1 TO AGREEMENT FOR CONTRACT SERVICES (the "First Amendment") is made and entered into as of July 18, 2016 by and between the City of Irvine, a municipal corporation ("City") and Rancho Santiago Community College District/Santa Ana College, a public postsecondary education institution ("Contractor"), for the purpose of amending the written "Agreement for Contract Services" entered into between City and Contractor as of September 15, 2015, City of Irvine contract number 8940 (the "Agreement").

1. The expiration date of the Agreement is changed from September 14, 2016 to September 14, 2017.
2. PART I, FUNDAMENTAL TERMS, D. Party Representatives is modified to replace person/officer designated to act on City's behalf with Michael Hallinan, email: mhallinan@cityofirvine.org.
3. PART V, BUDGET is modified to state that the not-to-exceed value for the current renewal period is \$10,400.00.
4. Except as set forth in this First Amendment, all terms, conditions and provisions of the Agreement are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Agreement to be executed by their respective duly authorized agents as of the date first set forth above.

CITY OF IRVINE

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT/SANTA ANA COLLEGE

By: 

Mike Hamel
Chief of Police

By: 

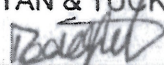
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Attest
By: 

Molly McLaughlin
City Clerk

Date: 8/16/16

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP


Jeffrey Melching

AGREEMENT FOR CONTRACT SERVICES

THIS AGREEMENT FOR CONTRACT SERVICES (the "Agreement") is made and entered into as of September 15, 2015 by and between the CITY OF IRVINE, a municipal corporation ("City"), and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/SANTA ANA COLLEGE, a public postsecondary educational Institution ("Contractor"). (The term Contractor includes professionals performing in a consulting capacity.)

PART I

FUNDAMENTAL TERMS

A. Location of Project: The City of Irvine location(s) as set forth in PART IV, Scope of Services, included herein.

B. Description of Services/Goods to be Provided: Fitness and Wellness Program for the City of Irvine Public Safety Department in accordance with PART IV, Scope of Services, included herein.

C. Term: Unless terminated earlier as set forth in this Agreement, the services shall commence on September 15, 2015 ("Commencement Date") and shall continue through September 14, 2016. The City reserves the right to extend this Agreement for up to four (4) additional one (1) year periods. Such extension shall only be valid if effectuated in writing by the City.

D. Party Representatives:

D.1. The City designates the following person/officer to act on City's behalf: Michael Sherwood, email: msherwood@cityofirvine.org

D.2. The Contractor designates the following person to act on Contractor's behalf: Terri Wann, email: wann_terri@sac.edu.

E. Notices: Contractor shall deliver all notices and other writings required to be delivered under this Agreement to City at the address set forth in Part II ("General Provisions"). The City shall deliver all notices and other writings required to be delivered to Contractor at the address set forth following Contractor's signature below.

F. Attachments: This Agreement incorporates by reference the following Attachments to this Agreement:

- F.1. Part I: Fundamental Terms
- F.2. Part II: General Provisions
- F.3. Part III: Special Provisions
- F.4. Part IV: Scope of Services
- F.5. Part V: Budget

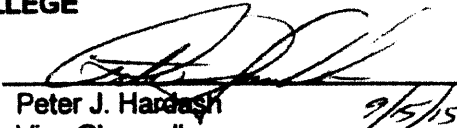
G. Integration: This Agreement represents the entire understanding of City and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between the parties, and none shall be used to interpret this Agreement.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first set forth above.

CITY OF IRVINE

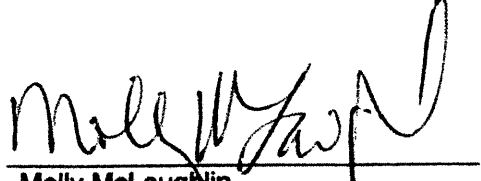
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/SANTA ANA COLLEGE

By: 
Its: David Maggare
Director of Public Safety


By:  9/15/15
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

By: _____
Its: _____

Attest:

By: 
Molly McLaughlin
City Clerk

APPROVED AS TO FORM:
RUTAN & TUCKER, LLP


Todd O. Litfin

Contractor Information

Address for Notices and Payments:

1530 West 17th Street Santa Ana, CA 92706-3398

Attn: Terri Wann
Telephone: (714) 564-6861
Email: wann_terri@sac.edu

PART II
GENERAL PROVISIONS

SECTION ONE: SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the goods and/or services shown on Part IV hereto ("Scope of Services"), which may be referred to herein as the "services" or the "work." If this Agreement is for the provision of goods, supplies, equipment or personal property, the terms "services" and "work" shall include the provision (and, if designated in the Scope of Services, the installation) of such goods, supplies, equipment or personal property.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Contractor, incorporating therein any adjustment in (i) the Budget, and/or (ii) the time to perform this Agreement, which adjustments are subject to the written approval of the Contractor. City approval and/or payment for work claimed by Contractor as changed or additional shall not act to prevent City at any time to claim such work is covered by the Scope of Work and should be performed by Contractor without additional consideration due. It is expressly understood by Contractor that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefore.

1.3 Standard of Performance. Contractor agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.4 Performance to Satisfaction of City. Notwithstanding any other provision herein, Contractor agrees to perform all work to the satisfaction of City within the time specified. If City reasonably determines that the work is not satisfactory, City shall have the right to take appropriate action, including but not limited to: (i) meeting with Contractor to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to repeat unsatisfactory work at no additional charge until it is satisfactory; (iii) suspending the delivery of work to Contractor for an indefinite time; (iv) withholding payment; and (v) terminating this Agreement as hereinafter set forth.

1.5 Instructions from City. In the performance of this Agreement, Contractor shall report to and receive instructions from the City's Representative designated in Paragraph D.1 of Part I ("Fundamental Terms") of this Agreement. Tasks or services other than those specifically described in the Scope of Services shall not be performed without the prior written approval of the City's Representative.

1.6 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the

Facilities, difficulties, and restrictions attending performance of the services under the Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the City of such fact in writing and shall not proceed except at Contractor's risk until written instructions are received from the City's Representative.

1.7 Identity of Persons Performing Work.

(A) Contractor represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services required hereunder. Contractor shall not replace any of the principal members of the Project team, or any successors to any of such persons, without City's prior written approval.

(B) Contractor represents that the tasks and services required hereunder will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and local law to perform such tasks and services. In carrying out such tasks and services, Contractor shall not employ any undocumented aliens (that is, persons who are not citizens or nationals of the United States).

(C) This Agreement contemplates the personal services of Contractor and Contractor's employees, and it is recognized by the parties hereto that a substantial inducement to City for entering into this Agreement was, and is, the professional reputation and competence of Contractor and Contractor's employees. Neither this Agreement nor any interest therein may be assigned by Contractor, except upon written consent of City.

1.8 Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of City. In addition, neither the Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. In the event of any unapproved transfer, including any bankruptcy proceeding, City may void the Agreement at City's option in its sole and absolute discretion. No approved transfer shall release any surety of Contractor of any liability hereunder without the express written consent of City.

SECTION TWO: INSURANCE AND INDEMNIFICATION

2.1 Insurance. Without limiting Contractor's indemnification obligations, Contractor shall procure and maintain, at its sole cost and for the duration of this Agreement, insurance coverage as provided below, against all claims for injuries against persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, and/or subcontractors. In the event that Contractor subcontracts any portion of the work in compliance with Section 1.8 of this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the contractor is required to maintain pursuant to this Section 2.1.

2.1.1 Insurance Coverage Required. The policies and amounts of insurance required hereunder shall be as follows:

A. Comprehensive General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01 including completed operations and contractual liability, with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate for liability arising out of Contractor's performance of this Agreement. The limits shall be provided by either a single primary policy or combination of policies. If limits are provided with excess and/or umbrella coverage the limits combined with the primary will equal the minimum limits set forth above. If written with an aggregate, the aggregate shall be double the each occurrence limit. Such insurance shall be endorsed to:

(1) Name the City of Irvine and its employees, representatives, officers and agents (collectively hereinafter "City and City Personnel") as additional insured for claims arising out of Contractor's performance of this Agreement.

(2) Provide that the insurance is primary and non-contributing with any other valid and collectible insurance or self-insurance available to City.

A statement on an insurance certificate will not be accepted in lieu of the actual endorsement.

B. Automobile Liability Insurance with a limit of liability of not less than \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The limits shall be provided by either a single primary policy or combination of policies. If limits are provided with excess and/or umbrella coverage the limits combined with the primary will equal the minimum limits set above. Such insurance shall include coverage for all "owned," "hired" and "non-owned" vehicles, or coverage for "any auto." Such insurance shall be endorsed to:

(1) Name the City of Irvine and its employees, representatives, officers and agents as additional insured for claims arising out of Contractor's performance of this Agreement.

(2) Provide that the insurance is primary and non-contributing with any other valid and collectible insurance or self-insurance available to City.

A statement on an insurance certificate will not be accepted in lieu of the actual endorsement.

C. Workers' Compensation Insurance in accordance with the Labor Code of California and covering all employees of the Contractor providing any service in the performance of this agreement. Such insurance shall be endorsed to:

(1) Waive the insurer's right of Subrogation against the City and City Personnel.

A statement on an insurance certificate will not be accepted in lieu of the actual endorsement unless your insurance carrier is the State of California Insurance Fund (SCIF) and the endorsement numbers 2570 and 2065 are referenced on the certificate of insurance.

Contractor's completion of the form attached hereto as Exhibit 1 shall be a condition precedent to Contractor's rights under this Agreement. Should Contractor certify, pursuant to Exhibit 1, that, in the performance of the work under this Agreement, it shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, Contractor shall nonetheless maintain responsibility for requiring that any subcontractors performing work under this Agreement have and maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the work performed under this Agreement.

D. Professional Liability Insurance with minimum limits of \$1,000,000 each claim. Covered professional services shall include all work performed under this Agreement and delete any exclusion that may potentially affect the work to be performed.

E. Evidence of Insurance: Contractor shall provide to City a Certificate(s) of Insurance evidencing such coverage together with copies of the required policy endorsements no later than five (5) business days prior to commencement of service and at least fifteen (15) business days prior to the expiration of any policy. Coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days prior written notice thereof given by the insurer to City by U.S. mail, or by personal delivery, except for nonpayment of premiums, in which case ten (10) days prior notice shall be provided.

Signed insurance certificates and endorsements must be **sent via email** from Contractor's insurance broker/agent to the City's insurance certificate tracking company at **CertsOnly-Portland@Ebix.com**

The City project title or description MUST be included in the "Description of Operations" box on the certificate.

Certificate Holder:

City of Irvine, California

c/o: **CertsOnly-Portland@Ebix.com**

F. Endorsements: A statement on an insurance certificate will not be accepted in lieu of the actual endorsement. Insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

Additional Insured Endorsements **shall not:**

1. Be limited to "Ongoing Operations"
2. Exclude "Contractual Liability"
3. Restrict coverage to the "Sole" liability of Contractor
4. Contain any other exclusion contrary to the Agreement.

G. Any Deductible in Excess of \$50,000 and/or Self-Insured Retentions must be approved in writing by the City.

H. Acceptability of Insurers. Each policy shall be from a company with current A.M. Best's rating of A VII or higher and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus lines brokers under applicable

provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

- I. **Insurance of Subcontractors.** Contractor shall be responsible for causing Subcontractors to maintain the same types and limits of coverage in compliance with this Agreement, including naming the City as an additional insured to the Subcontractor's policies.

2.2. **Indemnification.** Neither City, nor its council, officers, agents, contractors, or employees shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of Contractor under this Agreement. Contractor shall indemnify, defend and hold harmless City, as well as their respective council, officers, agents, contractors, and employees ("City Indemnities") from any and all liability, loss, expense (including reasonable attorneys' fees and other defense costs), demands, suits, liens, damages, costs, claims, including but not limited to, claims for bodily injury, death, or property damage, that are incurred by or asserted against the City Indemnities arising out of or connected with any negligent acts or omissions on the part of Contractor under or in connection with any aspect of the services provided under this Agreement.

In contemplation of the provisions of Government Code §895.2 imposing certain tort liability jointly upon public entities solely by reason of such entities being Parties to an agreement, as defined in Government Code §895, each of the Parties hereto, pursuant to the authorization contained in Government Code §895.4 and §895.6, will assume the full liability imposed upon it or any of its officers, agents or employees by law for injury caused by any negligent or wrongful act or omission occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of §895.2 of such code. To achieve this purpose, each party agrees to indemnify and hold harmless the other for any cost or expense that may be imposed upon such other solely by virtue of said §895.2. The provisions of Civil Code §2778 are made a part hereof as if incorporated herein.

SECTION THREE: LEGAL RELATIONS AND RESPONSIBILITIES

3.1 **Compliance with Laws.** Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Contractor. When applicable, Contractor shall not pay less than the prevailing wage, which rate is determined by the Director of Industrial Relations of the State of California.

3.2 **Licenses, Permits, Fees and Assessments.** Contractor shall obtain at its sole cost and expense all licenses, permits, and approvals that may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the services required by this Agreement, and shall indemnify, defend, and hold harmless City against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against City thereunder.

3.3 **Covenant against Discrimination.** Contractor covenants for itself, its heirs, executors, assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on account of race, color, creed, religion, sex, marital status, national origin, or ancestry, in the performance of this Agreement. Contractor further covenants and agrees to comply with the terms of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) as the same may be amended from time to time.

3.4 Independent Contractor. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Contractor. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Contractor nor any of Contractor's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from the City; and neither Contractor nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Contractor's compensation. Neither Contractor nor any of Contractor's employees shall be included in the competitive service, have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

3.5 Covenant against Contingent Fees. Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working for Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

3.6 Use of Patented Materials. Contractor shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by Contractor under this Agreement. Contractor shall indemnify, defend, and save the City harmless from any and all suits, actions or proceedings of every nature for or on account of the use of any patented or copyrighted materials consistent with Section 2.2 herein.

3.7 Proprietary Information. All proprietary information developed specifically for City by Contractor in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps, reports, textual material, or software programs, but not including Contractor's underlying materials, software, or know-how, shall be the sole and exclusive property of City, and are confidential and shall not be made available to any person or entity without the prior written approval of City. Contractor agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of Contractor's services under this Agreement. Contractor further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by Contractor under this Agreement shall be made to City, and that Contractor shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by City.

3.8 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. City in its sole and absolute discretion, may withhold from any payment due Contractor, without liability for interest, an amount sufficient to cover such claim or any resulting lien. The failure of City to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay City any sums Contractor owes City.

3.9 Termination by City. City reserves the right to terminate this Agreement at any time, with or without cause, upon written notice to Contractor. Upon receipt of any notice of termination from City, Contractor shall immediately cease all services hereunder except such as may be specifically approved in writing by City. Contractor shall be entitled to compensation for all services rendered prior to receipt of City's notice of termination and for any services authorized in writing by City thereafter. If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, City may take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total cost for completion of the services required hereunder, including costs incurred by City in retaining a replacement contractor and similar expenses, exceeds the Budget.

3.10 Right to Stop Work: Termination by Contractor. Contractor shall have the right to stop work and terminate only if City fails to timely make a payment required under the terms of the Budget. Contractor shall provide City thirty (30) day prior written notice of such claimed payment owed and City shall have an opportunity to remedy any such claimed breach during such time with no legal consequence to City. Contractor shall immediately cease all services hereunder following the thirty (30) day notice, except such services as may be specifically approved in writing by City. Contractor shall be entitled to compensation for all services rendered prior to termination and for any services authorized in writing by City thereafter. If Contractor terminates this Agreement because of an error, omission, or a fault of Contractor, or Contractor's willful misconduct, the terms of Section 3.9 relating to City's right to take over and finish the work and Contractor's liability shall apply.

3.11 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party with respect to any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent act. A waiver by either party of any default must be in writing.

3.12 Legal Actions. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the Superior Courts of the State of California in the County of Orange, or in any other appropriate court with jurisdiction in such County, and Contractor agrees to submit to the personal jurisdiction of such court.

3.13 Rights and Remedies are Cumulative. Except as may be expressly set forth in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies or other rights or remedies as may be permitted by law or in equity shall not preclude the exercise by such party, at the same or different times, of any other rights or remedies to which such party may be entitled.

3.14 Attorneys' Fees. In any action between the parties hereto seeking enforcement of any of the terms or provisions of this Agreement or in connection with the performance of the work hereunder, the party prevailing in the final judgment in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to have and recover from the other party its reasonable costs and expenses, including, but not limited to, reasonable attorney's fees, expert witness fees, and courts costs. If either party to this Agreement is required to initiate or defend litigation with a third party because of the violation of any term or provision of this Agreement by the other party, then the party so litigating shall be entitled to its reasonable attorney's fees and costs from the other party to this Agreement.

3.15 Force Majeure. The time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of City or Contractor, including, but not restricted to, acts of

nature or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including City, if the delaying party shall within ten (10) days of the commencement of such delay notify the other party in writing of the causes of the delay. If Contractor is the delaying party, City shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of City such delay is justified. City's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against City for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be extension of this Agreement pursuant to this Section 3.15.

3.16 Non-liability of City Officers and Employees. No officer, official, employee, agent, representative, or volunteer of City shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by City, or for any amount which may become due to Contractor or its successor, or for breach of any obligation of the terms of this Agreement.

3.17 Conflicts of Interest.

A. No officer, official, employee, agent, representative or volunteer of City shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any federal, state or city statute, ordinance or regulation. Contractor shall not employ any such person while this Agreement is in effect.

B. Contractor represents, warrants and covenants that he, she or it presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement.

C. Contractor acknowledges that pursuant to the provisions of the Political Reform Act (Government Code section 87100 *et seq.*), City may determine Contractor to be a "Consultant" as that term is defined by the Act. In the event City makes such a determination, Contractor agrees to complete and file a "Statement of Economic Interest" with the City Clerk to disclose such financial interests as required by City. In such event, Contractor further agrees to require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" to disclose such other person's financial interests as required by City.

3.18 Contractor Ethics. Contractor represents and warrants that it has not provided or promised to provide any gift or other consideration, directly or indirectly, to any officer, employee, or agent of City to obtain City's approval of this Agreement. Contractor shall not, at any time, have any financial interest in this Agreement or the project that is the subject of this Agreement other than the compensation to be paid to Contractor as set forth in this Agreement. In the event the work and/or services to be performed hereunder relate to a project and/or application under consideration by or on file with the City, (i) Contractor shall not possess or maintain any business relationship with the applicant or any other person or entity which Contractor knows to have a personal stake in said project and/or application, (ii) other than performing its work and/or services to City in accordance with this Agreement Contractor shall not advocate either for or against said project and/or application, and (iii) Contractor shall immediately notify City in the event Contractor determines that Contractor has or acquires any such business relationship with the applicant or other person or entity which has a personal

stake in said project and/or application. The provisions in this Section shall be applicable to all of Contractor's officers, directors, employees, and agents, and shall survive the termination of this Agreement.

3.19 Compliance with California Unemployment Insurance Code Section 1088.8. If Contractor is a Sole Proprietor, then prior to signing the Agreement, Contractor shall provide to the City a completed and signed Form W-9, Request for Taxpayer Identification Number and Certification. Contractor understands that pursuant to California Unemployment Insurance Code Section 1088.8, the City will report the information from Form W-9 to the State of California Employment Development Department, and that the information may be used for the purposes of establishing, modifying, or enforcing child support obligations, including collections, or reported to the Franchise Tax Board for tax enforcement purposes.

3.20 CalPERS Annuitants. If Contractor is a California Public Employees' Retirement System ("CalPERS") annuitant, Contractor must provide the City with written notification of such fact a minimum of 14 calendar days prior to commencement of services under this Agreement. Failure to provide such notification may result in termination of the Agreement, and any penalties or other costs relating thereto shall be borne by Contractor. If this Agreement remains in place, Contractor shall execute any amendment(s) to this Agreement requested by the City in order to comply with all laws and regulations applicable to CalPERS annuitants.

SECTION FOUR: MISCELLANEOUS PROVISIONS

4.1 Records and Reports. The City Manager of the City of Irvine or his/her designee reserves the right to perform such audits, performance reviews, and other evaluations (collectively 'audit') that relate to or concern this Agreement at any time. Contractor agrees to participate and cooperate in up to five (5) hours of meetings and interviews (at no additional cost to City), if the same are requested by the City in connection with such an audit. Further, provided that the City pays Contractor's commercially reasonable hourly rate for services, Contractor agrees to participate and cooperate in such additional meetings and interviews (in excess of five (5) hours), if the same are requested by the City in connection with such an audit. Upon request by City, Contractor shall prepare and submit to City any reports concerning Contractor's performance of the services rendered under this Agreement. City shall have access, with 72 hours advance written notice delivered to Contractor, to the books and records of Contractor related to Contractor's performance of this Agreement in the event any audit is required. All drawings, documents, and other materials prepared by Contractor in the performance of this Agreement (i) shall be the property of City and shall be delivered at no cost to City upon request of City or upon the termination of this Agreement, and (ii) shall not be made available to any individual or entity without prior written approval of City. The obligations of this Section 4.1 shall survive the expiration (or earlier termination) of this Agreement for a period of three (3) years. During said three (3) year period, Contractor shall keep and maintain all records and reports related to this Agreement, and City shall have access to such records in the event any audit is required.

4.2 Notices. Unless otherwise provided herein, all notices required to be delivered under this Agreement or under applicable law shall be personally delivered, or delivered by United States mail, prepaid, certified, return receipt requested, or by reputable document delivery service that provides a receipt showing date and time of delivery. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch. Notices to the City shall be delivered to the following address, to the attention of the City Representative set forth in Paragraph D.1 of the Fundamental Terms of this Agreement:

To City:

City of Irvine
One Civic Center Plaza (92606) (Hand Deliveries)
P. O. Box 19575
Irvine, CA 92623-9575

Notices to Contractor shall be delivered to the address set forth below Contractor's signature on Part I of this Agreement, to the attention of Contractor's Representative set forth in Paragraph D.2 of the Fundamental Terms of this Agreement. Changes in the address to be used for receipt of notices shall be effected in accordance with this Section 4.2.

4.3 Construction and Amendment. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The headings of sections and paragraphs of this Agreement are for convenience or reference only, and shall not be construed to limit or extend the meaning of the terms, covenants and conditions of this Agreement. This Agreement may only be amended by the mutual consent of the parties by an instrument in writing.

4.4 Severability. Each provision of this Agreement shall be severable from the whole. If any provision of this Agreement shall be found contrary to law, the remainder of this Agreement shall continue in full force.

4.5 Authority. The person(s) executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

4.6 Special Provisions. Any additional or supplementary provisions or modifications or alterations of these General Provisions shall be set forth in Part III of this Agreement ("Special Provisions").

4.7 Precedence. In the event of any discrepancy between Part I ("Fundamental Terms"), Part II ("General Provisions"), Part III ("Special Provisions"), Part IV ("Scope of Services"), and/or Part V ("Budget") of this Agreement, the order of precedence shall be as follows.

Part III
Part II
Part IV
Part V
Part I

PART III
SPECIAL PROVISIONS

- 1) **Business License Requirement**. Contractors who provide services for the City of Irvine within the city limits of Irvine shall obtain, within five (5) days of executing this Agreement and prior to commencing any work herein, a City of Irvine business license and shall maintain a current business license throughout the term of this Agreement.
- 2) PART II GENERAL PROVISIONS, Section 2.1.1-C. Worker's Compensation Insurance, is modified to state that Contractor's insurer, ASCIP, will confirm on the certificate that subrogation is waived and therefore will not be required to provide an endorsement.
- 3) PART II GENERAL PROVISIONS, Section 2.1.1-D Professional Liability Insurance, is deleted in its entirety.
- 4) PART II GENERAL PROVISIONS, Section 2.1.1-E. Evidence of Insurance, is modified to state that notices will be sent to Contractor, not to City, and that upon any such notice, Contractor will immediately provide to City.
- 5) PART II GENERAL PROVISIONS, Section 2.1.1- H. Acceptability of Insurers is modified to state that Contractor's insurer, ASCIP is a joint powers authority, self-insured and not an insurance company. ASCIP does not participate in the A.M. Best Rating program.
- 6) PART II GENERAL PROVISIONS, Section 2.2 Indemnification, has been modified from the City's standard language as mutually agreed upon by the parties.

PART V
SCOPE OF SERVICES

Services shall be performed as set forth below.

Contractor shall provide instruction via lectures and workshops in the area of physical fitness and health related fitness topics at the City's facilities, as requested by City. Contractor shall also conduct a comprehensive fitness evaluation generating an individual fitness profile for each participating student.

Contractor agrees to perform during the term of this Agreement, a Wellness Class for the City of Irvine Public Safety Department. The estimated number of students that will participate in the class will be 100. The class will include the following:

A comprehensive fitness assessment with a 12 lead ECG, graded exercise test, blood pressure, pulmonary function, body composition assessment, and various strength and flexibility tests. **This is a fitness evaluation and not a medical assessment. The above results are not evaluated by a doctor. The student is encouraged to take all results to their doctor for review.**

An Individualized Fitness Assessment Results Profile will be provided to each participant that completes the fitness assessment portion of the class.

A minimum of 4 lecture/workshops will be given during the duration of the Wellness Class.

For no additional cost each lectures/workshop may be repeated up to five times to accommodate the different shift schedules.

Contractor shall provide City with an aggregate report showing the Public Safety Department's average fitness scores in the following areas: Cardiovascular fitness, muscular fitness, body composition, and coronary risk.

PART V

BUDGET

Pricing shall be as set forth below.

Tuition Fee (CA Resident)	\$92.00
Tuition Fee (non-CA Resident)	\$532.00
Material fee per student	\$12.00
Maximum number of students	100

Included in the Budget are all ordinary and overhead expenses incurred by Contractor and its agents and employees, including meetings with City representatives, and incidental costs incurred in performing under this Agreement. The total compensation for the Scope of Services set forth herein shall not exceed **\$10,400.00** including all amounts payable to Contractor for its overhead, payroll, profit, and all costs of whatever nature, including without limitation all costs for subcontracts, materials, equipment, supplies, and costs arising from or due to termination of this Agreement.

Payment for services will be made monthly on invoices deemed satisfactory to the City, with payment terms of net 30 days upon receipt of invoice. Contractor shall submit invoices within fifteen (15) days from the end of each month in which services have been provided. Contractor shall provide invoices with sufficient detail to ensure compliance with pricing as set forth in this Agreement. The information required may include: date(s) of work, hours of work, hourly rate(s), and material costs.

No work shall be performed in connection with this Agreement until the receipt of a signed City of Irvine Purchase Order. The Purchase Order number must be included on all invoices, along with the City Representative's name. Failure to include this information on the invoice shall result in the return of the unpaid invoice.

Contractors should submit invoices electronically to:

invoicesubmittal@cityofirvine.org

Payment by City under this Agreement shall not be deemed as a waiver of the City's right to claim at a later point that such payment was not due under the terms of this Agreement.

Pricing shall remain firm for the entire Agreement term. Thereafter, any proposed pricing adjustment for follow-on renewal periods shall be submitted to the City Representative in writing at least ninety (90) days prior to the new Agreement term. The City reserves the right to negotiate any proposed pricing adjustment not to exceed the Bureau of Labor Statistics Consumer Price Index (CPI) data as follows: Los Angeles-Riverside-Orange County, CA; All Items; Not Seasonally Adjusted; annualized change comparing the most recent month's reported data to the same month of the prior year. (This information may be found on the U.S. Department of Labor's website at www.bls.gov.)

Exhibit 1

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Contract Services Description: Public Safety Health and Wellness Program

WORKERS' COMPENSATION DECLARATION


I hereby affirm under penalty of perjury one of the following declarations:

(CHECK ONE APPLICABLE BOX BELOW)

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this Agreement and shall submit insurance certificates evidencing such coverage as set forth herein.

I certify that, in the performance of the work under this Agreement, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of Irvine and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions and immediately furnish insurance certificates evidencing such coverage as set forth herein.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

Dated:	10/22/15
Contracting Firm:	Rancho Santiago Community College District
Signature:	
Title:	Vice Chancellor Business Operations & Fiscal Services
Address:	1530 West 17 th Street, Santa Ana, CA 92706-3398

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of the Student Field Placement Agreement with California State University Long Beach	
Action:	Request for Approval	

BACKGROUND

This is a Student Field Placement Agreement with California State University Long Beach.

ANALYSIS

This Student Field Placement Agreement with California State University Long Beach is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This Student Field Placement Agreement with California State University Long Beach shall be effective for a period of five (5) year or until termination by written notice of either party. The Student Field Placement Agreement with California State University Long Beach has been reviewed by Dr. Simon B. Hoffman and college staff. This agreement will not carry a cost for Santa Ana College for each fiscal year.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Student Field Placement Agreement with California State University Long Beach, as presented.

Fiscal Impact:	None	Board Date: August 13, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Simon B. Hoffman, Ed.D., Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



STUDENT FIELD PLACEMENT AGREEMENT

This agreement (“Agreement”) is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach (“University”) and Fire Technology Wellness Program, Santa Ana College (“Facility”).

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the Facility shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the Facility (“Party or Parties”) agree as follows:

- I. **EDUCATIONAL PROGRAMS** – The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

Check all that apply:

- Exhibit A – Athletic Training Program Protocol, consisting of two (2) pages
 Exhibit B – Adapted Physical Education Specialist Credential Program Protocol, consisting of two (2) pages
 Exhibit C – Fitness Program Protocol, consisting of two (2) pages
 Exhibit D – Exercise Science Program Protocol, consisting of two (2) pages
 Exhibit E – Graduate Sports Management Program Protocol, consisting of two (2) pages

II. **GENERAL PROVISIONS**

- A. **Term of Agreement** - The term of this Agreement shall be operative from date of full execution for a term of 5 years. Either Party may terminate this agreement upon forty-five (45) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students enrolled at that time shall be allowed to continue their education experience until that student completes their placement work.
- B. **Relationship of Parties** – Facility (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.
- C. **Indemnification** - University shall be responsible for damages caused by the negligence of its directors, officers, agents and employees as defined by law, and agrees to indemnify and hold harmless Facility (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of University directors, officers, agents or employees in the performance of this Agreement.

Facility shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, and agrees to indemnify and hold harmless CSU and University (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of Facility’s directors, officers, agents or employees in the performance of this Agreement.

D. **Insurance**

1. Each party shall maintain general liability insurance, comprehensive or commercial form, with a minimum limit of \$1,000,000 each occurrence and \$3,000,000 general aggregate. If Facility offers medical or professional services, Facility shall also carry professional liability (or errors and omissions) coverage with the same minimum limits.
2. Students shall be covered by a CSU arranged policy providing general and professional liability with limits of \$2,000,000 each occurrence and \$4,000,000 general aggregate.
3. Workers’ compensation insurance coverage for students shall be provided by Facility.

- E. **Confidentiality of Student Records** - Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.

- F. **Confidentiality of Medical Records (HIPAA)** - Where applicable, all of Facility’s medical records and charts created in connection with Clinical Training shall be and shall remain the property of Facility. Solely for the purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated

EXHIBIT C
 Santa Ana College Wellness Program
 Internship Objectives Checklist

		<u>Estimated</u>
1.	Fitness Assessment	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Review of student forms and completion of data card • Includes health history, bloodwork, pretest checklist and completion of coronary risk stratification 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Height and Weight 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Blood pressure assessment 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Body composition assessment 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Cardiorespiratory assessment 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Flexibility assessment 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Muscular endurance/strength assessment 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Pulmonary Function 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Functional Movement Screen 	2.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Review of Fitness Results and Exercise Prescription 	8.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Interpretation of results to student 	8.0 hours
		50.0 hours
2.	Supplemental Training Enhancement Program (STEP) one on one instruction (personal training)	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Observation of Physical Ability Test (Fire Specific Activities – valuable for needs and movement analysis) May also be possible to do station visits or observe PT at sheriff's academy. 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Observation of student consultations – Interpretation and understanding of student goals 	4.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Observation of STEP session 	12.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Observation/interaction of STEP programming (program design) 	2.0 hours
		22.0 hours
3.	Group Exercise Workshops and Lectures	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Group Exercise Workshop and Lecture Participation 	18.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Research trends/ideas/techniques for public safety (TSAC) 	2.0 hours
<input type="checkbox"/>	<ul style="list-style-type: none"> • Assist the lead instructor with a workshop or lecture (group exercise/education) 	8.0 hours

EXHIBIT C
 Santa Ana College Wellness Program
 Internship Objectives Checklist

		28.0 hours
4.	Lab Supervision and Operations	
<input type="checkbox"/>	• Review internship manual and internship objectives	0.5 hours
<input type="checkbox"/>	• Review Wellness Lab manual and watch training DVD	4.0 hours
<input type="checkbox"/>	• Create internship schedule and timelines for completion of objectives	0.5 hours
<input type="checkbox"/>	• Equipment orientation and familiarization	4.0 hours
<input type="checkbox"/>	• Equipment maintenance/Inventory	8.0 hours
<input type="checkbox"/>	• Preparation for next day and restocking of disposable supplies	2.0 hours
<input type="checkbox"/>	• Familiarization with Facility EMS protocol	1.0 hours
		20.0 hours

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

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Clinical Community Health Training Affiliation Agreement with Grand Canyon University	
Action: Request for Approval	

BACKGROUND

This Clinical Community Health Training Affiliation Agreement with Grand Canyon University is to be a provider of post-graduate education and training for students pursuing careers in nursing education. These students are in the Masters Program (MSN) or Bachelors Program (BSN) and will be precepting with Santa Ana College Nursing Faculty in the classroom and clinical setting as part of their post-graduate or under-graduate education.

ANALYSIS

The Clinical Community Health Training Affiliation Agreement with Grand Canyon University allows for clinical training of graduate or undergraduate nurses and is important to Santa Ana College because these students may become interested in teaching at Santa Ana College upon graduation as a result of a positive training experience. The Clinical Community Health Training Affiliation Agreement with Grand Canyon University covers the scope of the program's operations, as well as other issues relating to responsibilities for both parties. The Clinical Community Health Training Affiliation Agreement with Grand Canyon University has been reviewed by the college and district. The Clinical Community Health Training Affiliation Agreement with Grand Canyon University carries no costs or other financial arrangements and is in effect for three (3) years.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Clinical Community Health Training Affiliation Agreement with Grand Canyon University, located in Phoenix, Arizona, as presented.

Fiscal Impact: None	Board Date: August 13, 2018
Prepared by: Jeffrey N. Lamb, Ph.D., 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 COMMUNITY HEALTH TRAINING AFFILIATION AGREEMENT

This Agreement is entered into between Grand Canyon University (“University”) and Rancho Santiago Community College District on behalf of Santa Ana College (“Agency”) on August 15, 2018.

RECITALS

A. University is an institution of higher learning offering a Master of Science in Nursing (MSN) program (the “Program”) to nurses who already have their Registered Nurse license. The Program requires management and education practicum experiences for its student nurses to graduate.

B. Agency operates educational training facilities that are suitable for the practicum training needs of the Program. Agency desires to support the Program to assist in training University’s MSN students.

C. University and Agency acknowledge a public obligation to contribute to nursing education for the benefit of the Program’s MSN students and to meet the community needs for nurse leaders and educators. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the practicum training portion of the Program at Agency’s facilities.

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 agree as follows:

1. RESPONSIBILITIES AND PRIVILEGES OF UNIVERSITY

1.1. Academic Responsibility. University shall develop, organize, and implement the Program’s curriculum under the direction of a qualified instructional staff.

1.2. Number of Students, Dates, and Length of Clinical Training. University shall designate and notify Agency of the student(s) who are to be assigned for a practicum experience at Agency in such numbers, dates, and length of clinical training as are mutually agreed upon between Agency and University.

1.3. Documentation. University shall maintain all attendance and academic records of nursing student(s) participating in the Program. University shall implement and maintain an evaluation process of the students’ progress at Agency throughout the practicum training assignment.

1.4. Health Clearance. University shall ensure that each student complies with Agency’s established requirements for yearly physical examinations and any necessary

immunizations and TB tests.

1.5. Insurance. Program shall be responsible for verifying the required level of individual malpractice insurance and basic individual health insurance for MSN students. University shall ensure that all students maintain professional liability insurance coverage 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, University 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, University shall provide for notification to Agency at least thirty (30) days in advance of any material modification or cancellation of such coverage. University also agrees to maintain statutory Workers' Compensation coverage on any employees of University working at Agency pursuant to this Agreement at all times during the course of this Agreement. University 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).

1.6. Confidentiality. University shall instruct students regarding confidentiality of patient/student information in accordance with Agency's written notification and guidance. University shall instruct its MSN students to sign any further documentation necessary for Agency's compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), as it may be amended and interpreted from time to time.

The Parties agree to protect the participants' educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and any applicable policy of the Parties. To the extent permitted by law, the Parties may share information from participants' educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share education records with any third party.

1.7. Agency Policies and Procedures. University shall ensure that each MSN student is aware of all applicable Agency policies and procedures and shall require each MSN student to conform to all such Agency policies, procedures, regulations, standards for health, safety, cooperation, patient/student privacy, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Agency and University.

1.8. Discipline. University shall be responsible for counseling, controlling, and disciplining its MSN student nurses.

1.9. Hold Harmless. University shall indemnify, defend, save and hold Agency harmless against any losses, claims, legal claims, demands, or judgments against Agency arising out of any activities performed by University or its faculty pursuant to this agreement.

2. RESPONSIBILITIES AND PRIVILEGES OF AGENCY

2.1. Implementation of Program.

2.1.1. Agency shall cooperate with and assist in the planning and implementation of the Program at its facilities for the benefit of University's MSN students. Agency shall provide the cooperation and counsel of its staff in the conduct of the Program.

2.1.2. Agency staff may participate in the educational program upon request of University. They may serve as resource persons, clinical experts, and/or preceptors. They also may assist in the planning and implementation of aspects of practicum experience. Such participation shall be voluntary and shall not interfere with assigned Agency duties.

2.2. Instruction. Agency shall provide opportunities for MSN students to have experiences in giving and observing services to patient/students, relevant to MSN students' course of educational/clinical training.

2.3. Facilities and Parking.

2.3.1. Agency shall provide access to its facilities as necessary to the development and maintenance of a sound educational experience for MSN students in the Program.

2.3.2. Agency shall arrange parking facilities for MSN students and instructors to the same extent as for Agency employees.

2.3.3. Upon request, Agency shall permit the University and any regulatory board for nursing or nursing education, designated by University, to make site visits to its facilities.

2.4. Statement of Adequate Staffing. Agency acknowledges that it has adequate staffing for patient/student safety and continuity of health care services. Agency shall not substitute MSN students participating in the Program for nursing staff/faculty necessary for reasonable staffing coverage.

2.5. Documentation. Agency agrees to make available to University and its nursing students 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 MSN students comply with such policies and rules.

2.6. Authority. Agency shall maintain at all times full authority over and responsibility for care of its patient/students and may intervene and/or redirect MSN students when appropriate or necessary.

2.7. Removal of Students. Agency shall have the absolute right to determine who will administer care to its patient/students. In the event that any MSN student, in the sole discretion of Agency, fails to perform satisfactorily, fails to follow Agency policies, procedures and regulations, or fails to meet Agency standards for health, safety, security, cooperation, patient/student privacy, or ethical behavior, Agency shall have the right to request that University withdraw the MSN student from the facility. University shall comply with Agency's request within five (5) days of receipt of written notice from Agency. Notwithstanding the foregoing, in the event of any emergency or if any MSN student represents a threat to

patient/student safety or personnel, Agency may immediately exclude any MSN student from Agency until final resolution of the matter with University.

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

2.9. First Aid. Agency shall be available to provide necessary emergency health care or first aid, within its capacity, to MSN students during clinical training. Except as herein provided, Agency shall have no obligation to furnish medical or surgical care to any MSN student.

2.10. Hold Harmless. Agency shall indemnify, defend, save and hold University harmless against any losses, claims, legal claims, demands or judgments against University arising out of any activities performed by Agency or its employees pursuant to this agreement.

3. STATUS OF STUDENT NURSES

3.1. MSN students shall have the status of learners and shall not be considered to be Agency employees, nor shall they replace Agency staff/faculty. Education practicum experience will be conducted as a laboratory learning experience and is provided on an “extended campus” basis. There shall be no monetary obligation between Agency and University or its MSN students and instructors.

3.2. It is not the intention of University or Agency that any MSN student occupies the position of third party beneficiary of any obligations assumed by Agency or University pursuant to this Agreement.

3.3. MSN students are subject to the authority, policies, and regulations of the University. They are also subject, during clinical assignment, to applicable Agency regulations and must conform to the same standards as are set for Agency employees in matters relating to the welfare of patient/students and general Agency operations, including maintaining patient/student confidentiality.

4. GENERAL PROVISIONS

4.1. Non-Discrimination. Both parties will fully comply with any and all applicable local, state, and federal anti-discrimination regulations, statutes and judicial decisions.

4.2. Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

4.3. Entire Agreement; Amendment. This Agreement 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.

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. Severability. Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action, or otherwise shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

4.6. Further Assurances. Each Party shall cooperate with, and take such action as may be reasonably requested by the other in order to carry out the provisions and purposes of this Agreement.

4.7. Waiver. No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be a waiver of any other term or condition or assent to continuation of such breach.

4.8. Preparer Construction. This Agreement is not to be construed in favor of or against either party on any basis, including responsibility for drafting. The language in this Agreement shall be construed in accordance with its fair meaning as if prepared by all the parties to the agreement.

4.9. Attorney's Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party in such action shall be awarded its attorneys' fees and costs incurred.

4.10. Counterparts and Right. This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, no signatory hereto shall be bound until both parties named below have duly executed, or caused to be duly executed, a counterpart of this Agreement.

4.11. 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.

4.12. 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, the Agency 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 the Agency, was satisfactorily participating in the Program(s).

4.13. 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:

UNIVERSITY

Grand Canyon University
3300 W. Camelback Rd
Phoenix, AZ 85017
Attn: CONHCP – OFE

AGENCY

Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706
Attn:
Associate Dean of Health Sciences
Director of Nursing

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

UNIVERSITY:

Grand Canyon University

AGENCY:

Rancho Santiago Community College District
On behalf of Santa Ana College

By:

By:

Printed Name: Dr. Lisa Smith

Printed Name: Peter J. Hardash

Title: Dean and Professor CONHCP

Title: Vice Chancellor Fiscal Services/
Business Operations

Date: _____

Date: _____

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

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Clinical Affiliation Agreement Renewal with California State University, Fullerton	
Action: Request for Approval	

BACKGROUND

This Clinical Affiliation Agreement Renewal with California State University, Fullerton is to be a provider of post-graduate education and training for students pursuing careers in nursing education. These students are in the Masters Program (MSN) or Bachelors Program (BSN) and will be precepting with Santa Ana College Nursing Faculty in the classroom and clinical setting as part of their post-graduate or under-graduate education.

ANALYSIS

The Clinical Affiliation Agreement Renewal with California State University, Fullerton allows for clinical training of graduate or undergraduate nurses and is important to Santa Ana College because these students may become interested in teaching at Santa Ana College upon graduation as a result of a positive training experience. The Clinical Affiliation Agreement Renewal with California State University, Fullerton covers the scope of the program's operations, as well as other issues relating to responsibilities for both parties. The Clinical Affiliation Agreement Renewal with California State University, Fullerton has been reviewed by the college and district. The Clinical Affiliation Agreement Renewal with California State University, Fullerton carries no costs or other financial arrangements and is in effect for three (3) years.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Clinical Affiliation Agreement Renewal with California State University, Fullerton, located in Fullerton, California, as presented.

Fiscal Impact: None	Board Date: August 13, 2018
Prepared by: Jeffrey N. Lamb, Ph.D., 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 AFFILIATION AGREEMENT

This Agreement is entered into by and between the State of California acting through the Trustees of the California State University on behalf of **CALIFORNIA STATE UNIVERSITY, FULLERTON**, hereinafter called the (“University”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of SANTA ANA COLLEGE**, hereinafter called the (“District”). The parties may be referred to collectively as the “Parties” and singularly as a “Party”.

- A. University is an institution of higher learning authorized pursuant to California law to offer fully accredited health science programs and to maintain classes and such programs at District for the purpose of providing clinical training for students in such classes.
- B. District operates clinical facility which is suitable for University’s Clinical training programs offered in BSN; School Nurse credential; MSN: Leadership, Women’s Health Care, School Nursing, Nurse Educator, FNP Concentrations; and DNP. (“Program” or “Programs”).
- C. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Programs at District.
- D. The parties will both benefit by making a Program available to University students at District.

THE PARTIES AGREE AS FOLLOWS:

I. GENERAL INFORMATION ABOUT THE PROGRAM

- A. The maximum number of University students who may participate in the Program during each training period shall be mutually agreed by the parties at least 30 days before the training period begins.
- B. The starting date and length of each Program training period shall be determined by mutual agreement.

II. UNIVERSITY’S RESPONSIBILITIES

- A. Academic Responsibility. University shall develop the curriculum of the Programs and shall be responsible for offering health care education programs eligible, if necessary, for accreditation and approval by any state board or agency.
- B. Schedule of Assignments. University shall notify District’s Program supervisor of student assignments, including the name of the student, level of academic preparation, and length and dates of proposed clinical experience.
- C. Orientation Program. University shall provide orientation to all students and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at District.

D. Records. University shall maintain all personnel records for its staff and all attendance academic records for its students participating in the Programs. University shall implement and maintain an evaluation process of the students' progress throughout the Programs.

E. Discipline. University shall be responsible for counseling, controlling and disciplining students.

F. Health Clearance. University shall inform students of the students' need to comply with District's requirements for immunizations and tests, including but not limited to an annual health examination, negative tuberculin skin test/and or chest x-ray as required. Also, University shall inform students of the students' need to comply with District's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.

G. Student Responsibilities. University shall notify students in the Program that they are responsible for:

- 1) Complying with District's clinical and administrative policies, procedures, rules and regulations, including undergoing and passing any required background check;
- 2) Arranging for their own transportation and living arrangements if not provided by University;
- 3) Assuming responsibility for their personal illnesses, necessary immunizations, tuberculin tests, and annual health examinations;
- 4) Maintaining the confidentiality of patient information:
 - a) No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission, or narration in any form by students of any individually identifiable patient information, medical or otherwise, obtained in the course of the Program is forbidden except as a necessary part of the practical experience;
 - b) Neither University nor its employees or agents shall be granted access to individually identifiable information unless the patient has first given consent using a form approved by District that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations;
 - c) District shall reasonably assist University in obtaining patient consent in appropriate circumstances. In the absence of consent, students shall use de-identified information only in any discussions about the clinical experience with University, its employees, or agents.
- 5) Complying with District's dress code and wearing name badges identifying themselves as students;
- 6) Attending an orientation to be provided by their University instructors;
- 7) Notifying District immediately of any violation of state or federal laws by any student; and

8) Providing services to District's patients only under the direct supervision of the University faculty and/or District's professional staff.

H. Payroll Taxes and Withholdings. University shall be solely responsible for any payroll taxes, withholdings, Workers' Compensation and any other insurance or benefits of any kind for University's employees and agents, if any, who provide services to the Program under this Agreement. Students are not employees or agents of the University and shall receive no compensation for their participation in the Program, either from University or District.

I. Background Checks. If required by District, ensure that students complete any background check required by District and submit such results to District for review and approval.

J. Workers' Compensation. University will at its cost provide students with Workers' Compensation coverage while students are participating in District's clinical training program.

III. DISTRICT'S RESPONSIBILITIES

A. Clinical Experience. District shall accept from University the mutually agreed upon number of students enrolled in the Program and shall provide the students with clinical experience during the agreed upon dates and times (for pre-licensure students, the University faculty will be supervising the students).

B. Implementation of Programs. District agrees to cooperate with and assist in the planning and implementation of the Programs at District for the benefit of students from University.

C. Orientation Program for University Instructors. District shall provide an orientation for University instructors who will oversee students in the Program, and shall include all information and materials that University instructors are to provide during the student orientation required in paragraphs II.C and II.G.6) above.

D. Access to Facilities. District shall permit students enrolled in the Program access to District facilities as appropriate and necessary for their Program, provided that the students' presence shall not interfere with District's activities.

E. Records and Evaluations. University shall maintain complete records and reports on each student's performance and District staff shall provide input on student performance to University as requested (Only faculty can evaluate student performance for grading; District staff provide input on student performance at the prelicensure level).

F. Withdrawal of Students. District may request that University withdraw from the program any student who District determines is not performing satisfactorily, refuses to follow District's administrative policies, procedures, rules and regulations, or violates any federal or state laws. Such requests must be in writing and must include a statement as to the reason or reasons for District's request. University shall comply with the written request within five (5) days after actually receiving it.

G. Emergency Health Care/First Aid. District shall, on any day when a student is receiving training at its facilities, provide to that student necessary emergency health care or first aid for accidents occurring in its facilities. Any emergency health care or first aid provided by District

shall be billed to the student at District's normal billing rate for private-pay patients. Except as provided in this paragraph, District shall have no obligation to furnish medical or surgical care to any student.

H. Student Supervision. In the absence of University faculty, District shall permit students to perform services for patients only when under the supervision of a registered, licensed, or certified clinician/professional on District's staff. Such clinicians or professionals are to be certified or licensed in the discipline in which supervision is provided. Students shall train (students train vs. work), perform assignments, and participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their University faculty and/or District-designated supervisors. Students are to be regarded as trainees, not employees, and are not to replace District's staff.

I. District's Confidentiality Policies. As trainees, students shall be considered members of District's "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103, and shall be subject to District's policies respecting confidentiality of medical information. In order to ensure that students comply with such policies, District shall provide students with substantially the same training that it provides to its regular employees.

IV. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

V. STATUS OF UNIVERSITY AND DISTRICT

The parties expressly understand and agree that the students enrolled in the Program are in attendance for educational purposes, and such students are not considered employees of either District or University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or Workers' Compensation insurance. Students are, however, considered members of District's "workforce" for purposes of HIPAA compliance.

VI. INSURANCE

A. University Insurance. The State of California has elected to be self-insured for its general liability, worker's compensation, professional liability, motor vehicle liability, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.

The Office of Risk Management in the Chancellor's Office administers the general liability, workers' compensation, property, and professional liability programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the California State University, Office of Risk Management, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

B. Student Insurance. The California State University Risk Management Authority maintains a Student Professional Liability Insurance Program (SPLIP).

Coverage is provided on a “claims-made” basis for claims which are both made against the Insured during the Policy Period and reported to the Carrier as soon as practicable, but not later than three (3) years after the Policy Period for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.

Insureds include CSU students enrolled in required credited coursework in addition to employees, faculty and staff of the CSU.

Coverage includes General, Professional, & Educator’s Errors and Omissions Liability. Coverage limits are two million (\$2,000,000) each loss and four million (\$4,000,000) aggregate for all Covered Parties, and not per student. A party to whom the University is obligated by written agreement to provide such coverage are included as additional insureds.

C. District Insurance. District shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A VII or better by AM Best or a qualified program of self-insurance. District shall also maintain and provide evidence of workers’ compensation and disability coverage for its employees as required by law. District shall provide University with evidence of the insurance coverage required by this paragraph. District shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

D. Each Party has the right to request, and agrees to provide upon request, documentation of such coverage(s), to include naming each Party as additional insured.

VII. INDEMNIFICATION.

A. The University agrees to defend all claims of loss, indemnify and hold harmless the District and its officers, agents and employees from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the University or its employees, officers, or volunteers in the performance of this Agreement.

B. The District agrees to defend all claims of loss, indemnify, and hold harmless the State of California, the Trustees of the California State University, California State University Fullerton and their officers, agents, volunteers and employees from any and all liability for personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of the District or its employees, agents or volunteers in the performance of this Agreement.

VIII. TERM AND TERMINATION

- A. Term. This Agreement shall remain in full force and effective for an initial term of three (3) years beginning September 15, 2018 through September 14, 2021.
- B. Renewal. This Agreement may be renewed by mutual agreement.
- C. Termination. This Agreement may be terminated at any time by written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

IX. GENERAL PROVISIONS

- A. Amendments. In order to ensure compliance with HIPAA, the following provisions of this Agreement shall not be subject to amendment by any means during the term of this Agreement or any extensions: Section II, Paragraph G, subdivisions 4.a), 4.b), and 4.c); Section II, Paragraph H, to the extent it provides that students are members of District's "workforce" for purposes of HIPAA; Section III, Paragraphs H and I; and Section V. This Agreement may otherwise be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.
- B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.
- C. Captions. Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.
- D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- E. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- F. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- G. Electronic Signatures. This Agreement may be executed by facsimile or scanned signature of any party hereto, it being agreed that the facsimile or scanned signature of any party hereto shall be deemed an original for all purposes.
- H. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.

TO UNIVERSITY:

California State University, Fullerton
Contracts & Procurement
2600 Nutwood Ave., Suite 300
Fullerton, CA 92831
Attn: Karen Pearson, Buyer II

TO DISTRICT:

Rancho Santiago Community College
District: Santa Ana
1530 17th Street
Santa Ana, CA 92706
Attn: Nursing Program Director

X. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

CALIFORNIA STATE UNIVERSITY
FULLERTON

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT: SANTA ANA

By: _____

By: _____

Name: Karen Pearson

Name: Peter J. Hardash

Title: Buyer II

Title: Vice Chancellor, Fiscal Services/
Business Operations

Date: _____

Date: _____

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing programs 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 Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program will yield appropriate clinical rotation activities for the Nursing program.

ANALYSIS

The Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program 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 Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program has been reviewed by the college and district. The Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program carries no costs or other financial arrangements and is in effect for three (3) years.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Clinical Affiliation Agreement Renewal with College Hospital Partial Hospitalization Program, located in Santa Ana, California, as presented.

Fiscal Impact:	None	Board Date: August 13, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., 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 AFFILIATION AGREEMENT

This Clinical Affiliation Agreement (the "Agreement") is made and entered into between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 North Broadway, Santa Ana, California and College Hospital Partial Hospitalization Program ("Clinical Facility"), located at 1634 W. 19th Street, Santa Ana, California.

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

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts Nursing/Health Sciences program(s) (the "Program");

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

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

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

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

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

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

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

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

"Clinical Facility" shall refer to College Hospital Partial Hospitalization Program, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs; and

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

TERMS

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation (“Rotation”), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program’s written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the “Regulations”), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. Applicable Procedure: Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District’s Title IX Officer and/or Section 504/ ADA Coordinator.
6. Academic Year. The academic year consists of Fall, and Spring semesters, Summer session and Winter break intersession.

7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).
8. Orientation. Clinical Facility and College shall provide an orientation for assigned students and faculty participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

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

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise proved under any approachable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.

15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.
16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Medical Library. Clinical Facility agrees to provide students with access to the Medical Library during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.
21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.

District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.

23. Insurance Carried by Clinical Facility. Clinical Facility shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy. Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

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

24. Student Health Records. Any student participating in a rotation shall, at the request of Clinical Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B).

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. Confidentiality of Student Record. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction.

Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.
28. Indemnification. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination. This Agreement shall become effective on August 21, 2018 and shall remain in effect until August 20, 2021 unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U. S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:
 Chief Operating Officer
 College Hospital Partial Hospitalization Program
 1634 19th Street, Suite C
 Santa Ana, CA 92705

To College:
 Director of Nursing
 Santa Ana College
 1530 West 17th Street
 Santa Ana, CA 92706

With a copy to:

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

33. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

Clinical Facility

By:



Typed Name: Michelle R. Ancharoff, PsyD

Title: Program Director

Date: 7/11/18

Rancho Santiago Community College
District

By: _____

Typed Name: Peter J. Hardash

Title: Vice Chancellor, Business
Operations/Fiscal Services

Date: _____

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

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Service Agreement with Network Interpreting Services, Inc.	
Action: Request for Approval	

BACKGROUND

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires community colleges to provide access to programs offered to all students and to provide appropriate and reasonable accommodations for faculty and staff. Deaf and hard of hearing (DHH) faculty and staff typically cannot participate in or deliver instruction and/or support services without the support of a sign language interpreter. Santa Ana College has experienced a significant increase in demand for interpreting services as a result of hiring DHH faculty and staff and expanding coursework taken by students.

ANALYSIS

The Service Agreement with Network Interpreting Services, Inc. will allow the college to continue accessing qualified interpreters on an as needed basis. The Service Agreement with Network Interpreting Services, Inc. covers the scope of program operations of the facility, as well as insurance and other issues relating to liability for both parties. The Service Agreement with Network Interpreting Services, Inc. carries no cost separate from the per hour service rate and will be in effect for a three (3) year term, unless otherwise terminated by either party.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Service Agreement with Network Interpreting Services, Inc., located in Twin Falls, Idaho, as presented.

Fiscal Impact:	Estimated at \$20,000	Board Date: August 13, 2018
Prepared by:	Shelly Jaffray, Dean, Humanities and Social Sciences Jeffrey N. Lamb, Vice President of Academic Affairs	
Submitted by:	Linda D. Rose, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

Network Interpreting Services, Inc. (NIS)
Service Agreement

THIS SERVICE AGREEMENT dated this 13th day of August, 2018.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE
(The "Customer")

-AND-

Network Interpreting Services, Inc.
4201 Mt. Voss Drive, San Diego, CA 92701
P.O. Box 145, Twin Falls, ID 83303-0145
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.

- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing, and such other services as the Customer and the Service Provider may agree upon from time to time (other styles of sign language, i.e., CASE, PSE, SEE), and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin the day after it is approved by the RSCCD Board (August 13, 2018) and will remain in full force and effect until June 30, 2021.

Performance

Service Provider will provide sign language interpretation services to deaf persons in a variety of settings and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$80.00/hour with a two-hour minimum per interpreter for services rendered for services rendered between 7:00AM and 10:30 PM. The need for two interpreters will be determined at the time of Customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in fifteen-minute increments.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner.

Notices shall be sent to the RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Santa Ana College Humanities and Social Sciences Division.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. **All cancellations made by Customer must be made to the Service Provider (NIS) with forty-eight hours or more notice.** Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should the person or persons for whom the interpreter(s) have been requested fail to attend an assignment in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for an assignment and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to appear for said assignment.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker's compensation.

The Service Provider recognizes Customer's need for using only the most qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification recognized and/or conferred by RID/NAD first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID.

Should an interpreter begin assignment and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for an assignment, Customer shall notify Service Provider immediately and request a substitution.

Mutual Indemnification Clause

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 the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

Insurance

Prior to commencing performance, Service Provider shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. **Commercial General Liability**

Comprehensive or Commercial General Liability coverage with a limit of at least \$1,000,000 combined single limit per occurrence, \$2,000,000 aggregate. The insurance shall be primary and non-contributory.

2. **Workers' Compensation and Employers Liability**

Workers' Compensation as required under California State Law. The Employers Liability limits shall be at least \$1,000,000 each item. **The vendor/contractor shall provide a waiver of subrogation.**

3. **Additional Requirements**

The insurers for all coverage lines shall have a minimum A.M. Best's rating of A, VII or equivalent and be admitted in California. This can be amended by separate agreement by RSCCD.

The Rancho Santiago Community College District, its officers, agents, employees and volunteers shall be named as an *additional insured* on the Commercial General Liability policy, **documented by a written endorsement**, and the policy must provide for a thirty (30) days advance written notice to the

District of any modification, change, or cancellation of any insurance coverage.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

Service Provider: Network Interpreting Services, Inc. (NIS)

Customer: Rancho Santiago Community College District

(Signature)

(Signature)

Peter J. Hardash

(Print Name) Provider Representative

Vice Chancellor, Business Operations/
Fiscal Services

Tax ID Number: 26-0640528

(Date Signed)

(Date Signed)

Board Approval Date

Rancho Santiago Comm Coll District

Board Meeting of 08/13/18

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 07/05/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66489	General Fund Unrestricted	15,503.93	0.00	15,503.93	92*0506436	92*0506445
66490	General Fund Unrestricted	14,851.57	0.00	14,851.57	92*0506456	92*0506482
66491	General Fund Unrestricted	7,440.72	0.00	7,440.72	92*0506492	92*0506513
66496	General Fund Unrestricted	545,688.45	0.00	545,688.45	92*0506550	92*0506557
66497	General Fund Unrestricted	22,597.00	0.00	22,597.00	92*0506561	92*0506564
66503	General Fund Unrestricted	6,599.29	0.00	6,599.29	92*0506589	92*0506608
66504	General Fund Unrestricted	89,191.47	0.00	89,191.47	92*0506621	92*0506671
66505	General Fund Unrestricted	128,806.08	128,806.08	0.00	92*0506673	92*0506793
66509	General Fund Unrestricted	42,935.36	0.00	42,935.36	92*0506805	92*0506843
66510	General Fund Unrestricted	11,162.44	0.00	11,162.44	92*0506845	92*0506864
66511	General Fund Unrestricted	70.92	0.00	70.92	92*0506868	92*0506868
66513	General Fund Unrestricted	71,906.64	0.00	71,906.64	92*0506873	92*0506875
66516	General Fund Unrestricted	8,835.80	0.00	8,835.80	92*0506883	92*0506901
66517	General Fund Unrestricted	28,405.37	0.00	28,405.37	92*0506908	92*0506927
66520	General Fund Unrestricted	35,833.82	0.00	35,833.82	92*0506938	92*0506950
66523	General Fund Unrestricted	50,664.85	0.00	50,664.85	92*0506973	92*0506990
66524	General Fund Unrestricted	597,388.61	0.00	597,388.61	92*0506992	92*0507017
66525	General Fund Unrestricted	4,763.13	0.00	4,763.13	92*0507043	92*0507043
66527	General Fund Unrestricted	146,700.35	0.00	146,700.35	92*0507047	92*0507058
66529	General Fund Unrestricted	69,741.11	0.00	69,741.11	92*0507060	92*0507088
66536	General Fund Unrestricted	124,404.02	0.00	124,404.02	92*0507139	92*0507146
66537	General Fund Unrestricted	3,456.48	0.00	3,456.48	92*0507151	92*0507154
66538	General Fund Unrestricted	23,295.56	0.00	23,295.56	92*0507165	92*0507171
66539	General Fund Unrestricted	318,237.06	0.00	318,237.06	92*0507183	92*0507206
66540	General Fund Unrestricted	107,308.28	0.00	107,308.28	92*0507208	92*0507231
66541	General Fund Unrestricted	834,720.71	0.00	834,720.71	92*0507232	92*0507246
66542	General Fund Unrestricted	2,176,942.75	0.00	2,176,942.75	92*0507247	92*0507250
66547	General Fund Unrestricted	11,758.73	0.00	11,758.73	92*0507258	92*0507279
66548	General Fund Unrestricted	72,641.18	0.00	72,641.18	92*0507280	92*0507310
66551	General Fund Unrestricted	28,647.78	0.00	28,647.78	92*0507324	92*0507347
66554	General Fund Unrestricted	12,806.16	0.00	12,806.16	92*0507353	92*0507373
66555	General Fund Unrestricted	42,392.58	0.00	42,392.58	92*0507375	92*0507386
66557	General Fund Unrestricted	14,138.99	0.00	14,138.99	92*0507389	92*0507393
66560	General Fund Unrestricted	3,648.00	0.00	3,648.00	92*0507396	92*0507396
66564	General Fund Unrestricted	10,283.56	0.00	10,283.56	92*0507411	92*0507446
66567	General Fund Unrestricted	189,802.91	0.00	189,802.91	92*0507455	92*0507479
66568	General Fund Unrestricted	76.00	76.00	0.00	92*0507480	92*0507483
66571	General Fund Unrestricted	270,559.07	0.00	270,559.07	92*0507497	92*0507517
66572	General Fund Unrestricted	1,357.53	0.00	1,357.53	92*0507524	92*0507533
66573	General Fund Unrestricted	38.00	0.00	38.00	92*0507537	92*0507538
66574	General Fund Unrestricted	10,333.25	0.00	10,333.25	92*0507539	92*0507588

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66580	General Fund Unrestricted	868.89	0.00	868.89	92*0507597	92*0507599
66582	General Fund Unrestricted	22,084.73	0.00	22,084.73	92*0507607	92*0507614
Total Fund 11 General Fund Unrestricted		<u><u>\$6,178,889.13</u></u>	<u><u>\$128,882.08</u></u>	<u><u>\$6,050,007.05</u></u>		

Checks Written for Period 07/05/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66489	General Fund Restricted	8,575.33	0.00	8,575.33	92*0506410	92*0506447
66490	General Fund Restricted	20,269.26	0.00	20,269.26	92*0506448	92*0506485
66491	General Fund Restricted	22,542.38	0.00	22,542.38	92*0506486	92*0506525
66492	General Fund Restricted	592.00	0.00	592.00	92*0506526	92*0506527
66496	General Fund Restricted	5,550.00	0.00	5,550.00	92*0506558	92*0506560
66497	General Fund Restricted	16,457.00	0.00	16,457.00	92*0506563	92*0506565
66503	General Fund Restricted	22,119.59	0.00	22,119.59	92*0506592	92*0506618
66504	General Fund Restricted	33,309.81	0.00	33,309.81	92*0506620	92*0506637
66505	General Fund Restricted	757,851.78	757,851.78	0.00	92*0506672	92*0506794
66509	General Fund Restricted	252,617.26	0.00	252,617.26	92*0506804	92*0506844
66510	General Fund Restricted	3,055.76	0.00	3,055.76	92*0506857	92*0506867
66511	General Fund Restricted	160.00	0.00	160.00	92*0506869	92*0506869
66513	General Fund Restricted	48,734.13	0.00	48,734.13	92*0506872	92*0506878
66516	General Fund Restricted	70,933.76	0.00	70,933.76	92*0506884	92*0506906
66517	General Fund Restricted	59,822.05	0.00	59,822.05	92*0506907	92*0506928
66520	General Fund Restricted	96,308.18	0.00	96,308.18	92*0506935	92*0506955
66523	General Fund Restricted	19,439.37	0.00	19,439.37	92*0506971	92*0506991
66524	General Fund Restricted	12,592.13	0.00	12,592.13	92*0507007	92*0507015
66525	General Fund Restricted	35,029.51	0.00	35,029.51	92*0507018	92*0507045
66527	General Fund Restricted	49,876.95	0.00	49,876.95	92*0507048	92*0507055
66529	General Fund Restricted	76,727.50	0.00	76,727.50	92*0507062	92*0507075
66530	General Fund Restricted	740,151.06	0.00	740,151.06	92*0507089	92*0507106
66536	General Fund Restricted	2,750.93	0.00	2,750.93	92*0507140	92*0507148
66537	General Fund Restricted	319,720.92	0.00	319,720.92	92*0507149	92*0507163
66538	General Fund Restricted	251,740.56	0.00	251,740.56	92*0507164	92*0507181
66539	General Fund Unrestricted	1,663.71	0.00	1,663.71	92*0507182	92*0507207
66540	General Fund Restricted	3,264.30	0.00	3,264.30	92*0507213	92*0507229
66541	General Fund Restricted	653,889.58	0.00	653,889.58	92*0507233	92*0507245
66542	General Fund Restricted	1,463.56	0.00	1,463.56	92*0507248	92*0507248
66547	General Fund Restricted	38,631.19	0.00	38,631.19	92*0507260	92*0507275
66548	General Fund Restricted	706,831.30	0.00	706,831.30	92*0507281	92*0507309
66551	General Fund Restricted	4,868.61	0.00	4,868.61	92*0507328	92*0507346
66554	General Fund Restricted	567,027.23	0.00	567,027.23	92*0507352	92*0507370
66555	General Fund Restricted	7,248.87	0.00	7,248.87	92*0507374	92*0507387
66557	General Fund Restricted	33.89	0.00	33.89	92*0507392	92*0507392
66559	General Fund Restricted	4,203.20	0.00	4,203.20	92*0507395	92*0507395
66564	General Fund Restricted	620,380.38	0.00	620,380.38	92*0507410	92*0507447
66567	General Fund Restricted	28,485.57	0.00	28,485.57	92*0507454	92*0507477
66571	General Fund Restricted	14,854.07	0.00	14,854.07	92*0507499	92*0507507
66572	General Fund Restricted	74,879.41	0.00	74,879.41	92*0507518	92*0507536
66580	General Fund Restricted	904.29	0.00	904.29	92*0507595	92*0507601

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66582	General Fund Restricted	3,557.40	0.00	3,557.40	92*0507603	92*0507612
Total Fund 12 General Fund Restricted		<u><u>\$5,659,113.78</u></u>	<u><u>\$757,851.78</u></u>	<u><u>\$4,901,262.00</u></u>		

Checks Written for Period 07/05/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66489	GF Unrestricted One-Time Func	1,606.48	0.00	1,606.48	92*0506409	92*0506434
66491	GF Unrestricted One-Time Func	6,561.14	0.00	6,561.14	92*0506497	92*0506510
66503	GF Unrestricted One-Time Func	439.94	0.00	439.94	92*0506590	92*0506590
66504	GF Unrestricted One-Time Func	16,670.40	0.00	16,670.40	92*0506619	92*0506644
66505	GF Unrestricted One-Time Func	10,956.78	10,956.78	0.00	92*0506693	92*0506775
66509	GF Unrestricted One-Time Func	3,652.26	0.00	3,652.26	92*0506825	92*0506825
66516	GF Unrestricted One-Time Func	29,561.87	0.00	29,561.87	92*0506887	92*0506894
66523	General Fund Unrestricted	4,241.03	0.00	4,241.03	92*0506970	92*0506970
66525	GF Unrestricted One-Time Func	342.59	0.00	342.59	92*0507034	92*0507035
66529	GF Unrestricted One-Time Func	859.40	0.00	859.40	92*0507076	92*0507076
66530	GF Unrestricted One-Time Func	33,309.71	0.00	33,309.71	92*0507096	92*0507105
66539	GF Unrestricted One-Time Func	84,059.82	0.00	84,059.82	92*0507201	92*0507201
66540	GF Unrestricted One-Time Func	23,291.35	0.00	23,291.35	92*0507214	92*0507225
66541	GF Unrestricted One-Time Func	43,972.24	0.00	43,972.24	92*0507234	92*0507243
66547	GF Unrestricted One-Time Func	2,897.19	0.00	2,897.19	92*0507259	92*0507262
66551	General Fund Unrestricted	1,952.00	0.00	1,952.00	92*0507323	92*0507323
66554	General Fund Unrestricted	26,962.00	0.00	26,962.00	92*0507351	92*0507351
66558	GF Unrestricted One-Time Func	500.00	0.00	500.00	92*0507394	92*0507394
66567	GF Unrestricted One-Time Func	622.80	0.00	622.80	92*0507464	92*0507466
66572	GF Unrestricted One-Time Func	385.10	0.00	385.10	92*0507529	92*0507529
66580	GF Unrestricted One-Time Func	53.86	0.00	53.86	92*0507598	92*0507598
66582	GF Unrestricted One-Time Func	403.35	0.00	403.35	92*0507613	92*0507613
Total Fund 13 GF Unrestricted One-Time		\$293,301.31	\$10,956.78	\$282,344.53		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66495	Child Development Fund	6,072.12	0.00	6,072.12	92*0506548	92*0506549
66498	Child Development Fund	726.00	0.00	726.00	92*0506566	92*0506567
66499	Child Development Fund	9,308.73	0.00	9,308.73	92*0506568	92*0506583
66507	Child Development Fund	325.15	325.15	0.00	92*0506796	92*0506799
66508	Child Development Fund	325.15	0.00	325.15	92*0506800	92*0506803
66512	Child Development Fund	1,950.00	0.00	1,950.00	92*0506870	92*0506871
66515	Child Development Fund	2,423.52	0.00	2,423.52	92*0506880	92*0506882
66518	Child Development Fund	5,014.21	0.00	5,014.21	92*0506929	92*0506930
66522	Child Development Fund	3,402.60	0.00	3,402.60	92*0506957	92*0506969
66526	Child Development Fund	1,034.17	0.00	1,034.17	92*0507046	92*0507046
66531	Child Development Fund	655.45	0.00	655.45	92*0507107	92*0507116
66543	Child Development Fund	449.05	0.00	449.05	92*0507251	92*0507252
66549	Child Development Fund	994.39	0.00	994.39	92*0507311	92*0507312
66550	Child Development Fund	4,321.24	0.00	4,321.24	92*0507313	92*0507322
66552	Child Development Fund	53.55	0.00	53.55	92*0507348	92*0507348
66563	Child Development Fund	4,806.53	0.00	4,806.53	92*0507399	92*0507409
66565	Child Development Fund	2,011.50	0.00	2,011.50	92*0507448	92*0507452
66570	Child Development Fund	3,754.93	0.00	3,754.93	92*0507485	92*0507496
66576	Child Development Fund	43.63	0.00	43.63	92*0507590	92*0507590
66578	Child Development Fund	5,914.86	0.00	5,914.86	92*0507592	92*0507593
66581	Child Development Fund	614.14	0.00	614.14	92*0507602	92*0507602
Total Fund 33 Child Development Fund		\$54,200.92	\$325.15	\$53,875.77		

Checks Written for Period 07/05/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66361	Capital Outlay Projects Fund	0.00	1,000.00	-1,000.00	92*0504353	92*0504354
66494	Capital Outlay Projects Fund	822,965.18	0.00	822,965.18	92*0506535	92*0506547
66502	Capital Outlay Projects Fund	4,055.00	0.00	4,055.00	92*0506586	92*0506588
66532	Capital Outlay Projects Fund	228,123.75	228,123.75	0.00	92*0507117	92*0507123
66533	Capital Outlay Projects Fund	228,123.75	228,123.75	0.00	92*0507124	92*0507130
66534	Capital Outlay Projects Fund	228,123.75	0.00	228,123.75	92*0507131	92*0507137
66544	Capital Outlay Projects Fund	472.50	0.00	472.50	92*0507253	92*0507253
66553	Capital Outlay Projects Fund	1,000.00	0.00	1,000.00	92*0507349	92*0507350
66579	Capital Outlay Projects Fund	22,292.10	0.00	22,292.10	92*0507594	92*0507594
Total Fund 41 Capital Outlay Projects Fun		\$1,535,156.03	\$457,247.50	\$1,077,908.53		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66493	Bond Fund, Measure Q	198,560.55	0.00	198,560.55	92*0506528	92*0506534
66501	Bond Fund, Measure Q	1,432.00	0.00	1,432.00	92*0506585	92*0506585
66506	Bond Fund, Measure Q	4,570.00	4,570.00	0.00	92*0506795	92*0506795
66535	Bond Fund, Measure Q	4,570.00	0.00	4,570.00	92*0507138	92*0507138
66545	Bond Fund, Measure Q	20,334.50	0.00	20,334.50	92*0507254	92*0507256
Total Fund 43 Bond Fund, Measure Q		\$229,467.05	\$4,570.00	\$224,897.05		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66500	Property and Liability Fund	7,507.72	0.00	7,507.72	92*0506584	92*0506584
66514	Property and Liability Fund	5,824.44	0.00	5,824.44	92*0506879	92*0506879
66519	Property and Liability Fund	1,243,899.00	0.00	1,243,899.00	92*0506931	92*0506934
66528	Property and Liability Fund	3,770.00	0.00	3,770.00	92*0507059	92*0507059
66546	Property and Liability Fund	12,500.00	0.00	12,500.00	92*0507257	92*0507257
66556	Property and Liability Fund	152,250.00	152,250.00	0.00	92*0507388	92*0507388
66561	Property and Liability Fund	152,250.00	152,250.00	0.00	92*0507397	92*0507397
66562	Property and Liability Fund	152,250.00	0.00	152,250.00	92*0507398	92*0507398
66566	Property and Liability Fund	612.00	0.00	612.00	92*0507453	92*0507453
66569	Property and Liability Fund	5,517.56	0.00	5,517.56	92*0507484	92*0507484
Total Fund 61 Property and Liability Fund		<u>\$1,736,380.72</u>	<u>\$304,500.00</u>	<u>\$1,431,880.72</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66521	Workers' Compensation Fund	11,423.48	0.00	11,423.48	92*0506956	92*0506956
66575	Workers' Compensation Fund	104.57	0.00	104.57	92*0507589	92*0507589
66577	Workers' Compensation Fund	51.56	0.00	51.56	92*0507591	92*0507591
Total Fund 62 Workers' Compensation Fu		\$11,579.61	\$0.00	\$11,579.61		

SUMMARY

Total Fund 11 General Fund Unrestricted	6,050,007.05
Total Fund 12 General Fund Restricted	4,901,262.00
Total Fund 13 GF Unrestricted One-Time Fund	282,344.53
Total Fund 33 Child Development Fund	53,875.77
Total Fund 41 Capital Outlay Projects Fund	1,077,908.53
Total Fund 43 Bond Fund, Measure Q	224,897.05
Total Fund 61 Property and Liability Fund	1,431,880.72
Total Fund 62 Workers' Compensation Fund	11,579.61
Grand Total:	<u><u>\$14,033,755.26</u></u>

Checks Written for Period 07/04/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1807107	SAC Diversified Agency Fund	3,499.26	0.00	3,499.26	1A*0001161	1A*0001162
1A1807214	SAC Diversified Agency Fund	4,899.63	0.00	4,899.63	1A*0001163	1A*0001168
1A1807321	SAC Diversified Agency Fund	3,572.38	40.00	3,532.38	1A*0001169	1A*0001178
1A1807428	SAC Diversified Agency Fund	3,075.33	0.00	3,075.33	1A*0001179	1A*0001184
1A1807531	SAC Diversified Agency Fund	539.70	0.00	539.70	1A*0001185	1A*0001185
Total 1A SAC Diversified Agency Fund		<u>\$15,586.30</u>	<u>\$40.00</u>	<u>\$15,546.30</u>		

Checks Written for Period 07/04/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1B1807107	SAC Bookstore Fund	92,786.87	2,076.84	90,710.03	1B*0001097	1B*0001137
1B1807214	SAC Bookstore Fund	42,359.67	33,427.00	8,932.67	1B*0001138	1B*0001150
1B1807321	SAC Bookstore Fund	152,660.82	21.25	152,639.57	1B*0001151	1B*0001166
1B1807428	SAC Bookstore Fund	43,450.71	0.00	43,450.71	1B*0001167	1B*0001177
1B1807531	SAC Bookstore Fund	23,428.41	0.00	23,428.41	1B*0001178	1B*0001190
Total 1B SAC Bookstore Fund		<u>\$354,686.48</u>	<u>\$35,525.09</u>	<u>\$319,161.39</u>		

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
1C1807321	SAC Community Education Fund	706.88	0.00	706.88	1C*0001034	1C*0001034
1C1807428	SAC Community Education Fund	22,102.90	0.00	22,102.90	1C*0001035	1C*0001046
Total 1C SAC Community Education Fund		<u><u>\$22,809.78</u></u>	<u><u>\$0.00</u></u>	<u><u>\$22,809.78</u></u>		

Checks Written for Period 07/04/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S1807107	SAC Associated Students Fund	486.25	0.00	486.25	1S*0001087	1S*0001090
1S1807214	SAC Associated Students Fund	7,807.30	0.00	7,807.30	1S*0001091	1S*0001099
1S1807321	SAC Associated Students Fund	814.31	169.29	645.02	1S*0001100	1S*0001103
1S1807428	SAC Associated Students Fund	3,258.77	0.00	3,258.77	1S*0001104	1S*0001108
Total 1S SAC Associated Students Fund		\$12,366.63	\$169.29	\$12,197.34		

Checks Written for Period 07/04/18 Thru 07/31/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T1807107	SAC Diversified Trust Fund	21.76	0.00	21.76	1T*0001109	1T*0001109
1T1807214	SAC Diversified Trust Fund	3,014.06	0.00	3,014.06	1T*0001110	1T*0001112
1T1807321	SAC Diversified Trust Fund	9,195.88	2,909.97	6,285.91	1T*0001113	1T*0001132
1T1807428	SAC Diversified Trust Fund	10,726.12	0.00	10,726.12	1T*0001133	1T*0001138
1T1807531	SAC Diversified Trust Fund	203.90	0.00	203.90	1T*0001139	1T*0001139
Total 1T SAC Diversified Trust Fund		<u>23,161.72</u>	<u>2,909.97</u>	<u>20,251.75</u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	15,546.30
Total Fund 1B SAC Bookstore Fund	319,161.39
Total Fund 1C SAC Community Education Fu	22,809.78
Total Fund 1S SAC Associated Students Fun	12,197.34
Total Fund 1T SAC Diversified Trust Fund	20,251.75
Grand Total:	<u><u>\$389,966.56</u></u>

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
2A1807214	SCC Diversified Agency Fund	6,152.79	0.00	6,152.79	2A*0001093	2A*0001096
2A1807428	SCC Diversified Agency Fund	2,949.32	0.00	2,949.32	2A*0001097	2A*0001101
2A1807531	SCC Diversified Agency Fund	3,281.46	0.00	3,281.46	2A*0001102	2A*0001109
Total 2A SCC Diversified Agency Fund		<u><u>\$12,383.57</u></u>	<u><u>\$0.00</u></u>	<u><u>\$12,383.57</u></u>		

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
2B1807428	SCC Bookstore Fund	34,591.95	0.00	34,591.95	2B*0001105	2B*0001119
2B1807531	SCC Bookstore Fund	12,641.68	0.00	12,641.68	2B*0001120	2B*0001136
Total 2B SCC Bookstore Fund		<u><u>\$47,233.63</u></u>	<u><u>\$0.00</u></u>	<u><u>\$47,233.63</u></u>		

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
2C1807214	SCC Community Education Fund	3,330.00	0.00	3,330.00	2C*0001027	2C*0001027
2C1807531	SCC Community Education Fund	9,175.42	0.00	9,175.42	2C*0001028	2C*0001036
Total 2C SCC Community Education Fund		<u><u>\$12,505.42</u></u>	<u><u>\$0.00</u></u>	<u><u>\$12,505.42</u></u>		

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
2S1807214	SCC Associated Students Fund	1,973.28	0.00	1,973.28	2S*0001051	2S*0001051
2S1807428	SCC Associated Students Fund	278.00	0.00	278.00	2S*0001052	2S*0001052
2S1807531	SCC Associated Students Fund	1,920.42	0.00	1,920.42	2S*0001053	2S*0001055
Total 2S SCC Associated Students Fund		<u>\$4,171.70</u>	<u>\$0.00</u>	<u>\$4,171.70</u>		

Checks Written for Period 07/04/18 Thru 07/31/18

<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>
2T1807214	SCC Diversified Trust Fund	4,947.89	0.00	4,947.89	2T*0001035	2T*0001042
2T1807428	SCC Diversified Trust Fund	18,941.94	0.00	18,941.94	2T*0001043	2T*0001045
2T1807531	SCC Diversified Trust Fund	217.46	0.00	217.46	2T*0001046	2T*0001046
Total 2T SCC Diversified Trust Fund		<u><u>\$24,107.29</u></u>	<u><u>\$0.00</u></u>	<u><u>\$24,107.29</u></u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	12,383.57
Total Fund 2B SCC Bookstore Fund	47,233.63
Total Fund 2C SCC Community Education Fu	12,505.42
Total Fund 2S SCC Associated Students Fun	4,171.70
Total Fund 2T SCC Diversified Trust Fund	24,107.29
Grand Total:	<u><u>\$100,401.61</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2018 To 06/30/2018
Board Meeting on 08/13/2018**

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
Fund 11: General Fund Unrestricted			
1000	ACADEMIC SALARIES		2,485,210
2000	CLASSIFIED SALARIES	77,294	
3000	EMPLOYEE BENEFITS	805,736	
4000	SUPPLIES & MATERIALS	22,228	
5000	OTHER OPERATING EXP & SERVICES	934,238	
6000	CAPITAL OUTLAY		656,218
7900	RESERVE FOR CONTINGENCIES	1,301,932	
Total Transfer Fund 11		\$3,141,428	\$3,141,428
Fund 12: General Fund Restricted			
1000	ACADEMIC SALARIES		33,092
2000	CLASSIFIED SALARIES	44,335	
3000	EMPLOYEE BENEFITS		80,145
4000	SUPPLIES & MATERIALS	14,363	
5000	OTHER OPERATING EXP & SERVICES	62,882	
6000	CAPITAL OUTLAY		17,842
7000	OTHER OUTGO	9,499	
Total Transfer Fund 12		\$131,079	\$131,079
Fund 13: GF Unrestricted One-Time Funds			
1000	ACADEMIC SALARIES	1,436,024	
2000	CLASSIFIED SALARIES		110
3000	EMPLOYEE BENEFITS	311,553	
4000	SUPPLIES & MATERIALS	35,596	
5000	OTHER OPERATING EXP & SERVICES	628,725	
6000	CAPITAL OUTLAY	233,682	
7000	OTHER OUTGO		3,000,000
7900	RESERVE FOR CONTINGENCIES	354,530	
Total Transfer Fund 13		\$3,000,110	\$3,000,110
Fund 33: Child Development Fund			
1000	ACADEMIC SALARIES		7,787
2000	CLASSIFIED SALARIES	22,097	
3000	EMPLOYEE BENEFITS		19,052
4000	SUPPLIES & MATERIALS		78
7900	RESERVE FOR CONTINGENCIES	4,820	
Total Transfer Fund 33		\$26,917	\$26,917
Fund 62: Workers' Compensation Fund			
2000	CLASSIFIED SALARIES		840
3000	EMPLOYEE BENEFITS		192
4000	SUPPLIES & MATERIALS	1,032	
Total Transfer Fund 62		\$1,032	\$1,032

BUDGET INCREASES AND DECREASES

Printed: 8/6/2018 2:38:22PM

Revenue
4.2 (1)

Appropriation

Page: 1 of 1

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2018 To 06/30/2018
Board Meeting on 08/13/2018**

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.

Fund 12: General Fund Restricted

8100	FEDERAL REVENUES	(10,185)	
8600	STATE REVENUES	(372,000)	
8800	LOCAL REVENUES	8,766	
1000	ACADEMIC SALARIES		32,942
2000	CLASSIFIED SALARIES		(63,457)
3000	EMPLOYEE BENEFITS		(17,752)
4000	SUPPLIES & MATERIALS		(1,200)
5000	OTHER OPERATING EXP & SERVICES		(321,774)
6000	CAPITAL OUTLAY		(2,193)
7000	OTHER OUTGO		15
Total Transfer Fund 12		\$(373,419)	\$(373,419)

Fund 41: Capital Outlay Projects Fund

8900	OTHER FINANCING SOURCES	2,985,000	
6000	CAPITAL OUTLAY		2,385,000
7900	RESERVE FOR CONTINGENCIES		600,000
Total Transfer Fund 41		\$2,985,000	\$2,985,000

Fund 74: Student Financial Aid Fund

8100	FEDERAL REVENUES	23,838	
7000	OTHER OUTGO		23,838
Total Transfer Fund 74		\$23,838	\$23,838

Fund 79: Diversified Trust Fund

8900	OTHER FINANCING SOURCES	(81,034)	
8800	LOCAL REVENUES	4,783	
5000	OTHER OPERATING EXP & SERVICES		4,783
7000	OTHER OUTGO		(38,911)
7900	RESERVE FOR CONTINGENCIES		(42,123)
Total Transfer Fund 79		\$(76,251)	\$(76,251)

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.

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

From 06/29/2018 To 06/30/2018

Board Meeting on 08/13/2018

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>			
B023991	06/30/18		
1000	ACADEMIC SALARIES		1,217,583
3000	EMPLOYEE BENEFITS	719,187	
4000	SUPPLIES & MATERIALS	18,770	
5000	OTHER OPERATING EXP & SERVICES	181,130	
6000	CAPITAL OUTLAY	15,942	
7900	RESERVE FOR CONTINGENCIES	282,554	
Total Reference B023991		\$1,217,583	\$1,217,583
Reason:	Adjustment		
Description:	Offset FY 17/18 1XXX neg bal		
B024023	06/30/18		
1000	ACADEMIC SALARIES		1,267,627
5000	OTHER OPERATING EXP & SERVICES	400,958	
6000	CAPITAL OUTLAY	5,765	
7900	RESERVE FOR CONTINGENCIES	860,904	
Total Reference B024023		\$1,267,627	\$1,267,627
Reason:	Adjustment		
Description:	Cvr neg bal by major objcode		
B024025	06/30/18		
2000	CLASSIFIED SALARIES		90,425
3000	EMPLOYEE BENEFITS		61,344
7900	RESERVE FOR CONTINGENCIES	151,769	
Total Reference B024025		\$151,769	\$151,769
Reason:	Adjustment		
Description:	Addtl Apprntshp bgt 17/18;TOE Peeken,J & Styffe 1B-12B		
B024054	06/30/18		
2000	CLASSIFIED SALARIES	169,293	
3000	EMPLOYEE BENEFITS	153,024	
5000	OTHER OPERATING EXP & SERVICES	215,336	
6000	CAPITAL OUTLAY		537,653
Total Reference B024054		\$537,653	\$537,653
Reason:	Adjustment		
Description:	Cvr neg bal's in major obj FD11/12/13 GenFnd		
B024110	06/30/18		
5000	OTHER OPERATING EXP & SERVICES	140,000	
6000	CAPITAL OUTLAY		140,000
Total Reference B024110		\$140,000	\$140,000
Reason:	Adjustment		
Description:	Cover negative balance in major object FD 11/12/13 - General Fund		
B024119	06/30/18		
3000	EMPLOYEE BENEFITS		6,705
7900	RESERVE FOR CONTINGENCIES	6,705	
Total Reference B024119		\$6,705	\$6,705
Reason:	Adjustment		
Description:	Adjst neg bgt 17/18		

Fund 12: General Fund Restricted

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

From 06/29/2018 To 06/30/2018

Board Meeting on 08/13/2018

BUDGET TRANSFERS		From	To
B023934	06/29/18		
5000	OTHER OPERATING EXP & SERVICES		50,000
6000	CAPITAL OUTLAY	50,000	
Total Reference B023934		\$50,000	\$50,000
Reason:	Special Project Adjustment		
Description:	Cvr PharmMaint work H-210		
B024052	06/30/18		
1000	ACADEMIC SALARIES		16,243
2000	CLASSIFIED SALARIES	28,278	
3000	EMPLOYEE BENEFITS		12,035
Total Reference B024052		\$28,278	\$28,278
Reason:	Special Project Adjustment		
Description:	Alloc fds cvr negtv bal's		
B024055	06/30/18		
4000	SUPPLIES & MATERIALS		14,961
5000	OTHER OPERATING EXP & SERVICES	88,647	
6000	CAPITAL OUTLAY		73,686
Total Reference B024055		\$88,647	\$88,647
Reason:	Special Project Adjustment		
Description:	Offset IELM ngtv bal's		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B024096	06/30/18		
1000	ACADEMIC SALARIES	1,427,973	
3000	EMPLOYEE BENEFITS	311,441	
7000	OTHER OUTGO		2,000,000
7900	RESERVE FOR CONTINGENCIES	260,586	
Total Reference B024096		\$2,000,000	\$2,000,000
Reason:	Adjustment		
Description:	Intrfd tx mtch rqmt SAC SciBld		
B024105	06/30/18		
1000	ACADEMIC SALARIES	7,500	
4000	SUPPLIES & MATERIALS	39,627	
5000	OTHER OPERATING EXP & SERVICES	627,266	
6000	CAPITAL OUTLAY	231,663	
7000	OTHER OUTGO		1,000,000
7900	RESERVE FOR CONTINGENCIES	93,944	
Total Reference B024105		\$1,000,000	\$1,000,000
Reason:	Adjustment		
Description:	Fds in 7300 obj for tx to Fd41		
<u>Fund 33: Child Development Fund</u>			
B023951	06/30/18		
1000	ACADEMIC SALARIES		3,956
3000	EMPLOYEE BENEFITS		864
7900	RESERVE FOR CONTINGENCIES	4,820	
Total Reference B023951		\$4,820	\$4,820
Reason:	Special Project Adjustment		
Description:	EHS Jly-Dec 2017 retro		

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 12: General Fund Restricted

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

From 06/29/2018 To 06/30/2018

Board Meeting on 08/13/2018

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B023937	06/29/18		
8600	STATE REVENUES	(372,000)	
2000	CLASSIFIED SALARIES		(37,409)
3000	EMPLOYEE BENEFITS		(25,314)
4000	SUPPLIES & MATERIALS		(1,070)
5000	OTHER OPERATING EXP & SERVICES		(308,207)
Total Reference B023937		\$(372,000)	\$(372,000)
Reason:			
Description: Rvrs B23828-post to FY18/19			
B024065	06/30/18		
8600	STATE REVENUES	3,500,000	
2000	CLASSIFIED SALARIES		19,174
3000	EMPLOYEE BENEFITS		13,298
5000	OTHER OPERATING EXP & SERVICES		3,467,528
Total Reference B024065		\$3,500,000	\$3,500,000
Reason: New Budget			
Description: PJ2237-Data Sci Tools Fsci Agt			
B024070	06/30/18		
8600	STATE REVENUES	(3,500,000)	
2000	CLASSIFIED SALARIES		(19,174)
3000	EMPLOYEE BENEFITS		(13,298)
5000	OTHER OPERATING EXP & SERVICES		(3,467,528)
Total Reference B024070		\$(3,500,000)	\$(3,500,000)
Reason: New Budget			
Description: PJ2237 To FY18/19 BMPR system.			
B024072	06/30/18		
8600	STATE REVENUES	26,272	
1000	ACADEMIC SALARIES		19,908
3000	EMPLOYEE BENEFITS		4,149
5000	OTHER OPERATING EXP & SERVICES		2,215
Total Reference B024072		\$26,272	\$26,272
Reason: Special Project Adjustment			
Description: Incr bgt reconcile 17'BSI Pgrm			
B024073	06/30/18		
8600	STATE REVENUES	(25,154)	
1000	ACADEMIC SALARIES		(13,981)
2000	CLASSIFIED SALARIES		(7,964)
3000	EMPLOYEE BENEFITS		(3,209)
Total Reference B024073		\$(25,154)	\$(25,154)
Reason: Special Project Adjustment			
Description: Decrease bgt reconcile 17'BSI			
Fund 41: Capital Outlay Projects Fund			
B024104	06/30/18		
8900	OTHER FINANCING SOURCES	600,000	
7900	RESERVE FOR CONTINGENCIES		600,000
Total Reference B024104		\$600,000	\$600,000
Reason: Special Project Adjustment			
Description: Alloc tsf SAC Facfts repair projects (FMRs)			

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

From 06/29/2018 To 06/30/2018

Board Meeting on 08/13/2018

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B024106	06/30/18		
8900	OTHER FINANCING SOURCES	400,000	
6000	CAPITAL OUTLAY		400,000
Total Reference B024106		\$400,000	\$400,000
Reason:	Special Project Adjustment		
Description:	alloc addtl tx mtch fds P3098 RHR Health Sci for SAC		
B024107	06/30/18		
8900	OTHER FINANCING SOURCES	2,000,000	
6000	CAPITAL OUTLAY		2,000,000
Total Reference B024107		\$2,000,000	\$2,000,000
Reason:	Adjustment		
Description:	Match fds PJ2398		
<u>Fund 79: Diversified Trust Fund</u>			
B024082	06/30/18		
8900	OTHER FINANCING SOURCES	(81,034)	
7000	OTHER OUTGO		(38,911)
7900	RESERVE FOR CONTINGENCIES		(42,123)
Total Reference B024082		\$(81,034)	\$(81,034)
Reason:	Special Project Adjustment		
Description:	Bal intrfd/intrafd out/in bgt		

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 06/29/2018 To 06/30/2018
Board Meeting on 08/13/2018**

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>
06/30/18	J048105	To close underspent in OER Deg	0.10
06/30/18	J048213	To close overspend in SP#2550 SAC	246.26
06/30/18	J048215	To close overspend in SP#2550 SCC	0.39
06/30/18	J048220	Corr J048213	246.26
06/30/18	J048221	Corr J048215	0.39
06/30/18	J048222	To close overspend in SP#2550 SAC	246.26
06/30/18	J048223	To close overspend in SP#2550 SCC	0.39
06/30/18	J048245	Cls ovrspnt amt:SSS RegY1 Fd11	2.00
06/30/18	J048246	Cls ovrspnt amt UB IV Yr5 SAC	1,296.81
06/30/18	J048247	ClsUndrspt amt UB Math/Sci F11	210.75
06/30/18	J048248	Cls ovrspnt amt UBVetsPgm F11	471.60
06/30/18	J048249	cls ovrspnt amt TalentSrchV Y2	180.00
06/30/18	J048250	Cls ovrspnt amt TalentSrchV Y3	0.56
06/30/18	J048251	Cls undrspt amt EconDevInReg	0.42
06/30/18	J048252	Cls undrspt amt EconDevDSNICT	0.79
06/30/18	J048253	Cls ovrspnt amt OCTchrPthwySCC	0.22
06/30/18	J048254	Cls Undrspt amtOC TchrPthwySCC	94.13
06/30/18	J048255	TO CLOSE UNDERSPENT AMOUNT IN LA/OC REG'L CONSRT TO GENERAL FUND 11-UNRESTRICTED.	29.09
06/30/18	J048256	TO CLOSE UNDERSPENT AMOUNT IN DO SSSP-INST RES FOLLOW-UP TO GENERAL FUND 11 - UNRESTRICTED	73.55
06/30/18	J048257	To close overspent amount inCAMP II - Yr 5	175.97
06/30/18	J048258	To close overspent amount in SCC CARE.	4.50
06/30/18	J048259	Cls undrspt amt SAC SSSP	0.03
06/30/18	J048261	Cls undrspt amt MCHS PY	0.03
06/30/18	J048262	To close overspent amount in SCC CA Career	5.52
06/30/18	J048264	cls ovrspnt amt in CDevTrng	726.86
06/30/18	J048265	To close overspent amount in SCC SSSP	64.21
06/30/18	J048266	Cls ovrspnt amt CARE PY	103.85
06/30/18	J048268	Cls ovrspnt amt Nrsg AR&R	9.39
06/30/18	J048269	Cls ovrspnt amt EnrollmtGrwth	656.61
06/30/18	J048270	To close overspent amount in SCC SSSP - NC	35.29
06/30/18	J048271	cls ovrspnt amt EOPS PY	322.00
06/30/18	J048272	Cls ovrspnt amt SAC CPT NOCCAP	828.05
06/30/18	J048273	To close underspent amount in SCC - OC Teacher	94.13
06/30/18	J048274	Cls ovrspnt amt SSSP-NC PY	16.52
06/30/18	J048275	Cls ovrspnt amt OC TchrPthwy	0.22
06/30/18	J048276	Cls ovrspnt amt SongBrwnRN	1,142.61
06/30/18	J048277	To close overspent amount in SAC DSPPS	2,254.55
06/30/18	J048278	cls ovrspnt amt SCC EOPS	185.02
06/30/18	J048279	Cls ovrspnt amt SCC CA Career	5.52
06/30/18	J048281	Duplicate J048254	94.13
06/30/18	J048282	Duplicate J048253	0.22

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 06/29/2018 To 06/30/2018
Board Meeting on 08/13/2018**

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/18	J048284	Correct JE #48222	246.26
06/30/18	J048285	Correct JE #48223	0.39
06/30/18	J048286	Cls ovrspnt amt SBI SAC to F11	2.55
06/30/18	J048287	Cls ovrspnt amt SBI SCC to F11	1.72
06/30/18	J048288	Cls ovrspnt amt SBI SAC t:F11	6.88
06/30/18	J048289	Cls ovrspnt amt SBI SCC to F11	1.36
06/30/18	J048290	Close Overspent Amt in #1101/SAC to General Fund 11 - Unrestricted	38.14
06/30/18	J048291	Cls ovrspnt amt SBI SAC to F11	2.98
06/30/18	J048292	cls ovrspnt amt SBI SCC	0.14
06/30/18	J048293	Cls ovrspnt amt SBI SAC to Fd11	4.50
06/30/18	J048294	Close Underspent Amt in #1101/SCC to General Fund 11 - Unrestricted	0.34
06/30/18	J048295	Cls ovrspnt amt SBI SCC to F11	1.02
06/30/18	J048297	Close Overspent Amt in #1102/SAC to General Fund 11 - Unrestricted	5.01
06/30/18	J048298	Cls ovrspnt amt SBI SAC to F11	1.37
06/30/18	J048299	Close Overspent Amt in #1102/SCC to General Fund 11 - Unrestricted	0.70
06/30/18	J048300	Cls ovrspnt amt SBI SCC to Fd11	0.78
06/30/18	J048301	Cls ovrspnt amt GO Biz Fd11	39.60
06/30/18	J048302	Close Overspent Amt in #1106/SAC to General Fund 11 - Unrestricted	60.64
06/30/18	J048303	Cls undrspt amt RHT to Fd11	0.50
06/30/18	J048304	Close Overspent Amt in #1106/SCC to General Fund 11 - Unrestricted	52.67
06/30/18	J048306	Cls ovrspnt amt in SBz to Fd11	4.21
06/30/18	J048307	Close Overspent Amt in #1108/SCC to General Fund 11 - Unrestricted	0.31
06/30/18	J048309	Cls undrspt amt RHT-RG to Fd11	0.26
06/30/18	J048310	Close Overspent Amt in #1109/SAC to General Fund 11 - Unrestricted	40.94
06/30/18	J048311	Cls ovrspnt amt SBz RG to F11	0.37
06/30/18	J048312	Close overspent amount in CLWRKS SCC to General Fund 11 - Unrestricted	714.36
06/30/18	J048313	Close Overspent Amt in IET SAC to General Fund 11 - Unrestricted	0.33
06/30/18	J048314	Close underspent amount in St Equity SAC to General Fund 11 - Unrestricted	0.08
06/30/18	J048315	Close Overspent amt in IET SCC to General Fund 11 - Unrestricted	52.31
06/30/18	J048316	Close overspent amount in St Equity SCC to General Fund 11 - Unrestricted	264.09
06/30/18	J048317	Close overspent amt in SBA to General Fund 11 - Unrestricted	1,752.70
06/30/18	J048318	Close overspent amount in BSI SAC to General Fund 11 - Unrestricted	0.55
06/30/18	J048319	Close overspent amt in TANF SAC to General Fund 11 - Unrestricted	0.31
06/30/18	J048320	Close overspent amt in TANF PY/SCC to General Fund 11 - Unrestricted	10.10
06/30/18	J048321	Close overspent amt in TANF PY/SAC to General Fund 11 - Unrestricted	0.28

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 06/29/2018 To 06/30/2018
Board Meeting on 08/13/2018**

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/18	J048322	Close overspent in 16'BSI SCC to General Fund 11 - Unrestricted	4,001.94
06/30/18	J048323	Close overspent amount in BSI SCC to General Fund 11 - Unrestricted	0.24
06/30/18	J048324	Close Underspent in TANF PY/SAC to General Fund 11 - Unrestricted	500.33
06/30/18	J048326	Close Underspent amt in BSSOT SCC to General Fund 11 - Unrestricted	0.25
06/30/18	J048327	Close underspent amount in REI to General Fund 11 - Unrestricted	7,879.72
06/30/18	J048332	Cls ovrspnt amt SS SvcsV to F11	6,402.86
06/30/18	J048334	Cls undrspnt amt 17'SBz to F11	11,116.80
06/30/18	J048335	Close underspent amount in REI to General Fund 11 - Unrestricted	7,879.72
06/30/18	J048336	Close overspent amount in EDD to General Fund 11 - Unrestricted	8.73
06/30/18	J048337	Close overspent amount in SBDC PI to General Fund 11 - Unrestricted	40,352.33
06/30/18	J048339	Close overspent amount in VTEA 1826 to General Fund 11 - Unrestricted	18.00
06/30/18	J048340	Close overspent amount in VTEA 1850 to General Fund 11 - Unrestricted	0.30
06/30/18	J048341	Close overspent amount in BSI 2034 to General Fund 11 - Unrestricted	488.33
06/30/18	J048343	Close overspent amount in AEBG 2218 to General Fund 11 - Unrestricted	0.31
06/30/18	J048344	Close overspent amount in BSI 2088 to General Fund 11 - Unrestricted	158.74
06/30/18	J048345	Close overspent amount in Econ Dev in Reg 2343 to General Fund 11 - Unrestricted	14,089.52
06/30/18	J048346	Close overspent amount in Sector Nav ICT to General Fund 11 - Unrestricted	180.26
06/30/18	J048347	Close underspent amount in Financial Aid Admin to General Fund 11 - Unrestricted	0.06
06/30/18	J048354	Reverse JE 48334	11,116.80
06/30/18	J048355	Close underspent amount in SBz 2348 to General Fund 11 - Unrestricted	11,116.80
06/30/18	J048356	Reverse J048337	40,352.33
06/30/18	J048360	Close overspent amount in Tittle III-HSI-STEM to General Fund 11 - Unrestricted	14,388.55

INTERFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/18	J048092	Rcrd intrfd trsf fr Fd11 to Fd33	140,000.00
06/30/18	J048214	Intrfd trsf fr Fd13 to FD41	3,000,000.00

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 13, 2018
Re:	Approval of Public Hearing for the 2018-2019 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 2018-2019 Rancho Santiago Community College District budget is scheduled for the September 10, 2018 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 10th Board meeting.

The proposed 2018-2019 Adopted Budget will be available for public display and review September 5th through September 7th 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 10, 2018 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 2018-2019 proposed Adopted Budget at the September 10, 2018 Board of Trustee meeting.

Fiscal Impact:	Not Applicable	Board Date: August 13, 2018
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 13, 2018
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended June 30, 2018	
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 2017-18 ended June 30, 2018.

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 104.0% of budgeted revenues and other financing sources and 98.2% 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, 2018 as presented.

Fiscal Impact:	Not Applicable	Board Date: August 13, 2018
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 2017-2018

District: (870) Rancho Santiago Community College

Quarter Ended: June 30, 2018

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	149,635,311	188,116,801	176,493,320	184,723,668
Other Financing Sources (Objects 8900)	8,977	8,449	148,482	9,143
Total Unrestricted Revenues	149,644,288	188,125,250	176,641,802	184,732,811
Expenditures:				
(Objects 1000-6000)	148,614,551	160,363,539	168,922,219	176,673,046
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,379,302	16,744,553	9,399,551	5,410,869
Total Unrestricted Expenditures	150,993,853	177,108,092	178,321,770	182,083,915
Revenues Over(Under)Expenditures	-1,349,565	11,017,158	-1,679,968	2,648,896
Fund Balance, Beginning	27,266,692	25,917,127	36,934,285	35,254,317
Prior Year Adjustments + (-)	0	0	0	0
Adjusted Fund Balance, Beginning	27,266,692	25,917,127	36,934,285	35,254,317
Fund Balance, Ending	25,917,127	36,934,285	35,254,317	37,903,213
% of GF Balance to GF Expenditures	17.2%	20.9%	19.8%	20.8%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	28,908	28,901	27,517	29,379

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2014-15	2015-16	2016-17	2017-18
General Fund Cash Balance (Excluding Borrowed Funds)	61,918,616	87,595,858	81,628,316	116,515,728

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)	177,359,213	177,565,145	184,723,668	104.0%
Other Financing Sources (Objects 8900)	5,000	5,000	9,143	182.9%
Total Unrestricted Revenues	177,364,213	177,570,145	184,732,811	104.0%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	179,663,468	179,940,659	176,673,046	98.2%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,750,000	5,489,290	5,410,869	98.6%
Total Unrestricted Expenditures	181,413,468	185,429,949	182,083,915	98.2%
Revenues Over(Under) Expenditures	-4,049,255	-7,859,804	2,648,896	
Adjusted Fund Balance, Beginning	35,254,317	35,254,317	35,254,317	
Fund Balance, Ending	31,205,062	27,394,513	37,903,213	
% of UGF Fund Balance to UGF Expenditures	17.2%	14.8%		

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 %	
Year 1						
Year 2						
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	
Year 1						
Year 2						
Year 3						

Include a statement regarding the source of revenues to pay salary and benefit increases,

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, 2018

Governing Board Meeting Date: August 13, 2018

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Quarterly Investment Report as of June 30, 2018	
Action:	For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended June 30, 2018 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, 2018 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended June 30, 2018, 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, 2018.

All investments for the quarter ended June 30, 2018 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, 2018 is presented as information.

Fiscal Impact:	None	Board Date: August 13, 2018
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, 2018

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	54,437,507	1.57%	April-June	15.58%
Bond Sinking Funds	24,805,790	1.57%	April-June	7.10%
All Other Funds	268,287,797	1.57%	April-June	76.77%
Local Agency Investment Fund (LAIF)	154,247	1.90%	April-June	0.04%
Revolving Fund, Refundable Deposits and Cash in Banks	1,780,739	0.50%	April-June	0.51%
	<u>349,466,080</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position

June 30, 2018

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 9120-9126	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11/12/13)	1	11/12/13	115,042,229				1,373,407	100,092			116,515,728
Child Development Fund	12	33	1,112,885				2,435				1,115,320
Bond Fund Measure Q	23	43	54,437,507								54,437,507
Bond Int & Red Fund	31	24				24,805,790					24,805,790
Capital Outlay Projects Fund	40	41	77,359,099				5,292				77,364,391
Workers' Compensation Fund	68	62	9,674,022				(18,644)		66,824		9,722,202
Property and Liability Fund	70	61	4,560,683						25,000		4,585,683
Retiree Benefits Fund	71	63	59,226,327							154,247	59,380,574
Student Financial Aid	74	74	1,300,775	11,777			226,333				1,538,885
Totals			322,713,527	11,777	-	24,805,790	1,588,823	100,092	91,824	154,247	349,466,080

4.5 (3)



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



INTERDEPARTMENTAL COMMUNICATION

Date: July 17, 2018

To: Supervisor Andrew Do, Chairman
Supervisor Shawn Nelson, Vice-Chairman
Supervisor Michelle Steel
Supervisor Todd Spitzer
Supervisor Lisa Bartlett

From: Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *SF*

Subject: Treasurer's Investment Report for the Month Ended June 30, 2018

Attached please find the Treasurer's Investment Report for the County of Orange for the month ended June 30, 2018. 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, 2018. 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 (OCMMF), the Orange County Educational Money Market Fund (OCEMMF), 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 OCMMF and the OCEMMF. 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 OCMMF and the OCEMMF is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 53 and 53, respectively. The maximum maturity of investments for the John Wayne Airport Investment Fund is 15 months, with a maximum WAM of 90 days, and a current WAM of 70. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.32), and the duration is currently at 1.13. 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 2018, the job market added 213,000 new jobs, and May's job numbers were revised upward by 21,000 to 244,000. The U.S. unemployment rate for June increased to 4.0% from 3.8% in the prior month. The U.S. Gross Domestic Product first quarter rate was further revised to 2.0% from the rate reported in May of 2.2%. The Empire State Manufacturing Index increased to 25.0 from 20.1 in May, while the Philadelphia Fed Index decreased to 19.9 from 34.4 in May. 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 seventy-second consecutive month in April up 6.41% from a year ago. The index for pending home sales decreased 2.8% on a year-over-year basis in April. As reported last month, on June 13, 2018, the Federal Open Markets

Committee (FOMC) raised the benchmark Federal Funds rate by 0.25 percent resulting in a new target range of 1.75 percent to 2.00 percent.

The 10-year Treasury rate rose from 2.83% in May to 2.85% in June. The short-term 90-day T-bill was unchanged at 1.93% at the end of June. The rate on the 2-year Treasury note was 2.52% at the end of June, up from 2.40% in May.

INVESTMENT INTEREST YIELDS AND FORECAST

The gross interest yields for fiscal year 2017/2018 are 1.28% and 1.30% for the OCIP and OCEIP respectively, higher than the original forecasted gross yields for both of 1.14%. The net interest yields for fiscal year 2017/2018 are 1.22% and 1.24% for the OCIP and OCEIP respectively. We expect to provide our updated forecasted net interest yield for fiscal year 2018/2019 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 April 2018, May 2018 and June 2018 interest apportionments are expected to be paid in July 2018, August 2018 and September 2018, respectively. The estimated investment administrative fee (Fee) for fiscal year 2018/2019 will be provided next month and is not expected to be significantly different than the current Fee of 6 basis points.

The County Treasurer completed the review of the Fee for fiscal year 2015/2016. The actual Fee is 6.3 basis points, which is lower than the average basis points charged of 6.6. The total refund to participants is approximately \$226,000. As previously reported last month, the fiscal year 2014/2015 total refund to participants was approximately \$80,000. Participants received refunds in June 2018 for both fiscal years 2014/2015 and 2015/2016 based on their balances in each respective fiscal year. The fiscal year 2016/2017 Fee review is almost completed and expected to generate refunds for participants to be paid in the next quarter.

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 are no temporary transfers outstanding as of June 30, 2018.

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 individual 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 \$377 million in County of Orange debt, which represents approximately 4.2% of total 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 2018. The Auditor-Controller issued their report on Review of the Schedule of Assets Held by the County Treasury (Schedule) as of December 31, 2017 stating that they were not aware of any material modification that should be made to the Schedule prepared on a modified cash-basis of accounting except for the omission of all disclosures. The County Treasurer's current practice is to prepare all required disclosures only in the Schedule for each fiscal year-end and not for the quarterly reviews. Finally, the Auditor-Controller issued their report on Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended March 31, 2018, which stated that no instances of noncompliance were identified.

CREDIT UPDATE

During June, there was one change to the Treasurer's Approved Issuer List. On June 27, 2018, S&P changed the Royal Bank of Canada Outlook from Negative to Stable. 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, 2018 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on November 14, 2017. 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

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	JUNE 2018	MAY 2018	INCREASE (DECREASE)	NET CHANGE %	JUNE 2017	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ^{1,2}	\$ 4,018,864,086	\$ 4,476,504,300	\$ (457,640,214)	-10.22%	\$ 4,005,851,068	\$ 13,013,018	0.32%
End Of Month Book Value ^{1,2}	\$ 4,039,514,424	\$ 4,496,370,640	\$ (456,856,216)	-10.16%	\$ 4,013,386,551	\$ 26,127,873	0.65%
Monthly Average Balance	\$ 4,344,890,956	\$ 4,734,810,290	\$ (389,919,334)	-8.24%	\$ 4,269,834,453	\$ 75,056,503	1.76%
Year-To-Date Average Balance	\$ 4,480,291,250	\$ 4,492,600,368	\$ (12,309,118)	-0.27%	\$ 4,197,658,090	\$ 282,633,160	6.73%
Monthly Accrued Earnings ³	\$ 5,708,843	\$ 6,021,421	\$ (312,578)	-5.19%	\$ 3,735,950	\$ 1,972,892	52.81%
Monthly Net Yield ³	1.54%	1.44%	0.10%	6.81%	1.06%	0.48%	45.51%
Year-To-Date Net Yield ³	1.22%	1.20%	0.03%	2.28%	0.81%	0.41%	50.94%
Annual Estimated Gross Yield ³	1.28%	1.28%	0.00%	0.20%	0.87%	0.41%	47.76%
Weighted Average Maturity (WAM) ⁵	350	312	38	12.30%	367	(17)	-4.63%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ¹	\$ 4,932,226,510	\$ 4,918,314,640	\$ 13,911,870	0.28%	\$ 4,819,614,124	\$ 112,612,386	2.34%
End Of Month Book Value ¹	\$ 4,953,551,827	\$ 4,939,824,348	\$ 13,727,479	0.28%	\$ 4,827,332,429	\$ 126,219,398	2.61%
Monthly Average Balance	\$ 4,876,022,430	\$ 5,002,112,056	\$ (126,089,626)	-2.52%	\$ 4,610,616,338	\$ 265,406,092	5.76%
Year-To-Date Average Balance ⁴	\$ 4,634,872,915	\$ 4,612,950,232	\$ 21,922,683	0.48%	\$ 4,149,284,454	\$ 485,588,461	11.70%
Monthly Accrued Earnings ³	\$ 6,650,118	\$ 6,591,891	\$ 58,227	0.88%	\$ 4,012,956	\$ 2,637,162	65.72%
Monthly Net Yield ³	1.59%	1.49%	0.10%	6.99%	1.05%	0.54%	51.24%
Year-To-Date Net Yield ³	1.24%	1.20%	0.03%	2.77%	0.82%	0.42%	51.46%
Annual Estimated Gross Yield ³	1.30%	1.28%	0.02%	1.36%	0.87%	0.42%	48.33%
Weighted Average Maturity (WAM)	302	304	(2)	-0.82%	325	(23)	-7.08%

¹ Market values provided by Bloomberg and Northern Trust. The OCIP and OCEIP market values in current year and in prior year are slightly lower than book values due to the several Federal Reserve short-term rate increases totaling 1.50% since November 2016, but both have a net asset value of 1.00 and have sufficient liquidity to meet projected cash flow needs.

² In June 2018, OCIP End of Month Market Value and Book Value decreased from the prior month primarily due to distributions relating to state budget redistributions of property taxes and other funding between local government and school districts (Educational Revenue Augmentation Fund and Vehicle License Fee Adjustment Amount).

³ The OCIP and OCEIP Annual Estimated Gross Yields for June 2017 and June 2018 are reported at the actual annual gross yields for FY 16/17 and FY 17/18. In June 2018, OCIP and OCEIP Monthly Accrued Earnings, Monthly Net Yields, Year-To-Date Net Yields and Annual Gross Yields were higher than June 2017 primarily due to the continued increases in the Federal Reserve short-term rates.

⁴ OCEIP year-to-date average balance were higher than June 2017 primarily due to the continued receipt of large bond proceeds from school districts issuing debt, offset somewhat by bond expenditures, and also from increases in school districts apportionments from the prior year.

⁵ The OCIP WAM in June 2018 was higher than the prior month primarily due to more investments with longer maturities being purchased.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2018

INVESTMENT STATISTICS - By Investment Pool⁽¹⁾							
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/18	MONTHLY Gross Yield	QUARTERLY Average Yield	ANNUAL Average Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)							
Orange County Investment Pool (OCIP)	MARKET Value	\$ 4,018,864,086	350	1.68%	1.60%	1.52%	1.28%
	COST (Capital)	\$ 4,040,470,575					
	MONTHLY AVG Balance	\$ 4,344,890,956					
	QUARTERLY AVG Balance	\$ 4,838,631,544					
	ANNUAL AVG Balance	\$ 4,480,291,250					
	BOOK Value	\$ 4,039,514,424					
Orange County Educational Investment Pool (OCEIP)	MARKET Value	\$ 4,932,226,510	302	1.71%	1.65%	1.57%	1.30%
	COST (Capital)	\$ 4,954,083,761					
	MONTHLY AVG Balance	\$ 4,876,022,430					
	QUARTERLY AVG Balance	\$ 4,906,179,026					
	ANNUAL AVG Balance	\$ 4,634,872,915					
	BOOK Value	\$ 4,953,551,827					

INVESTMENT STATISTICS - Non Pooled Investments⁽²⁾			
DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST	
Specific Investment Funds:	MARKET Value	\$ 97,508,543	
283, 505, FVSD, CCCD	COST (Capital)	\$ 98,489,058	
	MONTHLY AVG Balance	\$ 103,285,361	
	QUARTERLY AVG Balance	\$ 105,531,811	
	ANNUAL AVG Balance	\$ 100,514,620	
	BOOK Value	\$ 98,410,273	
			John Wayne Airport Investment Fund ⁽⁴⁾ \$ 51,040,920
			Fountain Valley School District Fund 40 34,790,770
			Repurchase Agreement 1,081,500
			CCCD Series 2017E Bonds 20,111,872
			\$ 107,025,062

MONTH END TOTALS			
INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 762,020,129	OCIP	\$ 4,050,736,262
County Cash	\$ 10,265,687	OCEIP	5,212,091,494
EXTENDED FUND			
EXTENDED FUND	\$ 6,647,464,234	Specific Investment Funds ⁽⁴⁾	107,025,062
EDUCATIONAL MONEY MARKET FUND (OCEMMF)			
Educational Money Market Fund ⁽⁴⁾	\$ 1,811,936,418	Non-Pooled Cash	17,760,186
Educational Cash	\$ 31,141,288		
NON-POOLED INVESTMENTS & CASH			
Non-Pooled Investments	\$ 107,025,062		
Non-Pooled Cash	\$ 17,760,186		
	\$ 9,387,613,004		\$ 9,387,613,004

KEY POOL STATISTICS			
INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	1.60%	OCMMF	53
OCEMMF - MONTHLY GROSS YIELD	1.81%	OCEMMF	53
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	1.90%	JOHN WAYNE AIRPORT WAM	70
OCIP - YTD NET YIELD ⁽³⁾	1.22%	LGIP WAM (Standard & Poors)	36
OCEIP - YTD NET YIELD ⁽³⁾	1.24%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	1.92%		

**ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2018**

INVESTMENT STATISTICS - By Investment Fund⁽⁵⁾

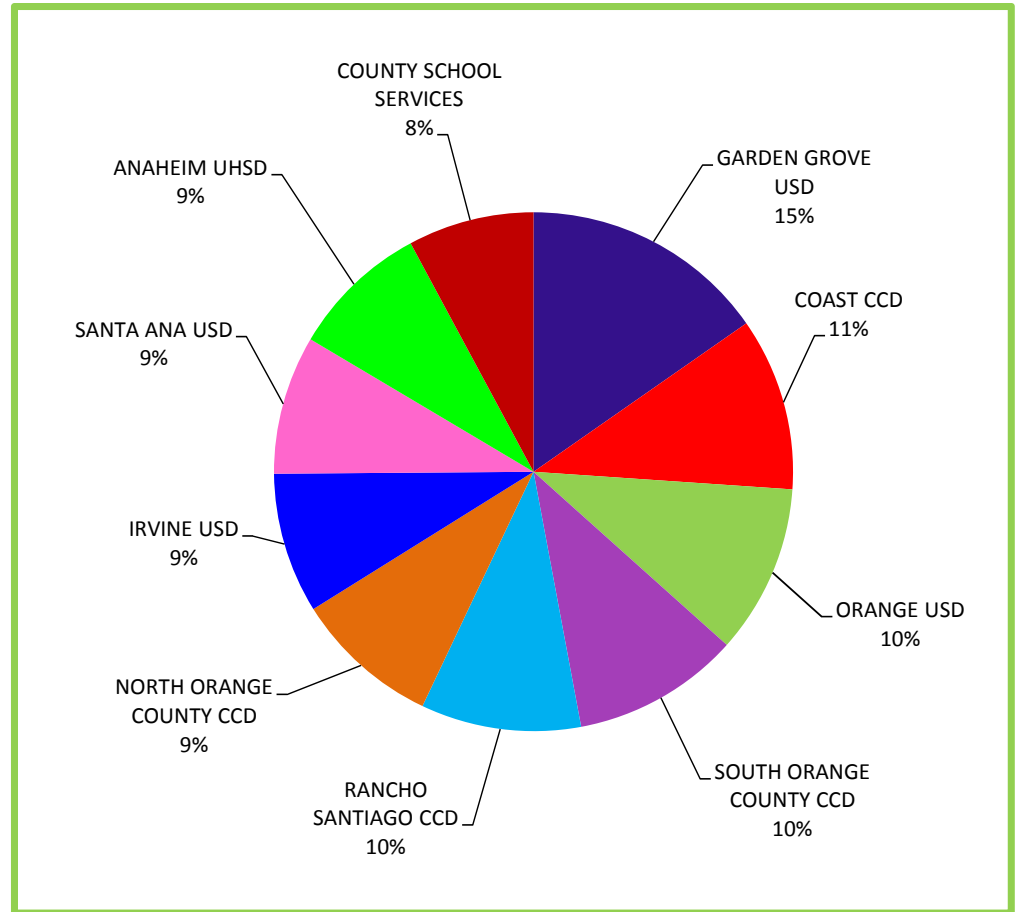
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/18	MONTHLY Gross Yield	QUARTERLY Average Yield	Annual Average Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 763,523,217	53	1.83%	1.60%	1.54%	1.22%	1.00
	COST (Capital) \$ 762,020,129						
	MONTHLY AVG Balance \$ 1,062,491,614						
	QUARTERLY AVG Balance \$ 1,560,143,022						
	ANNUAL AVG Balance \$ 1,372,302,397						
	BOOK Value \$ 763,337,147						
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,586,960,674	53	1.89%	1.81%	1.72%	1.30%	1.00
	COST (Capital) \$ 1,585,069,973						
	MONTHLY AVG Balance \$ 1,443,028,157						
	QUARTERLY AVG Balance \$ 1,470,928,703						
	ANNUAL AVG Balance \$ 1,440,616,335						
	BOOK Value \$ 1,586,873,999						
<u>Extended Fund</u>	MARKET Value \$ 6,600,606,705	419	1.64%	1.60%	1.51%	1.30%	0.99
	COST (Capital) \$ 6,647,464,234						
	MONTHLY AVG Balance \$ 6,715,393,615						
	QUARTERLY AVG Balance \$ 6,713,738,845						
	ANNUAL AVG Balance \$ 6,302,245,433						
	BOOK Value \$ 6,642,855,105						
ALLOCATION OF EXTENDED FUND							
<u>Extended Fund OCIP Share</u>	MARKET Value \$ 3,255,340,869	419	1.64%	1.60%	1.51%	1.30%	0.99
	COST (Capital) \$ 3,278,450,446						
	MONTHLY AVG Balance \$ 3,282,399,342						
	QUARTERLY AVG Balance \$ 3,278,488,522						
	ANNUAL AVG Balance \$ 3,107,988,853						
	BOOK Value \$ 3,276,177,277						
<u>OCEIP Share</u>	MARKET Value \$ 3,345,265,836	419	1.64%	1.60%	1.51%	1.30%	0.99
	COST (Capital) \$ 3,369,013,788						
	MONTHLY AVG Balance \$ 3,432,994,273						
	QUARTERLY AVG Balance \$ 3,435,250,323						
	ANNUAL AVG Balance \$ 3,194,256,580						
	BOOK Value \$ 3,366,677,828						
<u>Modified Duration</u>	1.13						

- (1) The Combined Pool Balances include the County and Educational Money Market Funds and the pools' respective portions of the Extended Fund.
- (2) 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.
- (3) The Net Yield differs from the Monthly Gross Yield as it includes the Treasury Investment administrative fees.
- (4) Balances include investments matured on 6/30/18 (Saturday), but cash was not received until 7/2/18 (Monday).
- (5) 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. The Extended Fund Market Value is lower than Book Value causing the NAV to be lower than 1.00 due to the five Federal Reserve short-term rate increases of 1.25% since 2017. When the Extended Fund is combined with the OCMMF and OCEMMF, both OCIP and OCEIP have a NAV of 1.00.

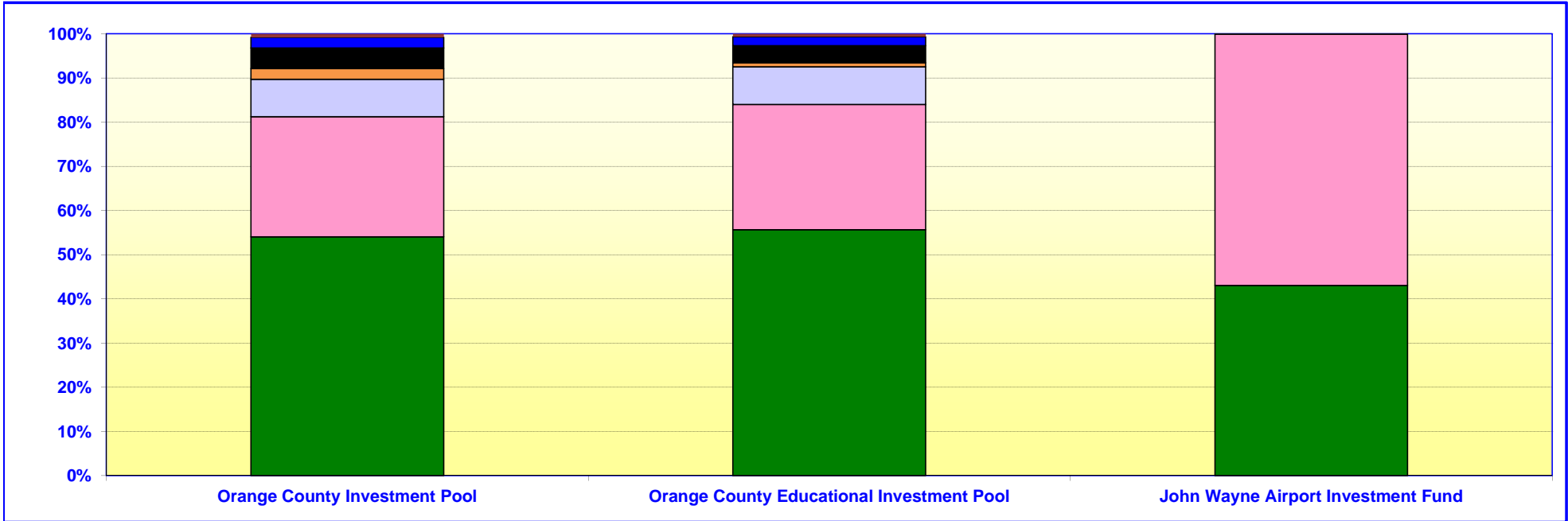
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL TOP TEN POOL PARTICIPANTS AS OF JUNE 30, 2018

DISTRICT #	SCHOOL DISTRICT	BALANCE ⁽¹⁾
72	GARDEN GROVE USD	\$ 503,086,020 (1)
90	COAST CCD	353,723,372 (1)
80	ORANGE USD	346,235,294 (1)
96	SOUTH ORANGE COUNTY CCD	342,833,831
92	RANCHO SANTIAGO CCD	328,003,733 (1)
88	NORTH ORANGE COUNTY CCD	297,817,372 (1)
75	IRVINE USD	287,922,154 (1)
84	SANTA ANA USD	283,957,460 (1)
64	ANAHEIM UHSD	282,959,326 (1)
94	COUNTY SCHOOL SERVICES	258,091,263
TOTAL		\$ 3,284,629,825

(1) BALANCES INCLUDE GENERAL OBLIGATION BONDS PROCEEDS



ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
June 30, 2018



Orange County Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,171,191	54.02%
U. S. TREASURIES	1,094,761	27.24%
MEDIUM-TERM NOTES	340,027	8.46%
MUNICIPAL DEBT	185,692	4.62%
CERTIFICATES OF DEPOSIT	97,975	2.44%
MONEY MARKET MUTUAL FUNDS	97,190	2.42%
LOCAL AGENCY INVESTMENT FUND	32,028	0.80%
	<u>\$ 4,018,864</u>	<u>100.00%</u>

Orange County Educational Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,744,114	55.64%
U. S. TREASURIES	1,399,138	28.36%
MEDIUM-TERM NOTES	421,066	8.54%
MUNICIPAL DEBT	190,822	3.87%
CERTIFICATES OF DEPOSIT	100,681	2.04%
MONEY MARKET MUTUAL FUNDS	43,494	0.88%
LOCAL AGENCY INVESTMENT FUND	32,912	0.67%
	<u>\$ 4,932,227</u>	<u>100.00%</u>

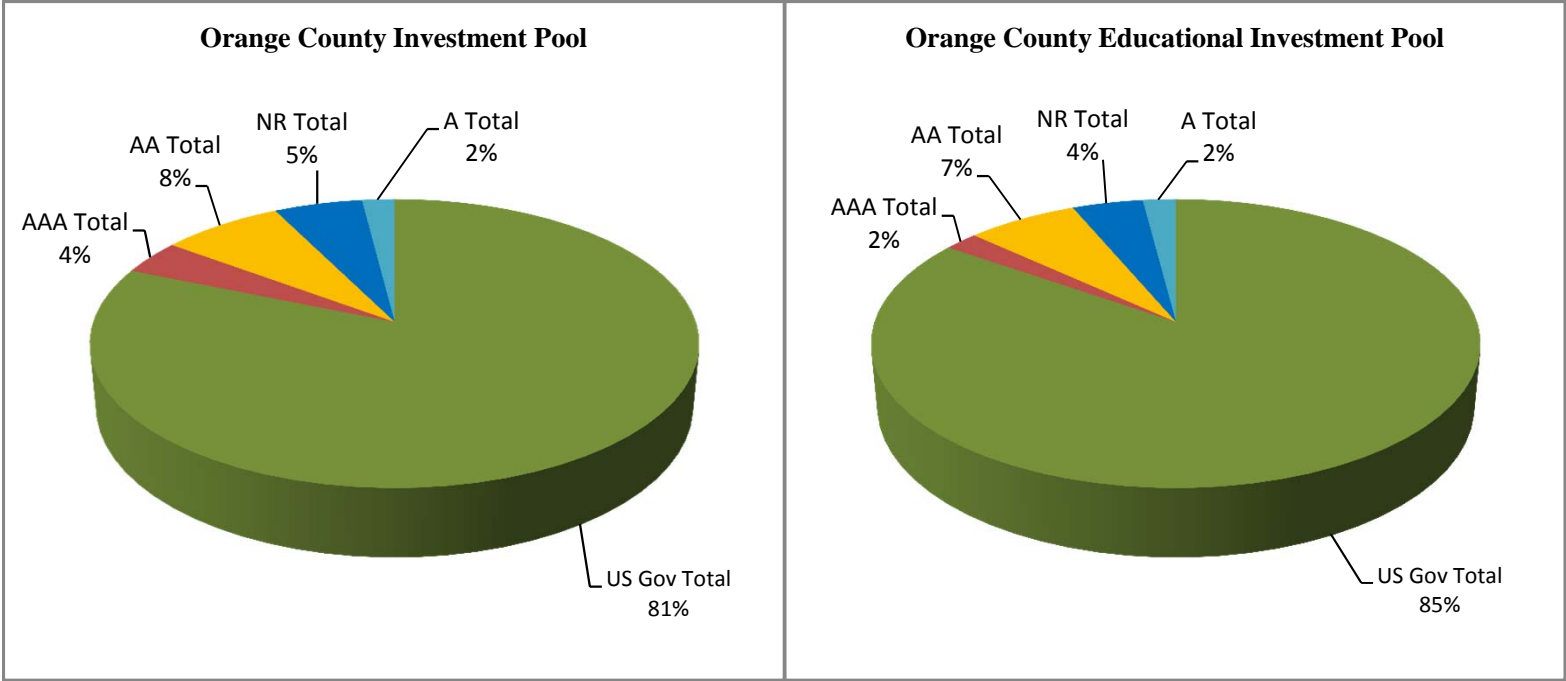
John Wayne Airport Investment Fund		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 18,320	43.06%
U. S. TREASURIES	24,211	56.91%
MONEY MARKET MUTUAL FUNDS	14	0.03%
	<u>\$ 42,545</u>	<u>100.00%</u>

Calculated Using Market Value at 6/30/2018

4.5 (10)

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ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 June 30, 2018



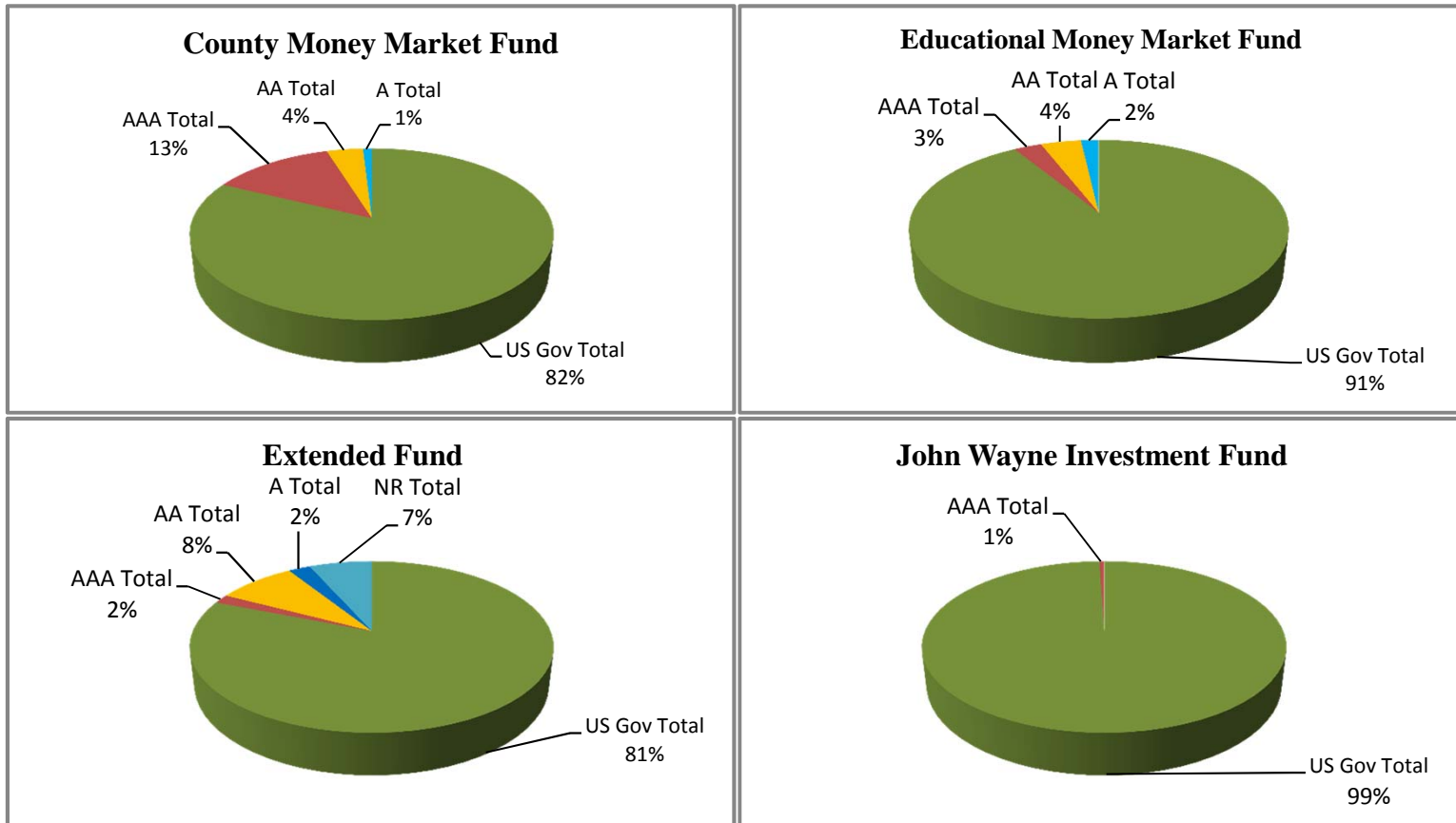
US GOV Includes Agency & Treasury Debt
AA includes AA+, AA-, & AA
A includes A+, A-, & A
NR Includes LAIF and Orange County Pension Obligation Bonds

4.5 (11)

ORANGE COUNTY TREASURER - TAX COLLECTOR

CREDIT QUALITY BY MARKET VALUE

June 30, 2018



US GOV Includes Agency & Treasury Debt

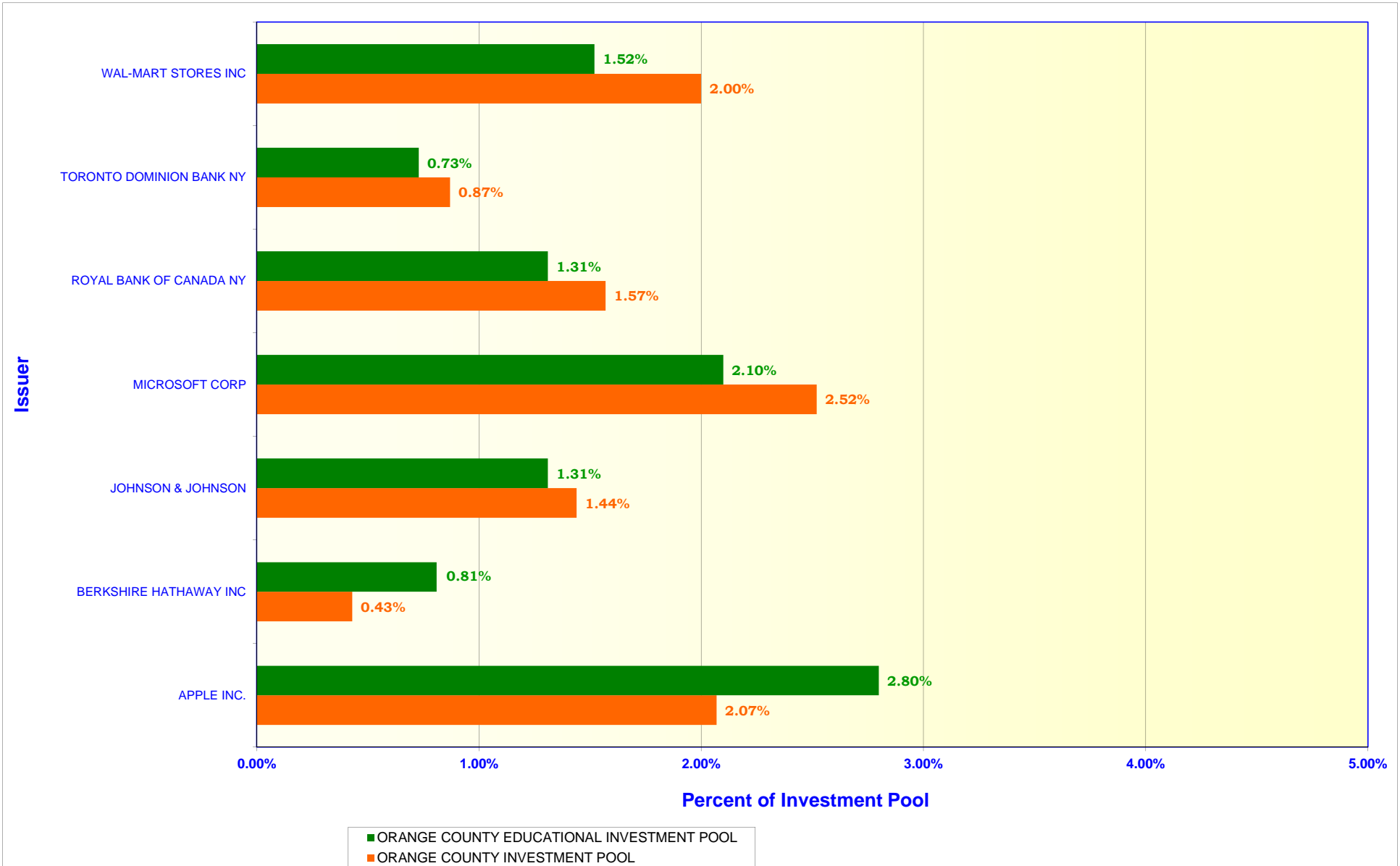
AA includes AA+, AA-, & AA

A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds

4.5 (12)

ORANGE COUNTY TREASURER - TAX COLLECTOR
MEDIUM-TERM NOTES / CERTIFICATES OF DEPOSIT
ISSUER CONCENTRATION-By Investment Pool
 June 30, 2018



4.5 (13)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

June 30, 2018

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
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORPORATION	A-1+	P-1	F1+	AAA	Aaa	AA+
WALMART INC *	A-1+	P-1	F1+	AA	Aa2	AA
BERKSHIRE HATHAWAY INC **	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE **</i>	NR	NR	NR	NR	Aa2	A+
ISSUERS ON HOLD						
ROYAL BANK OF CANADA NY (JULY, 2016) ***	A-1+	P-1	F1+	AA-	A1	AA
TORONTO DOMINION BANK NY (MARCH, 2017) ****	A-1+	P-1	F1+	AA-	Aa2	AA-
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2017 A	NR	NR	NR	NR	NR	NR
ORANGE CNTY CA PENSION OBLG 2018 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	

* S&P placed its L/T issuer credit rating on Negative Outlook (S&P - May 9, 2018).

** Further purchase restrictions apply due to Investment Policy Statement rating limits.

*** Moody's downgraded its L/T issuer credit rating from Aa3 to A1 on May 10, 2017 and kept the L/T issuer credit rating on Negative Outlook. S&P changed its outlook from Negative to Stable on June 27, 2018.

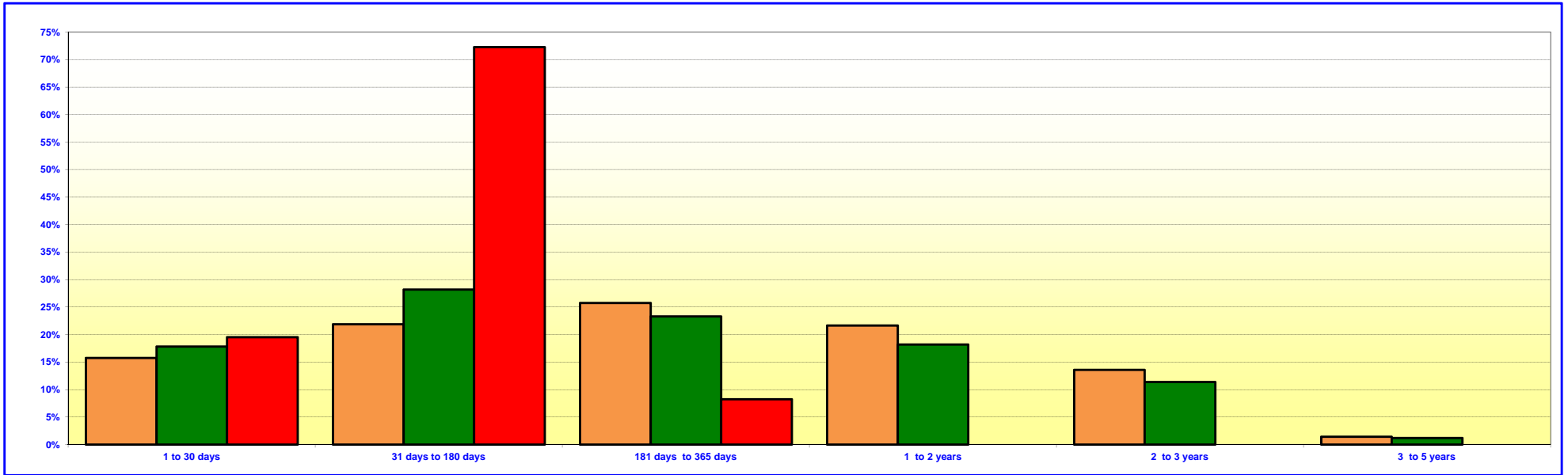
**** Moody's downgraded its L/T issuer credit rating from Aa1 to Aa2 on May 10, 2017 and kept the L/T issuer credit rating on Negative Outlook.

***** All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended June 30, 2018**

During June, there was one change to the Treasurer's Approved Issuer List. On June 27, 2018, S&P changed the Royal Bank of Canada Outlook from Negative to Stable. 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, 2018**

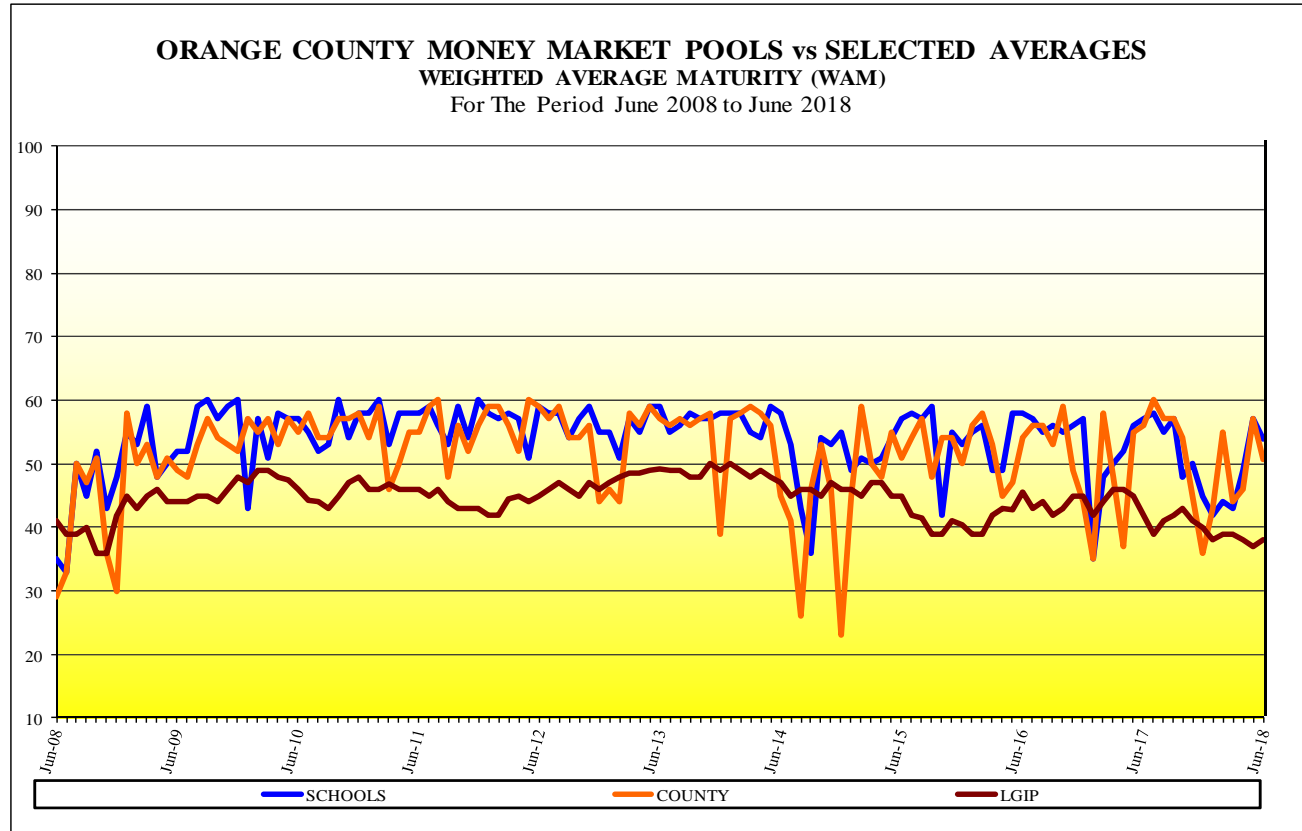
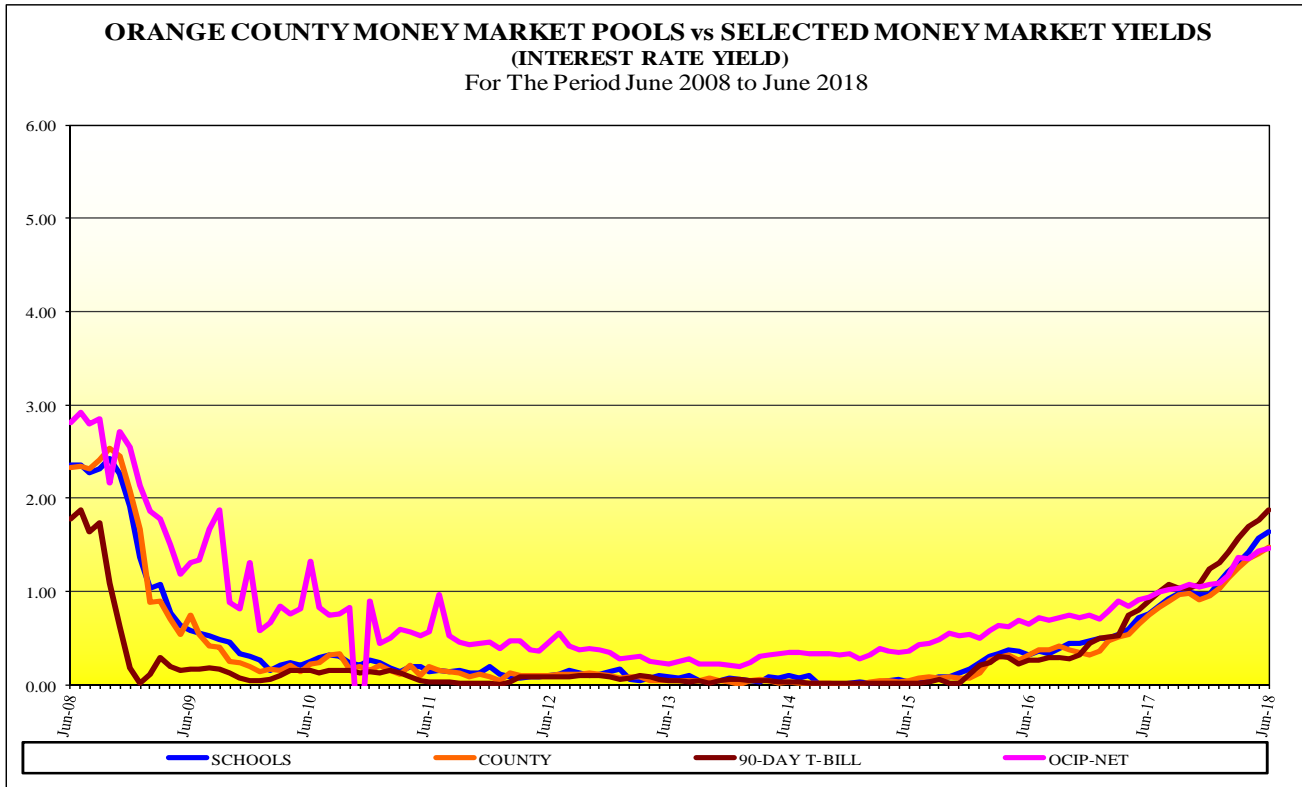


ORANGE COUNTY INVESTMENT POOL		
	In Thousands ¹	%
1 TO 30 DAYS	\$ 637,397	15.76%
31 TO 180 DAYS	884,013	21.86%
181 TO 365 DAYS	1,041,022	25.74%
1 YEAR TO 2 YEARS	875,865	21.65%
2 YEARS TO 3 YEARS	549,155	13.57%
3 YEARS TO 5 YEARS	57,210	1.42%
TOTAL	\$ 4,044,662	100.00%

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL		
	In Thousands ¹	%
1 TO 30 DAYS	\$ 882,671	17.80%
31 TO 180 DAYS	1,397,279	28.17%
181 TO 365 DAYS	1,155,388	23.29%
1 YEAR TO 2 YEARS	901,309	18.17%
2 YEARS TO 3 YEARS	564,325	11.38%
3 YEARS TO 5 YEARS	58,790	1.19%
TOTAL	\$ 4,959,762	100.00%

JOHN WAYNE AIRPORT INVESTMENT FUND		
	In Thousands ¹	%
1 TO 30 DAYS	\$ 8,315	19.52%
31 TO 180 DAYS	30,790	72.26%
181 TO 365 DAYS	3,500	8.22%
1 YEAR TO 5 YEARS	-	0.00%
TOTAL	\$ 42,605	100.00%

¹ Maturity Limits are calculated using face value.



•For the Month Ended June 30, 2018, S&P LGIP – 1.81; S&P LGIP WAM -36; 90-Day T-Bill – 1.92; OCIP – Net – 1.54
4.5 (17)

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

July 1, 2017 - June 30, 2018

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month June 2018</i>				
County Pool - Money Market Fund	\$ 763,523,217	\$ 1,395,560	1.60%	53
Educational Pool - Money Market Fund	\$ 1,586,960,674	\$ 2,142,715	1.81%	53
Extended Fund	\$ 6,600,606,705	\$ 8,820,686	1.60%	419
<i>May 2018</i>				
County Pool - Money Market Fund	\$ 1,271,767,146	\$ 1,895,963	1.54%	51
Educational Pool - Money Market Fund	\$ 1,507,610,060	\$ 2,273,000	1.71%	54
Extended Fund	\$ 6,615,441,734	\$ 8,444,349	1.48%	414
<i>April 2018</i>				
County Pool - Money Market Fund	\$ 1,677,026,990	\$ 2,621,771	1.47%	57
Educational Pool - Money Market Fund	\$ 1,715,592,154	\$ 1,887,341	1.64%	57
Extended Fund	\$ 6,661,112,140	\$ 8,045,347	1.46%	397
<i>March 2018</i>				
County Pool - Money Market Fund	\$ 1,466,459,327	\$ 1,551,676	1.41%	46
Educational Pool - Money Market Fund	\$ 1,149,359,827	\$ 1,585,016	1.48%	49
Extended Fund	\$ 6,652,243,109	\$ 7,957,780	1.40%	415
<i>February 2018</i>				
County Pool - Money Market Fund	\$ 1,396,683,700	\$ 1,284,889	1.32%	44
Educational Pool - Money Market Fund	\$ 1,273,494,829	\$ 1,464,904	1.37%	43
Extended Fund	\$ 6,647,720,511	\$ 7,473,044	1.46%	428
<i>January 2018</i>				
County Pool - Money Market Fund	\$ 1,245,291,533	\$ 1,659,517	1.21%	55
Educational Pool - Money Market Fund	\$ 1,594,050,298	\$ 2,213,711	1.28%	44
Extended Fund	\$ 6,595,804,419	\$ 6,473,087	1.24%	423
<i>December 2017</i>				
County Pool - Money Market Fund	\$ 2,128,947,374	\$ 2,182,701	1.10%	43
Educational Pool - Money Market Fund	\$ 2,136,417,171	\$ 1,446,683	1.17%	42
Extended Fund	\$ 5,906,097,678	\$ 6,050,707	1.18%	375
<i>November 2017</i>				
County Pool - Money Market Fund	\$ 1,459,897,098	\$ 1,124,024	1.02%	36
Educational Pool - Money Market Fund	\$ 1,154,471,530	\$ 889,369	1.03%	45
Extended Fund	\$ 5,996,926,512	\$ 5,910,266	1.19%	399
<i>October 2017</i>				
County Pool - Money Market Fund	\$ 1,387,117,541	\$ 938,038	0.97%	45
Educational Pool - Money Market Fund	\$ 1,008,484,106	\$ 1,026,340	1.03%	50
Extended Fund	\$ 5,975,091,002	\$ 5,972,076	1.17%	416
<i>September 2017</i>				
County Pool - Money Market Fund	\$ 885,572,484	\$ 752,100	1.05%	54
Educational Pool - Money Market Fund	\$ 1,319,525,808	\$ 1,129,853	1.06%	48
Extended Fund	\$ 5,974,063,472	\$ 5,798,039	1.18%	443
<i>August 2017</i>				
County Pool - Money Market Fund	\$ 912,746,691	\$ 748,603	1.03%	57
Educational Pool - Money Market Fund	\$ 1,342,259,072	\$ 1,320,805	1.04%	57
Extended Fund	\$ 5,975,786,893	\$ 5,754,302	1.13%	454
<i>July 2017</i>				
County Pool - Money Market Fund	\$ 925,588,577	\$ 869,951	0.96%	57
Educational Pool - Money Market Fund	\$ 1,625,874,675	\$ 1,449,778	0.99%	55
Extended Fund	\$ 5,820,623,739	\$ 5,661,871	1.13%	464
Fiscal Year July 1, 2017 - June 30, 2018	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
Orange County Investment Pool	\$ 4,384,639,013	\$ 57,610,276	1.28%	314
Orange County Educational Investment Pool	\$ 4,645,047,637	\$ 60,605,585	1.30%	306

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING DECEMBER 31, 2018**

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 primarily relying on historical trends involving deposits and withdrawals and known future cash flows. 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, 2018, 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 2018 - Ending Cash				\$ 10,265,687
July	\$ 658,412,505	\$ 283,413,826	\$ 660,304,000	291,788,018
August	128,112,738	441,512,289	322,112,033	539,301,012
September	263,735,500	377,011,050	358,641,206	821,406,356
October	222,508,998	982,475,626	498,229,832	1,528,161,148
November	151,207,287	1,185,277,842	1,130,616,747	1,734,029,530
December	152,653,860	2,565,809,044	1,832,306,906	2,620,185,528

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
June 2018 - Ending Cash				\$ 258,007,733
July	\$ 1,204,071,828	\$ 243,802,408	\$ 549,212,278	1,156,669,691
August	553,156,495	264,553,363	595,215,690	1,379,163,859
September	251,842,383	525,974,482	607,365,624	1,549,615,100
October	311,045,689	315,686,564	712,298,064	1,464,049,289
November	121,463,923	756,452,721	698,090,277	1,643,875,656
December	97,469,591	1,427,899,972	493,718,171	2,675,527,048

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
FOR THE MONTH, QUARTER AND FISCAL YEAR ENDED JUNE 30, 2018

	<u>Month</u>	<u>Quarter</u>	<u>Year</u>
Treasurer's Accountability at the Beginning of the Period:	9,584,920,810	9,546,098,322	9,092,268,066
Cash Receipts:			
County	419,476,986	2,724,662,162	10,958,347,643
School and Community College Districts	1,008,108,387	2,721,145,587	8,308,165,734
Total Cash Receipts	1,427,585,373	5,445,807,749	19,266,513,377
Cash Disbursements:			
County	872,749,170	3,478,816,555	10,943,945,669
School and Community College Districts	749,872,973	2,125,677,073	7,978,125,395
Total Cash Disbursements	1,622,622,143	5,604,493,628	18,922,071,064
Net Change in Cost Value of Pooled Assets	(195,036,770)	(158,685,879)	344,442,313
Net Increase (Decrease) in Non-Pooled Investments	56,480	5,338,204	(46,939,386)
Net (Decrease) in Non-Pooled Cash	(2,327,516)	(5,137,643)	(2,157,989)
Treasurer's Accountability at the End of the Period:	9,387,613,004	9,387,613,004	9,387,613,004
Assets in the Treasury at the End of the Period (at Cost Value):			
Pooled Investments:			
Orange County Investment Pool			4,040,470,575
Orange County Educational Investment Pool ⁽¹⁾			5,180,950,206
Total Pooled Investments			9,221,420,781
Non Pooled Investments:			
Non-Pooled Investments - John Wayne Airport ⁽¹⁾			51,040,920
Non-Pooled Investments - Fountain Valley School District Fund 40			34,790,770
Non-Pooled Investments - CCCD Series 2017E Bonds			20,111,872
Non-Pooled Investments - Other			1,081,500
Total Non-Pooled Investments			107,025,062
Cash:			
Cash in Banks - County			10,219,270
Cash in Banks - Schools			31,141,288
Cash in Banks - OC Sheriff			15,220,134
Cash in Banks - John Wayne Airport			2,540,052
Cash - Other			46,417
Total Cash			59,167,161
Total Assets in the Treasury at the End of the Period:			9,387,613,004

⁽¹⁾ Balances include investments matured on 6/30/18 (Saturday), but cash was not received until 7/2/18 (Monday).



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 07/13/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2018.

Earnings Ratio		.00005216919081336
Interest Rate		1.90%
Dollar Day Total	\$	14,029,585.85
Quarter End Principal Balance	\$	154,246.67
Quarterly Interest Earned	\$	731.91

4.5 (21)



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
06/13/18	1.83	1.73	184
06/14/18	1.85	1.73	184
06/15/18	1.86	1.73	184
06/16/18	1.86	1.73	184
06/17/18	1.86	1.74	184
06/18/18	1.86	1.74	181
06/19/18	1.87	1.74	179
06/20/18	1.87	1.74	178
06/21/18	1.89	1.74	183
06/22/18	1.89	1.75	186
06/23/18	1.89	1.75	186
06/24/18	1.89	1.75	186
06/25/18	1.89	1.75	184
06/26/18	1.89	1.75	183
06/27/18	1.90	1.75	181
06/28/18	1.90	1.76	183
06/29/18	1.92	1.76	194
06/30/18	1.92	1.76	193
07/01/18	1.92	1.92	193
07/02/18	1.93	1.92	196
07/03/18	1.93	1.92	195
07/04/18	1.93	1.92	195
07/05/18	1.93	1.93	194
07/06/18	1.93	1.93	193
07/07/18	1.93	1.93	193
07/08/18	1.93	1.93	193
07/09/18	1.93	1.93	191
07/10/18	1.93	1.93	192
07/11/18	1.93	1.93	191
07/12/18	1.94	1.93	189
07/13/18	1.94	1.93	190

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

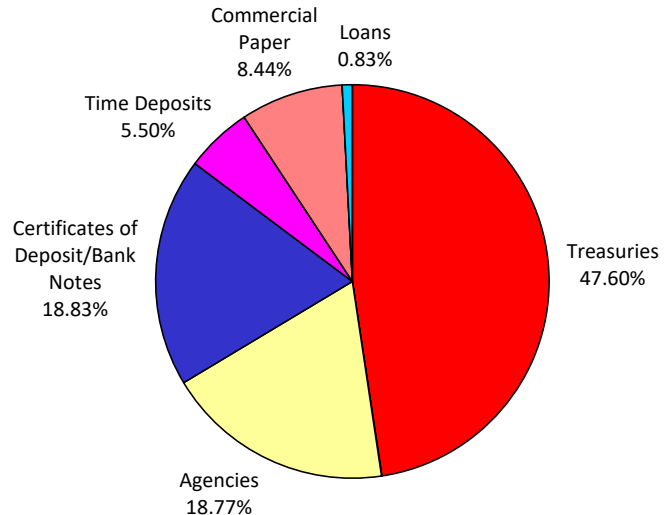
Quarter Ending 06/30/18

Apportionment Rate: 1.90%
 Earnings Ratio: 0.00005216919081336
 Fair Value Factor: 0.998126869
 Daily: 1.92%
 Quarter to Date: 1.76%
 Average Life: 193

PMIA Average Monthly Effective Yields

June 2018 1.854
 May 2018 1.755
 Apr 2018 1.661

**Pooled Money Investment Account
Portfolio Composition
06/30/18
\$88.8 billion**



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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Reissue of Stale Dated Check Over Two Years Old	
Action:	Request for Approval	

BACKGROUND

Pursuant to Education Code section 85270 and Government Code section 29802, any payroll check which has become stale dated and has not been reissued within two years of the original issue date must be approved to be reissued by the Board of Trustees.

ANALYSIS

The Payroll Department has received a request from a former employee to reissue an uncashed stale dated check that was originally issued during fiscal year 2013/2014. The Orange County Department of Education transferred the uncashed funds back to the District on May 31, 2014.

RECOMMENDATION

It is recommended that the Board of Trustees approve the reissue of the payroll check listed below:

#02848548 Connie A. Jackson Issued November 27, 2013 \$31.73

Fiscal Impact:	\$31.73	Board Date: August 13, 2018
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 13, 2018
Re:	Approval of Change Order #1 - GMS Elevator Services, Inc. for Bid #1336 – Elevator Pump, Motor and Cylinder Replacement at District Operations Center	
Action:	Request for Approval	

BACKGROUND:

On May 14, 2018, the Board of Trustees approved a contract with GMS Elevator Services, Inc. for the elevator pump, motor and cylinder replacement project at the District Operations Center. This is an amendment to the contract for an extension of time only due to the unforeseen delays with the material and equipment orders. The hydraulic cylinders in the elevators are original building construction circa 1966. Prior to 1972, hydraulic cylinders were non-insulated, steel cylinders that are subject to corrosion and failure over time. The age and condition of the elevator pumps and hydraulic fluid storage tanks are at the end of life cycle and need to be replaced as proper scheduled maintenance to prevent risk of leaks and failure. The work includes demolition activities, night work weekend work and phasing work on one elevator at a time to try and minimize impacts to occupants in the building.

ANALYSIS:

Change Order #1 is a non-compensable extension of time which extends the contract duration from 100 calendar days to 206 calendar days to allow additional time needed for manufacturing and procurement of hydraulic cylinders. The original construction was anticipated to occur from June to September, but is now estimated to begin in September and complete in January. There are no increases to the contract amount associated with this time extension. The District has reviewed the change order and has found the time extension to be fair and reasonable. Pursuant to Administrative Regulation 6600, staff has approved this change order.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - GMS Elevator Services, Inc. for Bid #1336 – Elevator Pump, Motor and Cylinder Replacement at District Operations Center as presented.

Fiscal Impact:	N/A	Board Date: August 13, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: August 13, 2018
 Project/Bid No. 1336
 Site: District Operations Center
 Change Order (CO) No. : #1

Project Name: Elevator Pump, Motor and Cylinder Replacement
 Contractor: GMS Elevator Services, Inc
 Contract #: 18.1336

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
06/22/18	100	09/07/18	0	106	1/14/2019

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$220,651.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	0	\$0.00	0.0%
Total Change Order (s)		\$0.00	0.0%
Revised Contract Amount		\$220,651.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
3.4	Extend contract duration from 100 calendar days to 206 calendar days due to additional time needed for the procurement of equipment. Non-compensable extension of time.	Owner	5	106	\$0.00	\$0.00	\$0.00
Subtotal					\$0.00	\$0.00	\$0.00
Grand Total							\$0.00

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Accept the Completion of Bid #1343 – SM16 Water Conservation Irrigation Controller Upgrade Phase 1 at Santa Ana College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 23, 2018, the Board of Trustees approved a contract with Aramexx Group, Incorporated dba Aramexx Construction at Santa Ana College. The project was completed on July 3, 2018.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$126,200.

This project was funded by Capital Outlay and State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: August 13, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located 1530 West 17th Street, Santa Ana, caused improvements to be made to the property to with: Bid #1343 for SM16 Water Conservation Irrigation Controller Upgrade Phase 1 at Santa Ana College, the contract for the doing of which was heretofore entered into on the 24th day of April, 2018, which contract was made with Aramexx Group, Incorporated dba Aramexx Construction PO 18-P0051519 as contractor; that said improvements were completed on the 3rd day of July, 2018 and accepted by formal action of the governing Board of said District on the 13th day of August, 2018; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Allied World Insurance Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2018 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Notice of Exemption – California Environmental Quality Act for the Installation of an Emergency Generator as part of the Science Center Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

The new Science Center at Santa Ana College requires the installation of a new emergency generator to ensure continuous equipment operation during the event of a power failure. Under the Public Resources Code 21000-21177 and California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000-15387, public agencies are responsible for complying with the California Environmental Quality Act (CEQA) Guidelines. The District has undertaken an environmental assessment to determine if the new generator presents an environmental impact to ensure compliance with the CEQA Guidelines. The District’s environmental consultant, LSA Associates, Inc. has undertaken a review of the CEQA determinations along with the scope of the project. LSA Associates, Inc. has deemed the project qualified for an exemption under State CEQA Guidelines Section 15303, Class 3 New Construction or Conversion of Small Structures. The project is exempt from further CEQA review.

ANALYSIS:

Under the State of California Environmental Quality Act (CEQA) Guidelines, the project qualifies for a Class 3 Categorical Exemption. Section 15303, Class 3 Categorical Exemption is applicable to projects that consist of “a construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.” The project would not result in any specific or general exceptions to the use of a Categorical Exemption as detailed under Section 15303. The following impacts have been analyzed by LSA Associates, Inc., as detailed in the attached Memorandum dated July 23, 2018, including location, cumulative impact, significant effect, scenic highways, hazardous waste sites, and historical resources. In summary, the proposed project would not result in any specific or general exceptions to the use of a Categorical Exemption as detailed under State CEQA Guidelines Section 15303.

Upon approval by the Board of Trustees, the District will file the Notice of Exemption with the Orange County Clerk Recorder and the State Clearing House in accordance with CEQA Guidelines.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Exemption for this project as presented.

Fiscal Impact:	N/A	Board Date: August 13, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Orange

From: (Public Agency): Rancho Santiago Community College
2323 N. Broadway, Suite 112
Santa Ana, CA 92706

(Address)

Project Title: Science Center at Santa Ana College

Project Applicant: Rancho Santiago Community College District

Project Location - Specific:
New Science Center
1530 W. 17th Street, Santa Ana, CA 92706

Project Location - City: Santa Ana Project Location - County: Orange

Description of Nature, Purpose and Beneficiaries of Project:

Installation of an emergency generator to serve as a source of backup electricity, as required by code, for the new Science Center in the event of a power outage.

Name of Public Agency Approving Project: Rancho Santiago Community College District

Name of Person or Agency Carrying Out Project: Rancho Santiago Community College District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Class 3, 15303
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure

Lead Agency

Contact Person: Carri M. Matsumoto Area Code/Telephone/Extension: 714-480-7512

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: Assistant Vice Chancellor

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Revised 2011

MEMORANDUM

DATE: July 24, 2018

To: Allison Coburn, Facilities Project Manager, Rancho Santiago Community College District

FROM: Ashley Davis, Principal, LSA

SUBJECT: Class 3 Categorical Exemption for the Proposed Emergency Generator Project at the Santa Ana College Science Center

LSA is pleased to submit this memorandum in consideration of a Class 3 Categorical Exemption for the proposed Science Center Emergency Generator Project (Project) located within the Rancho Santiago Community College District on the Santa Ana College (SAC) campus in the City of Santa Ana.

PROJECT DESCRIPTION

Existing Project Site

As shown on Figure 1 (all figures provided in Attachment A), the existing Project site is centrally located on the SAC campus. The campus is bounded by West 17th Street on the north, North Bristol Street on the east, West Washington Avenue on the south, and North College Avenue on the west. The Project site is surrounded by a welding facility to the north, the Santa Ana College Science Center (under construction) to the east, a Child Development Center to the south, and Middle College High School to the west.

Proposed Project

As illustrated on Figures 2 and 3, the proposed Project involves the installation of a new emergency generator. The proposed generator will be placed directly south of the existing welding building, and will connect to the Science Center that is currently under construction to the east of the Project site. A diagram of the proposed generator and electrical connections to the Science Center are shown in Figure 2. The new emergency generator would serve as a source of backup electricity for the RSCCD and Science Center in the event of a utility outage.

The Project involves installation of a Caterpillar C9 internal combustion engine electrical generator and associated transformer. As shown on Figure 3, the generator and transformer would operate on a fixed site adjacent to an existing fused switch and existing oil switch. The electrical generator and transformer would connect to a panelboard via an underground concrete pull box.

No changes to the existing buildings on the site are proposed as part of the Project.

CALIFORNIA ENVIRONMENTAL QUALITY ACT, SECTION 15303, CLASS 3 NEW CONSTRUCTION OR CONVERSION OF SMALL STRUCTURES

Under the *State California Environmental Quality Act (CEQA) Guidelines* Section 15303, a Class 3 Categorical Exemption is applicable to projects that consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include, but are not limited to:

- a. One single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.
- b. A duplex or similar multi-family residential structure, totaling no more than four dwelling units. In urbanized areas, this exemption applies to apartments, duplexes and similar structures designed for not more than six dwelling units.
- c. A store, motel, office, restaurant or similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.
- d. Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.
- e. Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.
- f. An accessory steam sterilization unit for the treatment of medical waste at a facility occupied by a medical waste generator, provided that the unit is installed and operated in accordance with the Medical Waste Management Act (Section 117600, et seq., of the Health and Safety Code) and accepts no offsite waste.

Based on the proposed Project components and scope of work, the Project qualifies for an exemption under *State CEQA Guidelines Section 15303(d)*.

As shown in Figure 3, the proposed Project would be constructed adjacent to an existing substation. The emergency generator would include a skid-mounted diesel fuel storage tank. The proposed

installation of the emergency electrical generator would be consistent with the existing use of the Project site, and would support the use of the Science Center under construction. The proposed emergency electrical generator would connect to existing electrical components in the immediate vicinity of the Project site. Therefore, the proposed Project would have substantially the same purpose and function as the existing facility.

CALIFORNIA ENVIRONMENTAL QUALITY ACT CATEGORICAL EXEMPTIONS – EXCEPTIONS

- (a) **Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located -- a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.**

The project relies on a Class 3 categorical exemption, thus it must be qualified by consideration of where the Project is located, in order to ensure that the Project's ordinarily insignificant impacts would not cause significant impacts in a particularly sensitive environment.

As shown in Figure 1, the entire Project site is located within the boundaries of the SAC campus, which itself is located in an urbanized area of Orange County. The Project site is also located within existing and planned electrical components as part of the Science Center undergoing construction. Furthermore, uses within the immediate vicinity (both historic and present) include auto repair and welding facilities that do not have any historic significance. No special-status species are expected to occur on the project site in its existing condition because of the lack of suitable habitat and the previously developed condition of the site. The Project would not involve removal of any on-site trees and, therefore, would not impact nesting birds. Accordingly, the Project would not result in significant impacts to environmental resources of hazardous or critical concern because the site is not located in a particularly sensitive environment.

- (b) **Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.**

The proposed Project involves the installation and periodic operation of an emergency electrical generator for use during power outages from the Campus' existing utilities. The proposed generator would be located on the SAC site in an area that has previously been developed.

In order to assess potential cumulative greenhouse gas (GHG) emissions impacts of operating the emergency generator throughout its expected lifetime, a GHG assessment was completed in the California Emission Estimator Model (CalEEMod). Under SCAQMD Rule 1470 (Requirements for stationary diesel fueled internal combustion engine), the permit condition will state that the emergency generator engine shall not operate more than 200

hours in a calendar year, which includes no more than 50 hours per year for maintenance and testing runs. In other words, the engine may operate for up to 150 hours per year for operations and 50 hours per year for maintenance and testing operations.

The emergency generator is typically test run weekly for maintenance by the District Electrical Maintenance staff. During a rolling blackout or power outage, a typical period of a rolling electrical outage is approximately 12 hours on a given day. For the purposes of this analysis, it was assumed that the generator would normally operate 72 hours per year during normal outage period (i.e., 12 hours per day x 1 day per week x 6 weeks per year), with a maximum operation of 150 hours per year (i.e., 12 hours per day x 1 day per week x 12.5 weeks per year). Testing and maintenance operations would occur at a maximum of 50 hours per year (i.e., 0.961 hour per day, 1 day per week, 52 weeks per year).

Results of the GHG emission analysis show that with routine maintenance and testing, the generator would produce approximately 3.76 MT CO₂ eq. per year, and under the maximum operating schedule it would produce approximately 11.3 MT CO₂ eq. per year, totaling approximately 15 MT CO₂ eq. per year.

The South Coast Air Quality Management District (SCAQMD) has adopted a significance threshold of 10,000 metric tons of carbon dioxide equivalent (MT CO₂e) per year for permitted (stationary) sources of GHG emissions (SCAQMD 2015).¹ Since the emergency generator would generate a maximum of approximately 15 MT CO₂e per year, the maintenance testing and operation of the emergency generator would not exceed the SCAQMD GHG threshold limit. Therefore, the proposed Project would not result in any cumulatively significant impacts related to the generation of GHG emissions.

For the reasons described above, the Project would rely on, and be accommodated by, the existing infrastructure associated with the Project site. Project impacts would not be cumulatively considerable in connection with the effects of past projects, the effects of other current projects, or the effects of probable future projects.

(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

As shown on Figure 3, the proposed Project would be constructed adjacent to an existing weather- proof unit substation. The emergency generator would include a skid- mounted diesel fuel storage tank and a weatherproof enclosure, and would sit atop a concrete pad. The generator would be grounded by four chemical type ground rods. The proposed installation of the emergency electrical generator would be consistent with the existing use

¹ South Coast Air Quality Management District (SCAQMD). 2015. SCAQMD Air Quality Significance Thresholds. March. Website: <http://www.aqmd.gov/docs/default-source/ceqa/handbook/scaqmd-air-quality-significance-thresholds.pdf> (accessed in July 2018).

of the Project site and would be subject to the same building and electrical requirements as the electrical system to which it will attach. The generator will include an emergency shut down break glass station and will be connected to the emergency generator control in accordance with the generator manufacturer's requirements. Emergency "run-stop" bypass controls for the generator will be added to the main fire alarm control panel. Thus, there would be effective safeguards in place to negate the possibility that the proposed Project would have a significant effect on the environment due to unusual circumstances.

- (d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.**

The proposed Project is approximately 9 mi north of State Route 1 (SR-1), which is an eligible State Scenic Highway (not officially designated).¹ The Project site is not visible from SR-1. Therefore, the proposed Project would not result in damage to existing scenic resources.

- (e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.**

According to the California Department of Toxic Substances Control's (DTSC) EnviroStor Tool, the Project site is not included on the DTSC's Hazardous Waste and Substances Site List or any lists compiled pursuant to Section 65962.5 of the Government Code.²

- (f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.**

The proposed Project involves the installation of an emergency electrical generator adjacent to electrical components supporting the Science Center that is currently under construction. The proposed Project does not include any building modifications that would result in impacts to historic or potentially historic resources. Therefore, the Project would not affect or cause a substantial adverse change in the significance of a historical resource.

¹ California Scenic Highway Mapping System. Orange County. Website: http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/index.htm (accessed July 20, 2018).

² California Department of Toxic Substances Control (DTSC). EnviroStor. 2017. TOXIC SUBSTANCES SITE LIST (July 20, 2018).

CONCLUSION

In summary, the proposed Project would not result in any specific or general exceptions to the use of a Categorical Exemption as detailed under *State CEQA Guidelines* Section 15303. The Project would be located adjacent to existing electrical equipment and would not result in any cumulative impacts. The Project site does not have value as habitat for endangered, rare, or threatened species. The proposed Project would not result in damage to a scenic resource within a highway officially designated as a State Scenic Highway. The Project site is not on any list compiled pursuant to Section 65962.5 of the Government Code. Further, no unusual circumstances or potential cumulative impacts would occur that may reasonably create an environmental impact.

Therefore, the Project is exempt from the provisions of CEQA as specified by the *State CEQA Guidelines* Section 15303 identified above.

Attachment 1: Figures 1 through 3

Attachment B: CalEEMod Emissions Estimator Results

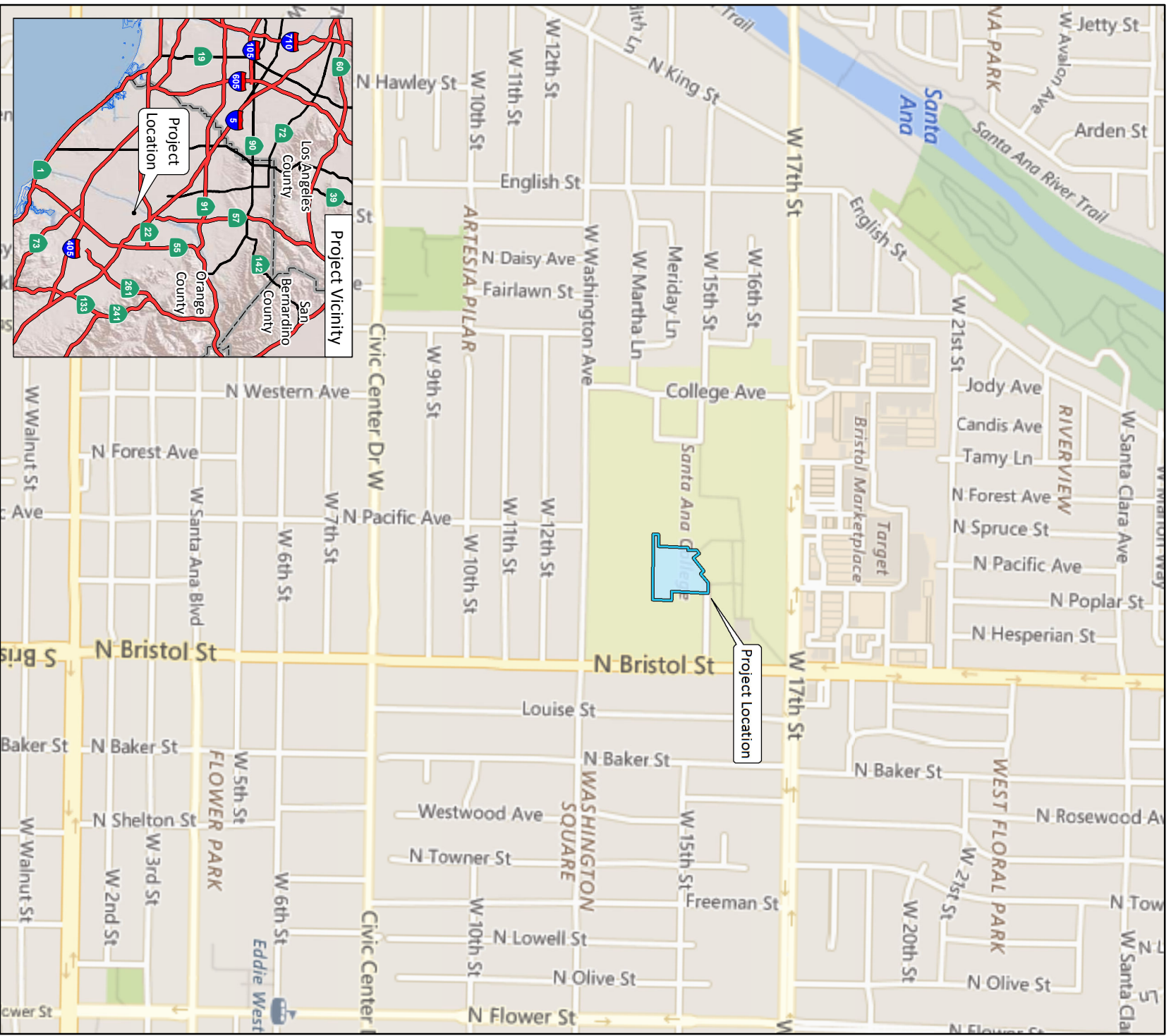
Attachment C: AQMD Form 400-E-13a

ATTACHMENT A: FIGURES 1 – 3

Figure 1: Project Location

Figure 2: Site Plan

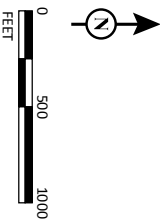
Figure 3: Enlarged Electrical Enclosure Diagram



LSA

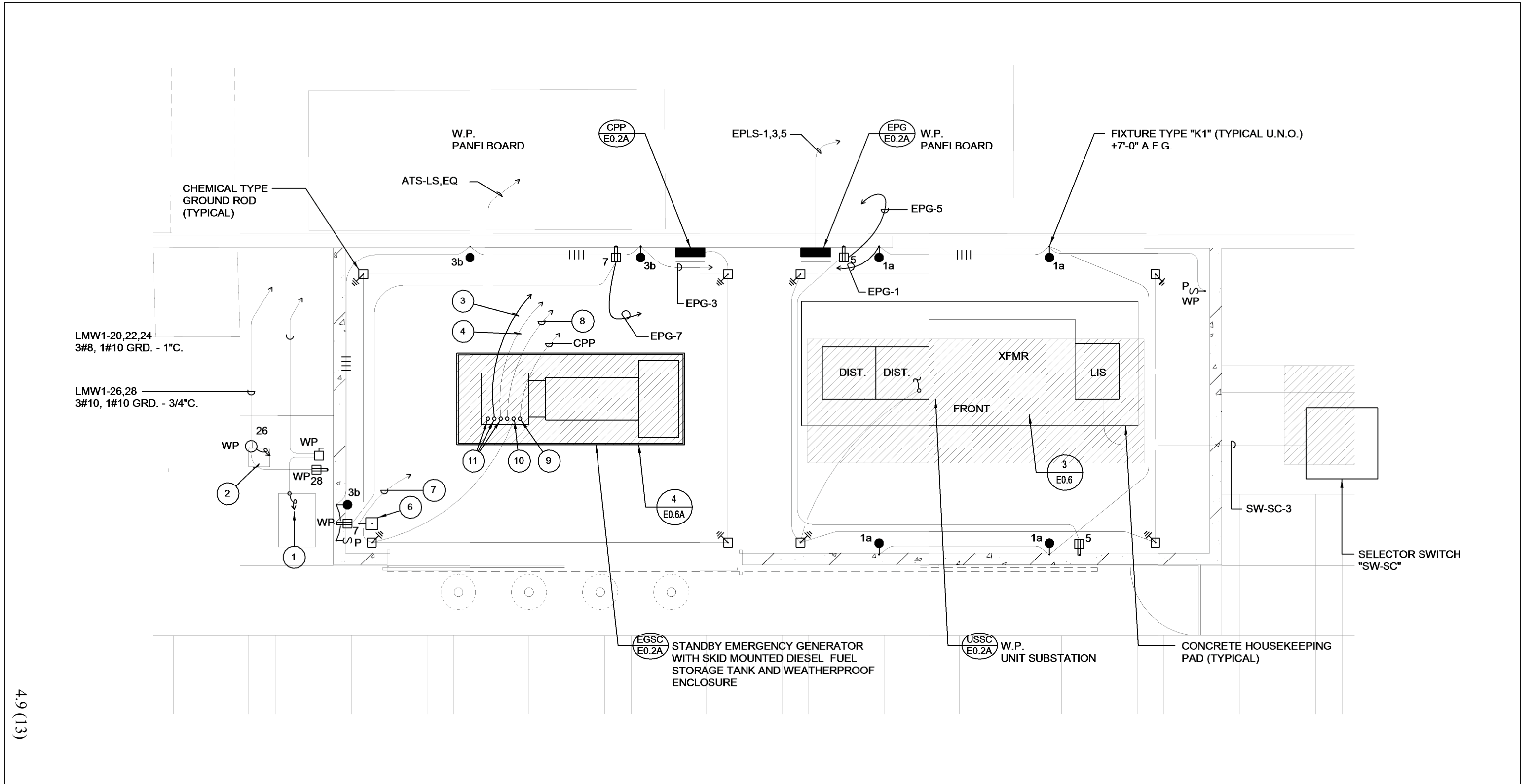
LEGEND

 Project Location



SOURCE: Bing (2012)
 I:\Temp\Zvoss\Project\location.mxd (7/20/2018)

FIGURE 1



4.9 (13)



FIGURE 3

NO SCALE
SOURCE: HGA

Santa Ana College Emergency Generator
Categorical Exemption
Electrical Enclosure Diagram

ATTACHMENT B: CALEMOD EMISSIONS ESTIMATOR RESULTS

400-CEQA AQMD Greenhouse Gas Estimator

Facility Name Santa Ana College
 Facility ID _____
 Project Description Science Center
 GHG Calculation: $\text{CO}_2\text{e MT/yr} = [\text{lb/yr CO}_2 + (25 * \text{lb/yr CH}_4) + (298 * \text{lb/yr N}_2\text{O})] * [1 \text{ MT}/2,205 \text{ lb}]$

Equipment Description	Equipment Type	Fuel Type	Equipment Rating (MMBtu/hr)	Operating Schedule			Greenhouse Gas Emissions			
				Hours/day	Days/wk	Weeks/yr	CO ₂ (lbs/yr)	CH ₄ (lbs/yr)	N ₂ O (lbs/yr)	CO ₂ eq (MT/yr)
Generator (maintenance and testing)	Engine-Emergency	Diesel	1.013586	0.961	1	52	8,256.61	3.35E-01	6.70E-02	3.76E+00
Generator (emergency run)	Engine-Emergency	Diesel	1.013586	12	1	12.5	24,783.70	1.01E+00	2.01E-01	1.13E+01
Total							33,040.30	1.34E+00	2.68E-01	1.50E+01

Emission Factor
 (same emission factor for all combustion equipment types)

Fuel Type	kg/mmBtu			lb/mmBtu		
	CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O
Diesel	73.96	0.003	0.0006	163.01	6.61E-03	1.32E-03
Gasoline	70.22	0.003	0.0006	154.76	6.61E-03	1.32E-03
Landfill Gas	52.07	0.0032	0.00063	114.76	7.05E-03	1.39E-03
LPG	61.71	0.003	0.0006	136.01	6.61E-03	1.32E-03
Natural Gas	53.06	0.001	0.0001	116.94	2.20E-03	2.20E-04

Note

From Distillate Fuel Oil No.2
 From Motor Gasoline

Data Source: https://www.ecfr.gov/cgi-bin/text-idx?SID=1d653629ba1ed0a9fee443920aa261e0&mc=true&node=ap40.23.98_138.1&rgn=div9
https://www.ecfr.gov/cgi-bin/text-idx?SID=5d2c6b432404dc9cfd5fb33ac1becb5b&mc=true&node=ap40.23.98_138.2&rgn=div9

40 CFR Subpart 9 Table C-1 to Subpart C of Part 98—Default CO₂ Emission Factors and High Heat Values for Various Types of Fuel [78 FR 71950, Nov. 29, 2013]
 Table C-2 to Subpart C of Part 98—Default CH₄ and N₂O Emission Factors for Various Types of Fuel [78 FR 71952, Nov. 29, 2013]

Equipment Type	Fuel Type
Boiler-Industrial	Diesel
Boiler-Commercial	Gasoline
Engine-Agricultural	Landfill Gas
Engine-Emergency	LPG
Engine-Prime Power	Natural Gas
Other Combustion Equipment	

ATTACHMENT C: ATTACHMENT C: AQMD FORM 400-E-13A



South Coast Air Quality Management District

FORM 400-E-13a

Emergency Internal Combustion Engine

This form must be accompanied by a completed Application for a Permit to Construct/Operate -Form 400A

Mail Application To:
SCAQMD
P.O. Box 4944
Diamond Bar, CA 91765
Tel: (909) 396-3385
www.aqmd.gov

Permit to be issued to (Business name of operator to appear on permit):

Rancho Santiago Community College District - Santa Ana College

Street location where the equipment will be operated (for equipment which will be moved to various location in SCAQMD's jurisdiction, please list the initial location site):

1530 W 17th Street, Santa Ana, CA 92706

Section A: Equipment Information

Internal Combustion Engine	Manufacturer: Caterpillar	Model No.: C9	Serial No.: TBD
	EPA Family No.: JCPKL08.8NZS	Date of Manufacture: _____(mm/dd/yyyy) For an ICE manufactured after 7/18/94, please provide manufacturer's specification.	
	Manufacturer Maximum Rating: 398 BHP @ 1800 RPM	Date of Installation: 10/05/2018 (mm/dd/yyyy)	

ICE Emergency Function

Electrical Generator
 Fire Pump
 Flood Control
 Pump Driver
 Compressor
 Water Pump
 Other _____

Type

Fixed site
 Portable
 How Is This Type of Equipment Used? (Check All That Apply)
 Within Facility
 Off- Site
 Rental

Fuel

Diesel Oil
 LPG
 Natural Gas
 Other: _____

Cycle Type

Two Cycle
 Four Cycle

Combustion Type

Lean Burn
 Rich Burn

Engine Size

8.8 liters

No. of Cylinders

Four
 Six
 Eight
 Ten
 Twelve
 Sixteen
 Other _____

Aspiration Type

Naturally Aspirated
 Turbocharged
 Turbocharged/Aftercooled

Air Pollution Control

Check all that apply:

<input type="checkbox"/> Selective Catalytic Reduction (SCR)*	<input type="checkbox"/> Catalytic Converter
<input type="checkbox"/> Selective Non-catalytic Reduction (SNCR)*	<input type="checkbox"/> Air/Fuel Ratio Controller
<input type="checkbox"/> Non-selective Catalytic Reduction (NSCR)	<input type="checkbox"/> No Controls
<input checked="" type="checkbox"/> Diesel Particulate Filter (DPF)	<input type="checkbox"/> Other (specify) _____

Manufacturer: Miratech Model No. LTRV9-06

If already permitted, indicate Permit No. _____ Device No. _____ (RECLAIM and/or Title V Permits)

* Separate application is required.

Additional Information for Diesel Particulate Filter (DPF)

Filter Efficiency: 97 %

CARB Certified? Yes No

If Yes, provide a copy of the CARB Verification Certificate, or provide the Verification No. Certificate attached

Installing a backpressure relief system? Yes No

Section B: Operation Information

Fuel Consumption	Maximum Load: <u>19.4</u> gal/hr OR _____ cu ft/hr	Average Load: _____ gal/hr OR _____ cu ft/hr
Operating Schedule	Normal: <u>12</u> hours/day <u>1</u> days/week <u>6</u> weeks/year	
	Maximum: <u>12</u> hours/day <u>1</u> days/week <u>12.5</u> weeks/year	
	Testing & Maintenance: <u>50</u> hours/year	

Section C: Engine Data

Is the engine EPA certified?

Yes Provide a copy of EPA's Engine Certification.

Choose one: Tier I Tier II Tier III Tier IV (Interim) Tier IV

No Provide a copy of the Manufacturer's Emissions Data.

If manufacturer's emissions data is not available, provide available emissions data below. Provide supporting documents.

Carbon Monoxide (grams/bhp-hr)	Hydrocarbons (grams/bhp-hr)	Oxides of Nitrogen (grams/bhp-hr)	Hydrocarbons + Oxides of Nitrogen (grams/bhp-hr)	Particulate Matter (grams/bhp-hr)
0.97	0.18	2.55	2.76	0.10

Section D: Sensitive Receptors

A. Distance from engine stack to the fenceline of the nearest sensitive receptor (ie., long-term health care facilities, rehabilitation centers, convalescent centers, retirement homes, residences, schools (K-12), playgrounds, child care centers, and athletic facilities):

Type of Facility	Name of Facility	Distance (feet)
Child Care Center	Early Childhood Development Center	70
Residences	Single Family Housing	510
Athletic Facility	Softball/Baseball Fields	477

Section E: Applicant Certification Statement

I hereby certify that all information contained herein and submitted with this application is true and correct.

SIGNATURE OF PREPARER:	TITLE OF PREPARER:	
CONTACT PERSON FOR INFORMATION ON THIS EQUIPMENT :	CONTACT PERSON'S TELEPHONE NUMBER	DATE SIGNED:

THIS IS A PUBLIC DOCUMENT

Pursuant to the California Public Records Act, your permit application and any supplemental documentation are public records and may be disclosed to a third party. If you wish to claim certain limited information as exempt from disclosure because it qualifies as a trade secret, as defined in the District's Guidelines for Implementing the California Public Records Act, you must make such claim at the time of submittal to the District.

Check here if you claim that this form or its attachments contain confidential trade secret information.

Clear

Print

RULE EVALUATION

The internal combustion engine may be subject to the following rules:

SCAQMD Rules and Regulations	
Rule 212	Standards for Approving Permits and Issuing Public Notice
Rule 401	Visible Emissions
Rule 402	Nuisance
Rule 404	Particulate Matter – Concentration
Rule 431.1	Sulfur Content of Gaseous Fuels
Rule 431.2	Sulfur Content of Liquid Fuels Liquid fuels – sulfur content of 500 ppm by weight or less. Diesel fuel – sulfur content of 0.015% by weight or less.
Reg XIII	New Source Review
Rule 1401	New Source Review of Toxic Air Contaminants
Rule 1401.1	Requirements for New and Relocated Facilities Near Schools
Rule 1470	Requirements for Stationary Diesel-Fueled Internal Combustion and Other Compression Ignition Engines
Rule 1472	Requirements for Facilities with Multiple Stationary Emergency Standby Diesel-Fueled Internal Combustion Engines
Rule 1714	Prevention of Significant Deterioration for Greenhouse Gases
Code of Federal Regulations	
40 CFR 60 Subpart III	Standards of Performance for Stationary Compression Ignition Internal Combustion Engines
40 CFR 60 Subpart JJJJ	Standards of Performance for New Stationary Sources
40 CFR 63 Subpart ZZZZ	National Emission Standards for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines (RICE)

SAMPLE CONDITIONS FOR EMERGENCY INTERNAL COMBUSTION ENGINES (GENERATORS)

1. OPERATION OF THIS EQUIPMENT SHALL BE CONDUCTED IN COMPLIANCE WITH ALL DATA AND SPECIFICATIONS SUBMITTED WITH THE APPLICATION UNDER WHICH THIS PERMIT IS ISSUED.
2. THIS EQUIPMENT SHALL BE PROPERLY MAINTAINED AND KEPT IN GOOD OPERATING CONDITIONS AT ALL TIMES.
3. THE OPERATOR SHALL COMPLY WITH ALL APPLICABLE REQUIREMENTS OF SCAQMD RULE 431.2, SCAQMD RULE 1470, 40CFR PART 60 SUBPART III AND 40 CFR PART 63 SUBPART ZZZZ, OR THE OPERATOR SHALL NOT USE ANY DIESEL FUEL UNLESS THE FUEL IS LOW SULFUR DIESEL FOR WHICH THE SULFUR CONTENT SHALL NOT EXCEED 15 PPM BY WEIGHT AS SUPPLIED BY THE SUPPLIER.
4. THIS ENGINE SHALL NOT OPERATE MORE THAN 200 HOURS IN ANY ONE YEAR, WHICH INCLUDES NO MORE THAN 50 HOURS IN ANY ONE YEAR FOR MAINTENANCE AND TESTING.
5. THE OPERATION OF ENGINE BEYOND 50 HOURS PER YEAR ALLOTTED FOR ENGINE MAINTENANCE AND TESTING SHALL BE ALLOWED ONLY IN THE EVENT OF A LOSS OF GRID POWER OR UP TO 30 MINUTES PRIOR TO A ROTATING OUTAGE, PROVIDED THAT THE ELECTRICAL GRID OPERATOR OR ELECTRIC UTILITY HAS ORDERED ROTATING OUTAGES IN THE CONTROL AREA WHERE THE ENGINE IS LOCATED OR HAS INDICATED THAT IT EXPECTS TO ISSUE SUCH AN ORDER AT A CERTAIN TIME, AND THE ENGINE IS LOCATED IN A UTILITY SERVICE BLOCK THAT IS SUBJECT TO THE ROTATING OUTAGE. ENGINE OPERATION SHALL BE TERMINATED IMMEDIATELY AFTER THE UTILITY DISTRIBUTION COMPANY ADVISES THAT A ROTATING OUTAGE IS NO LONGER IMMINENT OR IN EFFECT.
6. AN OPERATIONAL NON-RESETTING TOTALIZING TIME METER SHALL BE INSTALLED AND MAINTAINED TO INDICATE THE ENGINE ELAPSED OPERATING TIME.
7. ON OR BEFORE JANUARY 15TH OF EACH YEAR THE OPERATOR SHALL RECORD IN THE ENGINE OPERATING LOG:
 - A. THE TOTAL HOURS OF ENGINE OPERATION FOR THE PREVIOUS CALENDAR YEAR, AND
 - B. THE TOTAL HOURS OF ENGINE OPERATION FOR MAINTENANCE AND TESTING FOR THE PREVIOUS CALENDAR YEAR.

ENGINE OPERATION LOG(S) SHALL BE RETAINED ON SITE FOR A MINIMUM OF FIVE CALENDAR YEARS AND SHALL BE MADE AVAILABLE TO THE EXECUTIVE OFFICER OR REPRESENTATIVE UPON REQUEST.

8. THE OPERATOR SHALL KEEP A LOG OF ENGINE OPERATIONS DOCUMENTING THE TOTAL TIME THE ENGINE IS OPERATED EACH MONTH AND THE SPECIFIC REASON FOR OPERATION AS:
 - A. EMERGENCY USE
 - A. MAINTENANCE AND TESTING
 - C. OTHER (BE SPECIFIC)

IN ADDITION, FOR EACH TIME THE ENGINE IS MANUALLY STARTED, THE LOG SHALL INCLUDE: THE DATE OF ENGINE OPERATION, THE START AND STOP TIME OF THE ENGINE, THE SPECIFIC REASON FOR OPERATION, AND THE TOTALIZING HOUR METER READING (IN HOURS AND TENTHS OF HOURS) AT THE BEGINNING AND THE END OF THE OPERATION.

9. THIS ENGINE SHALL NOT BE USED AS PART OF A DEMAND RESPONSE PROGRAM USING INTERRUPTIBLE SERVICE CONTRACT IN WHICH A FACILITY RECEIVES A PAYMENT OR REDUCED RATES IN RETURN FOR REDUCING ITS ELECTRIC LOAD ON THE GRID WHEN REQUESTED TO DO SO BY THE UTILITY OR THE GRID OPERATOR.

10. THIS ENGINE SHALL NOT BE OPERATED MORE THAN 200 HOURS IN ANY ONE YEAR, WHICH INCLUDES NO MORE THAN 50 HOURS IN ANY ONE YEAR FOR MAINTENANCE AND TESTING TO COMPLY WITH REQUIREMENTS OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA). ANYTHING IN EXCESS OF 50 HOURS SHALL BE ALLOWED ONLY IN THE EVENT OF AN EMERGENCY FIRE FIGHTING OPERATION.

For Fire pumps:

11. THIS ENGINE SHALL NOT BE OPERATED MORE THAN 200 HOURS IN ANY ONE YEAR, WHICH INCLUDES NO MORE THAN 50 HOURS IN ANY ONE YEAR FOR MAINTENANCE AND TESTING TO COMPLY WITH REQUIREMENTS OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA). ANYTHING IN EXCESS OF 50 HOURS SHALL BE ALLOWED ONLY IN THE EVENT OF AN EMERGENCY FIRE FIGHTING OPERATION.

For Various Locations Equipment:

12. UPON THE FIFTH DAY AFTER PLACEMENT OF THIS EQUIPMENT INTO OPERATION AT A NEW SITE, THE DISTRICT SHALL BE NOTIFIED VIA TELEPHONE AT 877-810-6995 OF THE EXACT NATURE OF THE PROJECT AS FOLLOWS:
 - A. THE PERMIT NUMBER OF THE PORTABLE EQUIPMENT.
 - B. THE NAME AND TELEPHONE NUMBER OF A CONTACT PERSON.
 - C. THE LOCATION WHERE THE PORTABLE EQUIPMENT WILL BE OPERATED.
 - D. THE ESTIMATED TIME THE PORTABLE EQUIPMENT WILL BE LOCATED AT THE SITE.
 - E. DESCRIPTION OF THE PROJECT.
 - F. IF LESS THAN 1/4 MILE, THE DISTANCE TO THE NEAREST SENSITIVE RECEPTOR. SENSITIVE RECEPTORS ARE DEFINED AS LONG-TERM HEALTH CARE FACILITIES, REHABILITATION CENTERS, CONVALESCENT CENTERS, RETIREMENT HOMES, RESIDENCES, SCHOOLS, PLAYGROUNDS, CHILD CARE CENTERS, AND ATHLETIC FACILITIES.
13. THIS ENGINE AND ITS REPLACEMENT UNIT INTENDED TO PERFORM THE SAME OR SIMILAR FUNCTION, SHALL NOT RESIDE AT ANY ONE LOCATION FOR MORE THAN 12 CONSECUTIVE MONTHS. THE PERIOD DURING WHICH THE ENGINE AND ITS REPLACEMENT IS MAINTAINED AT A STORAGE FACILITY SHALL BE EXCLUDED FROM RESIDENCY TIME DETERMINATION.
14. THIS ENGINE SHALL NOT BE REMOVED FROM ONE LOCATION FOR A PERIOD OF TIME, AND THEN IT OR ITS EQUIVALENT ENGINE RETURNED TO THE SAME LOCATION, IN ORDER TO CIRCUMVENT THE PORTABLE ENGINE RESIDENCE TIME REQUIREMENTS.
15. IN ADDITION TO MAINTENANCE AND TESTING OF THIS ENGINE, THIS ENGINE SHALL ONLY BE USED FOR EITHER PROVIDING ELECTRICAL POWER TO PORTABLE OPERATIONS OR EMERGENCY POWER TO STATIONARY SOURCES. PORTABLE OPERATIONS ARE THOSE WHERE IT CAN BE DEMONSTRATED THAT BECAUSE OF THE NATURE OF THE OPERATION, IT IS NECESSARY TO PERIODICALLY MOVE THE EQUIPMENT FROM ONE LOCATION TO ANOTHER. EMERGENCIES AT STATIONARY SOURCES ARE THOSE THAT RESULT IN AN INTERRUPTION OF SERVICE OF THE PRIMARY POWER SUPPLY OR DURING STAGE II OR III ELECTRICAL EMERGENCIES DECLARED BY THE CALIFORNIA INDEPENDENT SYSTEM OPERATOR.

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

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Disposal of Surplus Vehicles	
Action:	Request for Approval	

BACKGROUND

The Santa Ana College Transportation Department has two vehicles that have exceeded their useful lives. Legally, in order to dispose of District property, the Board must take action to declare the property as surplus prior to the auction. This is in accordance with Board Policy BP6550 and AR6550.

ANALYSIS

The first vehicle is a 2000 Dodge Van, VIN #2B5WB35Y4YK124022, License #1029144. The van has 139,171 miles on the odometer, this vehicle has exceeded its useful life and is in need of repairs in excess of \$5,000. The second vehicle is a 1996 Dodge Van, VIN #2B5WB35Z5TK114147, License #E034862. The van has 101,136 miles on the odometer and parts have become very difficult to obtain. Based on the age and condition of the vehicles, it is recommended not to make these vehicles available to other schools or non-profit organizations.

It is recommended that The Liquidation Company (TLC) auctions off these surplus vehicles in accordance with the terms and conditions of the current contract. The auctioneer's commission fee is 45% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, DMV paperwork and other related functions. Their performance and service have been very satisfactory. The advantages of using TLC are that they take the majority of our surplus property which is rare among auctioneers. Our current contract with TLC expires June 30, 2021.

RECOMMENDATION

It is recommended that the Board of Trustees declare the 1996 and 2000 Dodge Vans as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: August 13, 2018
Prepared by:	Linda Melendez, Interim Director of Purchasing Services	
Submitted by:	Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: August 13, 2018

INDEPENDENT CONTRACTORS

Interact Communications

Attachment A – Independent Contractor Agreement
and Scope of Work

Attachment B - Biography

Service: To develop a digital enrollment campaign and “applied but not enrolled” campaign including one week of photography services, production of two thirty-second videos and the development, writing, deployment, tracking and result measurement of campaign emails.

Date(s) of Service: August 15, 2018 through
December 31, 2018

Fee: Not to exceed \$39,500

Requested by: Melissa Utsuki

Funded by: Career Education & Workforce
Development
12-2185-601000-15205-5100

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement for Independent Contractor Services ("Agreement") is entered into as of August 14, 2018 ("Effective Date") by and between Rancho Santiago Community College District ("District") and Interact Communications ("Independent Contractor"). This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

RECITALS

WHEREAS, the District desires to obtain certain independent contractor services, ("Independent Contractor Services") as more particularly described in this Agreement.

WHEREAS, Independent Contractor is specially trained, experienced and capable of providing and completing the Independent Contractor Services in accordance with the terms of this Agreement.

WHEREAS, the Independent Contractor Services are "special services" as that term is used and defined in Government Code §53060.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the District and Independent Contractor agree as follows:

AGREEMENT

1 Independent Contractor Services. The Independent Contractor Services are described in Attachment 1 to this Agreement. Unless employees or contractor(s) to the Independent Contractor are identified in Attachment 1, all Independent Contractor Services shall be completed by the Independent Contractor. The Independent Contractor shall provide all labor, materials, tools and other items necessary to complete the Independent Contractor Services.

2 Contract Price. The Contract Price for completing Independent Contractor Services is Thirty Nine Thousand Five Hundred Dollars and No cents (\$39,500.00).

3 Insurance; Indemnity. At all times during the Term of this Agreement, the Independent Contractor shall maintain policies of insurance with at least the following minimum coverage limits:

Policy of Insurance	Minimum Coverage Limits
Commercial General Liability Insurance	Per Occurrence: One Million Dollars (\$1,000,000) Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability (combined single limit)	Not Required
Workers Compensation	In accordance with the Laws
Employers Liability	Not Required
Professional Liability	Per Claim: Not Required Aggregate: Not Required

4 Term. The Term of this Agreement commences as of the Effective Date set forth above. The foregoing notwithstanding, if this Agreement is subject to approval or ratification by the District's Board of Trustees, the Effective Date of this Agreement is deemed the date of Board of Trustees action approving or ratifying this Agreement. Unless earlier terminated pursuant to the terms of this Agreement, the Term of this Agreement August 15, 2018 through December 31, 2018.

5 Notices. Notices under this Agreement shall be addressed and delivered as follows:

If to the Independent Contractor:		If to the District:	
Print Name:	Anthony Jones	Print Name:	Melissa Utsuki
Mailing Address:	502 Main Street, 3rd Fl.	Mailing Address:	1530 W. 17 th St.
City, State, and Zip Code:	La Crosse, WI 54601	City, State, and Zip Code:	Santa Ana, CA 92706
Telephone Number:	608-781-8495	Telephone Number:	714-564-5527

Email Address:	Anthony.jones@interactcom.com	Email Address:	Utsuki_Melissa@sac.edu
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6 Entire Agreement. The foregoing and the documents enumerated below constitute the entire agreement and understanding between the District and Independent Contractor concerning the subject matter hereof, replacing and superseding all prior agreements or negotiations, whether written or verbal. No term or condition of this Agreement shall be modified or amended except by writing executed by the District and Independent Contractor. Documents forming this Agreement are:

- Independent Contractor Agreement Terms and Conditions
- Attachment 1 – Independent Contractor Services Scope

IN WITNESS WHEREOF, the District and Independent Contractor have executed this Agreement as of the Effective Date set forth above.

**INDEPENDENT CONTRACTOR
INTERACT COMMUNICATIONS**

By: _____
 Title: _____
 Date: _____

**"DISTRICT"
RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By: _____
 Peter J. Hardash
 Title: Vice Chancellor of Business Operations/Fiscal Services
 Date: _____

INDEPENDENT CONTRACTOR AGREEMENT TERMS AND CONDITIONS

1 Independent Contractor Services.

1.1 Independent Contractor Services Schedule. The Independent Contractor shall complete the Independent Contractor Services, and portions thereof, in accordance with the Independent Contractor Services Schedule set forth in Attachment 1. The Independent Contractor is liable to the District for costs, charges, losses and other damages arising out of or related to the failure of the Independent Contractor to complete Independent Contractor Services in accordance with the Independent Contractor Services Schedule.

1.2 Independent Contractor Work Product. All materials generated by the Independent Contractor or received by the Independent Contractor in the course of completing the Independent Contractor Services ("Independent Contractor Work Product") are property of the District. Independent Contractor Work Product includes tangible and intangible items in any form, including calculations, drawings, written/graphic materials, digital/electronic files and samples. The Independent Contractor shall provide the District access to Independent Contractor Work Product during performance of Independent Contractor Services for the District's inspection, review and/or reproduction of Independent Contractor Work Product.

1.3 Independent Contractor Standard of Care. The Independent Contractor Services shall be performed and provided by Independent Contractor: (i) using the Independent Contractor's best skill and attention; (ii) with due care and in accordance with applicable professional standard(s) of care; (iii) in accordance with applicable laws, rules and regulations; and (iv) in accordance with the terms of this Agreement. The Independent Contractor is liable to the District for losses, costs, changes and other consequences of its failure to provide perform and/or complete the Independent Contractor Services in accordance with the foregoing described standards of care.

1.4 Independent Contractor as Independent Contractor; Limited Independent Contractor Agency. The Independent Contractor is an independent contractor to the District. The terms of this Agreement set forth the limited extent to which the Independent Contractor is authorized to act as an agent or representative of the District. The Independent Contractor shall be liable to the District and third parties for the consequences of its conduct which exceed the express limited scope of the Independent Contractor to act on behalf of the District.

2 Contract Price

2.1 Independent Contractor Billings for Payment of Contract Price. During the course of providing Independent Contractor Services, unless otherwise negotiated, Independent Contractor shall submit monthly billing invoices to the District for payment of the Contract Price for Independent Contractor Services performed in the immediately prior month. Independent Contractor's billings shall be in such form and format along with such substantiating data as requested by District.

2.2 District Payment of Contract Price. Within thirty (30) days of receipt of Independent Contractor's billing invoices, District will make payment to Independent Contractor of

undisputed amounts of the Contract Price due for Independent Contractor Services. The District may withhold or deduct from amounts otherwise due Independent Contractor hereunder if Independent Contractor fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after Independent Contractor has fully cured such failure of performance, less costs, damages or losses sustained by the District resulting therefrom.

2.3 Independent Contractor's Payments. The Independent Contractor shall promptly pay its employees, independent contractors, if any, and others performing or providing Independent Contractor Services upon receipt of payments of the Contract Price from the District. If required by applicable law, rule or regulation, the Independent Contractor's payment to personnel providing or performing Independent Contractor Services shall be at least the prevailing wage rate established for the type of service provided. If prevailing wage rates apply to any personnel performing or providing Independent Contractor Services, the obligation for compliance rests solely with the Independent Contractor, without adjustment of the Contract Price.

3 Insurance and Indemnity

3.1 Workers Compensation and Employers Liability Insurance. If required, the Workers' Compensation Insurance shall cover claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts. The Employer's Liability Insurance shall cover bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by Independent Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance policy.

3.2 General Liability and Automobile Liability Insurance. The General Liability Insurance policy shall cover death, bodily injury and property damage liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and contractual liability contractual liability coverage sufficiently broad to include the insurable liability assumed by the Independent Contractor under the indemnity and hold harmless provisions of this Agreement. The Automobile Liability Insurance shall cover liabilities for bodily injury, death of a person or property damages arising out of ownership, maintenance or use of any owned, non-owned and hired motor vehicles that are operated by or on behalf of the Independent Contractor in connection with this Agreement.

3.3 Professional Liability Insurance. If required, the Independent Contractor's professional liability insurance shall cover liabilities arising out of the performance of Independent Contractor Services under this Agreement.

3.4 Policy Endorsements; Evidence of Insurance. Independent Contractor shall deliver to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance policies by the State of California and who are A.M. Best rated at least A-/VII. Coverages under each policy of insurance required hereunder, whether by endorsement or otherwise, shall

provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

3.5 District General Liability Insurance. The District will maintain General Liability Insurance covering the District for claims of bodily injury or death of persons and property damage. The District may at its sole election obtain such liability insurance from a commercially available source, a Joint Powers Authority or by self-insurance.

3.6 Indemnity.

3.6.1 Independent Contractor Indemnity of District.

To the fullest extent permitted by law, the Independent Contractor shall indemnify, defend and hold harmless the District and its employees, officers, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of persons; (ii) property damage; or (iii) other costs or charges arising out of or attributable, in whole or in part, to the negligent, grossly negligent or willful conduct of Independent Contractor or the employees, agents and representatives of Independent Contractor in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorneys' fees and shall survive the termination of this Agreement or Independent Contractor's completion of obligations hereunder until barred by the applicable Statute of Limitations.

3.6.2 District Indemnity of Independent Contractor.

The District shall indemnify and hold harmless Independent Contractor from claims arising out of bodily injury (including death) and physical damage which arise out of the negligent or willful acts, omissions or other conduct of the District.

4 Termination; Suspension

4.1 Termination for Default. Either the District or Independent Contractor may terminate this Agreement upon seven (7) days advance written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder and such default in performance is not caused by the Party initiating the termination. Such termination shall be deemed effective the seventh (7th) day following the date of the written termination notice, unless during such seven (7) day period, the Party receiving the written termination notice commences to cure it default(s) and diligently thereafter prosecutes such cure to completion. In addition to the District's right to terminate this Agreement pursuant to the foregoing, the District may terminate this Agreement upon written notice to Independent Contractor if: (i) Independent Contractor becomes bankrupt or insolvent, which shall include without limitation, a general assignment for the benefit of creditors or the filing by Independent Contractor or a third party of a petition to reorganize debts or for protection under any bankruptcy or similar law or if a trustee or receiver is appointed for Independent Contractor or any of Independent Contractor's property on account of Independent Contractor's insolvency; or (ii) if Independent Contractor disregards applicable laws, codes, ordinances, rules or regulations. If the District exercises the right of termination hereunder, the Contract Price due the Independent Contractor, if any, shall be based upon

Independent Contractor Services completed prior the effective date of the District's termination of this Agreement, reduced by the District's prior payments of the Contract Price and losses, damages, or other costs sustained by the District arising out of the termination of this Agreement or the cause(s) for termination of this Agreement. Independent Contractor shall remain responsible and liable to District for all losses, damages or other costs sustained by District arising out of termination pursuant to the foregoing or otherwise arising out of Independent Contractor's default hereunder, to the extent that such losses, damages or other costs exceed any amount due Independent Contractor hereunder for Independent Contractor Services.

4.2 District Right to Suspend. The District may, in its discretion, suspend all or any part of the Independent Contractor Services hereunder; provided, however, that if the District directs suspension of Independent Contractor Services for sixty (60) consecutive days or more and such suspension is not caused by the Independent Contractor's default or the acts or omissions of Independent Contractor or its Sub-Independent Contractors, upon rescission of such suspension, the Contract Price will be subject to adjustment to reflect actual costs and expenses incurred by Independent Contractor, if any, as a direct result of the suspension and resumption of Independent Contractor Services hereunder.

4.3 District Termination For District Convenience. The District may, at any time, upon seven (7) days advance written notice to Independent Contractor terminate this Agreement, in whole or in part, for the District's convenience and without fault, neglect or default on the part of Independent Contractor. In such event, the Agreement shall be deemed terminated seven (7) days after the date of the District's written notice to Independent Contractor or such other time as the District and Independent Contractor may mutually agree upon. In such event, the District shall make payment of the Contract Price to Independent Contractor for Independent Contractor Services completed prior to the effective date of termination. Except as set forth above, the Independent Contractor shall not be entitled to other compensation if the District exercises the right to terminate hereunder.

4.4 Independent Contractor Suspension of Independent Contractor Services. If the District fails to make payment of the undisputed portion of the Contract Price when due Independent Contractor hereunder, Independent Contractor may, upon seven (7) days advance written notice to the District, suspend performance of Independent Contractor Services until payment of the undisputed portion of the Contract Price is received by the Independent Contractor. In such event, Independent Contractor shall have no liability for any delays to completion of Independent Contractor Services due to, or arising out of, such suspension. Except as expressly set forth herein, there is no other right of the Independent Contractor to suspend performance of Independent Contractor Services.

4.5 Independent Contractor Obligations Upon Termination. Upon the District's exercise of the right of termination hereunder, the Independent Contractor shall take action as directed by the District relating to completed and in progress Independent Contractor Services. The Independent Contractor shall within five (5) days of the effective date of

Termination, assemble and deliver to the District all Independent Contractor Work Product.

5 Miscellaneous

5.1 Governing Law; Interpretation. This Agreement shall be governed and interpreted in pursuant to the laws of the State of California and in accordance with its fair meaning and not strictly for or against the District or Independent Contractor. If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect.

5.2 Time. Time is of the essence to this Agreement. The time for performance of any obligation hereunder by either Party shall be extended if performance of such obligation is delayed or prevented by conduct of the other Party, acts of God, or other unforeseeable events.

5.3 Successors; Non-Assignability. This Agreement and all terms hereof are binding upon and inure to the benefit of the respective successors of Independent Contractor and the District. Neither Independent Contractor nor District shall assign rights or obligations hereunder without the prior consent of the other, which consent may be withheld or granted in sole discretion of the Party requested to grant such consent.

5.4 Independent Contractor Personnel and Expense Records. The Independent Contractor shall maintain detailed billing records of personnel time to complete Independent Contractor Services. Such records shall be maintained in accordance with generally accepted accounting principles applied in a consistent manner and shall be available to the District for inspection, review and/or reproduction upon request of the District. Independent Contractor shall maintain billing records for at least three (3) years after completion of Independent Contractor Services.

5.5 Confidentiality. All information and data provided by the District to the Independent Contractor in connection with the Independent Contractor Services are deemed confidential materials which shall not be disclosed by Independent Contractor to any third party without express prior written consent of the District, which may be granted, conditioned or denied in the sole discretion of the District. The Independent Contractor is liable to the District and third parties for losses, costs or other damages arising out of or relating to Independent Contractor's breach of the confidentiality obligations set forth herein.

5.6 Personal Services. The Independent Contractor and District acknowledge and agree that the Independent Contractor Services are in the nature of personal services.

5.7 Cumulative Rights; No Waiver. Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or in equity. No action or failure to act by District shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default of the Independent Contractor.

5.8 Disputes.

5.8.1 Independent Contractor Continuation of Services. Except in the event of the District's failure to make undisputed payment of the Contract Price due Independent Contractor, notwithstanding any disputes between District and Independent Contractor hereunder, Independent Contractor shall continue to provide and perform Independent Contractor Services and authorized Additional Services pending a subsequent resolution of such disputes.

5.8.2 Mandatory Mediation. All claims, disputes and other matters in controversy between the Independent Contractor and the District arising out of or pertaining to this Agreement shall be submitted for resolution by non-binding mediation conducted under the auspices of the American Arbitration Association ("AAA") and the Commercial Mediation Rules of the AAA in effect at the time that a Demand For Mediation is filed. The commencement and completion of mediation proceedings pursuant to the foregoing is a condition precedent to either the District or the Independent Contractor commencing arbitration proceedings pursuant to the following Paragraph.

5.8.3 Arbitration. All claims, disputes or other matters in controversy between Independent Contractor and District arising out of or pertaining to this Agreement which are not fully resolved through the mandatory mediation set forth above shall be settled and resolved by binding arbitration conducted under the auspices of the AAA Commercial Arbitration Rules in effect at the time of the filing of a Demand for Arbitration. If any claim or dispute is asserted by others providing services in connection with the subject matter of this Agreement and such other claim or dispute arises in whole or in part out of this Agreement or the services provided by or through the Independent Contractor hereunder, Independent Contractor and District agree that any arbitration proceedings initiated between Independent Contractor and District hereunder shall be consolidated with any arbitration proceedings initiated in connection with such other claim or dispute. Any arbitration hereunder shall be conducted in the AAA _____ Office.

5.8.4 Independent Contractor Compliance With Government Code Claims Process. All claims, demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District in a demand for arbitration are deemed a "suit for money or damages" under Government Code §900 et seq. An express condition precedent to the Contractor's commencement of arbitration proceedings under Paragraph 5.9.3 is the Independent Contractor's strict compliance with and exhaustion of remedies and procedures under Government Code §900 et seq., including without limitation, §§945.4, 945.6 and 946. Notwithstanding the dispute resolution provisions set forth herein, all claims demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District seeking money or damages shall first be presented to the District's Board of Trustees and acted upon or deemed rejected by the Board of Trustees pursuant to Government Code §900 et seq.

[END OF SECTION]

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**ATTACHMENT 1 (INDEPENDENT CONTRACTOR SERVICES SCOPE) TO
AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
INTERACT COMMUNICATIONS**

The Independent Contractor Services subject to the Agreement for Independent Contractor Services consists of the following:

See attached Marketing and Digital Media Services proposal dated June 22, 2018.

Marketing, and Digital Media Services

Interact's award-winning team of design and messaging experts starts with your system's unique attributes, employing authentic images and attitudes from within your colleges to develop concise, on-brand materials that make an immediate impact, and continue to build on each additional exposure. Across all publications and platforms, Interact brings together elements of writing, persuasion and graphic design to tell your story in a way that energizes target audiences and encourages further engagement.

1. Campaign Collateral Development

Interact Communications will develop, write and design collateral for a digital campaign to promote Career Education applications and enrollment for Santa Ana College for the spring 2019 semester. Digital advertisements will stay true to the Future Built brand while still incorporating required Chancellor's Office design elements as well as the Santa Ana logo and brand elements, whenever possible.

To assist with spring 2018 semester recruitment, Interact will develop 10 unique pieces of digital collateral, which will be resized for Facebook, Instagram, Snapchat and digital display (banners and tile ads), for a total of 70 pieces. We will work with Santa Ana College to incorporate your college's original Career Education photography, and where necessary, utilize the state toolkit for other images.

Interact will develop six emails to be distributed to Santa Ana College Career Education students who have applied but not enrolled. This will require that Santa Ana provide a weekly list of student names and email addresses who have applied but not enrolled. Interact will send weekly emails beginning the week Spring 2019 enrollment opens.

Cost

Description	Flat Fee
Develop a digital enrollment campaign for Spring Semester enrollment (Nov-Dec 2018) with a total of 70 pieces of digital collateral.	\$3,000
Write and design six emails for "applied but not enrolled" campaign	\$3,000
Total Cost	\$6,000

Timing

Design work to occur September-October 2018.

2. Media Buying and Tracking

Interact Communications uses a certified media buyer to place your marketing campaign and will conduct a complete and thorough analysis of the best media vehicles in a marketplace to reach your target audience in the most cost-effective manner.

Interact Communications will provide ongoing return on investment (ROI) information that specifically demonstrates the effectiveness of every facet of the ad strategy, from click-through rates to gross rating points and online engagement (websites and social media). The ROI data will be provided regularly in an easy-to-understand, easy-to-access manner and include comparisons to industry standards/expectations in each media.

Media Proposed for Santa Ana College

- Social Media and Digital Display Remarketing:** Interact is on the cutting edge of innovative online marketing techniques that keep college messaging in the public eye. Interact Communications has extensive experience purchasing social media advertising on multiple platforms, including Facebook, Instagram and Snapchat. We can target by demographics, location, behavior and personal email

addresses that are linked to accounts. In addition, users who interact with your social media advertisements by clicking through to your website will be retargeted by digital ads that will follow them around the Internet for up to 30 days following initial engagement.

- **YouTube Pre-Roll Ads:** We deliver micro-targeted video ad campaigns through programmatic buying. We leverage technology to precisely segment audiences and select channels for reaching them with video ads. We go way beyond traditional demographics to target criteria such as location, context, devices/mobile, recent online activity through browsing and search, time of day, frequency, retargeting and more. The software we use allows us to set up targeting based on online search behavior, demographics, age, gender, location, topics of interest and behavior.

Cost

Our media buying fees are 10% for digital. We will invoice for digital media spend upon contract signing and require payment by the college 30 days prior to invoicing so that we can purchase your media spend. A delay in payment receipt could result in the pausing of your campaigns.

Interact Communications can also adjust this media spend based upon the desired amount of budget Santa Ana wishes to utilize for the length of the campaign. Prior to media purchase a contract will be drawn up for review.

Description	Flat Fee
Custom Social Media and Retargeting Media Buy in November & December \$5,000/month (key enrollment months)	\$17,000
Total Cost	\$17,000

Timing

Media buy will be invoiced upon contract signing for an November-December run.

3. Photography

We will send one photographer on-site for a full week to Santa Ana College to capture images of your Career Education programs for use in local and regional advertising and for your website. This visit will ensure that each of your unique programs are featured in your advertisements and website in a consistent, professional manner. A dedicated photographer for your Career Education programs will allow your college to capture images that can be used for years to come.

All the photos taken will be provided to Santa Ana College as RAW images, with up to 50 selected photos being edited, color corrected and optimized visually for marketing use.

Cost

Description	Flat Fee
One-week (40 hours) of photography services	\$12,000
Total Cost	\$12,000

Timing

Photography services will be scheduled during a five-day consecutive period during the fall semester, with the final date to be agreed upon between Santa Ana and Interact Communications.

4. Video Production

Authentic Narration Video

Interact Communications will adapt the student video filmed at Santa Ana College for the Orange County Consortium campaign. The revised video will include Santa Ana’s logo and Santa Ana-specific verbiage as available from original video recording. This 30-second video can be utilized in the digital ad campaign and presentations, posted to your website and shared on social media.

Photography-Based Video

Interact Communications will produce one :30 second video for use on social media and YouTube. This video will be templated to follow the Future Build regional brand but will feature Santa Ana College photography and the Santa Ana College logo. This video will include a music bed and an Apply call to action.

Cost

Description	Flat Fee
30-second authentic narration video featuring Santa Ana College student/alumnus and Santa Ana College branding (matching Orange County Future Built campaign)	\$750
30-second authentic narration video featuring Santa Ana College student/alumnus and Santa Ana College branding (matching Orange County Future Built campaign)	\$750
Total Cost	\$1,500

5. Email Campaign

Interact Communications can work with your colleges to identify individuals who have already had an interaction with your colleges. These population groups would include Career Education applicants who completed an application but never enrolled at one of your colleges and/or applicants who started your application process but never finished. By reaching out directly to these populations, you are contacting individuals who already have a vested interest in your colleges and who are more likely to engage via an email campaign. Furthermore, these lists can be used in our Social Media and YouTube campaigns to boost the reach and also to continuously get your college in front of potential students.

Description	Flat Fee
Administration of email campaign for “applied but not enrolled” Santa Ana College Career Education students in Nov-Dec to impact Spring 2019 enrollment.	\$3,000
Total Cost	\$3,000

Fee Summary

	Unit Price	Total Cost
1 Campaign Development and Materials		\$6,000
Develop a digital enrollment campaign for Fall Semester (August)	\$3,000	
Write and design six emails for “applied but not enrolled” campaign	\$3,000	
2 Media Buying		\$17,000
Media buy in November & December (includes 10% fee)	\$8,500/month	
3 Photography		\$12,000
One week on-site capturing images for Career Education Programs	\$12,000/week	
4 Videos		\$1,500
One 30-second video adapted from student video produced for Orange County Career Education campaign	\$750	
One 30-second video featuring Santa Ana student photography for use on social media and YouTube.	\$750	
5 Email Campaign-Deployment		\$3,000
Six emails sent weekly beginning when Spring enrollment begins, sent to “applied but not enrolled” Career Education students. This includes deployment, tracking and measurement of results	\$3,000	
Total		\$39,500

Travel, Timing & Additional Information

Travel is included in this quote, as long as photography occurs over an agreed pre-scheduled one-week period. Closed Captioning is included and proofed for YouTube use, and the SRT File supplied for converting, or directly using, on other streaming services. All videos will be edited during fall semester 2018 prior to the launch of the paid campaign media campaign. The photography-based video will be edited following the week of photography.

Company Overview & Approach

As a full-service marketing firm, Interact Communications offers a variety of services that will boost brand awareness and move the needle on enrollment and retention. This document is designed to highlight some of those services that would best fit a digital marketing campaign designed for Santa Ana College that would build upon the Orange County Regional Consortium campaign currently underway.

The Interact Communications Approach:

When it comes to community colleges, we understand that every marketing effort has to fulfill multiple purposes – from raising community awareness to building community commitment and loyalty. Marketing must go beyond advertising. It has to account for communicating throughout the conversion process, moving students from inquiry or application to day-one of classes, and keeping them committed and happy with their choice.

Interact strategists have focused on developing multi-layer, multi-audience, multi-media campaigns for over 20 years. We have developed an intake pipeline that examines and tracks the conversion process. At Interact, we work with our clients' staff to identify critical goals, review research and data, examine student onboarding, review retention and completion rates, and develop a comprehensive plan that will guide all marketing and communication activities.

We are confident that we can do this for Santa Ana College, as we bring an unmatched breadth of experience with two-year college research and marketing.

As a communications company, we bring:

- 62 combined years in two-year college marketing and recruiting
- 48 years in research and strategic planning
- 33 years in media and message design for educational markets
- 33 years in communications campaign planning and implementation
- 25 years in educational research
- 30 years in image management and media / public relations

We look forward to the opportunity to work with Santa Ana College.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: August 13, 2018

INDEPENDENT CONTRACTORS

LeeAnn Stone

Attachment A – Independent Contractor Agreement
and Scope of Work

Attachment B - Biography

Service: To provide Instructional Designer services for online course growth for Associate Degree for Transfer (AD-T) Pathways, Open Educational Resources (OER) course adoption, and Online Education Initiative (OEI) course review and preparation.

Date(s) of Service: August 14, 2018 through June 30, 2019

Fee: Not to exceed \$90,000

Requested by: Cherylee Kushida

Funded by: Distance Education
12-2598-619000-15054-5100
13-0001-601000-15054-5100

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement for Independent Contractor Services ("Agreement") is entered into as of August 14, 2018 ("Effective Date") by and between Rancho Santiago Community College District ("District") and LeeAnn Stone ("Independent Contractor"). This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

RECITALS

WHEREAS, the District desires to obtain certain independent contractor services, ("Independent Contractor Services") as more particularly described in this Agreement.

WHEREAS, Independent Contractor is specially trained, experienced and capable of providing and completing the Independent Contractor Services in accordance with the terms of this Agreement.

WHEREAS, the Independent Contractor Services are "special services" as that term is used and defined in Government Code §53060.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the District and Independent Contractor agree as follows:

AGREEMENT

1 Independent Contractor Services. The Independent Contractor Services are described in Attachment 1 to this Agreement. Unless employees or contractor(s) to the Independent Contractor are identified in Attachment 1, all Independent Contractor Services shall be completed by the Independent Contractor. The Independent Contractor shall provide all labor, materials, tools and other items necessary to complete the Independent Contractor Services.

2 Contract Price. The Contract Price for completing Independent Contractor Services is a not to exceed amount of Ninety Thousand Dollars and No cents (\$90,000.00).

3 Insurance; Indemnity. At all times during the Term of this Agreement, the Independent Contractor shall maintain policies of insurance with at least the following minimum coverage limits:

Policy of Insurance	Minimum Coverage Limits
Commercial General Liability Insurance	Per Occurrence: One Million Dollars (\$1,000,000) Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability (combined single limit)	Not Required
Workers Compensation	In accordance with the Laws
Employers Liability	Not Required
Professional Liability	Per Claim: Not Required Aggregate: Not Required

4 Term. The Term of this Agreement commences as of the Effective Date set forth above. The foregoing notwithstanding, if this Agreement is subject to approval or ratification by the District's Board of Trustees, the Effective Date of this Agreement is deemed the date of Board of Trustees action approving or ratifying this Agreement. Unless earlier terminated pursuant to the terms of this Agreement, the Term of this Agreement August 14, 2018 through June 30, 2019.

5 Notices. Notices under this Agreement shall be addressed and delivered as follows:

If to the Independent Contractor:		If to the District:	
Print Name:	LeeAnn Stone	Print Name:	Cherylee Kushida
Mailing Address:	12952 Miriam Place	Mailing Address:	1530 W. 17 th St.
City, State, and Zip Code:	Santa Ana, CA 92705	City, State, and Zip Code:	Santa Ana, CA 92706
Telephone Number:	714-544-7001	Telephone Number:	714-564-6766

Email Address: leeannstone@cox.net	Email Address: Cherylee_Kushida@sac.edu
------------------------------------------------------	-----------------------------------------------------------

6 Entire Agreement. The foregoing and the documents enumerated below constitute the entire agreement and understanding between the District and Independent Contractor concerning the subject matter hereof, replacing and superseding all prior agreements or negotiations, whether written or verbal. No term or condition of this Agreement shall be modified or amended except by writing executed by the District and Independent Contractor. Documents forming this Agreement are:

Independent Contractor Agreement Terms and Conditions
Attachment 1 – Independent Contractor Services Scope

IN WITNESS WHEREOF, the District and Independent Contractor have executed this Agreement as of the Effective Date set forth above.

**INDEPENDENT CONTRACTOR
LEEANN STONE**

By: _____

Title: _____

Date: _____

**“DISTRICT”
RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By: _____
Peter J. Hardash

Title: Vice Chancellor of Business Operations/Fiscal Services

Date: _____

INDEPENDENT CONTRACTOR AGREEMENT TERMS AND CONDITIONS

1 Independent Contractor Services.

1.1 Independent Contractor Services Schedule. The Independent Contractor shall complete the Independent Contractor Services, and portions thereof, in accordance with the Independent Contractor Services Schedule set forth in Attachment 1. The Independent Contractor is liable to the District for costs, charges, losses and other damages arising out of or related to the failure of the Independent Contractor to complete Independent Contractor Services in accordance with the Independent Contractor Services Schedule.

1.2 Independent Contractor Work Product. All materials generated by the Independent Contractor or received by the Independent Contractor in the course of completing the Independent Contractor Services ("Independent Contractor Work Product") are property of the District. Independent Contractor Work Product includes tangible and intangible items in any form, including calculations, drawings, written/graphic materials, digital/electronic files and samples. The Independent Contractor shall provide the District access to Independent Contractor Work Product during performance of Independent Contractor Services for the District's inspection, review and/or reproduction of Independent Contractor Work Product.

1.3 Independent Contractor Standard of Care. The Independent Contractor Services shall be performed and provided by Independent Contractor: (i) using the Independent Contractor's best skill and attention; (ii) with due care and in accordance with applicable professional standard(s) of care; (iii) in accordance with applicable laws, rules and regulations; and (iv) in accordance with the terms of this Agreement. The Independent Contractor is liable to the District for losses, costs, changes and other consequences of its failure to provide perform and/or complete the Independent Contractor Services in accordance with the foregoing described standards of care.

1.4 Independent Contractor as Independent Contractor; Limited Independent Contractor Agency. The Independent Contractor is an independent contractor to the District. The terms of this Agreement set forth the limited extent to which the Independent Contractor is authorized to act as an agent or representative of the District. The Independent Contractor shall be liable to the District and third parties for the consequences of its conduct which exceed the express limited scope of the Independent Contractor to act on behalf of the District.

2 Contract Price

2.1 Independent Contractor Billings for Payment of Contract Price. During the course of providing Independent Contractor Services, unless otherwise negotiated, Independent Contractor shall submit monthly billing invoices to the District for payment of the Contract Price for Independent Contractor Services performed in the immediately prior month. Independent Contractor's billings shall be in such form and format along with such substantiating data as requested by District.

2.2 District Payment of Contract Price. Within thirty (30) days of receipt of Independent Contractor's billing invoices, District will make payment to Independent Contractor of

undisputed amounts of the Contract Price due for Independent Contractor Services. The District may withhold or deduct from amounts otherwise due Independent Contractor hereunder if Independent Contractor fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after Independent Contractor has fully cured such failure of performance, less costs, damages or losses sustained by the District resulting therefrom.

2.3 Independent Contractor's Payments. The Independent Contractor shall promptly pay its employees, independent contractors, if any, and others performing or providing Independent Contractor Services upon receipt of payments of the Contract Price from the District. If required by applicable law, rule or regulation, the Independent Contractor's payment to personnel providing or performing Independent Contractor Services shall be at least the prevailing wage rate established for the type of service provided. If prevailing wage rates apply to any personnel performing or providing Independent Contractor Services, the obligation for compliance rests solely with the Independent Contractor, without adjustment of the Contract Price.

3 Insurance and Indemnity

3.1 Workers Compensation and Employers Liability Insurance. If required, the Workers' Compensation Insurance shall cover claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts. The Employer's Liability Insurance shall cover bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by Independent Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance policy.

3.2 General Liability and Automobile Liability Insurance. The General Liability Insurance policy shall cover death, bodily injury and property damage liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and contractual liability contractual liability coverage sufficiently broad to include the insurable liability assumed by the Independent Contractor under the indemnity and hold harmless provisions of this Agreement. The Automobile Liability Insurance shall cover liabilities for bodily injury, death of a person or property damages arising out of ownership, maintenance or use of any owned, non-owned and hired motor vehicles that are operated by or on behalf of the Independent Contractor in connection with this Agreement.

3.3 Professional Liability Insurance. If required, the Independent Contractor's professional liability insurance shall cover liabilities arising out of the performance of Independent Contractor Services under this Agreement.

3.4 Policy Endorsements; Evidence of Insurance. Independent Contractor shall deliver to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance policies by the State of California and who are A.M. Best rated at least A-/VII. Coverages under each policy of insurance required hereunder, whether by endorsement or otherwise, shall

provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

3.5 District General Liability Insurance. The District will maintain General Liability Insurance covering the District for claims of bodily injury or death of persons and property damage. The District may at its sole election obtain such liability insurance from a commercially available source, a Joint Powers Authority or by self-insurance.

3.6 Indemnity.

3.6.1 Independent Contractor Indemnity of District.

To the fullest extent permitted by law, the Independent Contractor shall indemnify, defend and hold harmless the District and its employees, officers, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of persons; (ii) property damage; or (iii) other costs or charges arising out of or attributable, in whole or in part, to the negligent, grossly negligent or willful conduct of Independent Contractor or the employees, agents and representatives of Independent Contractor in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorneys' fees and shall survive the termination of this Agreement or Independent Contractor's completion of obligations hereunder until barred by the applicable Statute of Limitations.

3.6.2 District Indemnity of Independent Contractor.

The District shall indemnify and hold harmless Independent Contractor from claims arising out of bodily injury (including death) and physical damage which arise out of the negligent or willful acts, omissions or other conduct of the District.

4 Termination; Suspension

4.1 Termination for Default. Either the District or Independent Contractor may terminate this Agreement upon seven (7) days advance written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder and such default in performance is not caused by the Party initiating the termination. Such termination shall be deemed effective the seventh (7th) day following the date of the written termination notice, unless during such seven (7) day period, the Party receiving the written termination notice commences to cure it default(s) and diligently thereafter prosecutes such cure to completion. In addition to the District's right to terminate this Agreement pursuant to the foregoing, the District may terminate this Agreement upon written notice to Independent Contractor if: (i) Independent Contractor becomes bankrupt or insolvent, which shall include without limitation, a general assignment for the benefit of creditors or the filing by Independent Contractor or a third party of a petition to reorganize debts or for protection under any bankruptcy or similar law or if a trustee or receiver is appointed for Independent Contractor or any of Independent Contractor's property on account of Independent Contractor's insolvency; or (ii) if Independent Contractor disregards applicable laws, codes, ordinances, rules or regulations. If the District exercises the right of termination hereunder, the Contract Price due the Independent Contractor, if any, shall be based upon

Independent Contractor Services completed prior the effective date of the District's termination of this Agreement, reduced by the District's prior payments of the Contract Price and losses, damages, or other costs sustained by the District arising out of the termination of this Agreement or the cause(s) for termination of this Agreement. Independent Contractor shall remain responsible and liable to District for all losses, damages or other costs sustained by District arising out of termination pursuant to the foregoing or otherwise arising out of Independent Contractor's default hereunder, to the extent that such losses, damages or other costs exceed any amount due Independent Contractor hereunder for Independent Contractor Services.

4.2 District Right to Suspend. The District may, in its discretion, suspend all or any part of the Independent Contractor Services hereunder; provided, however, that if the District directs suspension of Independent Contractor Services for sixty (60) consecutive days or more and such suspension is not caused by the Independent Contractor's default or the acts or omissions of Independent Contractor or its Sub-Independent Contractors, upon rescission of such suspension, the Contract Price will be subject to adjustment to reflect actual costs and expenses incurred by Independent Contractor, if any, as a direct result of the suspension and resumption of Independent Contractor Services hereunder.

4.3 District Termination For District Convenience. The District may, at any time, upon seven (7) days advance written notice to Independent Contractor terminate this Agreement, in whole or in part, for the District's convenience and without fault, neglect or default on the part of Independent Contractor. In such event, the Agreement shall be deemed terminated seven (7) days after the date of the District's written notice to Independent Contractor or such other time as the District and Independent Contractor may mutually agree upon. In such event, the District shall make payment of the Contract Price to Independent Contractor for Independent Contractor Services completed prior to the effective date of termination. Except as set forth above, the Independent Contractor shall not be entitled to other compensation if the District exercises the right to terminate hereunder.

4.4 Independent Contractor Suspension of Independent Contractor Services. If the District fails to make payment of the undisputed portion of the Contract Price when due Independent Contractor hereunder, Independent Contractor may, upon seven (7) days advance written notice to the District, suspend performance of Independent Contractor Services until payment of the undisputed portion of the Contract Price is received by the Independent Contractor. In such event, Independent Contractor shall have no liability for any delays to completion of Independent Contractor Services due to, or arising out of, such suspension. Except as expressly set forth herein, there is no other right of the Independent Contractor to suspend performance of Independent Contractor Services.

4.5 Independent Contractor Obligations Upon Termination. Upon the District's exercise of the right of termination hereunder, the Independent Contractor shall take action as directed by the District relating to completed and in progress Independent Contractor Services. The Independent Contractor shall within five (5) days of the effective date of

Termination, assemble and deliver to the District all Independent Contractor Work Product.

5 Miscellaneous

5.1 Governing Law; Interpretation. This Agreement shall be governed and interpreted in pursuant to the laws of the State of California and in accordance with its fair meaning and not strictly for or against the District or Independent Contractor. If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect.

5.2 Time. Time is of the essence to this Agreement. The time for performance of any obligation hereunder by either Party shall be extended if performance of such obligation is delayed or prevented by conduct of the other Party, acts of God, or other unforeseeable events.

5.3 Successors; Non-Assignability. This Agreement and all terms hereof are binding upon and inure to the benefit of the respective successors of Independent Contractor and the District. Neither Independent Contractor nor District shall assign rights or obligations hereunder without the prior consent of the other, which consent may be withheld or granted in sole discretion of the Party requested to grant such consent.

5.4 Independent Contractor Personnel and Expense Records. The Independent Contractor shall maintain detailed billing records of personnel time to complete Independent Contractor Services. Such records shall be maintained in accordance with generally accepted accounting principles applied in a consistent manner and shall be available to the District for inspection, review and/or reproduction upon request of the District. Independent Contractor shall maintain billing records for at least three (3) years after completion of Independent Contractor Services.

5.5 Confidentiality. All information and data provided by the District to the Independent Contractor in connection with the Independent Contractor Services are deemed confidential materials which shall not be disclosed by Independent Contractor to any third party without express prior written consent of the District, which may be granted, conditioned or denied in the sole discretion of the District. The Independent Contractor is liable to the District and third parties for losses, costs or other damages arising out of or relating to Independent Contractor's breach of the confidentiality obligations set forth herein.

5.6 Personal Services. The Independent Contractor and District acknowledge and agree that the Independent Contractor Services are in the nature of personal services.

5.7 Cumulative Rights; No Waiver. Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or in equity. No action or failure to act by District shall be deemed a waiver of any right or remedy afforded hereunder or acquiesce or approval of any breach or default of the Independent Contractor.

5.8 Disputes.

5.8.1 Independent Contractor Continuation of Services. Except in the event of the District's failure to make undisputed payment of the Contract Price due Independent Contractor, notwithstanding any disputes between District and Independent Contractor hereunder, Independent Contractor shall continue to provide and perform Independent Contractor Services and authorized Additional Services pending a subsequent resolution of such disputes.

5.8.2 Mandatory Mediation. All claims, disputes and other matters in controversy between the Independent Contractor and the District arising out of or pertaining to this Agreement shall be submitted for resolution by non-binding mediation conducted under the auspices of the American Arbitration Association ("AAA") and the Commercial Mediation Rules of the AAA in effect at the time that a Demand For Mediation is filed. The commencement and completion of mediation proceedings pursuant to the foregoing is a condition precedent to either the District or the Independent Contractor commencing arbitration proceedings pursuant to the following Paragraph.

5.8.3 Arbitration. All claims, disputes or other matters in controversy between Independent Contractor and District arising out of or pertaining to this Agreement which are not fully resolved through the mandatory mediation set forth above shall be settled and resolved by binding arbitration conducted under the auspices of the AAA Commercial Arbitration Rules in effect at the time of the filing of a Demand for Arbitration. If any claim or dispute is asserted by others providing services in connection with the subject matter of this Agreement and such other claim or dispute arises in whole or in part out of this Agreement or the services provided by or through the Independent Contractor hereunder, Independent Contractor and District agree that any arbitration proceedings initiated between Independent Contractor and District hereunder shall be consolidated with any arbitration proceedings initiated in connection with such other claim or dispute. Any arbitration hereunder shall be conducted in the AAA _____ Office.

5.8.4 Independent Contractor Compliance With Government Code Claims Process. All claims, demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District in a demand for arbitration are deemed a "suit for money or damages" under Government Code §900 et seq. An express condition precedent to the Contractor's commencement of arbitration proceedings under Paragraph 5.9.3 is the Independent Contractor's strict compliance with and exhaustion of remedies and procedures under Government Code §900 et seq., including without limitation, §§945.4, 945.6 and 946. Notwithstanding the dispute resolution provisions set forth herein, all claims demands, disputes, disagreements or other matters in controversy asserted by the Independent Contractor against the District seeking money or damages shall first be presented to the District's Board of Trustees and acted upon or deemed rejected by the Board of Trustees pursuant to Government Code §900 et seq.

[END OF SECTION]

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**ATTACHMENT 1 (INDEPENDENT CONTRACTOR SERVICES SCOPE) TO
AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
LEEANN STONE**

The Independent Contractor Services subject to the Agreement for Independent Contractor Services consists of the following:

Overview:

We have a great need for an Instructional Designer with multiple current projects: Online course growth for AD-T pathways, OER course adoption, and soon LMS migration and on-boarding faculty usage of an LMS.

Responsibilities:

- DE Growth for AD-T Pathways
 - Work with faculty to develop courses using research-based instructional design principles
 - Perform analysis, design, development, implementation and evaluation of instructional materials
 - Suggesting assignments, interactive activities, engaging media
 - Providing clarity of instructions
 - Assisting in course organization/logistics
 - Develop "Model Online Courses" with faculty for reuse by department members
- OER Course Adoption
 - Work with faculty to develop a "Model OER Course" assuring a pedagogically sound organization for student access to materials
 - Provide a consistent presentation/access/organization of OER for the student experience
- OEI Course Review and Preparation
 - Design a template for SAC OEI model course usage meeting all necessary OEI requirements, including best practices and accessibility needs
 - Work with faculty to develop a "Model OEI Course" with proper course alignment of content and assessment per the OEI Course Rubric
 - Review SAC Peer Online Course Reviewers suggestions/questions and work with faculty on possible revisions
 - Review CCC OEI Reviews suggestions with faculty for proper implementation throughout the iterative OEI Course Review process

Contract Expense:

- \$1,500 to \$3,000 per course for a maximum total of \$90,000
- If a course should take less time than previous courses, based on quantity of changes and time to work with faculty member, then more courses will be completed for the total amount of \$90,000
- OEI and OER courses will be the focus of this current project

Attachment "B"

Dr. LeeAnn Stone brings more than 30 years of experience leading, guiding and developing effective approaches to technology integration in the higher-ed classroom. During the last 15 years in particular, her work has focused on the development of teaching and learning strategies and the design of problem-solving instructional models for online and hybrid environments.

As Instructional Design Administrator at Brandman University, Dr. Stone created the signature blended model for that 26-campus system, and oversaw the redesign of the entire curriculum of all four Schools (Business, Humanities, Nursing, and Education)—more than 200 courses—and the re-training of 800+ faculty.

Dr. Fernando Rubio, Co-Director of the Second Language Teaching and Research Center at the University of Utah attributes the success of their Spanish program redesign, which was featured in *The Chronicle of Higher Education*, to Dr. Stone's guidance:

This program was designed, developed, and implemented thanks to the guidance and training that Dr. Stone provided our department from the time we started entertaining the possibility of a redesign back in 2004 until its final implementation in 2007. (Dr. Fernando Rubio, Co-Director of the Second Language Teaching and Research Center at the University of Utah; letter of recommendation, 2012).

Working with Cengage Learning's Instructional Design team, Dr. Stone has designed online courses in disciplines ranging from Cosmetology to Paralegal Studies, and HVAC to Ethics. She is currently working with Cengage and Excelsior College in the creation of a new model of online instruction leading to credit-by-exam.

As a core instructor for Saddleback College's Online Teaching Certificate, Dr. Stone has also built online effectiveness from another side of the equation by building the online pedagogic and course design skills of community college faculty across the state (including some from Santa Ana College).

Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-B0001449	6/25/2018	71	Student Life & Leadership	Other Operating Exp & Services	ROBERT MARSH ENTERPRISES INC.	2,698.92
19-B0001450	7/6/2018 1	71	Student Activities	Other Operating Exp & Services	SILVERADO STAGES, INC.	1,469.68
19-B0001451	7/6/2018 1	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	PRIMARY COLOR SYSTEMS CORP	976.48
19-B0001452	7/6/2018 1	79	Auxiliary Services Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	5,404.00
19-B0001453	7/6/2018 1	79	A&R Office - Credit	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,650.00
19-B0001454	7/6/2018 1	79	A&R Office - Credit	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	450.00
19-B0001455	7/6/2018 1	79	A&R Office - Credit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
19-B0001456	7/6/2018 1	79	A&R Office - Credit	Excess/Copies Useage	KONICA MINOLTA BUSINESS	120.00
19-B0001457	7/6/2018 1	79	A&R Office - Credit	Excess/Copies Useage	KONICA MINOLTA BUSINESS	120.00
19-B0001458	7/6/2018 1	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	CARACAL ENTERPRISES LLC	3,240.00
19-B0001459	7/12/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	EDUCATIONAL TESTING SVC	225.00
19-B0001460	7/13/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	PARADISE SPRINGS DRINKING WATER	360.00
19-B0001461	7/13/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	KONICA MINOLTA BUSINESS	409.76
19-B0001462	7/13/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	KONICA MINOLTA BUSINESS	1,590.24
19-B0001463	7/12/2018	79	Auxiliary Services Office	Instructional Supplies	EDUCATIONAL TESTING SVC	225.00
19-B0001464	7/17/2018	79	Admissions & Records	Non-Instructional Supplies	SCC HAWKS/DON BOOKSTORE	1,000.00
19-B0001465	7/17/2018	79	Admissions & Records	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-B0001466	7/19/2018	71	Student Life & Leadership	Other Operating Exp & Services	CRESTLINE CO INC	3,601.75
19-P0052314	7/1/2018 1	12	Academic Affairs Office	Conference Expenses	FOUNDATION FOR CALIFORNIA	6,300.00
18-P0052315	6/26/2018	12	Student Development	Conference Expenses	WELLS FARGO BANK	832.40
18-P0052316	6/26/2018	13	Maintenance	Contracted Repair Services	ODYSSEY POWER CORP	599.24
18-P0052317	6/26/2018	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	1,517.00
18-P0052318	6/26/2018	41	Facility Planning Office	Bldg Impr - AE Fee	SVA ARCHITECTS, INC	14,900.00
18-P0052319	6/26/2018	12	Television/Video	Equip-w/Contr Svc > \$5,000	VMI INC	230,347.96
18-P0052320	6/26/2018	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,137.10
18-P0052321	6/26/2018	41	Facility Planning Office	Bldg Impr - Other Services	SMARTER COMPANIES, LLC	3,550.00
18-P0052322	6/26/2018	12	Continuing Education Division	Lease Agreement - Facility	DELHI CENTER	875.00
18-P0052323	6/26/2018	12	Continuing Education Division	Lease Agreement - Facility	OC CHILDREN'S THERAPEUTIC ART CTR	2,002.00
18-P0052324	6/26/2018	12	Continuing Education Division	Lease Agreement - Facility	OUR LADY OF THE PILLAR CHURCH	850.50
18-P0052325	6/26/2018	12	Continuing Education Division	Lease Agreement - Facility	SANTA ANA UNIFIED SCHOOL DIST	9,894.00
18-P0052326	6/26/2018	12	Student Development	Fees Paid for Students	RSCCD	770.00
18-P0052327	6/26/2018	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	551.50
18-P0052328	6/26/2018	12	Student Equity	Food and Food Service Supplies	TIFFANY D. GAUSE	330.43
18-P0052329	6/26/2018	33	EHS Administration	Reproduction/Printing Expenses	WE DO GRAPHICS INC	970.00
19-P0052330	7/1/2018 1	12	Student Equity	Transportation - Student	SILVERADO STAGES, INC.	682.50
18-P0052332	6/26/2018	41	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	13,644.17
19-P0052333	7/1/2018 1	11	Publications	Non-Instructional Supplies	KELLY PAPER	15,000.00

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052334	7/1/2018	11	Business Operations' Office	Inst Dues & Memberships	CASBO CALIF ASSOC OF SCHOOL	1,000.00
18-P0052335	6/26/2018	41	Facility Planning Office	Bldgs - Blueprint/Reprod/Adver	AMERICAN REPROGRAPHICS CO LLC	20,000.00
19-P0052336	7/1/2018	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0052338	7/1/2018	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
19-P0052339	7/1/2018	33	CDC Santa Ana College	Food and Food Service Supplies	B & D DISTRIBUTING INC	14,000.00
19-P0052340	7/1/2018	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	200.00
19-P0052341	7/1/2018	11	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	187.54
19-P0052342	7/1/2018	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
19-P0052343	7/1/2018	11	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052344	7/1/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	B & D DISTRIBUTING INC	11,000.00
19-P0052345	7/1/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0052346	6/26/2018	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	195.00
18-P0052347	6/26/2018	11	Digital Media Center	Maint Contract - Other Equip	COAST ELECTRIC	992.20
18-P0052348	6/26/2018	12	Career Education Office	Contracted Services	ORANGE UNIFIED SCHOOL DISTRICT	150.75
18-P0052349	6/26/2018	13	Maintenance	Contracted Services	CLEAN ROOMS WEST, INC	1,820.00
18-P0052350	6/27/2018	11	Honors Program	Other Participant Travel Exp	HONORS TRANSFER COUNCIL OF CALIF	520.00
18-P0052351	6/27/2018	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	7,417.44
18-P0052352	6/27/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	840.18
18-P0052353	6/27/2018	13	CJ/Academies	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	606.48
19-P0052354	7/1/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
19-P0052355	7/1/2018	11	Accounts Payable	Maint Contract - Office Equip	CI BUSINESS EQUIPMENT INC	218.00
19-P0052356	7/1/2018	33	EHS Administration	Inst Dues & Memberships	CA HEAD START ASSOC.	450.00
19-P0052357	7/1/2018	33	CDC Administration	Inst Dues & Memberships	CCDAA CALIF CHILD DEV ADMIN ASSOC	1,500.00
19-P0052358	7/2/2018	33	CDC Administration	Contracted Services	ORANGE COUNTY DEPT OF ED	4,800.00
19-P0052359	7/1/2018	33	CDC Centennial Education Ctr	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	600.00
19-P0052360	7/1/2018	33	CDC Centennial Education Ctr	Non-Instructional Supplies	SCHICK RECORDS MGMT	26.40
18-P0052361	6/27/2018	12	DSPS Office	Instructional Supplies	DON BOOKSTORE	311.49
19-P0052362	7/1/2018	33	CDC Santa Ana College - East	Food and Food Service Supplies	SYSCO FOOD SVC	8,000.00
19-P0052363	7/1/2018	33	CDC Centennial Education Ctr	Non-Instructional Supplies	SMART & FINAL	500.00
18-P0052364	6/27/2018	12	DSPS Office	Instructional Supplies	DON BOOKSTORE	20.19
19-P0052365	7/1/2018	33	CDC Santa Ana College - East	Food and Food Service Supplies	B & D DISTRIBUTING INC	9,000.00
19-P0052366	7/1/2018	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SMART & FINAL	500.00
19-P0052367	7/1/2018	33	CDC Santa Ana College - East	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0052368	6/27/2018	12	ACT Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	13.30
18-P0052369	6/27/2018	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	2,496.00
19-P0052370	7/2/2018	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,950.00
18-P0052371	6/28/2018	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	3,965.00

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052372	7/1/2018 1	11	Academic Affairs Office	Conference Expenses	BRIAN D. SOS	640.00
19-P0052373	7/1/2018 1	11	Academic Affairs Office	Conference Expenses	ACADEMIC SENATE FOR	2,410.00
18-P0052374	6/28/2018	13	Maintenance	Contracted Services	ACTION DOOR CONTROLS INC	3,000.00
18-P0052375	6/28/2018	12	Family & Consumer Studies	Software License and Fees	TUKATECH INC	43,638.75
18-P0052376	6/28/2018	41	Facility Planning Office	Bldg Impr - Relocation/Moving	INLAND MOVING AND STORAGE CO., INC.	2,528.00
19-P0052377	7/1/2018 1	12	Student Development	Conference Expenses	FEDERAL CENTER HOTEL ASSOC LLC	602.70
18-P0052378	6/28/2018	12	Health & Wellness Center	Contracted Services	MEDICAL BILLING TECH INC	219.54
18-P0052379	6/28/2018	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	1,804.50
18-P0052380	6/28/2018	12	Student Development	Transportation - Student	GOLD COAST TOURS	1,804.50
18-P0052381	6/28/2018	12	Engineering	Equip-Fed Prgm > \$5,000	CUTTING EDGE SYSTEMS	33,990.01
19-P0052382	7/2/2018 1	33	CDC Centennial Education Ctr	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,000.00
19-P0052383	7/2/2018 1	11	Academic Affairs Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	590.62
18-P0052384	6/28/2018	12	Diesel	Software License and Fees	NOEMI ENGLISH	629.00
19-P0052385	7/2/2018 1	11	Academic Affairs Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	793.04
18-P0052386	6/28/2018	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	1,010.74
18-P0052387	6/28/2018	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,693.00
18-P0052388	6/29/2018	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
18-P0052389	6/29/2018	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	500.00
18-P0052390	6/29/2018	41	Facility Planning Office	Bldg Impr - AE Fee	ARCHITECTURE 9 PLLLP	27,200.00
18-P0052391	6/29/2018	13	Maintenance	Contracted Repair Services	SO CAL LAND MAINTENANCE INC	61.27
18-P0052392	6/29/2018	11	Admin Services Office	Contracted Services	RIDELINKS INC	976.98
18-P0052393	6/29/2018	13	Maintenance	Contracted Services	RIDELINKS INC	6,177.00
19-P0052394	7/1/2018 1	12	Engineering	Contracted Services	GROWTH SECTOR COMPANY	36,000.00
19-P0052395	7/1/2018 1	12	International Business	Contracted Services	REED STEPHEN C.	9,000.00
18-P0052396	6/29/2018	12	Upward Bound	Food and Food Service Supplies	LAKYSHIA M. PEREZ	2,300.00
18-P0052397	6/29/2018	12	Student Development	Food and Food Service Supplies	LAKYSHIA M. PEREZ	2,600.00
18-P0052398	6/29/2018	12	Upward Bound	Food and Food Service Supplies	LAKYSHIA M. PEREZ	650.00
19-P0052399	7/1/2018 1	11	Maintenance	Non-Instructional Supplies	GRAINGER	4,000.00
19-P0052400	7/1/2018 1	11	Custodial	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	10,000.00
19-P0052401	7/1/2018 1	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	20,000.00
19-P0052402	7/1/2018 1	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	10,000.00
18-P0052403	6/29/2018	12	EOPS	Other Exp Paid for Students	RSCCD	1,785.00
18-P0052404	6/29/2018	61	Risk Management	Hazardous Materials Removal	ROSEMET ENVIRONMENTAL SVCS	7,507.72
19-P0052405	7/2/2018 1	11	Board of Trustees	Non-Instructional Supplies	MICHAEL J MACKENZIE	600.00
19-P0052406	7/2/2018 1	11	Board of Trustees	Food and Food Service Supplies	WELLS FARGO BANK	3,000.00
19-P0052407	7/2/2018 1	11	Accounts Payable	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,250.00
19-P0052408	7/2/2018 1	11	Board of Trustees	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,600.00

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Environment: Production

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052409	7/2/2018	11	Transportation	Gasoline	SC FUELS	11,000.00
19-P0052410	7/2/2018	11	Fiscal Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052411	7/2/2018	11	Grounds	Rental-Equipment (Short-term)	EBERHARD EQUIPMENT	1,000.00
19-P0052412	7/2/2018	11	Grounds	Rental-Equipment (Short-term)	UNITED RENTALS	1,000.00
19-P0052413	7/2/2018	11	Grounds	Non-Instructional Supplies	VILLAGE NURSERIES	1,000.00
19-P0052414	7/2/2018	11	Grounds	Non-Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,500.00
19-P0052415	7/2/2018	11	Grounds	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	4,000.00
19-P0052416	7/2/2018	11	Grounds	Contracted Repair Services	ALAN'S LAWNMOWER & GARDEN CTR	2,000.00
19-P0052417	7/2/2018	11	Grounds	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	3,000.00
19-P0052418	7/2/2018	11	Grounds	Non-Instructional Supplies	DUNN EDWARDS CORP	2,000.00
19-P0052419	7/2/2018	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
19-P0052420	7/2/2018	11	Chancellor's Office	Food and Food Service Supplies	WELLS FARGO BANK	1,000.00
19-P0052421	7/2/2018	11	Grounds	Non-Instructional Supplies	ALAN'S LAWNMOWER & GARDEN CTR	3,000.00
19-P0052422	7/2/2018	11	Library Services	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052423	7/2/2018	11	Grounds	Non-Instructional Supplies	ORANGE COUNTY FARM SUPPLY	3,000.00
19-P0052424	7/2/2018	11	Grounds	Non-Instructional Supplies	BISHOP CO	2,000.00
19-P0052425	7/2/2018	11	Grounds	Non-Instructional Supplies	HOME DEPOT	5,000.00
19-P0052426	7/2/2018	12	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,800.00
19-P0052427	7/2/2018	11	Custodial	Non-Instructional Supplies	HOME DEPOT	500.00
19-P0052428	7/2/2018	11	Custodial	Non-Instructional Supplies	VERITIV OPERATING COMPANY	4,500.00
19-P0052429	7/2/2018	11	Chancellor's Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052430	7/2/2018	12	Library Services	Library Books	AMAZON COM	9,000.00
19-P0052431	7/2/2018	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	750.00
19-P0052432	7/2/2018	11	Board of Trustees	Non-Instructional Supplies	BADGE EXPRESS	13.62
18-P0052433	6/29/2018	12	Engineering	Equip-Fed Prgm >\$1,000< \$5,000	CUTTING EDGE SYSTEMS	2,647.42
19-P0052434	7/2/2018	13	Kinesiology - Physical Educ	Contracted Services	ADVANCED EXERCISE EQUIPMENT	24,995.31
19-P0052435	7/2/2018	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	36,654.00
18-P0052436	6/29/2018	12	Foster Youth	Books Paid for Students	THE LAMPO GROUP LLC	1,842.29
19-P0052437	7/2/2018	12	Humanities & Social Sci Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	8,000.00
19-P0052438	7/2/2018	12	Humanities & Social Sci Office	Instructional Supplies	DON BOOKSTORE	1,000.00
19-P0052439	7/2/2018	12	CJ/Academies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
19-P0052440	7/2/2018	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	58.96
19-P0052441	7/2/2018	12	Learning Support Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052442	7/2/2018	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	8,517.00
19-P0052443	7/2/2018	12	Library Services	Library Books - Databases	OCLC ONLINE COMPUTER LIBRARY	2,915.63
19-P0052444	7/2/2018	12	Career Education Office	Contracted Services	KOH MYUNG HWA	10,000.00
18-P0052445	6/29/2018	12	Career Education Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	14,298.12

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
19-P0052447	7/2/2018	1	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	242.00
18-P0052448	6/29/2018		11	International Student Program	Contracted Services	CAN-ACHIEVE EDUCATION CONSULTANTS LTD	350.00
19-P0052449	7/2/2018	1	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	484.00
19-P0052450	7/2/2018	1	11	Publications	Software Support Service	ROCHESTER SOFTWARE ASSOC INC	11,600.00
19-P0052451	7/2/2018	1	11	Grounds	Non-Instructional Supplies	EBERHARD EQUIPMENT	2,000.00
19-P0052452	7/2/2018	1	11	Publications	Non-Instructional Supplies	HOME DEPOT	100.00
19-P0052453	7/2/2018	1	12	Academic Affairs Office	Food and Food Service Supplies	JAY'S CATERING	494.00
19-P0052454	7/2/2018	1	11	Chancellor's Office	Telephone & Pager Services	WELLS FARGO BANK	600.00
19-P0052455	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	1,500.00
19-P0052456	7/3/2018	1	11	Grounds	Repair & Replacement Parts	EBERHARD EQUIPMENT	2,000.00
19-P0052457	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	QUEST DIAGNOSTICS	4,000.00
19-P0052458	7/3/2018	1	11	Custodial	Non-Instructional Supplies	GRAINGER	800.00
19-P0052459	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	MOORE MEDICAL CORP	500.00
19-P0052460	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	SANOFI PASTEUR	1,500.00
19-P0052461	7/3/2018	1	11	Grounds	Contracted Repair Services	ARIZONA MACHINERY	1,000.00
19-P0052462	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	GU LOGIC INC	600.00
19-P0052463	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	PHARMEDIX	3,000.00
19-P0052464	7/3/2018	1	11	Maintenance	Repair & Replacement Parts	YALE CHASE	344.43
19-P0052465	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	SABERS RENA	1,000.00
19-P0052466	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	3,000.00
19-P0052467	7/3/2018	1	11	Safety & Security Office	Non-Instructional Supplies	ORANGE COUNTY AUTO PARTS	1,000.00
19-P0052468	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	PHARMEDIX	500.00
19-P0052469	7/3/2018	1	11	Grounds	Contracted Repair Services	EBERHARD EQUIPMENT	1,500.00
19-P0052470	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	1,500.00
19-P0052471	7/3/2018	1	33	EHS Santa Ana College	Non-Instructional Supplies	AMAZON COM	43.24
19-P0052472	7/3/2018	1	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052473	7/3/2018	1	11	Safety & Security Office	Non-Instructional Supplies	BEEGA'S BOYS	3,000.00
19-P0052474	7/3/2018	1	12	Health & Wellness	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052475	7/3/2018	1	11	Risk Management	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	800.00
19-P0052476	7/3/2018	1	11	Safety & Security Office	Non-Instructional Supplies	GALLS QUARTERMASTER LLC	2,500.00
19-P0052477	7/3/2018	1	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0052478	7/3/2018	1	11	Safety & Security Office	Non-Instructional Supplies	GRP2 UNIFORMS INC	14,500.00
19-P0052479	7/3/2018	1	12	EOPS	Food and Food Service Supplies	SMART & FINAL	2,000.00
19-P0052480	7/3/2018	1	12	EOPS	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	700.00
19-P0052481	7/3/2018	1	12	Health & Wellness	Food and Food Service Supplies	RALPH'S GROCERY CO	300.00
19-P0052482	7/3/2018	1	11	Maintenance	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052483	7/3/2018	1	11	Maintenance	Non-Instructional Supplies	GREEN'S SECURITY CTR INC	300.00

4.13 (5)

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Printed: 7/31/2018 12:43:24PM

Environment: Production

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052484	7/3/2018	11	Maintenance	Non-Instructional Supplies	MONTGOMERY HARDWARE CO	962.32
19-P0052485	7/3/2018	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052486	7/3/2018	12	EOPS	Other Exp Paid for Students	JUANA V. GALVAN	247.50
19-P0052487	7/3/2018	12	EOPS	Transportation - Student	SILVERADO STAGES, INC.	630.00
19-P0052488	7/3/2018	12	EOPS	Food and Food Service Supplies	THE VINTAGE STAKEHOUSE INC	1,437.00
19-P0052489	7/3/2018	12	EOPS	Other Exp Paid for Students	OLD MISSION SAN JUAN CAPISTRANO	247.50
19-P0052490	7/3/2018	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
18-P0052491	6/29/2018	11	Maintenance & Operations	Contracted Services	DANNY LETNER INC	957.06
18-P0052492	6/30/2018	41	Facility Planning Office	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	702.84
19-P0052493	7/3/2018	62	Risk Management	Non-Instructional Supplies	AMAZON COM	114.47
19-P0052494	7/3/2018	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	1,000.00
19-P0052495	7/3/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	1,000.00
19-P0052496	7/3/2018	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	1,000.00
19-P0052497	7/3/2018	11	Maintenance	Contracted Repair Services	DAY LITE MAINTENANCE CO INC	552.06
19-P0052498	7/3/2018	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0052499	7/3/2018	12	Chemistry	Instructional Supplies	ALBERTSON'S/SAFEWAY	400.00
19-P0052500	7/3/2018	11	Accounting	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
19-P0052501	7/3/2018	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	1,463.57
19-P0052502	7/3/2018	12	Biology	Food and Food Service Supplies	ELIZABETH ARTEAGA	550.60
19-P0052503	7/3/2018	11	Board of Trustees	Non-Instructional Supplies	WELLS FARGO BANK	146.85
19-P0052504	7/3/2018	12	Continuing Education Division	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,548.38
19-P0052505	7/3/2018	12	Continuing Education Division	Non-Instructional Supplies	KELLY PAPER	1,973.98
18-P0052506	6/29/2018	41	Facility Planning Office	Bldg Impr - AE Fee	ACOUSTICS GROUP, INC	4,800.00
19-P0052507	7/5/2018	33	EHS Administration	Software License and Fees	MCT TECHNOLOGY INC.	4,680.00
19-P0052508	7/5/2018	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	3,000.00
19-P0052509	7/5/2018	12	Continuing Education Division	Non-Instructional Supplies	DENNIS JAMES CLEEK	10,000.00
19-P0052510	7/5/2018	11	Maintenance	Non-Instructional Supplies	AAA ELECTRIC MOTOR SALES	1,000.00
19-P0052511	7/5/2018	11	Maintenance	Non-Instructional Supplies	HOME DEPOT	600.00
19-P0052512	7/5/2018	11	Maintenance	Repair & Replacement Parts	IRVINE PIPE SUPPLY	1,500.00
19-P0052513	7/5/2018	11	Maintenance	Repair & Replacement Parts	JOHNSTONE SUPPLY	3,000.00
18-P0052514	6/29/2018	13	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	2,073.17
18-P0052515	6/29/2018	13	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	1,590.00
18-P0052516	6/29/2018	11	Maintenance & Operations	Contracted Repair Services	IRVINE VALLEY AIR CONDITIONING INC	453.25
19-P0052517	7/5/2018	11	Admin Services Office	Postage	PURCHASE POWER	500.00
19-P0052518	7/5/2018	11	Maintenance	Repair & Replacement Parts	WALTERS WHOLESALE ELECTRIC CO	2,000.00
19-P0052519	7/5/2018	11	Maintenance	Repair & Replacement Parts	CALIFORNIA MARKETING & SALES	3,000.00
19-P0052520	7/5/2018	11	Maintenance	Repair & Replacement Parts	HAJOCA CORP	6,000.00

4.13 (6)

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Environment: Production

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 19-P0052521	7/5/2018	12	Santiago Canyon College	All Risk/Athletic Insurance	STUDENT INSURANCE	60,437.00
* 19-P0052521	7/5/2018	61	Risk Management	All Risk/Athletic Insurance	STUDENT INSURANCE	111,018.00
PO Amt Total for *19-P0052521 :						171,455.00
18-P0052522	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF BREA	14,901.00
18-P0052523	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CHINO VALLEY INDEPENDENT	20,420.00
18-P0052524	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FULLERTON	4,002.75
18-P0052525	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ORANGE	21,521.50
18-P0052526	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LA VERNE	11,732.50
18-P0052527	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	ORANGE COUNTY FIRE AUTHORITY	247,178.75
18-P0052528	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF WEST COVINA	20,043.50
18-P0052529	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ANAHEIM	27,538.75
18-P0052530	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF COSTA MESA	10,627.25
18-P0052531	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FOUNTAIN VALLEY	8,455.50
18-P0052532	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF GARDEN GROVE	4,366.50
18-P0052533	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	10,704.00
19-P0052534	7/6/2018	11	Maintenance	Repair & Replacement Parts	HILLS BROS LOCK & SAFE	2,000.00
19-P0052535	7/6/2018	11	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	10,000.00
19-P0052536	7/6/2018	11	Maintenance	Non-Instructional Supplies	WATERLINE TECHNOLOGIES	9,000.00
19-P0052537	7/6/2018	11	Maintenance	Non-Instructional Supplies	CONSOLIDATED ELECTRICAL DISTRIBUTORS	5,000.00
19-P0052538	7/6/2018	11	Maintenance	Non-Instructional Supplies	CLARK SECURITY PRODUCTS INC	5,000.00
19-P0052539	7/6/2018	11	Maintenance	Non-Instructional Supplies	DUNN EDWARDS CORP	5,000.00
19-P0052540	7/6/2018	11	Maintenance	Non-Instructional Supplies	GANAHL LUMBER CO	2,000.00
19-P0052541	7/6/2018	11	Maintenance	Non-Instructional Supplies	GRAINGER	7,000.00
19-P0052542	7/6/2018	11	Maintenance	Non-Instructional Supplies	IRVINE PIPE SUPPLY	7,000.00
19-P0052543	7/6/2018	11	Maintenance	Non-Instructional Supplies	REGENCY LIGHTING	10,000.00
19-P0052544	7/6/2018	11	Custodial	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	1,500.00
19-P0052545	7/6/2018	11	Maintenance	Non-Instructional Supplies	SCHORR METALS INC	1,000.00
19-P0052546	7/6/2018	11	Maintenance	Non-Instructional Supplies	SIMS ORANGE WELDING SUPPLY	1,000.00
19-P0052547	7/6/2018	11	Maintenance	Non-Instructional Supplies	TAYLOR FLAG & BANNER CO	3,000.00
19-P0052548	7/6/2018	12	Safety & Parking - DO	Software License and Fees	COMPETITIVE EDGE SOFTWARE LLC	2,343.60
19-P0052549	7/6/2018	12	Continuing Education Division	Non-Instructional Supplies	CANON SOLUTIONS AMERICA, INC	2,121.13
19-P0052550	7/6/2018	11	CJ/Academies	Non-Instructional Supplies	GRAINGER	500.00
19-P0052551	7/6/2018	11	CJ/Academies	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
19-P0052552	7/6/2018	11	CJ/Academies	Non-Instructional Supplies	HOME DEPOT	4,000.00
19-P0052553	7/6/2018	11	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	3,000.00

4.13 (7)

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052554	7/6/2018	12	Safety & Parking - DO	Non-Instructional Supplies	HOME DEPOT	5,000.00
19-P0052555	7/6/2018	12	Career Education Office	Conference Expenses	AMERICAN ACCOUNTING ASSOCIATION	975.00
19-P0052556	7/6/2018	11	Nursing	Other Licenses & Fees	STATE OF CALIFORNIA	750.00
18-P0052557	6/29/2018	11	Biology	Other Participant Travel Exp	SOUTHERN CALIF MARINE INSTITUTE	1,116.70
18-P0052558	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	DOWNEY FIRE DEPT	19,494.50
18-P0052559	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	31,141.25
19-P0052560	7/9/2018	12	Academic Affairs Office	Conference Expenses	RP GROUP	550.00
18-P0052561	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF CORONA	43,732.50
18-P0052562	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIALTO	8,827.75
18-P0052563	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIVERSIDE	59,831.75
19-P0052564	7/9/2018	11	Risk Management	Non-Instructional Supplies	HOME DEPOT	500.00
19-P0052565	7/9/2018	11	Risk Management	Non-Instructional Supplies	GRAINGER	1,500.00
19-P0052566	7/9/2018	11	Maintenance & Operations	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
19-P0052567	7/9/2018	11	Maintenance & Operations	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	10,000.00
19-P0052568	7/9/2018	11	Facility Planning Office	Courier/Delivery Services	ON TRAC	400.00
19-P0052569	7/9/2018	11	Maintenance & Operations	Non-Instructional Supplies	HOME DEPOT	4,000.00
19-P0052570	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	BUSINESS MACHINES SECURITY	350.00
19-P0052571	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	GRAINGER	700.00
19-P0052572	7/9/2018	11	Facility Planning Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
18-P0052573	6/29/2018	11	Purchasing	Contracted Services	RELX INC. YLEXIS NEXIS/REED ELSEVIER	380.00
18-P0052574	6/29/2018	12	Educational Services Office	Contracted Services	CONSTANT CONTACT	969.00
19-P0052575	7/9/2018	12	Student Equity	Non-Instructional Supplies	DON BOOKSTORE	810.28
19-P0052576	7/9/2018	12	Safety & Parking - DO	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0052577	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	SMART & FINAL	1,200.00
19-P0052578	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	DON BOOKSTORE	400.00
19-P0052579	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	SPECTRUM GAS PRODUCTS	750.00
19-P0052580	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0052581	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	700.00
19-P0052582	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	300.00
19-P0052583	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	650.00
19-P0052584	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	HARDY DIAGNOSTICS	200.00
19-P0052585	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	NILES BIOLOGICAL INC	700.00
19-P0052586	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	AMICO SCIENTIFIC CORP	700.00
19-P0052587	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	900.00
19-P0052588	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	800.00
19-P0052589	7/9/2018	12	Safety & Parking - DO	Gasoline	VOYAGER FLEET SYSTEM INC	2,500.00
19-P0052590	7/9/2018	11	CJ/Academies	Non-Instructional Supplies	MAINTENANCE SOLUTION INC	3,500.00

4.13 (8)

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Environment: Production

LoginID: DR21189

Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052591	7/9/2018	12	Fire Academy	Instructional Supplies	HOME DEPOT	6,500.00
19-P0052592	7/9/2018	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	1,200.00
19-P0052593	7/9/2018	12	Chemistry	Instructional Supplies	PRAXAIR DIST INC	900.00
19-P0052594	7/9/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	2,000.00
19-P0052595	7/9/2018	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	1,700.00
19-P0052596	7/9/2018	12	Safety & Parking - DO	Gasoline	VOYAGER FLEET SYSTEM INC	3,000.00
19-P0052597	7/9/2018	12	Chemistry	Instructional Supplies	PRAXAIR DIST INC	900.00
19-P0052598	7/9/2018	11	Transportation	Gasoline	SC FUELS	4,000.00
19-P0052599	7/9/2018	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052600	7/9/2018	41	Facility Planning Office	Bldg Impr - Materials OFIBO	HALLPASS CAPITAL INC	3,662.02
19-P0052601	7/9/2018	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	6,000.00
19-P0052602	7/9/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	HOME DEPOT	800.00
19-P0052603	7/9/2018	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	250.00
19-P0052604	7/9/2018	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	319.69
19-P0052605	7/10/2018	12	Resource Development	Contracted Services	ANDREW GOMEZ	14,500.00
19-P0052606	7/10/2018	12	Resource Development	Contracted Services	JENNIFER WIJNKER	14,500.00
19-P0052607	7/10/2018	11	Maintenance	Repair & Replacement Parts	HOME DEPOT	8,000.00
19-P0052608	7/10/2018	11	Custodial	Non-Instructional Supplies	HOME DEPOT	2,500.00
19-P0052609	7/10/2018	11	Graphic Communications	Non-Instructional Supplies	AMAZON COM	6.45
19-P0052610	7/10/2018	12	Student Equity	Books Paid for Students	EZEQUIEL OCHOA-LOPEZ	64.65
19-P0052611	7/10/2018	12	Family & Consumer Studies	Instructional Supplies	HOME DEPOT	164.83
19-P0052612	7/10/2018	11	President's Office	Inst Dues & Memberships	SO CALIF FOOTBALL ASSOC	2,400.00
19-P0052613	7/10/2018	12	Media Systems	Instructional Supplies	GRAINGER	2,000.00
19-P0052614	7/10/2018	11	Chancellor's Office	Inst Dues & Memberships	NCCHC NATIONAL COMMUNITY COLLEGE	500.00
19-P0052615	7/10/2018	11	Chancellor's Office	Inst Dues & Memberships	ACCT ASSOC OF COMMUNITY	8,346.00
19-P0052616	7/10/2018	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	4,000.00
19-P0052617	7/10/2018	11	Chancellor's Office	Inst Dues & Memberships	OCSBA ORANGE CO SCHOOL BOARD ASSOC	125.00
19-P0052618	7/10/2018	12	Media Systems	Instructional Supplies	GRIFFIN ACE HARDWARE	2,000.00
19-P0052619	7/10/2018	12	Professional Development	Inst Dues & Memberships	RP GROUP	500.00
4.13 (9) 19-P0052620	7/10/2018	12	Paralegal	Transportation - Student	SILVERADO STAGES, INC.	840.00
19-P0052621	7/10/2018	12	Health & Wellness	Software License and Fees	SAN DIEGO STATE UNIVERSITY	1,350.00
19-P0052622	7/10/2018	12	Health & Wellness	Other Licenses & Fees	CALIF DHS/LABORATORY FIELD SERVICES	150.00
19-P0052623	7/10/2018	12	Biology	Food and Food Service Supplies	PARADISE BAKERY & CAFE	562.66
19-P0052624	7/10/2018	11	CJ/Academies	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,535.04
19-P0052625	7/10/2018	12	Safety & Parking - DO	Contracted Services	OC SPECIAL EVENTS SECURITY, INC.	515.00
19-P0052626	7/10/2018	12	EOPS	Food and Food Service Supplies	LASCARIS RESTAURANT GROUP INC	327.17
18-P0052627	6/29/2018	12	Resource Development	Contracted Services	JUST RIGHT STRATEGIES, LLC	6,000.00

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Environment: Production

LoginID: DR21189

Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052628	7/10/2018	11	District Wide Technology	Non-Instructional Supplies	MONOPRICE INC	10,000.00
19-P0052629	7/10/2018	12	Assessment	Software License and Fees	CAPP ASSOCIATES INC	1,800.00
19-P0052630	7/10/2018	12	Assessment	Software License and Fees	TENNAN GAIL	2,175.00
19-P0052631	7/10/2018	12	EOPS	Food and Food Service Supplies	FELICE ITALIAN CATERING	1,223.44
19-P0052632	7/10/2018	12	Assessment	Software License and Fees	NETOP	195.00
19-P0052633	7/10/2018	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	345.70
19-P0052634	7/10/2018	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
19-P0052635	7/10/2018	12	Media Systems	Instructional Supplies	TROXELL COMM INC	4,000.00
19-P0052636	7/10/2018	11	Information Tech Svcs Office	Conference Expenses	SEATTLE UNION ST ASSOCIATES	1,344.34
19-P0052637	7/10/2018	11	Admin Services Office	Telephone & Pager Services	JAROTH INC	530.00
19-P0052638	7/10/2018	12	Career Education Office	Conference Expenses	SONOMA COUNTY JUNIOR COLLEGE DISTRICT	100.00
19-P0052639	7/10/2018	11	Operations	Contracted Services	DIRECTV	2,000.00
19-P0052640	7/10/2018	61	Risk Management	Hazardous Materials Removal	FRS ENVIRONMENTAL	2,000.00
19-P0052641	7/10/2018	61	Risk Management	Hazardous Materials Removal	MERCURY DISPOSAL SYSTEM, INC.	900.00
19-P0052642	7/10/2018	61	Risk Management	Hazardous Materials Removal	STERICYCLE INC	3,500.00
19-P0052643	7/10/2018	12	Career Education Office	Conference Expenses	CALIFORNIA ASSOCIATION OF CODE	469.00
19-P0052644	7/10/2018	12	Media Systems	Instructional Supplies	HOME DEPOT	2,000.00
19-P0052645	7/10/2018	11	Digital Media Center	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	3,000.00
19-P0052646	7/10/2018	11	CJ/Academies	Non-Instructional Supplies	IRVINE PIPE SUPPLY	4,000.00
19-P0052647	7/10/2018	12	Safety & Parking - DO	Contracted Repair Services	PATTERSON TIRE CO	1,000.00
19-P0052648	7/10/2018	12	Safety & Parking - DO	Contracted Repair Services	R AND J SANTIAGO HILLS CAR CARE	3,000.00
19-P0052649	7/10/2018	12	Safety & Parking - DO	Contracted Repair Services	JOE MCPHERSON FORD	5,000.00
19-P0052650	7/10/2018	12	Safety & Parking - DO	Contracted Repair Services	ORANGE COUNTY MONSTER CARTS INC	4,000.00
19-P0052651	7/10/2018	11	Transportation	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	2,000.00
19-P0052652	7/10/2018	11	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	5,000.00
18-P0052653	6/29/2018	11	Transportation	Other Licenses & Fees	SCAQMD	135.04
18-P0052654	6/29/2018	11	Business Operations' Office	Audit	CLIFTON LARSON ALLEN LLP	10,990.00
19-P0052655	7/11/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	651.35
19-P0052656	7/11/2018	12	Media Systems	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0052657	7/11/2018	11	Continuing Education Division	Non-Instructional Supplies	CRESTLINE CO INC	835.21
19-P0052658	7/11/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
19-P0052659	7/11/2018	13	Workforce Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052660	7/11/2018	11	Business Operations' Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	1,500.00
19-P0052661	7/11/2018	12	Transfer Center	Food and Food Service Supplies	SMART & FINAL	750.00
19-P0052662	7/11/2018	11	Kinesiology - Admin Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
19-P0052663	7/11/2018	11	District Wide Technology	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0052664	7/11/2018	12	Professional Development	Non-Instructional Supplies	A STITCH ABOVE LLC	371.73

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052665	7/11/2018	12	Health & Wellness	Books, Mags & Subscrip-Non-Lib	COLLEGE HEALTH SERVICES LLC	5,500.00
19-P0052666	7/11/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0052667	7/11/2018	61	Risk Management	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	33.73
19-P0052668	7/11/2018	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
18-P0052669	6/30/2018	12	Educational Services Office	District Business/Sponsorships	CCCAOE CALIF COM COLL ASSOC	6,870.00
19-P0052670	7/11/2018	62	Risk Management	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	51.56
19-P0052671	7/11/2018	12	Student Services Office	Conference Expenses	WMK SACRAMENTO LLC	332.92
19-P0052672	7/11/2018	12	LA/OC Regional Consortia	Contracted Services	STRATEGIC SEMINARS & TRAINING INC	1,191.00
19-P0052673	7/11/2018	11	Administrative Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052674	7/11/2018	12	Student Services Office	Conference Expenses	CALIFORNIA COALITION OF EARLY & MIDDLE COLLEGES	600.00
19-P0052675	7/11/2018	12	Professional Development	Conference Expenses	THE UNIVERSITY OF TEXAS AT AUSTIN	3,000.00
19-P0052676	7/11/2018	12	Professional Development	Conference Expenses	RP GROUP	685.00
19-P0052677	7/11/2018	12	Career Education Office	Inst Dues & Memberships	KENDRICK K. KIM	200.00
19-P0052678	7/11/2018	12	Professional Development	Conference Expenses	RP GROUP	1,785.00
19-P0052679	7/11/2018	12	Professional Development	Conference Expenses	RP GROUP	550.00
18-P0052680	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF VERNON	22,126.00
18-P0052681	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	SAN BERNARDINO COUNTY	54,794.75
18-P0052682	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RANCHO CUCAMONGA	19,140.75
18-P0052683	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	45,614.50
19-P0052684	7/12/2018	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,000.00
19-P0052685	7/12/2018	13	Workforce Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	64.95
19-P0052686	7/12/2018	11	Transportation	Repair & Replacement Parts	YALE CHASE	4,000.00
19-P0052687	7/12/2018	11	Transportation	Repair & Replacement Parts	TENNANT SALES & SVC CO	5,000.00
19-P0052688	7/12/2018	11	Educational Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	700.00
19-P0052689	7/12/2018	11	Transportation	Gasoline	UNITED RENTALS	1,000.00
19-P0052690	7/12/2018	11	Transportation	Repair & Replacement Parts	ORANGE COUNTY AUTO PARTS	500.00
19-P0052691	7/12/2018	11	Transportation	Repair & Replacement Parts	NORTHSTAR ENTERPRISES INC	2,000.00
19-P0052693	7/12/2018	11	Transportation	Repair & Replacement Parts	POWERTRON	8,000.00
19-P0052694	7/12/2018	12	EOPS	Books Paid for Students	DON BOOKSTORE	4,000.00
19-P0052695	7/12/2018	12	DSPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052696	7/12/2018	11	Public Affairs/Gov Rel Office	Community/Public Relations	SANTA ANA CHAMBER OF COMMERCE	175.00
19-P0052697	7/12/2018	11	Public Affairs/Gov Rel Office	Advertising	YOUTH ON THE MOVE EDUCATION INTERNAT'L	250.00
19-P0052698	7/12/2018	13	Educational Services Office	Inst Dues & Memberships	RP GROUP	500.00
19-P0052699	7/12/2018	12	MESA	Inst Dues & Memberships	COMMUNITY COLLEGE ASSOC OF MESA DIRECTORS	200.00
19-P0052700	7/12/2018	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	5,200.00
19-P0052701	7/12/2018	12	Upward Bound	Other Exp Paid for Students	DON BOOKSTORE	773.00
19-P0052702	7/12/2018	11	Accreditation	Other Licenses & Fees	ACCJC ACCREDITING COMMISSION	44,272.00

4.13 (11)

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052703	7/12/2018	12	Paralegal	Transportation - Student	SILVERADO STAGES, INC.	1,102.50
19-P0052704	7/12/2018	11	Public Affairs/Gov Rel Office	Community/Public Relations	SANTA ANA CHAMBER OF COMMERCE	900.00
19-P0052705	7/12/2018	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
19-P0052706	7/12/2018	12	LA/OC Regional Consortia	Inst Dues & Memberships	LOS ANGELES COUNTY ECONOMIC DEV CORP	50,000.00
19-P0052707	7/12/2018	12	Safety & Parking - DO	Contracted Repair Services	OREMOR OF TUSTIN INC	3,500.00
19-P0052708	7/12/2018	12	Safety & Parking - DO	Contracted Repair Services	ORANGE CYCLE	2,000.00
19-P0052709	7/12/2018	62	Risk Management	Contracted Services	CORVEL ENTERPRISE COMP INC	7,350.00
19-P0052710	7/12/2018	11	District Wide Technology	Contracted Services	KLM INC	5,000.00
19-P0052711	7/13/2018	11	Academic Affairs Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	80.35
19-P0052712	7/13/2018	12	Counseling	Software License and Fees	TENNAN GAIL	1,293.00
18-P0052713	6/29/2018	11	Grounds	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	1,176.30
18-P0052714	6/29/2018	11	Grounds	Non-Instructional Supplies	ORANGE COUNTY FARM SUPPLY	660.26
19-P0052716	7/13/2018	12	Academic Affairs Office	Instructional Supplies	WATERLINE TECHNOLOGIES	14,000.00
19-P0052717	7/13/2018	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	2,000.00
19-P0052718	7/13/2018	11	CJ/Academies	Non-Instructional Supplies	HAJOCA CORP	4,000.00
19-P0052719	7/13/2018	12	Academic Affairs Office	Software License and Fees	UTELOGY CORPORATION	1,395.00
19-P0052720	7/13/2018	12	Academic Affairs Office	Software License and Fees	UTELOGY CORPORATION	1,395.00
19-P0052721	7/13/2018	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	190.58
19-P0052722	7/13/2018	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	9,966.88
19-P0052723	7/16/2018	12	Biology	Contracted Services	KIM MERRY	14,500.00
19-P0052724	7/13/2018	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	235.00
19-P0052725	7/13/2018	61	Risk Management	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	187.79
19-P0052726	7/13/2018	11	Sci, Math, Health Sci Office	Contracted Repair Services	EDWARD COSNER	800.00
19-P0052727	7/13/2018	11	Fire Academy	Contracted Repair Services	TURNOUT MAINTENANCE COMPANY, LLC	3,000.00
19-P0052728	7/13/2018	11	Fine & Performing Arts Office	Contracted Repair Services	WILLIAMS ROBERT	1,650.00
19-P0052729	7/13/2018	11	Transportation	Contracted Repair Services	MATERIAL HANDLING SUPPLY INC	3,000.00
19-P0052730	7/13/2018	11	Phillips Hall	Laundry & Dry Cleaning Service	NABERS CLEANERS	150.00
19-P0052731	7/13/2018	11	Transportation	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	8,000.00
19-P0052732	7/13/2018	11	Transportation	Contracted Repair Services	TURF STAR INC	4,000.00
19-P0052733	7/13/2018	11	Maintenance	Contracted Repair Services	SUPERIOR ELECTRIC MOTOR SERVICE INC	2,000.00
19-P0052734	7/13/2018	11	Maintenance	Contracted Services	AMERICAN CITY PEST CONTROL INC	2,500.00
19-P0052735	7/13/2018	11	Maintenance	Contracted Repair Services	SADDLEBACK GOLF CARS	1,000.00
19-P0052736	7/16/2018	11	District Wide Technology	Contracted Services	GOLDEN STAR TECHNOLOGY, INC.	3,000.00
19-P0052737	7/16/2018	11	District Wide Technology	Contracted Services	TRACE3, LLC	14,000.00
19-P0052738	7/16/2018	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	14,500.00
19-P0052739	7/16/2018	11	District Wide Technology	Contracted Services	TYLER TECHNOLOGIES INC.	7,000.00
19-P0052740	7/16/2018	12	Academic Affairs Office	Conference Expenses	RP GROUP	685.00

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0052741	6/29/2018	11	Administrative Services Office	Non-Instructional Supplies	EBERHARD EQUIPMENT	1,074.58
18-P0052742	6/29/2018	11	Fire Academy	Instructional Agrmt - Salary	CITY OF MONTEBELLO	11,870.25
19-P0052743	7/16/2018	11	Facility Planning Office	Conference Expenses	CCFC COMMUNITY COLLEGE FACILITY COALITION	1,335.00
19-P0052744	7/16/2018	12	Professional Development	Conference Expenses	RP GROUP	550.00
19-P0052745	7/16/2018	33	CDC Santiago Canyon College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
19-P0052746	7/16/2018	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0052747	7/16/2018	12	Continuing Education Division	Food and Food Service Supplies	SMART & FINAL	500.00
19-P0052748	7/16/2018	33	CDC Santiago Canyon College	Food and Food Service Supplies	B & D DISTRIBUTING INC	12,000.00
19-P0052749	7/16/2018	12	Continuing Education Division	Non-Instructional Supplies	AAMES LOCK & SAFE CO	200.00
19-P0052750	7/16/2018	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052751	7/16/2018	11	Fine & Performing Arts Office	Rental - Other (Short-term)	HAULAWAY STORAGE	330.00
19-P0052752	7/16/2018	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052753	7/16/2018	11	Maintenance	Contracted Services	D4 SOLUTIONS INC.	973.21
19-P0052754	7/16/2018	12	LA/OC Regional Consortia	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	189.62
19-P0052755	7/16/2018	33	CDC Santiago Canyon College	Food and Food Service Supplies	SYSCO FOOD SVC	13,000.00
19-P0052756	7/16/2018	12	Student Equity	Books Paid for Students	DON BOOKSTORE	5,000.00
19-P0052757	7/16/2018	12	MESA	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	800.00
19-P0052758	7/16/2018	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	845.92
19-P0052759	7/16/2018	12	Student Equity	Books Paid for Students	DON BOOKSTORE	5,000.00
19-P0052760	7/16/2018	41	Facility Planning Office	Non-Instructional Supplies	QUALITY OFFICE FURNISHINGS INC	640.81
19-P0052761	7/16/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	HARDY DIAGNOSTICS	1,180.60
19-P0052762	7/16/2018	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	482.03
19-P0052763	7/16/2018	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	HARKISON	440.00
19-P0052764	7/16/2018	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	WOMEN IN WORLD TRADE	1,850.00
19-P0052765	7/17/2018	12	Occupational Therapy	Instructional Supplies	S&S WORLDWIDE INC	387.80
19-P0052766	7/17/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	723.10
19-P0052767	7/17/2018	12	Professional Development	Food and Food Service Supplies	SMART & FINAL	500.00
19-P0052768	7/17/2018	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0052769	7/17/2018	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	2,540.00
19-P0052770	7/17/2018	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	1,000.00
19-P0052771	7/17/2018	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	1,000.00
19-P0052772	7/17/2018	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	2,770.36
19-P0052773	7/17/2018	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
19-P0052774	7/17/2018	12	MESA	Books Paid for Students	DON BOOKSTORE	3,000.00
19-P0052775	7/17/2018	12	Biology	Instructional Supplies	ALBERTSON'S/SAFEWAY	200.00
19-P0052776	7/17/2018	11	Continuing Education Division	Non-Instructional Supplies	AAMES LOCK & SAFE CO	200.00
19-P0052777	7/17/2018	11	Warehouse	Postage	UNITED PARCEL SVC	1,832.00

4.13 (13)

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052778	7/17/2018	11	Nursing	Other Licenses & Fees	COUNTY OF ORANGE	1,233.00
19-P0052779	7/17/2018	33	CDC Santiago Canyon College	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	400.00
19-P0052780	7/17/2018	11	President's Office	Inst Dues & Memberships	GARDEN GROVE CHAMBER	646.00
18-P0052781	6/29/2018	11	Maintenance	Contracted Repair Services	KAISER ROBERT	13,451.75
19-P0052782	7/17/2018	11	Business Division Office	Inst Dues & Memberships	FOUNDATION FOR CALIFORNIA	5,000.00
19-P0052783	7/17/2018	12	Transfer Center	Food and Food Service Supplies	HARKISON	3,265.00
19-P0052784	7/17/2018	12	Distance Education	Software License and Fees	RESPONDUS INC	2,545.00
19-P0052785	7/17/2018	12	Student Services Office	Non-Instructional Supplies	AMAZON COM	22.29
19-P0052786	7/17/2018	13	Student Services Office	Software License and Fees	NEXT GEN WEB SOLUTIONS	7,700.00
19-P0052787	7/17/2018	12	Counseling	Software License and Fees	COLLEGESOURCE INC	8,617.00
19-P0052788	7/17/2018	12	Distance Education	Software License and Fees	INTELECOM	1,500.00
19-P0052789	7/17/2018	11	Library Services	Software License and Fees	LIBRARY OF CONGRESS	525.00
19-P0052790	7/17/2018	11	Continuing Education Division	Non-Instructional Supplies	HOME DEPOT	2,000.00
19-P0052791	7/17/2018	11	Continuing Education Division	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	2,000.00
19-P0052792	7/17/2018	12	Continuing Education Division	Non-Instructional Supplies	HOME DEPOT	500.00
19-P0052793	7/17/2018	12	Academic Affairs Office	Instructional Supplies	DUNN EDWARDS CORP	1,000.00
19-P0052794	7/17/2018	12	Counseling	Software License and Fees	KUDER INC	1,500.00
19-P0052795	7/17/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	22.61
19-P0052796	7/17/2018	33	EHS Administration	Non-Instructional Supplies	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATION	103.73
19-P0052797	7/17/2018	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	38.71
19-P0052798	7/18/2018	12	MESA	Conference Expenses	SHPE	2,375.00
19-P0052799	7/18/2018	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0052800	7/18/2018	41	Facility Planning Office	Bldg Impr - Engineering Costs	MYERS, HOUGHTON & PARTNERS INC	150,000.00
19-P0052801	7/18/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,000.00
19-P0052802	7/18/2018	12	Student Equity	Books Paid for Students	DON BOOKSTORE	5,000.00
19-P0052803	7/18/2018	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0052804	7/18/2018	12	Veterans Resource Center	Inst Dues & Memberships	NAT'L ASSN OF VETERANS UPWARD BOUND	150.00
19-P0052805	7/18/2018	12	Biology	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	600.00
19-P0052806	7/18/2018	12	EOPS	Food and Food Service Supplies	NENA BALDIZON-RIOS	1,000.00
19-P0052807	7/18/2018	11	CJ/Academies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	256.97
19-P0052808	7/18/2018	12	Orientation/Coord/Training	Non-Instructional Supplies	4 IMPRINT	777.33
19-P0052809	7/18/2018	12	Professional Development	Books, Mags & Subscrip-Non-Lib	AMAZON COM	209.47
19-P0052810	7/18/2018	12	Student Equity	Non-Instructional Supplies	JOVANNYS A. MEJIA	1,111.98
19-P0052811	7/18/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	639.08
19-P0052812	7/18/2018	12	Student Equity	Non-Instructional Supplies	SARAH FEINBLOOM	394.30
19-P0052813	7/18/2018	12	LA/OC Regional Consortia	Contracted Services	HYATT REGENCY HUNTINGTON BEACH	14,980.00
19-P0052814	7/18/2018	12	Pharmacy Technology	Instructional Supplies	HEALTH CARE LOGISTICS INC	2,066.65

4.13 (14)

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Printed: 7/31/2018 12:43:24PM

Environment: Production

LoginID: DR21189

Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052815	7/18/2018	12	Human Resources Office	Inst Dues & Memberships	ACHRO EEO ASSOC OF CHIEF HUMAN	450.00
18-P0052816	6/30/2018	12	Talent Search	Transportation - Student	CERTIFIED TRANSPORTATIONS	436.72
19-P0052817	7/18/2018	11	Transportation	Contracted Repair Services	PETE'S ROAD SVC	2,000.00
19-P0052818	7/18/2018	11	Automotive Technology/Engine	Laundry & Dry Cleaning Service	CINTAS CORP	2,497.00
19-P0052819	7/18/2018	12	Upward Bound	Other Exp Paid for Students	SIX FLAGS MAGIC MOUNTAIN	4,203.20
19-P0052820	7/18/2018	11	Manufacturing Technology	Laundry & Dry Cleaning Service	CINTAS CORP	1,500.00
19-P0052821	7/19/2018	12	Student Development	Other Exp Paid for Students	SWVP VALENCIA LLC	4,550.63
19-P0052822	7/19/2018	12	Upward Bound	Other Exp Paid for Students	SWVP VALENCIA LLC	2,275.31
19-P0052823	7/19/2018	11	Manufacturing Technology	Contracted Repair Services	DAN'S MACHINE REPAIR	600.00
19-P0052824	7/19/2018	12	Safety & Parking - DO	Contracted Services	METROPRO TOWING INC	58.00
19-P0052825	7/19/2018	61	Risk Management	All Risk/Athletic Insurance	STUDENT INSURANCE	612.00
19-P0052826	7/19/2018	33	CDC Administration	Contracted Repair Services	ITW FOOD EQUIPMENT GROUP LLC	730.25
19-P0052827	7/19/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	344.03
19-P0052828	7/19/2018	11	Chancellor's Office	Inst Dues & Memberships	CCLC COMMUNITY COLLEGE LEAGUE	17,200.00
19-P0052829	7/19/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	941.76
19-P0052830	7/19/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CENGAGE LEARNING/ EDUC. TO GO	2,967.30
19-P0052831	7/19/2018	11	Academic Affairs Office	Non-Instructional Supplies	AMAZON COM	40.58
19-P0052832	7/19/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	WELLS FARGO BANK	256.38
* 19-P0052833	7/19/2018	11	Continuing Education Division	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	238.12
* 19-P0052833	7/19/2018	12	Continuing Education Division	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	364.20
PO Amt Total for *19-P0052833 :						602.32
19-P0052834	7/19/2018	12	Continuing Education Division	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	5,267.00
19-P0052835	7/19/2018	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	10,000.00
19-P0052836	7/19/2018	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	1,012.15
19-P0052837	7/19/2018	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	2,034.73
19-P0052838	7/19/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	2,408.67
19-P0052839	7/19/2018	33	EHS Administration	Conference Expenses	JENNIFER L. PRUZNICK	1,575.00
19-P0052840	7/19/2018	12	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	84.73
19-P0052841	7/20/2018	11	Board of Trustees	Conference Expenses	CLAUDIA C. ALVAREZ	1,300.00
19-P0052842	7/20/2018	11	Board of Trustees	Conference Expenses	PHILLIP E. YARBROUGH	1,300.00
19-P0052843	7/20/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	486.88
19-P0052844	7/20/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	MODERN BIOLOGY INC	1,015.20
19-P0052845	7/20/2018	11	Board of Trustees	Conference Expenses	PHILLIP E. YARBROUGH	500.00
19-P0052846	7/20/2018	12	Pharmacy Technology	Equip-All Other >\$1,000<\$5,000	WELLS FARGO BANK	1,748.16
19-P0052847	7/20/2018	12	Welding	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	7,000.00

4.13 (15)

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Environment: Production

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0052848	7/20/2018	11	CJ/Academies	Repair & Replacement Parts	CAMFIL USA INC	1,800.00
19-P0052849	7/20/2018	11	Continuing Education Division	Packaging/Mail Prep/Processing	ADVANCED WEB OFFSET INC	20,841.89
19-P0052851	7/20/2018	11	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	36.62
18-P0189436	6/26/2018	12	Resource Development	Contracted Services	SAN DIEGO MIRAMAR COLLEGE	80,000.00
18-P0189437	6/26/2018	12	Resource Development	Contracted Services	LAKE TAHOE CMTY COLLEGE	7,000.00
18-P0189438	6/26/2018	12	Resource Development	Contracted Services	SAN FRANCISCO CCD	7,750.00
18-P0189439	6/26/2018	12	Resource Development	Contracted Services	EL CAMINO COMMUNITY COLLEGE DISTRICT	400,000.00
18-P0189440	6/26/2018	12	Resource Development	Contracted Services	KERN COMMUNITY COLLEGE DISTRICT	18,000.00
18-P0189441	6/26/2018	12	Resource Development	Contracted Services	CITRUS COMMUNITY COLLEGE DISTRICT	498,500.00
18-P0189442	6/28/2018	12	Continuing Education Division	Other Exp Paid for Students	ORANGE COUNTY TRANSPORTATION	308,776.44
18-P0189443	6/29/2018	12	Resource Development	Contracted Services	SAN DIEGO MIRAMAR COLLEGE	25,000.00
18-P0189444	6/29/2018	12	Resource Development	Contracted Services	MODESTO JUNIOR COLLEGE	18,000.00
18-P0189445	6/29/2018	12	Resource Development	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	50,000.00
18-P0189446	6/29/2018	12	Resource Development	Contracted Services	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT	100,000.00
18-P0189447	6/29/2018	12	Resource Development	Software License and Fees	LOOKER DATA SCIENCES, INC.	51,000.00
18-P0189449	6/29/2018	12	Resource Development	Contracted Services	GROSSMONT-CUYAMACA CMTY CLG DIST	400,000.00
19-P0199010	7/1/2018 1	12	Continuing Education Division	Buildings - Facility Lease	AFFORDABLE HOUSING SPECIALISTS GROUP LLC	102,928.49
19-P0199013	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	SHI INTERNATIONAL CORP	12,279.44
19-P0199014	7/2/2018 1	11	District Wide Technology	Software Support Service-Fixed	OPTIV SECURITY INC	59,618.22
19-P0199016	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	THE AMERGROUP INC	27,031.15
* 19-P0199017	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	2,043.00
* 19-P0199017	7/1/2018 1	12	Information Tech Svcs Office	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	15,000.00
PO Amt Total for *19-P0199017 :						17,043.00
19-P0199018	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	CDW GOVERNMENT INC.	26,058.00
19-P0199019	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	45,452.73
19-P0199020	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	40,228.83
19-P0199021	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	DLT SOLUTIONS	640.16
19-P0199022	7/1/2018 1	11	District Wide Technology	Contracted Services	COAST ELECTRIC	14,400.00
19-P0199023	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	NBC UNIVERSAL MEDIA LLC	9,680.00
19-P0199024	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	SITEIMPROVE INC	14,999.00
19-P0199025	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	CURVATURE INC	5,812.80
19-P0199026	7/1/2018 1	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	354,000.00
19-P0199027	7/1/2018 1	33	CDC Santa Ana College - East	Lease Agreement - Facility	ST PETER EVANGELICAL	68,400.00
19-P0199028	7/1/2018 1	12	Continuing Education Division	Lease Agreement - Facility	OCR LAND, LLC	154,848.00
19-P0199029	7/1/2018 1	41	Continuing Education Division	Buildings - Facility Lease	2000 CHAPMAN INC.	156,044.70

4.13 (16)

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Environment: Production

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0199030	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	SECTORPOINT INC	60,000.00
19-P0199031	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	SECTORPOINT INC	72,000.00
19-P0199032	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	HYLAND LLC	37,592.10
19-P0199033	7/1/2018	12	Academic Affairs Office	Software License and Fees	DAIS INC.	47,062.50
19-P0199034	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	OPEN TEXT	8,829.00
19-P0199035	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	PCMG, INC	30,730.00
19-P0199036	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	QUEST SOFTWARE INC	4,405.27
19-P0199037	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	CCLC COMMUNITY COLLEGE LEAGUE	67,916.64
19-P0199039	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	CDW GOVERNMENT INC.	35,253.00
19-P0199040	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	SHI INTERNATIONAL CORP	58,257.14
19-P0199041	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	PRESIDIO NETWORKED SOLUTIONS	54,125.25
19-P0199042	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	ECS IMAGING INC	11,463.00
19-P0199043	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	6,472.00
19-P0199044	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	1,715.00
19-P0199045	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	10,296.00
19-P0199046	7/1/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	458,083.00
19-P0199047	7/1/2018	11	District Wide Technology	Telecommunication Circuits	WILSHIRE CONNECTION LLC	114,000.00
19-P0199048	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	14,364.00
19-P0199049	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	15,336.00
19-P0199050	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	1,900.00
19-P0199051	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	CURVATURE INC	1,032.00
19-P0199052	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	CALERO SOFTWARE LLC	2,817.75
19-P0199053	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	2,400.00
19-P0199055	7/2/2018	11	District Wide Technology	Contracted Services	DATA CLEAN CORP	4,150.00
19-P0199056	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	EVISIONS	1,425.00
19-P0199057	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	TECHSTRATA LLC	4,180.00
19-P0199058	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	84,474.00
19-P0199059	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	THYCOTIC SOFTWARE LTD	1,563.00
19-P0199060	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	AUTOMATION DYNAMICS INC	7,000.00
19-P0199061	7/10/2018	11	District Wide Technology	Contracted Services	LORBEL INC.	1,300.00
19-P0199062	7/10/2018	11	District Wide Technology	Contracted Services	LORBEL INC.	9,400.00
19-P0199063	7/2/2018	12	Student Equity	Contracted Services	SAN DIEGO STATE UNIVERSITY	15,963.00
19-P0199064	7/2/2018	11	Networking	Maint Contract - Other Equip	KLM INC	7,380.00
19-P0199065	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	ZOHO CORPORATION	3,958.20
19-P0199066	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	9,000.00
19-P0199067	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	ITPI	9,800.00
19-P0199068	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	14,454.50

4.13 (17)

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
19-P0199069	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	3,982.32	
19-P0199070	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	FARONICS TECH US INC	2,101.05	
19-P0199071	7/2/2018	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	39,655.32	
19-P0199072	7/2/2018	11	District Wide Technology	Software License and Fees	O'REILLY MEDIA INC	3,990.00	
19-P0199073	7/16/2018	11	Maintenance & Operations	Contracted Services	IRVINE VALLEY AIR CONDITIONING INC	48,500.00	
19-P0199074	7/3/2018	11	Chancellor's Office	Contracted Services	TOWNSEND PUBLIC AFFAIRS INC	78,000.00	
19-P0199075	7/3/2018	11	Chancellor's Office	Legal Expenses	ALVARADOSMITH	100,000.00	
19-P0199076	7/3/2018	13	Academic Affairs Office	Contracted Services	SOLANO ALBERTO	3,500.00	
19-P0199077	7/5/2018	12	Health & Wellness	Contracted Services	MEDICAL BILLING TECH INC	4,500.00	
19-P0199078	7/9/2018	12	Safety & Parking - DO	Software License and Fees	LIVESAFE INC	30,000.00	
19-P0199079	7/9/2018	11	Art Gallery	Lease Agreement - Facility	SANTORA GROUP LLC	25,200.00	
19-P0199080	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	4,015.86	
19-P0199081	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	3,792.63	
19-P0199082	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	4,218.85	
19-P0199083	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	3,833.92	
19-P0199084	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	3,689.92	
19-P0199085	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	3,683.92	
19-P0199086	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	4,541.01	
19-P0199087	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	5,816.43	
19-P0199088	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	762.03	
19-P0199089	7/2/2018	11	Admin Services Office	Excess/Copies Useage	XEROX CORP	1,720.00	
19-P0199090	7/2/2018	12	Continuing Education Division	Excess/Copies Useage	XEROX CORP	4,682.78	
19-P0199091	7/2/2018	11	Chancellor's Office	Excess/Copies Useage	XEROX CORP	3,001.80	
19-P0199092	7/2/2018	11	Risk Management	Excess/Copies Useage	XEROX CORP	2,803.06	
19-P0199093	7/2/2018	11	Resource Development	Excess/Copies Useage	XEROX CORP	4,621.58	
19-P0199094	7/13/2018	11	Fiscal Services Office	Contracted Services	BANKMOBILE TECHNOLOGIES INC	15,000.00	
* 19-P0199095	7/10/2018	11	SAC Continuing Ed-Instruction	Excess/Copies Useage	XEROX CORP	320.00	
* 19-P0199095	7/10/2018	12	SAC Continuing Ed-Instruction	Lease Agreement - Equipment	XEROX CORP	3,159.96	
PO Amt Total for *19-P0199095 :						3,479.96	
4.13 (18)	19-P0199096	7/10/2018	11	SAC Continuing Ed-Instruction	Excess/Copies Useage	XEROX CORP	5,208.97
	19-P0199097	7/10/2018	12	EOPS	Excess/Copies Useage	XEROX CORP	2,368.10
	19-P0199098	7/10/2018	11	SAC Continuing Ed-Instruction	Excess/Copies Useage	XEROX CORP	704.79
	19-P0199099	7/10/2018	11	Financial Aid Office	Excess/Copies Useage	XEROX CORP	123.02
	19-P0199100	7/10/2018	12	Continuing Education Division	Excess/Copies Useage	XEROX CORP	3,049.84
	19-P0199101	7/10/2018	12	EOPS	Excess/Copies Useage	XEROX CORP	2,307.62

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0199102	7/10/2018	11	CJ/Academies	Excess/Copies Useage	XEROX CORP	3,180.14
19-P0199103	7/10/2018	12	Financial Aid Office	Software License and Fees	HYLAND LLC	6,478.50
19-P0199104	7/10/2018	11	Purchasing	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,554.71
19-P0199105	7/10/2018	11	Purchasing	Excess/Copies Useage	KONICA MINOLTA BUSINESS	225.00
19-P0199106	7/10/2018	11	Academic Support - SAC	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,590.26
19-P0199107	7/10/2018	11	Academic Support - SAC	Excess/Copies Useage	KONICA MINOLTA BUSINESS	323.25
19-P0199108	7/10/2018	11	Business Operations' Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,413.64
19-P0199109	7/10/2018	11	Business Operations' Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	1,100.00
19-P0199110	7/10/2018	11	Business Operations' Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,413.64
19-P0199111	7/10/2018	11	Business Operations' Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	1,100.00
19-P0199112	7/11/2018	11	Sci, Math, Health Sci Office	Maint Contract - Other Equip	STERIS CORP	8,226.07
19-P0199113	7/12/2018	11	Maintenance	Maint/Oper Service Agreements	GARV INC	5,000.00
19-P0199114	7/12/2018	11	Admin Services Office	Drinking Water Service	NESTLE WATERS NORTH AMERICA	5,144.27
19-P0199115	7/12/2018	11	Maintenance	Maint/Oper Service Agreements	TAB ANSWER NETWORK	583.75
19-P0199116	7/16/2018	11	Maintenance	Maint/Oper Service Agreements	WESTERN PACIFIC SVCS	900.00
19-P0199117	7/12/2018	11	Grounds	Maint/Oper Service Agreements	ADVANCED AQUATIC TECH INC	5,400.00
19-P0199118	7/12/2018	11	Grounds	Maint/Oper Service Agreements	ANIMAL PEST MGMT SVC	4,200.00
19-P0199119	7/12/2018	11	Maintenance	Contracted Services	BOYD & ASSOCIATES	1,020.00
19-P0199120	7/12/2018	11	Maintenance	Maint/Oper Service Agreements	TRI CHEM TECH	6,300.00
19-P0199121	7/12/2018	11	Maintenance	Maint/Oper Service Agreements	EVOQUA WATER TECH LLC	8,001.75
19-P0199122	7/12/2018	11	Fine & Performing Arts Office	Excess/Copies Useage	XEROX CORP	1,000.70
19-P0199123	7/12/2018	11	Fine & Performing Arts Office	Excess/Copies Useage	XEROX CORP	405.21
19-P0199124	7/12/2018	11	Digital Media Center	Excess/Copies Useage	XEROX CORP	1,000.00
19-P0199126	7/12/2018	11	Kinesiology - Physical Educ	Excess/Copies Useage	XEROX CORP	2,516.12
19-P0199127	7/12/2018	11	Administrative Services Office	Excess/Copies Useage	XEROX CORP	3,568.21
19-P0199128	7/12/2018	11	Humanities & Social Sci Office	Excess/Copies Useage	XEROX CORP	2,986.18
19-P0199129	7/12/2018	11	Sci, Math, Health Sci Office	Excess/Copies Useage	XEROX CORP	2,621.90
19-P0199130	7/12/2018	11	Facility Planning Office	Excess/Copies Useage	XEROX CORP	7,440.61
19-P0199131	7/12/2018	11	Maintenance & Operations	Contracted Services	KONICA MINOLTA BUSINESS	2,000.00
19-P0199132	7/12/2018	11	Business Division Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,521.32
19-P0199133	7/12/2018	11	Business Division Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	190.00
19-P0199134	7/12/2018	12	Financial Aid Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,051.08
19-P0199135	7/12/2018	12	Financial Aid Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	264.64
19-P0199137	7/13/2018	11	Human Resources Office	Inst Dues & Memberships	LIEBERT CASSIDY WHITMORE	3,570.00

4.13 (19)

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 19-P0199138	7/13/2018	11	Public Affairs/Gov Rel Office	Contracted Services	25TH HOUR COMMUNICATIONS	108,000.00
* 19-P0199138	7/13/2018	13	Public Affairs/Gov Rel Office	Contracted Services	25TH HOUR COMMUNICATIONS	8,000.00
PO Amt Total for *19-P0199138 :						116,000.00
19-P0199139	7/13/2018	12	Safety & Parking - DO	Software License and Fees	RAVE WIRELESS, INC	25,935.00
19-P0199140	7/13/2018	11	CJ/Academies	Maint/Oper Service Agreements	AMERICAN ALARM SYSTEMS, INC	1,140.00
19-P0199141	7/16/2018	11	District Wide Technology	Software Support Service-Fixed	NTH GENERATION COMPUTING INC	7,044.00
19-P0199142	7/16/2018	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	1,893.84
19-P0199143	7/16/2018	11	District Wide Technology	Software Support Service-Fixed	NTH GENERATION COMPUTING INC	2,775.90
19-P0199144	7/16/2018	11	District Wide Technology	Software License and Fees	COLLEGESOURCE INC	1,410.00
19-P0199145	7/17/2018	12	Instl Effectiveness/Assessment	Software License and Fees	ELUMEN, INC	95,816.00
19-P0199146	7/16/2018	11	Digital Media Center	Contracted Services	TAB ANSWER NETWORK	503.75
19-P0199147	7/16/2018	11	Sci, Math, Health Sci Office	Maint Contract - Other Equip	RAYNE DEALERSHIP CORP	428.40
19-P0199148	7/16/2018	11	Chemistry	Maint Contract - Other Equip	THERMO ELECTRON NORTH AMERICA LLC	2,414.00
19-P0199149	7/16/2018	11	Sci, Math, Health Sci Office	Maint Contract - Other Equip	BOWEN TECHNOVATION	4,168.00
19-P0199150	7/16/2018	12	Continuing Education Division	Security Systems & Services	BOYD & ASSOCIATES	360.00
19-P0199151	7/16/2018	11	Digital Media Center	Security Systems & Services	BOYD & ASSOCIATES	300.00
19-P0199152	7/16/2018	11	Sci, Math, Health Sci Office	Maint Contract - Other Equip	ASH ENTERPRISES INT'L INC	7,150.00
19-P0199153	7/16/2018	11	Grounds	Maint/Oper Service Agreements	ORKIN PEST CONTROL	14,460.00
19-P0199154	7/16/2018	11	Maintenance & Operations	Contracted Services	ORKIN PEST CONTROL	1,010.88
19-P0199155	7/17/2018	11	Maintenance & Operations	Trash Disposal	CR & R INC	3,127.08
19-P0199156	7/17/2018	11	Operations	Trash Disposal	CR & R INC	6,254.04
19-P0199157	7/17/2018	11	Digital Media Center	Contracted Services	CR & R INC	1,018.08
19-P0199158	7/17/2018	11	Admin Services Office	Lease Agreement - Equipment	PITNEY BOWES	1,208.76
19-P0199159	7/17/2018	11	Business Operations' Office	Audit	CLIFTON LARSON ALLEN LLP	90,242.00
19-P0199160	7/17/2018	11	Academic Affairs Office	Other Licenses & Fees	FOUNDATION FOR CALIFORNIA	15,000.00
19-P0199161	7/17/2018	12	DSPS	Excess/Copies Useage	XEROX CORP	350.00
19-P0199162	7/17/2018	11	Human Svcs & Technology Office	Excess/Copies Useage	XEROX CORP	585.97
19-P0199163	7/17/2018	11	Publications	Software Support Service	CANON FINANCIAL SERVICES, INC	30,094.32
* 19-P0199164	7/17/2018	11	Publications	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	40,675.07
* 19-P0199164	7/17/2018	13	Publications	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	46,325.73
PO Amt Total for *19-P0199164 :						87,000.80

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Purchase Order List

06/24/2018 thru 07/21/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 19-P0199165	7/17/2018	11	Publications	Excess/Copies Useage	CANON SOLUTIONS AMERICA, INC	39,120.95
* 19-P0199165	7/17/2018	13	Publications	Maint Contract - Other Equip	CANON SOLUTIONS AMERICA, INC	8,188.00
PO Amt Total for *19-P0199165 :						47,308.95
19-P0199166	7/18/2018	11	Admin Services Office	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	11,039.12
19-P0199167	7/18/2018	11	Admin Services Office	Excess/Copies Useage	CANON SOLUTIONS AMERICA, INC	4,209.00
19-P0199168	7/18/2018	12	Continuing Education Division	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	3,732.24
19-P0199169	7/18/2018	12	Continuing Education Division	Excess/Copies Useage	CANON SOLUTIONS AMERICA, INC	210.00
19-P0199170	7/17/2018	11	SAC Continuing Ed-Instruction	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	11,491.55
19-P0199171	7/17/2018	11	SAC Continuing Ed-Instruction	Excess/Copies Useage	CANON SOLUTIONS AMERICA, INC	2,000.00
19-P0199172	7/18/2018	11	Biology	Maint Contract - Other Equip	STERIS CORP	12,225.94
19-P0199173	7/18/2018	11	Maintenance	Maint/Oper Service Agreements	KONE INC	5,392.44
19-P0199174	7/18/2018	12	Educational Services Office	Contracted Services	LISTENTOSEE INC	51,900.00
19-P0199175	7/18/2018	12	Educational Services Office	Contracted Services	INTERGRATIVE IMPACT LLC	40,000.00
19-P0199176	7/18/2018	12	Educational Services Office	Contracted Services	STEPHEN A WRIGHT LLC	172,000.00
19-P0199177	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	AGIAC ASIAN GANG INVESTIGATION	70,000.00
19-P0199178	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	ORANGE COUNTY LAW ENFORCEMENT	40,000.00
19-P0199179	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	CALIF NARCOTICS CANINE ASSOC	27,000.00
19-P0199180	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	CAPE ASSOCIATON	27,000.00
19-P0199181	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	CALIF NARCOTIC OFFICERS ASSOC	337,500.00
19-P0199182	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	CITY OF FULLERTON	6,000.00
19-P0199183	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	144,000.00
19-P0199184	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	30,000.00
19-P0199185	7/19/2018	11	CJ/Academies	Instructional Agrmt - Salary	SERRATO AND ASSOCIATES	121,500.00
19-P0199186	7/19/2018	11	Phillips Hall	Rental - Facility (Short-term)	MANZANITA SELF STORAGE LLC	14,592.00
19-P0199187	7/19/2018	11	Humanities & Social Sci Office	Excess/Copies Useage	HEWLETT PACKARD CO	198.00
19-P0199188	7/19/2018	11	Humanities & Social Sci Office	Excess/Copies Useage	HEWLETT PACKARD CO	252.00
19-P0199189	7/19/2018	61	Risk Management	Software License and Fees	ADP LLC	32,800.00
19-P0199190	7/19/2018	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	930.00
19-P0199191	7/19/2018	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	3,710.00
19-P0199192	7/19/2018	12	Admin Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	4,020.00
19-P0199193	7/19/2018	11	District Wide Technology	Software Support Service-Fixed	IBM	2,874.75
19-P0199194	7/19/2018	61	Risk Management	Legal Expenses	NICOLE MILLER & ASSOC INC	50,000.00
19-P0199195	7/19/2018	61	Risk Management	Legal Expenses	NICOLE MILLER & ASSOC INC	50,000.00

4.13 (21)

Legend: * = Multiple Funds for this P.O.

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Grand Total :	10,010,318.65
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4.13 (22)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000744	6/27/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$143.80
GM-CAF000745	7/10/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$105.00
GM-CAF000747	6/25/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$86.88
GM-CAF000748	7/2/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$173.88
GM-CAF000749	7/3/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,496.33
GM-CAF000750	7/6/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,461.92
GM-CAF000751	7/10/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$940.20
GM-CAF000752	6/25/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,118.08
GM-CAF000753	7/2/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$868.37
GM-CAF000754	7/9/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$827.46
GM-CAF000756	6/30/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,076.00
GM-CAF000757	7/7/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$741.30
GM-CAF000758	7/16/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$140.88
GM-CAF000759	7/13/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$876.20
GM-CAF000760	7/16/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$591.40
GM-CAF000761	7/13/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,042.90
GM-CAF000762	7/14/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$316.20
GM-CAF000763	7/17/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$501.08
GM-CAF000764	7/17/2018	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,328.92
GM-CAF000765	7/17/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$631.84
GM-CAF000768	7/21/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$253.20
GM-CAF000770	7/20/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$366.71
GM-CAF000771	7/20/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$96.00
GM-DON002865	7/9/2018	31	SAC Bookstore	General Merchandise	APPERSON EDUCATION PROD.	\$2,800.00
GM-EXPR001459	6/27/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$87.00
GM-EXPR001460	7/12/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$163.40
GM-EXPR001461	6/25/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$183.66
GM-EXPR001462	7/2/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$170.82
GM-EXPR001463	7/9/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$71.58
GM-EXPR001464	7/3/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,050.56
GM-EXPR001465	7/6/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,700.49
GM-EXPR001466	7/10/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$698.03
GM-EXPR001467	6/25/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$902.94
GM-EXPR001468	7/2/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$799.56
GM-EXPR001469	7/9/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,263.07
GM-EXPR001471	6/30/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,189.20
GM-EXPR001472	7/7/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$534.90

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001473	7/13/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,076.94
GM-EXPR001474	7/16/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,014.70
GM-EXPR001475	7/16/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$196.26
GM-EXPR001476	7/16/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,651.96
GM-EXPR001477	7/17/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$409.44
GM-EXPR001478	7/17/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$953.50
GM-EXPR001480	7/20/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$597.44
GM-EXPR001482	7/16/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$272.24
GM-EXPR001483	7/16/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$261.37
GM-EXPR001485	7/21/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$592.24
GM-EXPR001490	7/20/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$223.00
GM-HAWK002681	6/25/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$725.55
GM-HAWK002682	6/25/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$202.54
GM-HAWK002683	6/26/2018	31	SCC Bookstore	General Merchandise	SCANTRON CORP	\$8,287.50
GM-HAWK002684	6/27/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$239.57
GM-HAWK002685	7/12/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$240.20
GM-HAWK002686	7/12/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$334.61
GM-HAWK002687	7/12/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$840.91
GM-HAWK002688	7/12/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$597.34
GM-HAWK002689	7/13/2018	31	SCC Bookstore	General Merchandise	MV SPORT	\$1,428.00
GM-HAWK002690	7/13/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$353.45
GM-HAWK002691	7/16/2018	31	SCC Bookstore	General Merchandise	PENS ETC.	\$1,449.51
GM-HAWK002692	7/16/2018	31	SCC Bookstore	General Merchandise	HAMILTON BELL CO	\$1,018.20
GM-HAWK002693	7/16/2018	31	SCC Bookstore	General Merchandise	MELODEE ICE CREAM	\$316.00
GM-HAWK002694	7/17/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$318.77
GM-HAWK002695	7/17/2018	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$1,541.52
GM-HAWK002696	7/17/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$105.72
GM-HAWK002697	7/18/2018	31	SCC Bookstore	General Merchandise	UNIFLEX	\$135.00
GM-HAWK002699	7/19/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$591.30
TX-CEC000489-X	7/12/2018	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$162.15
TX-CEC000493	6/26/2018	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$496.00
TX-CEC000494	7/2/2018	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$424.75
TX-CEC000495	7/11/2018	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$2,159.20
TX-CEC000497	7/12/2018	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$794.30
TX-CEC000498	7/18/2018	31	CEC Bookstore	Textbook	HAL LEONARD CORPORATION	\$179.80
TX-DON005001A	7/10/2018	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$920.00
TX-DON005157	6/26/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$44.49

<u>P.O. #</u>	<u>Date</u>	<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>Vendor Name</u>	<u>Amount</u>
TX-DON005158	7/5/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$9.13
Grand Total:						\$59,964.36

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 Uninvst
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 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0052319	\$230,347.96	Ultra high definition television studio camera system	SAC Television/Video	Bid #1350 Board Approved: June 25, 2018
19-P0052333	\$15,000.00	Paper for Publications	DO- Publications	Bid #1322 Board Approved: May 15, 2017
18-P0052335	\$20,000.00	Reprographic services for the Russell Hall Replacement project at Santa Ana College	DO- Facility Planning	Received Quotations: *1. American Reprographics Co. 2. Crisp Imaging *Successful Bidder
18-P0052375	\$43,638.75	Software licenses for fashion design equipment	SAC- Fashion Design	Received Quotations: *1. Tukatech Inc. 2. Gerber Technology 3. Opitex *Successful Bidder
18-P0052381	\$33,990.01	High performance laser engraver and extended warranty	SAC- Engineering	Received Quotations: *1. Cutting Edge Systems 2. Advanced Marketing Solutions 3. Epilog Laser *Successful Bidder
18-P0052390	\$27,200.00	Consultant to provide architectural engineering services for the Secondary Effect/Russel Hall Replacement project at Santa Ana College	DO- Facility Planning	Board Approved: June 25, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0052394	\$36,000.00	Independent Contractor to provide support services to meet the outcomes of the Santa Ana Tech Grant objectives	SAC- Engineering	Board Approved: June 11, 2018
19-P0052401	\$20,000.00	Blanket purchase order for custodial supplies	SCC- Custodial	Purchased from the CMAS Contract #4-13-73-0024A. Board Approved: April 13, 2015
19-P0052434	\$24,995.31	Exercise bikes for classroom instruction	SAC- Kinesiology	Received Quotations: *1. Advanced Exercise Equipment 2. Coast Fitness 3. Icon Health and Fitness *Successful Bidder
19-P0052435	\$36,654.00	Electronic library resource subscriptions	SCC- Library	Board Approved: June 25, 2018
19-P0052521	\$171,455.00	Annual premiums to cover student's basic, catastrophic and athletic insurance at Santa Ana College and Santiago Canyon College	DO-Risk Management	2018-2019 Premiums
18-P0052523	\$20,420.00	Instructional training for Fire Fighters -Chino Valley Independent Fire District	SAC-Fire Technology	Board Approved: April 7, 2008
18-P0052525	\$21,521.50	Instructional training for Fire Fighters -City of Orange	SAC-Fire Technology	Board Approved: February 26, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0052527	\$247,178.75	Instructional training for Fire Fighters -Orange County Fire Authority	SAC-Fire Technology	Board Approved: February 26, 2018
18-P0052528	\$20,043.50	Instructional training for Fire Fighters -City of West Covina	SAC-Fire Technology	Board Approved: February 26, 2018
18-P0052529	\$27,538.75	Instructional training for Fire Fighters -City of Anaheim	SAC-Fire Technology	Board Approved: February 26, 2018
18-P0052558	\$19,494.50	Instructional training for Fire Fighters -City of Downey	SAC-Fire Technology	Board Approved: May 27, 2008
18-P0052559	\$31,141.25	Instructional training for Fire Fighters -City of Newport Beach	SAC-Fire Technology	Board Approved: April 21, 2008
18-P0052561	\$43,732.50	Instructional training for Fire Fighters -City of Corona	SAC-Fire Technology	Board Approved: May 27, 2008
18-P0052563	\$59,831.75	Instructional training for Fire Fighters -City of Riverside	SAC-Fire Technology	Board Approved: July 20, 2015
18-P0052680	\$22,126.00	Instructional training for Fire Fighters -City of Vernon	SAC-Fire Technology	Board Approved: December 10, 2007

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0052681	\$54,794.75	Instructional training for Fire Fighters -San Bernardino County	SAC-Fire Technology	Board Approved: March 10, 2008
18-P0052682	\$19,140.75	Instructional training for Fire Fighters -City of Rancho Cucamonga	SAC-Fire Technology	Board Approved: December 10, 2007
18-P0052683	\$45,614.50	Instructional training for Fire Fighters -City of Huntington Beach	SAC-Fire Technology	Board Approved: November 19, 2007
19-P0052702	\$44,272.00	Annual dues for the Accrediting Commission for Community and Junior Colleges for 2018-2019	SAC -President's Office	2018-2019 Annual dues
19-P0052706	\$50,000.00	Annual membership fees for Los Angeles Economic Development Corporation	LA/OC Regional Consortia	2018-2019 Membeship fees
19-P0052800	\$150,000.00	Consultant for Structural Engineering services for various facility improvement projects	DO- Facility Planning	Board Approved: June 25, 2018
19-P0052828	\$17,200.00	Institutional membership dues for Santa Ana College and Santiago Canyon College in the CA Community College Athletic Association	DO- Chancellor's Office	2018-2019 Membership dues
19-P0052849	\$20,841.89	Printing of Fall 2018 schedules for Orange Education Center	SCC-OEC	Requisition approved by Jose Vargas on July 20, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0189436	\$80,000.00	Agreement with San Diego Area Community College District on behalf of the San Diego Miramar College to participate in an Industry Sector Projects in Common (ISPIC), the Biotechnology-Supply Chain project	DO- Grants	Board Approved: March 26, 2018
18-P0189439	\$400,000.00	Agreement with El Camino Community College District on behalf of the El Camino College to participate in an Industry Sector Projects in Common (ISPIC), the Advance Manufacturing Sector project	DO- Grants	Board Approved: May 14, 2018
18-P0189440	\$18,000.00	Agreement with Kern Community College District on behalf of the Bakersfield College to participate in an Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project	DO- Grants	Board Approved: May 14, 2018
18-P0189441	\$498,500.00	Sub-Agreement with Citrus Community College District on behalf of the Citrus College to implement Round two of the Strong Workforce Program	DO- Grants	Board Approved: February 27, 2017
18-P0189442	\$308,776.44	Payment for program year two of the College Bus Pass program	SCC-OEC	Board Approved: August 14, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0189443	\$25,000.00	Agreement with San Diego Area Community College District on behalf of the San Diego Miramar College to participate in an Industry Sector Projects in Common (ISPIC), the Biotechnology-Supply Chain project	DO- Grants	Board Approved: April 23, 2018
18-P0189444	\$18,000.00	Agreement with Yosemite Community College District on behalf of the Modesto Junior College to participate in an Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project	DO- Grants	Board Approved: May 14, 2018
18-P0189445	\$50,000.00	Agreement with Contra Costa Community College District on behalf of the Diablo Valley College to participate in an Industry Sector Projects in Common (ISPIC), the ICT/Digital Media Faculty Development project	DO- Grants	Board Approved: April 23, 2018
18-P0189446	\$100,000.00	Agreement with Southwestern Community College District on behalf of the Southwestern Community College to participate in an Industry Sector Projects in Common (ISPIC), the Global Business Certificate - Supply Chain Management project	DO- Grants	Board Approved: May 14, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
18-P0189447	\$51,000.00	Annual license renewal for Looker subscription in association with the Career Technical Education Data Unlocked grant	DO- Grants	Grant Board Approved: May 31, 2016
18-P0189449	\$400,000.00	Agreement with Grossmont-Cuyamaca Community College District to participate in an Industry Sector Projects in Common (ISPIC), the Health Sector project	DO- Grants	Board Approved: May 14, 2018
19-P0199010	\$102,928.49	Lease of property at 1572 N. Main Street, Orange, CA 92867	SCC-OEC	Board Approved: January 11, 2016
19-P0199014	\$59,618.22	Annual software support renewal for threat prevention	DO- ITS	Purchased from the CMAS Contract #3-09-70-2428M Board Approved: October 26, 2009
19-P0199016	\$27,031.15	Annual software support for OnSSI camera licenses (video surveillance cameras)	DO-ITS	Received Quotations: *1. American Security Group 2. Golden Star Technology, Inc. 3. OnSSI *Successful Bidder
19-P0199017	\$17,043.00	Annual renewal for Symantec software licenses	DO-ITS	Received Quotations: *1. Computerland of Silicon Valley 2. CDW-Government *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199018	\$26,058.00	Software License, Cisco Umbrella Insights	DO- ITS	Board Approved: June 25, 2018
19-P0199019	\$45,452.73	Annual Compellent support agreement for Santa Ana College	DO- ITS	Received Quotations: *1. Sidepath Inc 2. SHI International *Successful Bidder
19-P0199020	\$40,228.83	Annual Compellent support agreement for Santiago Canyon College	DO- ITS	Received Quotations: *1. Sidepath Inc 2. SHI International *Successful Bidder
19-P0199026	\$354,000.00	Application management and hosting services	DO- ITS	Board Approved: September 14, 2015
19-P0199027	\$68,400.00	Lease of facility at 1510 North Parton, Santa Ana, CA 92706 for Child Development Center	CDC-East	Board Approved: June 25, 2018
19-P0199028	\$154,848.00	Lease of parking lot at 523 N. Grand, Santa Ana, CA 92706	SAC-CEC	Board Approved: April 12, 2017
19-P0199029	\$156,044.70	Lease of property at 1937 W. Chapman Avenue, Suite 200, Orange, CA 92868	SCC-OEC	Board Approved: January 14, 2013

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199030	\$60,000.00	Annual software support renewal for proprietary SWS Synamic Web Suite for Santa Ana College, Santiago Canyon College, and District Operations Center websites	DO- ITS	Board Approved: June 25, 2018
19-P0199031	\$72,000.00	Remote support services of District websites	DO-ITS	Board Approved: June 25, 2018
19-P0199032	\$37,592.10	Annual software support renewal for Perceptive and CaptureNow licenses	DO- ITS	Board Approved: June 25, 2018
19-P0199033	\$47,062.50	Software subscription of mass notification software solution for Santa Ana College	SAC- Academic Affairs	Board Approved: June 11, 2018
19-P0199035	\$30,730.00	Annual renewal for Veritas software	DO-ITS	Received Quotations: *1. PCM-G 2. Insight *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199037	\$67,916.64	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.
19-P0199039	\$35,253.00	Annual renewal of Aruba license and support	DO- ITS	Received Quotations: *1. CDW-Government 2. Optiv *Successful Bidder
19-P0199040	\$58,257.14	Annual support coverage for Vmware software	DO- ITS	Received Quotations: *1. SHI International 2. Computerland of Silicon Valley *Successful Bidder
19-P0199041	\$54,125.25	Annual renewal for Cisco Smartnet phone systems	DO- ITS	Received Quotations: *1. Presidio Networked Solutions 2. SHI International *Successful Bidder
19-P0199046	\$458,083.00	Annual Ellucian maintenance advantage program	DO- ITS	Board Approved: June 15, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199047	\$114,000.00	Dark fiber connectivity service fee	DO- ITS	RFP #1200 Board Approved: April 15, 2013
19-P0199049	\$15,336.00	Managed identity service	DO- ITS	Board Approved: May 16, 2016
19-P0199058	\$84,474.00	Adobe Creative Cloud Enterprise licenses	DO- ITS	Board Approved: July 18, 2016
19-P0199063	\$15,963.00	Second installment of fixed price agreement for Institutional Assessment Package	SCC- Student Equity	Board Approved: December 12, 2016
19-P0199071	\$39,655.32	KnowBe4 Security Awareness training subscription	DO- ITS	Received Quotations: *1. Golden Star Technology 2. SHI International *Successful Bidder
19-P0199073	\$48,500.00	Annual HVAC preventative maintenance services at the District Operations Center	DO- Facility Planning	Bid #1330 Board Approved: September 11, 2017
19-P0199074	\$78,000.00	Consultant services to assist the District in areas of government, community relations and various projects	DO-Chancellor's Office	Board Approved: June 25, 2018

4.13 (37)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199075	\$100,000.00	Blanket purchase order for General Counsel services	DO- Chancellor's Office	Board Approved: June 25, 2018
19-P0199078	\$30,000.00	Annual license fee for hosting services of two-way communication between users and safety officials	DO- Safety and Security	Board Approved: May 16, 2016
19-P0199079	\$25,200.00	Lease of office space at Santora building: 207 N. Broadway, Suite Q, Santa Ana, CA 92706	SAC- Fine and Performing Arts	Board Approved: September 25, 2017
19-P0199094	\$15,000.00	Third party student refund disbursement services and subscription	DO- Fiscal Services	Board Approved: June 11, 2018
19-P0199138	\$116,000.00	Marketing, public and media relations, advertising creating and placement, and social media services	DO- Public Affairs	Board Approved: June 25, 2018
19-P0199139	\$25,935.00	Annual license fees for Emergency Mass Communication software and services	DO- Safety and Security	Board Approved: May 30, 2017
19-P0199145	\$95,816.00	Software license fees for eLumen curriculum software	SCC- Academic Affairs	Board Approved: June 25, 2018

4.13 (38)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199159	\$90,242.00	Audit services for the 2017-2018 Fiscal Year	DO- Fiscal Services	Board Approved: January 9, 2017
19-P0199160	\$15,000.00	Project participation fee for Guided Pathways	SAC- Academic Affairs	Board Approved: June 11, 2018
19-P0199163	\$30,094.32	Canon multifunction production equipment leases	DO-Publications	Open market items
19-P0199164	\$87,000.80	Canon multifunction production equipment leases	DO-Publications	Leased from Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) California State Contract #3091/7-15-70-23. Board Approved: December 4, 2017
19-P0199165	\$47,308.95	Canon multifunction production equipment maintenance	DO-Publications	Leased from Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) California State Contract #3091/7-15-70-23. Board Approved: December 4, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199174	\$51,900.00	Sub-Agreement with Listen to See, Inc to implement the statewide Sector Navigator project	DO- Grants	Board Approved: June 11, 2018
19-P0199175	\$40,000.00	Sub-Agreement with Integrative Impact to implement the statewide Sector Navigator project	DO- Grants	Board Approved: June 11, 2018
19-P0199176	\$172,000.00	Sub-Agreement with Stephen A. Wright, LLC, to implement the statewide Sector Navigator project	DO- Grants	Board Approved: June 11, 2018
19-P0199177	\$70,000.00	Instructional agreement for law enforcement training classes	CJTC	Board Approved: May 26, 2015
19-P0199178	\$40,000.00	Instructional agreement for law enforcement advisors association classes	CJTC	Board Approved: May 31, 2016
19-P0199179	\$27,000.00	Instructional agreement for California K-9 Association peace officer training seminars	CJTC	Board Approved: July 17, 2017
19-P0199180	\$27,000.00	Instructional agreement for peace officer training seminars	CJTC	Board Approved: September 23, 2013

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 24, 2018 THROUGH JULY 21, 2018
BOARD MEETING OF AUGUST 13, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199181	\$337,500.00	Instructional agreement for law enforcement training classes	CJTC	Board Approved: October 13, 2015
19-P0199183	\$144,000.00	Information Technician and Facilities Maintenance Specialist	CJTC	Board Approved: February 27, 2017
19-P0199184	\$30,000.00	Instructional agreement for law enforcement training classes	CJTC	Board Approved: February 27, 2017
19-P0199185	\$121,500.00	Instructional agreement for law enforcement training classes	CJTC	Board Approved: February 2, 2015
19-P0199189	\$32,800.00	Annual license for HR/Benefits Solution Application	DO- Risk Management	Board Approved: July 20, 2015
19-P0199194	\$50,000.00	Professional services for background checks, surveillance, and security consulting	DO- Risk Management	Board Approved: June 25, 2018
19-P0199195	\$50,000.00	Professional services for investigative activity for Title IX	DO- Risk Management	Board Approved: June 25, 2018
18-PO179448	\$250,470.00	Award with Concentric Sky to implement the Career Technical Education Unlocked Program	DO- Grants	Board Approved: February 27, 2017

4.13
(41)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 13, 2018
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>
<p>1. Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media – Year 5 (District) - <i>Augmentation</i></p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division for a Deputy Sector Navigator to support Orange County community colleges to improve ICT/Digital Media workforce training programs and to assist in building connections between the colleges and the ICT/Digital Media industry sectors in the region. (18/19). <i>The required match is \$35,000 that consists of district-funded staff at \$22,188, unclaimed indirect at \$9,823 and third party in-kind match at \$2,989.</i></p>	07/01/2018	\$35,000
<p>2. Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District)</p> <p>Grant sub-award from Chabot-Las Positas Community College District on behalf of the California Community Colleges Chancellor’s Office Workforce & Economic Development Division for the Deputy Sector Navigator to support Orange County community colleges to improve ICT/Digital Media workforce training programs and to build connections between the colleges and the ICT/Digital Media industry sectors in the region. (18/19).</p>	09/01/2018	\$35,000
<p>3. Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn – Year 5 (District) – <i>Augmentation</i></p> <p>Grant award from the California Community Colleges Chancellor’s Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn and Earn Deputy Sector Navigator; to improve workforce training within that sector; provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, articulation of curriculum between secondary and post-secondary educational systems in Hospitality/Tourism career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (18/19). <i>The match required is 1:1 at \$35,000 that consists of</i></p>	07/01/2018	\$35,000

Fiscal Impact: \$187,1589	Board Date: August 13, 2018
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: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<i>unclaimed indirect at \$5,385 and in-kind contributions from contract education at \$29,615.</i>		
4. Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) Grant sub-award from the Chabot-Las Positas Community College District, Fiscal Agent for this program, on behalf of the California Community Colleges Chancellor’s Office Workforce & Economic Development Division, to support the Retail Hospitality/Tourism/ Learn and Earn Deputy Sector Navigator during a two-month extension period in order to continue the implementation of sector activities in the region (18/19). <i>The match required is 1:1 at \$35,000 that consists of grant-funded staff and operating costs at \$16,668, unclaimed indirect at \$8,052 and in-kind contributions from contract education at \$10,280.</i>	09/01/2018	\$35,000
5. Early Head Start – Year 4 (District) - <i>Augmentation</i> Fourth year of a five-year non-competitive grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start Programs. (18/19). <i>The match required is \$11,790 (20% of the total Early Head Start costs that include federal and non-federal share) that consists of state-funded Child Development Center staff costs at \$8,303 and waived indirect costs at \$3,487.</i>	06/18/2018	\$47,159

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: \$187,159	Board Date: August 13, 2018
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: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2233
NAME: DSN ICT-Digital Media Yr 5 COB
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 07/01/17 - 08/31/2018 (extended 2 months)
 CONTRACT INCOME: \$ 200,000
 FY 17/18 EXPENDITURES: \$ (177,392)
FY 2018/19 CARRYOVER: \$ 22,608
Amendment # 1 \$ 35,000
Total \$ 57,608

PROJ. ADM. ENRIQUE PEREZ
 PROJ. DIR. STEVE LINTHICUM
 DATE: 07/30/2018
 PRIME SPONSOR: CCCCCO
 FISCAL AGENT: Rancho Santiago CCD
 PRIME AWARD: 17-158-006

DATE: 07/30/18

Datatel String	Description	Existing Budget		Revised Budget		Budget Change +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2233-000000-50000-8659	Other Reimb Categorical All		200,000		57,608	142,392	
12-2233-672000-50000-5865	Indirect Costs : District O	7,692		2,215			5,477
12-2233-675000-53330-5210	Conference Expenses : Digit	5,200		1,488			3,712
12-2233-679000-53330-5235	District Business/Sponsorsh	-		-		-	
12-2233-684000-53330-2110	Classified Management : - Steve Linthicum @100% (7/1 - 8/31/18)	98,140		20,446			77,694
12-2233-684000-53330-2130	Classified Employees : Digi	-		-			-
12-2233-684000-53330-2310	Classified Employees - Ongo	-		-			-
12-2233-684000-53330-2320	Classified Employees - Hour - Steve Linthicum @100% FY 17/18	41,927		-			41,927
12-2233-684000-53330-3115	STRS - Non-Instructional :	-		2,951		2,951	
12-2233-684000-53330-3215	PERS - Non-Instructional :	17,371		-			17,371
12-2233-684000-53330-3315	OASDHI - Non-Instructional	6,250		-			6,250
12-2233-684000-53330-3325	Medicare - Non-Instructiona	2,071		303			1,768
12-2233-684000-53330-3335	PARS - Non-Instructional :	545		-			545
12-2233-684000-53330-3415	H & W - Non-Instructional :	6,082		-			6,082
12-2233-684000-53330-3435	H & W - Retiree Fund Non-In	5,182		763			4,419
12-2233-684000-53330-3515	SUI - Non-Instructional : D	73		11			62
12-2233-684000-53330-3615	WCI - Non-Instructional : D	3,212		473			2,739
12-2233-684000-53330-3915	Other Benefits - Non-Instru	2,656		553			2,103
12-2233-684000-53330-4610	Non-Instructional Supplies	574		100			474
12-2233-684000-53330-5100	Contracted Services : Digit	-		28,305		28,305	
12-2233-684000-53330-5220	Mileage/Parking Expenses :	1,200		-			1,200
12-2233-684000-53330-5300	Inst Dues & Memberships : D	317		-			317
12-2233-684000-53330-5940	Reproduction/Printing Expen	8		-			8
12-2233-684000-53330-6410	Equip-All Other >\$1,000<\$5,	1,500		-			1,500
Totals for PROJECT: 2233	DSN ICT-Digital Media Yr 5	200,000	200,000	57,608	57,608	173,648	173,648

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2233
NAME: DSN ICT-Digital Media Yr 5 COB
FISCAL YEAR: 2018/2019

CONTRACT PERIOD:	07/01/17 - 08/31/2018 (extended 2 months)
CONTRACT INCOME:	\$ 200,000
FY 17/18 EXPENDITURES:	\$ (177,392)
FY 2018/19 CARRYOVER:	\$ 22,608
Amendment # 1	\$ 35,000
Total	\$ 57,608

PROJ. ADM. ENRIQUE PEREZ
 PROJ. DIR. STEVE LINTHICUM
 DATE: 07/30/2018
 PRIME SPONSOR: CCCCCO
 FISCAL AGENT: Rancho Santiago CCD
 PRIME AWARD: 17-158-006

Match required is 1:1 at \$35,000 that consists of \$22,188 district funded staff (Business Services Coordinator at 100%), RSCCD waived indirect (16% of grant funded costs \$5,385 and 20% of match direct cost at \$4,438) and In-kind match from CompTIA at \$2,989. Please refer to match summary below.

RSCCD cash match and waiver indirect:		
District (Cash match)	Salary & Benefits: Business Service Coordinator, Marbella Ruiz \$17,302 Business Service Coordinator, Alison Lazcano \$4,886	22,188
District (In-kind match)	16% of grant-funded direct costs: \$33,654 x 16% = \$5,384.64	5,385
District (In-kind match)	20% of match direct costs: \$22,188 x 20% = \$4,437.60	4,438
Third Party (In-kind match)	CompTIA will work with Steve Linthicum, Deputy Sector Navigator hosted by RSCCD by providing in kind donation value for our program at \$244,980 for participating CA community colleges for the upcoming year.	2,989
Total Match - DSN ICT-Digital Media Yr 5 (Amendment # 1)		35,000

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2xxx

NAME: ICT/DM DSN Chabot-Las Positas

FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 09/01/18 - 10/31/2018

CONTRACT INCOME: \$ 35,000

PROJ. ADM. SARAH SANTOYO

PROJ. DIR. STEVE LINTHICUM

DATE: 07/31/2018

PRIME SPONSOR: CCCCCO

FISCAL AGENT: CHABOT-LAS POSITAS CCD

PRIME AWARD: 17-158-006

SUB-AWARD: TBD

Datatel String	Description	New Budget	
		Debit	Credit
12-2xxx-000000-50000-8659	Other Reimb Categorical All		35,000
12-2xxx-672000-50000-5865	Indirect Costs : District O	1,346	
12-2xxx-675000-53330-5210	Conference Expenses : Digit	2,000	
12-2xxx-679000-53330-5235	District Business/Sponsorsh	2,000	
12-2xxx-684000-53330-2110	Classified Management : - Steve Linthicum @100% (07/01/18 - 10/31/18)	20,446	
12-2xxx-684000-53330-3115	STRS - Non-Instructional :	2,950	
12-2xxx-684000-53330-3325	Medicare - Non-Instructiona	302	
12-2xxx-684000-53330-3415	H & W - Non-Instructional :	1,251	
12-2xxx-684000-53330-3435	H & W - Retiree Fund Non-In	762	
12-2xxx-684000-53330-3515	SUI - Non-Instructional : D	10	
12-2xxx-684000-53330-3615	WCI - Non-Instructional : D	472	
12-2xxx-684000-53330-3915	Other Benefits - Non-Instru	553	
12-2xxx-684000-53330-4610	Non-Instructional Supplies	408	
12-2xxx-684000-53330-5100	Contracted Services : Digit	2,500	
Totals for PROJECT: 2xxx	ICT/DM DSN Chabot-Las Positas	35,000	35,000

SPECIAL PROJECT DETAILED BUDGET # 2234
NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 07/01/2017 - 8/30/2018 (extended 2 months)

CONTRACT AWARD:

FY 17/18 Award: \$200,000
FY 17/18 Expenses: (\$186,720)
FY 18/19 Carryover: \$13,280
Amendment #1: \$35,000
Total \$48,280

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 7/31/2018

PRIME SPONSOR: CCCCCO

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-161-002

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12 2234 000000 50000 8659	Other Reimb Categorical Allow : District Oper		200,000		48,280	151,720	
12 2234 499900 53360 4310	Instructional Supplies : Corporate Training I	1,551		0			1,551
12 2234 672000 50000 5865	Indirect Costs : District Operations (4%)	7,692		1,346			6,346
12 2234 675000 53360 5210	Conference Expenses : Corporate Training Inst	3,700		0			3,700
12_2234_684000_53360_2110	Classified Management : Corporate Training In Ruth Cossio-Muniz, Ex. Director DMC C-4 @ 80% (7/1 - 8/30)	98,140		17,714			80,426
12_2234_684000_53360_2310	Classified Employees - Ongoing : Corporate Tr Alison Lazcano, P/T Marketing Specialist 0.475 FTE @ 100% (7/1 - 8/30)	22,782		3,797			18,985
12 2234 684000 53360 3215	PERS - Non-Instructional : Corporate Training	21,404		1,808			19,596
12 2234 684000 53360 3315	OASDHI - Non-Instructional : Corporate Traini	7,624		855			6,769
12 2234 684000 53360 3325	Medicare - Non-Instructional : Corporate Trai	1,785		317			1,468
12 2234 684000 53360 3415	H & W - Non-Instructional : Corporate Trainin	18,347		1,512			16,835
12 2234 684000 53360 3435	H & W - Retiree Fund Non-Inst : Corporate Tra	4,464		793			3,671
12 2234 684000 53360 3515	SUI - Non-Instructional : Corporate Training	64		11			53
12 2234 684000 53360 3615	WCI - Non-Instructional : Corporate Training	2,768		492			2,276
12 2234 684000 53360 3915	Other Benefits - Non-Instruct : Corporate Tra	2,024		337			1,687
12 2234 684000 53360 4210	Books, Mags & Subscrip-Non-Lib : Corporate Tr	449		0			449
12 2234 684000 53360 4610	Non-Instructional Supplies : Corporate Traini	500		0			500
12 2234 684000 53360 4710	Food and Food Service Supplies : Corporate Tr	882		0			882
12 2234 684000 53360 5100	Contracted Services : Corporate Training Inst	1,137		0			1,137
12 2234 684000 53360 5220	Mileage/Parking Expenses : Corporate Training	767		115			652
12 2234 684000 53360 5300	Inst Dues & Memberships : Corporate Training	2,300		0			2,300
12 2234 684000 53360 5845	Excess/Copies Useage : Corporate Training Ins	120		0			120
12 2234 684000 53360 5940	Reproduction/Printing Expenses : Corporate Tr	500		0			500

5.1(6)

SPECIAL PROJECT DETAILED BUDGET # 2234
NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 07/01/2017 - 8/30/2018 (extended 2 months)

CONTRACT AWARD:

FY 17/18 Award: \$200,000
FY 17/18 Expenses: (\$186,720)
FY 18/19 Carryover: \$13,280
Amendment #1: \$35,000
Total \$48,280

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 7/31/2018

PRIME SPONSOR: CCCCCO

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 17-161-002

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2234_684000_53360_6410	Equip-All Other >\$1,000<\$5,000 : Corporate Tr To purchase computers for coding lab to conduct boot camps in collaboration with colleges in the region that are leading efforts under the Apple Retail Ready CA Program	1,000		7,183		6,183	
12_2234_684000_53360_6421	Equip-Tablet/Laptop>\$200<\$1000 : Corporate Tr To purchase ipads for coding lab to conduct boot camps in collaboration with colleges in the region that are leading efforts under the Apple Retail Ready CA Program	0		12,000		12,000	
Total 2234 - RHT DSN FY 18-19 Yr. 5 COB +Amend 1		200,000	200,000	48,280	48,280	169,903	169,903

Match required is 1:1 at \$35,000 (based on the augmentation amount of \$35,000) that consists of unclaimed indirect at \$5,385 and third-party in-kind match at \$29,615. Please refer to match summary below.

District (in-kind match)	Unclaimed indirect costs: Grant-funded direct costs \$33,654 x 16% = 5,385	5,385
Sub-Total District Match		5,385
Third-Party (in-kind)	RSCCD's Corporate Training Institute (CTi) will waive KeyTrain assessment fees of \$100/participant for 500 incumbent employees and students in RHT businesses and programs.	29,615
Sub-Total In-kind Match		29,615
Total Match - RHT DSN FY 18-19 Yr. 5 (Amendment 1)		35,000

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET # 2XXX

NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn

FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 09/01/2018 - 10/31/2018

CONTRACT AWARD: \$35,000

PRIME SPONSOR: CCC Chancellor's Office

FISCAL AGENT: Chabot-Las Positas CCD

PRIME AWARD #: 17-161-002

SUB-AWARD #: TBD

PROJ. ADM. Enrique Perez

PROJ. DIR. Ruth Cossio-Muñiz

DATE: 7/31/2018

GL Account String	Description	New Budget	
		Debit	Credit
12_2xxx_000000_50000_8659	Other Reimb Categorical Allow : District Oper		35,000
12_2xxx_672000_50000_5865	Indirect Costs : District Operations (4%)	1,346	
12_2xxx_684000_53360_2110	Classified Management : Corporate Training In Ruth Cossio-Muniz, Ex. Director DMC C-4 @ 80% (9/1 - 10/31)	17,715	
12_2xxx_684000_53360_2310	Classified Employees - Ongoing : Corporate Tr Alison Lazcano, P/T Marketing Specialist 0.475 FTE @ 100% (9/1 - 10/31)	3,797	
12_2xxx_684000_53360_3215	PERS - Non-Instructional : Corporate Training	3,808	
12_2xxx_684000_53360_3315	OASDHI - Non-Instructional : Corporate Traini	1,355	
12_2xxx_684000_53360_3325	Medicare - Non-Instructional : Corporate Trai	317	
12_2xxx_684000_53360_3415	H & W - Non-Instructional : Corporate Trainin	3,023	
12_2xxx_684000_53360_3435	H & W - Retiree Fund Non-Inst : Corporate Tra	793	
12_2xxx_684000_53360_3515	SUI - Non-Instructional : Corporate Training	11	
12_2xxx_684000_53360_3615	WCI - Non-Instructional : Corporate Training	492	
12_2xxx_684000_53360_3915	Other Benefits - Non-Instruct : Corporate Tra	337	
12_2xxx_684000_53360_4610	Non-Instructional Supplies : Corporate Training	156	
12_2xxx_684000_53360_5220	Mileage/Parking Expenses : Corporate Training	150	
12_2xxx_684000_53360_6410	Equip-All Other >\$1,000<\$5,000 : Corporate Tr To purchase computers for coding lab to conduct boot camps in collaboration with colleges in the region that are leading efforts under the Apple Retail Ready CA Program	1,700	
Total 2xxx - RHT DSN 18-19 One-Time Funds		35,000	35,000

Match required is 1:1 at \$35,000 (based on the augmentation amount of \$35,000) that consists of district funded staff at \$16,668, unclaimed indirect at \$8,052 and third-party in-kind match at \$10,280. Please refer to match summary below.

District (cash match)	Funding source: SBA/CSUF SBDC #1324 @ \$6,668: Ruth Cossio-Muniz, Ex. Director DMC @ 20% (9/1-10/31) Funding source: SWP Regional #2225 @ \$10,000: RHT sector to sponsor trainings, workshops and conferences for faculty/staff professional development	16,668
District (in-kind match)	Unclaimed indirect costs: Grant-funded direct costs \$33,654 x 16% = 5,385 Match-funded direct costs \$16,668 x 16% = 2,667	8,052
Sub-Total District Match		24,720
Third-Party (in-kind)	RSCCD's Corporate Training Institute (CTi) will waive KeyTrain assessment fees of \$100/participant for 500 incumbent employees and students in RHT businesses and programs.	10,280
Sub-Total In-kind Match		10,280
Total Match - RHT DSN FY 18-19 One-Time Funds		35,000

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 01/01/2018 - 12/31/2018
CONTRACT INCOME: \$1,813,800
FY 17/18 EXPENSES: (\$919,344)
FY 18/19 CARRYOVER: \$894,456
FY 18/19 AUGMENTATION: \$47,159
TOTAL \$941,615

PROJ. ADM. Janneth Linnell
PROJ. DIR. My Le Pham
Date: 7/26/2018
Prime Sponsor: U.S. Department of HHS/ACF
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: 09CH9178
CFDA No. 93.600

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
33_1291_000000_50000_8199	Other Federal Revenues : District Operations		1,813,800		941,615	872,185	
33_1291_672000_50000_5865	Indirect Costs : District Operations (4%)	69,762		36,216			33,546
33_1291_692000_53320_1270	Child Development Teachers : Valley CDC - Jacqueline Karter, CDMT BA-12 (50%)	25,460		12,960			12,500
33_1291_692000_53320_3115	STRS - Non-Instructional : Valley CDC	4,146		2,110			2,036
33_1291_692000_53320_3325	Medicare - Non-Instructional : Valley CDC	394		193			201
33_1291_692000_53320_3415	H & W - Non-Instructional : Valley CDC	5,204		4,110			1,094
33_1291_692000_53320_3435	H & W - Retiree Fund Non-Inst : Valley CDC	984		484			500
33_1291_692000_53320_3515	SUI - Non-Instructional : Valley CDC	15		7			8
33_1291_692000_53320_3615	WCI - Non-Instructional : Valley CDC	610		300			310
33_1291_692000_53320_3915	Other Benefits - Non-Instruct : Valley CDC	1,600		375			1,225
33_1291_692000_53328_1210	Academic Management : EHS Santa Ana College - Jerelyn Cowan, Director II (30%)	25,300		12,847			12,453
33_1291_692000_53328_1270	Child Development Teachers : EHS Santa Ana College - Allyce Carnero, eff. 4/9, CDMT BA-1 (25%) - Luz Cordoba, CDMT BA-9 (25%) - Juana Escalera, CDMT BA-6 (25%) - Imelda Iniguez, CDMT BA-9 (25%) +stipend - Paz Jorquera, CDMT AA-8 (25%) - Vy Le, CDMT BA-1 (25%) - Consuelo Ortiz, MA-4 (25%) - Briseyda Witron, BA-2 (25%)	89,016		46,359			42,657
33_1291_692000_53328_2130	Classified Employees : EHS Santa Ana College - Isabel Mata, Administrative Clerk (50%) +2.5%Bil	29,247		14,498			14,749
33_1291_692000_53328_2340	Student Assistants - Hourly : EHS Santa Ana College - (9) assistants x \$12/hour x 4 hrs. x 212 days	82,044		43,582			38,462

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 01/01/2018 - 12/31/2018
CONTRACT INCOME: \$1,813,800
FY 17/18 EXPENSES: (\$919,344)
FY 18/19 CARRYOVER: \$894,456
FY 18/19 AUGMENTATION: \$47,159
TOTAL \$941,615

PROJ. ADM. Janneth Linnell
PROJ. DIR. My Le Pham
Date: 7/26/2018
Prime Sponsor: U.S. Department of HHS/ACF
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: 09CH9178
CFDA No. 93.600

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
33_1291_692000_53328_2345	Professional Experts : EHS Santa Ana College - (10) interns x \$12.75/hour x 4 hrs./day x 212 days	94,552		57,430			37,122
33_1291_692000_53328_3115	STRS - Non-Instructional : EHS Santa Ana Coll	18,614		9,639			8,975
33_1291_692000_53328_3215	PERS - Non-Instructional : EHS Santa Ana Coll	21,913		12,992			8,921
33_1291_692000_53328_3315	OASDHI - Non-Instructional : EHS Santa Ana Co	7,723		6,399			1,324
33_1291_692000_53328_3325	Medicare - Non-Instructional : EHS Santa Ana	3,578		1,935			1,643
33_1291_692000_53328_3335	PARS - Non-Instructional : EHS Santa Ana	0		0		0	
33_1291_692000_53328_3415	H & W - Non-Instructional : EHS Santa Ana Col	41,071		30,605			10,466
33_1291_692000_53328_3435	H & W - Retiree Fund Non-Inst : EHS Santa Ana	11,930		6,427			5,503
33_1291_692000_53328_3515	SUI - Non-Instructional : EHS Santa Ana Colle	134		67			67
33_1291_692000_53328_3615	WCI - Non-Instructional : EHS Santa Ana Colle	7,390		3,984			3,406
33_1291_692000_53328_3915	Other Benefits - Non-Instruct : EHS Santa Ana	8,071		2,335			5,736
33_1291_692000_53328_4310	Instructional Supplies : EHS Santa Ana Colleg	13,133		4,950			8,183
33_1291_692000_53328_4610	Non-Instructional Supplies : EHS Santa Ana Co	15,750		7,691			8,059
33_1291_675000_53329_5215	Online Training Courses : EHS Administration	100		0			100
33_1291_692000_53329_1210	Academic Management : EHS Administration - Janneth Linnell, CDS Executive Director (15%) - My Le Pham, CDS Quality Assurance (70%) - Connie Van, Assoc. Dir. II - Parent Svcs/ERSEA (100%) - J. Pruznick, Assoc. Dir. II - Educ./Disabilities (100%)	238,589		121,156			117,433
33_1291_692000_53329_1270	Child Development Teachers : EHS Administration - Catherine Candela, CDMT BA-7 (100%) - Isela Cervantes, CDMT BA-7 (100%) - Julisa Covarrubias, CDMT BA-3 (100%) - Ana Maria Fregoso, CDMT AA-12 (100%) - Laura Montalbetti de Perez, CDMT BA-3 (100%) - Sandra Santamaria, CDMT AA-7 (100%) - Julieta Abramovitz, CDMT BA-2 (100%)	303,866		160,922			142,944

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 01/01/2018 - 12/31/2018
CONTRACT INCOME: \$1,813,800
FY 17/18 EXPENSES: (\$919,344)
FY 18/19 CARRYOVER: \$894,456
FY 18/19 AUGMENTATION: \$47,159
TOTAL \$941,615

PROJ. ADM. Janneth Linnell
PROJ. DIR. My Le Pham
Date: 7/26/2018
Prime Sponsor: U.S. Department of HHS/ACF
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: 09CH9178
CFDA No. 93.600

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
33_1291_692000_53329_2130	Classified Employees : EHS Administration - Cherie Ericson, Accountant (50%) +5%L+ 4PG - Jessica Avalos, Admin. Clerk (100%) +2.5%Bil + 5PG - Cristina Saldana, Admin. Clerk (100%) +2.5%Bil - Alicia Ramirez, Admin. Clerk (100%) +2.5%Bil	198,083		100,587			97,496
33_1291_692000_53329_3115	STRS - Non-Instructional : EHS Administration	88,318		45,922			42,396
33_1291_692000_53329_3215	PERS - Non-Instructional : EHS Administration	35,063		18,168			16,895
33_1291_692000_53329_3315	OASDHI - Non-Instructional : EHS Administrati	12,610		6,399			6,211
33_1291_692000_53329_3325	Medicare - Non-Instructional : EHS Administra	11,253		5,712			5,541
33_1291_692000_53329_3415	H & W - Non-Instructional : EHS Administratio	180,305		89,059			91,246
33_1291_692000_53329_3435	H & W - Retiree Fund Non-Inst : EHS Administr	28,149		14,301			13,848
33_1291_692000_53329_3515	SUI - Non-Instructional : EHS Administration	399		197			202
33_1291_692000_53329_3615	WCI - Non-Instructional : EHS Administration	17,446		8,864			8,582
33_1291_692000_53329_3915	Other Benefits - Non-Instruct : EHS Administr	34,481		11,290			23,191
33_1291_692000_53329_4310	Instructional Supplies : EHS Administration	4,200		332			3,868
33_1291_692000_53329_4610	Non-Instructional Supplies : EHS Administrati	10,500		4,555			5,945
33_1291_692000_53329_4710	Food and Food Service Supplies : EHS Administ	3,000		1,093			1,907
33_1291_692000_53329_5100	Contracted Services : EHS Administration	49,520		24,493			25,027
33_1291_692000_53329_5220	Mileage/Parking Expenses : EHS Administration	8,597		2,925			5,672
33_1291_692000_53329_5300	Inst Dues & Memberships : EHS Administration	3,400		3,044			356
33_1291_692000_53329_5610	Lease Agreement - Equipment : EHS Administrat	1,500		598			902
33_1291_692000_53329_5652	Rental-Equipment (Short-term) : EHS Administration	0		130		130	
33_1291_692000_53329_5845	Excess/Copies Usage : EHS Administration	280		359		79	
33_1291_692000_53329_5850	Fingerprinting : EHS Administration	1,000		1,000			0
33_1291_692000_53329_5940	Reproduction/Printing Expenses : EHS Administ	500		14			486
33_1291_692000_53329_5950	Software License and Fees : EHS Administratio	5,000		2,000			3,000
	Total 1291 - EHS CY 2018 Carryover	1,813,800	1,813,800	941,615	941,615	872,394	872,394

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2018/2019 (Carryover)

CONTRACT PERIOD: 01/01/2018 - 12/31/2018
 CONTRACT INCOME: \$1,813,800
 FY 17/18 EXPENSES: **(\$919,344)**
 FY 18/19 CARRYOVER: \$894,456
 FY 18/19 AUGMENTATION: \$47,159
 TOTAL \$941,615

PROJ. ADM. Janneth Linnell
 PROJ. DIR. My Le Pham
 Date: 7/26/2018
 Prime Sponsor: U.S. Department of HHS/ACF
 Fiscal Agent: Rancho Santiago CCD
 Prime Award No.: 09CH9178
 CFDA No. 93.600

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
The match is 20% of the total cost of the project that includes the EHS award (federal share) and the non-federal share. The match required for the augmentation of funds is \$11,790 and consists of state-funded Child Development Center staff and unclaimed indirect as listed below:							
33-2120-692000-53328-1270	Child Development Teachers : EHS Santa Ana College - Allyce Carnero, eff. 4/9, CDMT BA-1 (50%) - Luz Cordoba, CDMT BA-9 (50%) - Juana Escalera, CDMT BA-6 (50%) - Imelda Iniguez, CDMT BA-9 (50%) +stipend - Paz Jorquera, CDMT AA-8 (50%) - Vy Le, CDMT BA-1 (50%) - Consuelo Ortiz, MA-4 (50%) - Briseyda Witron, BA-2 (50%)	3,970					
33-2120-692000-53328-3xxx	Benefits for SAC Director II @ 30% and (8) MT @ 50%	4,333					
	Sub-Total Personnel (Salary and Benefits)	8,303					
	Unclaimed Indirect @ 6.5% on federal & non-federal costs:						
	(federal share #1291) direct costs \$45,345 x 6.5%	2,947					
	(non-federal share #2120) total direct costs \$8,303 x 6.5%	540					
	Sub-Total In-Kind (Unclaimed Indirect)	3,487					
	Match Total (Non-Federal Share)	11,790					

5.1 (12)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Sub-agreement between RSCCD and the Orange County Business Council for the Strong Workforce Program Regional Funds Initiative	
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 to address the workforce development needs in the region, and to increase the number of students who complete these programs and enter high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles and Orange County Region's Strong Workforce Program – Regional Funds (SWP-RF), and is responsible for distributing these funds to the colleges and partners for regionally approved projects.

In addition, RSCCD is the host of the Los Angeles/Orange County Regional Consortium (LAOCRC), which has a Strong Workforce Program-Regional Funds allocation to provide direct support to the Los Angeles and Orange County community colleges for career education program development and workforce development efforts.

ANALYSIS

The Orange County region approved a Data Enhancement project to acquire and develop data and research on workforce and economic development trends, including labor market information, and community college career education program capacity and development needs for the region. As part of this effort, the Orange County Business Council created a Scope of Work to conduct research in these areas, which will be included in their 2018/2019 Workforce Indicators report that is broadly used by stakeholders in education, business and industry, labor, and the community. This work will provide much needed research to guide community college program development and showcase the colleges' programs that meet regional workforce needs, as well as provide a common reference point for partnership development to improve workforce development in the region.

Project Director: Gustavo Chamorro

Project Administrator: Adriene "Alex" Davis

RECOMMENDATION

It is recommended that the Board approve 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: \$75,000 (grant-funded)	Board Date: August 13, 2018
Prepared by: Maria 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
ORANGE COUNTY BUSINESS COUNCIL**

**FOR THE
STRONG WORKFORCE PROGRAM – REGIONAL FUNDS INITIATIVE
ORANGE COUNTY REGION**

This sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of August 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the **Orange County Business Council** (hereinafter “SUBCONTRACTOR”). RSCCD 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 RSCCD 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, 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 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 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 August 24, 2018, through December 31, 2018.
3. Total Cost
The total cost to RSCCD for performance of this Agreement shall not exceed \$75,000.00 USD, to be funded by the Strong Workforce Program Regional Initiative – *Data Enhancement Project*.

4. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (*Exhibit A*), which by reference is incorporated into this Agreement. Estimated fund allocations for specific components of the work to be performed may be adjusted without prior approval from RSCCD, as long as the total cost is not affected, and as long as the purpose and activities of the work to be performed are not substantially altered.

5. Payment

Upon execution of this Agreement, SUBCONTRACTOR may submit an invoice for advance payment of ninety percent (90%). Final payment of the remaining balance (10%) will be processed upon submission of an invoice after the work has been performed. RSCCD shall make payments to SUBCONTRACTOR as long as the total payments under this Agreement do not exceed the amount listed above under “Total Cost”.

6. Invoices

SUBCONTRACTOR must submit detailed invoices, and appropriate back-up documentation, upon request, for payment to be processed. The invoice for advanced payment must be submitted by September 30, 2018. The final invoice must be submitted no later than January 5th, 2019. If SUBCONTRACTOR has difficulties in meeting the submission deadlines, then they must connect with RSCCD’s point of contact to resolve the issue. Final payment is contingent upon successful completion of the Scope of Work as described in Exhibit A. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Gustavo Chamorro, Ed.D., Orange County Director
Los Angeles and Orange County Regional Consortium (LAOCRC)
2323 N. Broadway, Suite 328
Santa Ana, CA 92706

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide reports relevant to the work to be performed, upon request, for the duration of the Agreement. SUBCONTRACTOR will submit reports to the Project Director via email at Chamorro_Gustavo@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

There will be no time extensions for this Agreement. SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement, and will only be paid for work performed up to and including December 31, 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 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 approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all 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. 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 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 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 warrants 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 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 **Exhibit A**, including without limitation, all non-cancelable obligations incurred through the date of termination.

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 this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Rancho Santiago Community College District

Primary Contact

Gustavo Chamorro, Ed.D., Orange County Director
Los Angeles and Orange County Regional Consortium (LAOCRC)
2323 N. Broadway, Suite 328
Santa Ana, CA 92706

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:

Orange County Business Council
2 Park Plaza, Suite 100
Irvine, CA 92614

Primary Contact:

Dr. Wallace Walrod
(949) 794-7237, wwalrod@ocbc.org

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 RSCCD 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 RSCCD 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 RSCCD 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, 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.

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 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.

Sub-agreement between RSCCD and Orange County Business Council

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: *Orange County
Business Council*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: August 13, 2018

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- | | |
|-----------|-----------------------------------------------------------------------------|
| Exhibit A | Scope of Work and Project Budget |
| Exhibit B | Guidelines, Definitions and Reasonable Standards for SWP |
| Exhibit C | Trailer Bill Language for Strong Workforce Program (link) |

2018 Orange County Workforce Indicators Report

Workplan

Approach

The Orange County Workforce Indicators Report, produced since 2000 by the Orange County Business Council (OCBC) research team, has set the standard in objectively analyzing, reporting, and showcasing the real accomplishments that the county's education and workforce system, collaborating with the business community, have achieved in Orange County, as well as reflect on the opportunities and challenges yet to be addressed in developing a skilled workforce for the future. The report and presentation of quantitative and qualitative information, data analytics, and analysis provided in the report supplies the most comprehensive and detailed snapshot of the Orange County economy and its workforce, educational trends, demographics, and major industry clusters and their drivers.

This research partnership between OCBC and Orange County's Community Colleges will highlight the central accomplishments of Orange County's employers, educators and workforce, the education and workforce training system, as well as remaining challenges that Orange County must address to close the skills gap and develop a highly-trained, competitive workforce ready to meet the challenges of a 21st century economy and workplace.

The 2018 Orange County Workforce Indicators Report, researched and written by Dr. Wallace Walrod, Chief Economic Advisor at OCBC and his research team, will provide a detailed overview of the local economy, highlighting numerous strengths driving economic growth in the region, as well as issues limiting the county's economic performance. This report provides current, past and projected trends across multiple, diverse metrics including demographic change, educational statistics and trends, both K-12 and post-secondary, the growth trends of Orange County's industry clusters; employment, salary, and wage trends; education and workforce trends, and how to capitalize on emerging technologies and industries to educate a highly skilled workforce, fill open positions, and cultivate a globalized economy. The Workforce Indicators report covers all of these multiple facets of the Orange County economy — demographics, education and training, industry clusters and occupations — to provide stakeholders with the information they need to make informed decisions about the county's present and future economic climate.

The 2018 Orange County Workforce Indicators Report will provide a detailed summary and analysis of historical, current, and projected economic, demographic, workforce and educational trends; using a combination of both the best public and private economic and labor market data sources, as well as sector-specific, industry-specific, occupation-specific and various layers of cross-cutting analysis. One of the most important features of this report is its use of qualitative analysis drawn from local, regional, and statewide

collaborative initiatives and projects completed with educational institutions, business executives, and government organizations.

Readers will be thoroughly updated on current trends and insights of economists, educators, and workforce experts in a graphically attractive package. The 2018 Orange County Workforce Indicators report will be both visually inviting and technically accurate.

Overall, this report is meant to serve as the primary source for unbiased, detailed research and data analysis regarding Orange County's economic, education, and workforce environment that can be used in a number of settings, such as:

- Planning
- Forecasting
- Grant Writing
- Business Decision-Making

2018 Orange County Workforce Indicators Report Outline:

- Executive Summary
- Introduction
- Demographic Trends
- Education and Workforce Training Trends
- K-12 Education
- College Readiness
- Middle Skills
- Special Focus on Community Colleges
- STEM/STEAM
- Industry and Occupation Trends
- Acknowledgements

Timeline

Data collection and research to commence on August 14, 2018. Report will be printed, released, and presented at OCBC's annual Workforce on October 30, 2018.

Deliverables

Report will also include a "Key Findings" infographic document as well as PowerPoint presentation.

Cost and Support/Leverage

The amount associated with community college support for the Workplan outlined above (data collection, research, analysis, narrative, design, printing, presentation, and other deliverables outlined above) is \$75,000.

Other public and private funds will be used to leverage the lead sponsorship/support dollars

Sole Source

Local area expertise and experience is key to developing labor market information, economic strategy, education, and workforce development research. The OCBC research team has been producing the report since 2000. No other similar report or entity exists that has the required capabilities, experience and expertise to conduct the research and analysis required for this highly specialized professional service.

Budget

Timeline: August 1, 2018 to October 30, 2018

Research: Collection, Analysis and Development	<u>Budget</u>
Data Collection	\$ 25,000
Analysis	\$ 25,000
Narrative Text Development	\$ 25,000
Total	\$ 75,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 13, 2018
Re: Approval of First Amendment to Sub-Agreement between RSCCD and North Orange County Community College District (NOCCCD) on behalf of Fullerton College for the National Science Foundation Advanced Technological Education (NSF ATE) – Orange County Biotechnology Collaborative Partnership Project	
Action: Request for Approval	

BACKGROUND

Santa Ana College was awarded a National Science Foundation Advanced Technological Education (NSF ATE) grant for their *Orange County Biotechnology Collaborative Partnership* project, in partnership with Santiago Canyon College and Fullerton College. Through this project the three colleges will increase enrollment in the biotechnology programs, ensure that students who complete the programs have the skills and knowledge required to enter and succeed in biotechnology occupations, produce high numbers of qualified biotechnicians to meet the workforce need, and align the biotechnology programs with industry workforce needs.

ANALYSIS

Santa Ana College and NOCCD – Fullerton College agree that the performance in the funding period of August 1, 2015 to July 31, 2018 be extended through June 30, 2019. Please refer to this [link](#) to access a copy of the original sub-agreement.

The Project Administrator is Dean Michelle Priest and the Project Director is Dr. Kathy Takahashi.

RECOMMENDATION

It is recommended that the Board approve the first 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 13, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This **First Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 14th 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 “SUBRECIPIENT”), to amend that certain Agreement between the parties which commenced on August 1, 2015, and

WHEREAS, RSCCD was awarded an Advanced Technological Education grant (Award No. 1502064) (hereinafter “Grant”) to implement the Orange County Biotechnology Collaborative project from the National Science Foundation (hereinafter “PRIME SPONSOR”), and the goals of the project are to: 1) Increase enrollment in the community colleges’ biotechnology programs, especially among underrepresented populations; 2) Ensure that students who complete the colleges’ biotechnology programs have the knowledge, skills and abilities required to enter and succeed in biotechnology occupations; 3) Produce a high number of biotechnicians to address the regional workforce need; and, 4) Improve program alignment with industry workforce needs and build robust programs through regional alignment and collaboration;

WHEREAS, RSCCD and SUBRECIPIENT want to revise the term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance, page 1, of the Agreement is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from August 1, 2015 through June 30, 2019.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBRECIPIENT: *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 13, 2018

EIN: 95-2394131

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and San Jose-Evergreen Community College District for the Career Technical Education (CTE) Data Unlocked Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners selected by the California Community Colleges Chancellor's Office.

ANALYSIS

To support colleges to build capacity to implement Strong Workforce Taskforce Recommendations and collect metrics for the Strong Workforce Program, the Chancellor's Office allocated \$50,000 grant awards to all colleges and continuing education centers in the state. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 – 10/31/17. However, the Chancellor's Office will allow colleges to use the funds for three years from the start date, 7/1/16. Evergreen Valley College requested an amendment to their agreement to document the three-year period of performance allowed by the Chancellor's Office. An amendment to the sub-agreement has been developed accordingly.

Project Director: Sarah Santoyo**Project Administrator:** Enrique Perez**RECOMMENDATION**

It is recommended that the Board approve the first 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 agreements on behalf of the district.

Fiscal Impact: none	Board Date: August 13, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT**

This **First Amendment** to the grant sub-agreement (hereinafter "Agreement") is entered into on this 13th day of August, 2018, between Rancho Santiago Community College District (hereinafter "RSCCD") and San Jose-Evergreen Community College District (hereinafter "SUBCONTRACTOR"), on behalf of Evergreen Valley College, to amend that certain Agreement (DO-17-2220-37) between the parties which commenced on July 19, 2016; and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges;

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the Term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college's goals for CTE data management and capacity development for three years from the project start date.

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 caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *San Jose-Evergreen
Community College District*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: August 13, 2018

Employer/Taxpayer Identification Number (EIN)

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 18th day of July, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and San Jose-Evergreen Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Evergreen Valley College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

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 the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to 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 July 19, 2016 through October 31, 2017.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

2. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

3. **Payment**

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. "Total Costs".

4. **Invoices**

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

5. **Reporting**

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

6. **Expenditure of Grant Funds**

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. **Modifications**

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

8. **Time Extensions**

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

2. **Independent Contractor**
SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.
3. **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 the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. 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.
4. **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.
5. **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 the performance of this Agreement.
6. **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.
7. **Termination**
Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of

mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

2. 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.

3. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
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:

Primary Contact:
Lena Tran
Dean of Business and Workforce
3095 Yerba Buena Rd.
San Jose, CA 95135
lena.tran@evc.edu
(408) 531-6126

2. 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.

3. 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 Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), 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. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

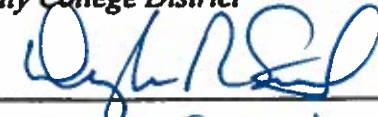
This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives 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: *San Jose-Evergreen Community College District*

By: 
Name: Peter J. Hardash

By: 
Name: Doug Smith

Title: Vice Chancellor
Business Operations/Fiscal Services

Title: Vice Chancellor,
Administrative Services

Date: 7/19/16

Date: 9-7-16

Board Approval Date: July 18, 2016

77-0100756
Employer/Taxpayer Identification Number (EIN)

9/7/16
JRM

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Revision to Sub-Agreement between Rancho Santiago Community College District and State Center Community College District	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) was selected to serve as the Fiscal Agent for the Regional Consortia for 2018/2019, funded by the Perkins Career and Technical Education Act, Title 1B. Each of the seven regions in the state have a Regional Consortium to serve as a hub for career education program planning and development, workforce and economic development, partnership development with industry, business, workforce development partners, and K-12 and higher education leaders, and to facilitate and support implementation of grant and policy initiatives on a regional basis.

ANALYSIS

The Fiscal Agent created sub-grant agreements with each Regional Consortium host, which were approved by the board on June 25, 2018. However, it was discovered that the amount listed for the Central Mother Lode Regional Consortium, \$220,000, was incorrect, and should be revised to \$300,000. The corrected sub-agreement listing the actual allocation is enclosed for the board's review and approval. No other changes have been made to the agreement.

Sub-Agreement No.	Regional Consortium (RC)	Host	Amount	Correction
18-1592-1	Central Mother Lode RC	State Center CCD	\$220,000	\$300,000
18-1592-2	South Central Coast RC	Santa Barbara CCD	\$220,000	
18-1592-3	Inland Empire RC	Riverside CCD	\$220,000	
18-1592-4	San Diego/Imperial RC	Grossmont-Cuyamaca CCD	\$220,000	
18-1592-5	North Far North RC	Butte-Glenn CCD	\$370,000	
18-1592-6	Bay Area RC	Cabrillo CCD	\$370,000	
		Total Sub-Agreements	\$1,620,000	\$1,700,000
Budgeted in #1591	Los Angeles/Orange County RC	Rancho Santiago CCD	\$370,000	

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve the revision 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: \$80,000.00 (grant-funded)	Board Date: August 13, 2018
Prepared by: Maria Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
STATE CENTER COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of August, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **State Center Community College District** (hereinafter “SUBCONTRACTOR”), on behalf of the **Central/Mother Lode Regional Consortium**. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “Perkins 1B - Regional Consortia,” grant Prime Award #18-208-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to distribute the 2018/2019 Regional Consortia grants hosted in each of seven regions in the state, and perform sub-recipient monitoring in coordination with the PRIME SPONSOR,

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 the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**
SUBCONTRACTOR agrees to 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 July 1, 2018 through June 30, 2019.
3. **Total Cost**
The total cost to RSCCD for performance of this Agreement shall not exceed \$300,000.00 USD.
4. **Budget**
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Budget (*Exhibit A*) submitted by the SUBCONTRACTOR and

approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

RSCCD shall reimburse SUBCONTRACTOR for the cost of the work performed through an quarterly invoicing process (see I.6 “Invoices”), up to but not exceeding the amount listed above under Article I.3. “Total Costs”.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and be submitted on a quarterly basis. RSCCD may request back-up documentation for expenditures, if required to confirm compliance with federal Uniform Grant Guidelines and Perkins regulations prior to processing payment.

Quarter Period	Due Date of Quarterly Invoice
July 1 st – September 30 th	October 25 th
October 1 st – December 31 st	January 25 th
January 31 st – March 31 st	April 30 th
April 1 st – June 30 th	July 25 th

Submit invoices to the following address:

Rancho Santiago Community College District
 ATTN: Sarah Santoyo
 2323 North Broadway, Suite 350
 Santa Ana, CA 92706
 Santoyo_Sarah@rsccd.edu

7. Reporting

SUBCONTRACTOR will submit program and financial reports as required by the PRIME SPONSOR. RSCCD or the PRIME SPONSOR will provide instructions for reporting to the SUB-CONTRACTOR. The reporting schedule is as follows:

Quarter Period	Due Date of Quarterly Report
July 1 st – September 30 th	October 25 th
October 1 st – December 31 st	January 25 th
January 31 st – March 31 st	April 30 th
April 1 st – June 30 th	July 25 th

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 funds received and for any misappropriation or dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

11. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. 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 RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state 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 the PRIME SPONSOR and/or 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.

13. 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.

14. 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 the performance of this Agreement.

15. 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.

16. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

17. 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.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD:

Primary Contact:

Sarah Santoyo, Executive Director of Resource Development
Rancho Santiago Community College District
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:

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:

Primary Contact:

Karri Hammerstrom, Chair
Central/Mother Lode Regional Consortium at Reedley College
995 N. Reed Ave.
Reedley, CA 93654
(559) 324-6476, karri.hammerstrom@reedleycollege.edu

Fiscal Representative:

Cindy Chang, Accountant/Auditor
(559) 244-5900 ext. 5924, cindy.chang@scccd.edu

19. 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.

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.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 10/17 and Article II, Rev. 05/14), 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. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

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: *State Center
Community College District*

By: _____
Name: Peter J. Hardash

Title: Vice Chancellor
Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: August 13, 2018

94-1574802

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Appendix B – Project Application Approved by the Chancellor’s Office

Exhibit B: Articles I, Rev. 10/17 and Article II, Rev. 05/14

Exhibit C: RFA – Regional Consortia Grant – *Revised (Monday, January 28, 2013)*

NOTE: Exhibit B and Exhibit C are for reference on allowable activities and costs, and provide guidance on the purpose and objectives of the Grant. The SUBCONTRACTOR’s payment and reporting terms are listed in the body of the Agreement.

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

FISCAL YEAR: **2018/19** (e.g. 2014/15)

GRANT TYPE: **GRANT RENEWAL**

PROJECT:	FUNDING SOURCE:	RFA NUMBER:	MATCH % REQUIRED:	Indirect Cost % Allowed
Deputy Sector Navigator	Economic Development	13-157	100%	4%
Regional Consortia	Perkins IB-State Leadership	13-156	0%	4%
Sector Navigator	Economic Development	12-345	100%	4%
Technical Assistance Provider CoE	Economic Development	12-345	50%	4%

THIS FORM MAY NOT BE REPLICATED



APPENDIX B

GRANT TYPE: GRANT RENEWAL

The following information are linked throughout the forms package:

DISTRICT (Grantee): State Center CCD

COLLEGE: N/A

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

FISCAL YEAR: 2018/19

RFA Number: 13-156

FUNDING SOURCE: Perkins IB-State Leadership

Requested Amount: \$ 300,000

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA Number: 13-156

CONTACT PAGE

District:	State Center CCD		
Address:	1525 E. Weldon Ave.		
City:	Fresno	State:	CA
		Zip:	93704-6340

District Superintendent/President (or authorized designee)			
Name:	Dr. Dale Paul Parnell, Jr.	Phone:	(559) 244-5900
Title:	Chancellor, SCCCC	Fax:	(559) 499-6008
E-mail Address:	paul.parnell@scccd.edu		

Responsible Administrator (Should not be the same as Project Director)			
Name:	Jerome Countee	Phone:	(559) 324-6475
Title:	Vice Chancellor, Educational Services & Inst. Effectiveness	Fax:	(559) 499-6017
E-mail Address:	jerome.countee@scccd.edu		

Project Director (Person responsible for conducting the daily operation of the grant)			
Name:	Karri Hammerstrom	Phone:	(559) 324-6476
Title:	Regional Chair, Central/Mother Lode Region	Fax:	(559) 499-6066
E-mail Address:	karri.hammerstrom@reedleycollege.edu		

Person Responsible for Data Entry			
Name:	April Farkas	Phone:	(559) 324-6444
Title:	CRC Program Specialist	Fax:	(559) 499-6066
E-mail Address:	april.farkas@scccd.edu		

District Chief Business Officer (or authorized designee)			
Name:	Edwin Eng	Phone:	(559) 244-5900 ext. 5910
Title:	Vice Chancellor, Finance & Administration	Fax:	(559) 499-6003
E-mail Address:	ed.eng@scccd.edu		

Person Responsible for Budget Certification			
Name:	Cindy Chang	Phone:	(559) 244-5900 ext. 5924
Title:	Accountant/Auditor	Fax:	(559) 499-6010
E-mail Address:	cindy.chang@scccd.edu		

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	Match Not Required
			\$ 300,000	0%
1000	INSTRUCTIONAL SALARIES	1	\$ 112,363	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 77,199	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 76,321	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 3,000	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 18,079	\$ 0
6000	CAPITAL OUTLAY	6	\$ 1,500	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 288,462	\$ 0
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Cost): 4%		9	\$ 11,538	
TOTAL COSTS:		10	\$ 300,000	\$ 0

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Karri Hammerstrom

Title: Regional Chair, Central/Mother Lode Region

Authorized Signature: 

Date: _____

District Chief Business Officer (or authorized designee):

Name: Edwin Eng

Title: Vice Chancellor, Finance & Administration

Authorized Signature: 

Date: 6/12/18

THIS FORM MAY NOT BE REPLICATED
APPENDIX B

PROJECT: Regional Consortia

SECTOR (if applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

Please Note:
To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		Perkins IB-State Leadership	
		\$	300,000
1000	Regional Chair/Director	\$	112,363
	(July-June 100%)	\$	-
		\$	-
		\$	-
2000	Accounting Technician II: (July-June x 30%)	\$	19,588
	Program Specialist (July-June 100%)	\$	57,611
		\$	-
		\$	-
3000	Employee Benefits		
	Benefits Director-includes health, STRS, and Medicare, SUI, Workers Comp	\$	35,915
	Benefits Accounting Tech -includes health, PERS, and FICA, Medicare, SUI, Workers Comp	\$	9,841
	Benefits Program Specialist - includes PERS, and FICA, Medicare, SUI, Workers Comp	\$	30,565
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials		
	General office	\$	1,500
	Other Supplies-Meetings and workshops	\$	1,500
		\$	-
		\$	-

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (if applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2017/18

RFA NUMBER: 13-156



Collaborative Regional Workplan Certification

In accordance with the required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics.

Print Name: Karri Hammerstrom, Regional Chair

Signature:

Date:

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
In response to the SWP and grant objectives, support the CRC regional priority and emerging industry sectors through alignment, leveraging and engagement of the Sector Navigators, Deputy Sector Navigators, Technical Assistance Providers, community colleges, faculty, administrators, and stakeholders.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Coordinate with the Deputy Sector Navigators (DSNs) and leverage their resources.	Coordination with the DSNs for Sector Navigator (SN) coordination of vision and statewide strategy alignment for SWP M&B at annual Central/Mother Lode Regional Consortium (CRC) Key Talent Planning Meeting, CRC Annual Planning Conference, CRC Steering Committee Meetings, and other industry/sector/partner meetings.	July 2018-June 2019	Regional Chair (RC) DSNs
1.2	Connect DSNs with industry partners and stakeholders to help regional colleges leverage, increase and improve CTE pathways.	CTE/Industry Sector events will be conducted throughout the region, focusing on elevating the level of collegial support for the region's priority and emergent sectors in response to Labor Market Information (LMI), as well as the ability to involve other CCCCCO initiatives and statewide partners.	July 2018-June 2019	RC, DSNs
1.3	Coordinate with the Center of Excellence (COE), DSNs and TAPs to provide industry trends, curriculum inventory and LMI updates for each sector; post these to the regional/DSN/COE websites.	Curriculum inventory and/or sector profiles to be created/updated and posted for each sector. Creation of Sector Profile Book. Looker reports.	July 2018-June 2019	RC, COE, DSNs, TAPs

5.5 (17)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
In response to the SWP and grant objectives, support the CRC regional priority and emerging industry sectors through alignment, leveraging and engagement of the Sector Navigators, Deputy Sector Navigators, Technical Assistance Providers, community colleges, faculty, administrators, and stakeholders.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Engage college and high school counselors to promote CTE pathways in each priority and emergent sector.	Annual regional counselor conference will be held in the region, in support of sustained engagement with the K-12 initiatives; invitation to participate New World of Work trainings; Ed Futures/TPP program development.	September 14, 2018 July 2018-June 2019	RC, DSNs, TAPs SWP Approved Project Leads
1.5	Promote and support regional advisory board systems and increased industry engagement in the priority and emerging sectors.	We will support at least one regional meeting with each industry sector or combined sectors; expand outreach to the business sector by connecting to regional chambers of commerce and business/industry groups.	July 2018-June 2019	RC, DSNs
1.6	Convene and facilitate the 18-19 SWP (SW2, SW3, SW4) planning process and regional funding allocations.	CRC members and stakeholders will attend meetings to facilitate the regional planning process and funding allocations for the 18-19 SWP funds (SW2, SW3, SW4).	July 2018-June 2019 SWP milestone dates & deadlines	RC, Key Talent, CCCCCO 18-19 Work Plan Objectives

5.5 (18)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
Support a regional structure to ensure that every community college in the region is aware of opportunities to participate in each gathering and decision making process to advance the goals of the Doing What Matters framework and the SWP.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Conduct Steering Committee meetings which are open to all member colleges as well as partner/industry stakeholders, with video and/or audio conference options as available.	Six (6) Steering Committee meetings include the DWM elements such as: LMI data review, CTE program discussions, DSN updates, regional planning efforts, STF recommendations, and discussion of curriculum gaps.	Aug. 2, Sept. 13, Oct. 9, 2018 Feb. 21, Apr. 2, June 10-12, 2019 July 2018-June 2019	RC, Steering Committee DSNs, COE
2.2	Conference calls with DSNs to joint-plan regional meetings and events.	Monthly/bi-monthly meetings will result in strategy development for enhanced regional collaboration and enhanced collaborative communities.	Monthly/Bi-weekly; July 2018-June 2019	RC, DSNs
2.3	Engage each regional college via at least one direct contact with CEOs, CIOs, CTE and EWD deans, or other representative stakeholder.	Participate and/or conduct member college meetings for information sharing with regional partner/industry stakeholders (i.e. WDBs, EDCs, K-12 partners (TK), Chambers of Commerce, private/public sector partners, federal/state agency partners, California Partnership for the San Joaquin Valley [CPSJV], Central Valley Higher Education Consortium [CVHEC], Fresno Business Council, CA Forward, and CIOs.)	July 2018-June 2019	RC, DSNs, Key Talent COE

5.5 (19)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 2
Support a regional structure to ensure that every community college in the region is aware of opportunities to participate in each gathering and decision making process to advance the goals of the Doing What Matters framework and the SWP.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Attend, present, and joint-plan for regional partner/industry stakeholder convenings; share information about the CRC, and activities/projects the member colleges and CRC are working on in an effort to develop authentic partnerships, provide transparency, and create collaborative communities.	Attend up to 15 partner/industry stakeholder meetings throughout the region annually.	July 2018-June 2019	RC
2.5	Act as first point of contact representing the Chancellor's Office for regional inquiries.	Disseminate information in meetings, a monthly CRC e-newsletter, emails, and on the CRC website.	July 2018-June 2019	RC
2.6	Continue to understand, support, and communicate the SWP program initiatives.	Disseminate, collaborate, promote, and facilitate implementation and awareness among our workforce partners on SWP and WIOA directives.	July 2018-June 2019	RC

5.5 (20)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 3
Support alignment and integration of CTE pathways within the regional priority and emergent industry sectors to advance the goals of the SWP and Doing What Matters framework and the SWP initiative.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Connect DSNs/SNs with regional "sector experts" for national, state, and regional efforts; facilitate connections between regional businesses, industries and labor organizations and college programs.	DSNs/SNs, industry, and faculty will participate in Industry Sector events.	July 2018-June 2019	RC, DSNs
3.2	Engage CTE teachers and faculty in the SWP, Doing What Matters framework, and CTE career pathways.	Regional consortia will target and engage participation with both K-12 and community college CTE instructors, and hold meetings and workshops in collaboration with CTE Pathway grantees in the region. Seek nexus with Guided Pathways.	July 2018-June 2019	RC, DSN
3.3	Collaborate with colleges on promoting STEM and STEAM education in the sectors as appropriate, as well as with Teacher Preparation Pipelines (TPP).	Canvas partner colleges re: STEM and STEAM education intergration into career pathway curriculum as appropriate. Collaborate with WHCCD/TPP, COS, Porterville, Fresno State, SVEI, and others to increase the TPP to meet the need for teachers in the region. Continue with Ed Futures/TPP program development support.	July 2018-June 2019	RC, DSN Key Talent SWP SW2 Project

5.5 (21)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 3
Support alignment and integration of CTE pathways within the regional priority and emergent industry sectors to advance the goals of the SWP and Doing What Matters framework and the SWP initiative.

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Identify and/or provide training for faculty on integration of soft skills into curriculum.	Training events will be identified/conducted/offered throughout the region. Continued support and sponsoring of New World of Work trainings.	July 2018-June 2019	RC, DSNs
3.5	Lead engagement to identify best practices from other regions, state, and national partners.	Communicate via electronic media and meetings to share best practices, reports post conference, Googl docs, and an e-newsletter.	July 2018-June 2019	RC, DSNs
3.6	Improve and evolve the Program Approval process.	Provide training on the CRC program review process; document the process and post information on the CRC website. Participate in the regional review of processes for improvement as appropriate, and support SWF recommendations for streamlining, while upholding two-week review turnarounds for completed applications. CONitnue to support the use of www.regionalcte.org as the prefered web-based submission portal (49 projects reviewed 17-18).	July 2018-June 2019	RC, Steering Committee

5.5 (22)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 4
Participate and support Regional Priority Needs regarding the use of data to achieve the SWP-WIOA Metrics and Doing What Matters goals

Strong Workforce Metrics:
Select: 1 **Number of course enrollments: The number of registrations in courses (may include duplicated students)****

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Provide information about convening opportunities for member colleges to engage in technical assistance to enhance and inform regional projects about the goals and objectives that affect SWP-WIOA Metrics of the Central/Mother Lode Regional Consortium.	Conduct member college meetings for information sharing with regional partner/industry stakeholders that are assisting with efforts to affect SWP-WIOA metrics and Accountability Measures.	July 2018-June 2019	RC, DSNs, COE, TAPs
4.2	Promote use of COE and Launchboard data tools to support decision making.	Provide current information and support trainings on evolving data tools and systems to our regional colleges and partners; support the COE as the go-to source for all matters related to data. Require COE LMI for all new program review and in support of SW projects entered into NOVA.	July 2018-June 2019	RC, COE
4.3	Provide relevant data to inform our regional workforce partners on current labor market needs.	Coordinate discussion and distribute the findings of labor market data from the Centers of Excellence and WDBs. Development of new Sector Profile Booklet.	July 2018-June 2019	RC, DSNs, COE

5.5 (23)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 4
Participate and support Regional Priority Needs regarding the use of data to achieve the SWP-WIOA Metrics and Doing What Matters goals

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Provide relevant regional data to statewide leadership.	Participate in discussions with statewide leadership on information gained from data, resulting in alignment of regional and statewide activities, as well as in the evaluation of program review/curriculum development.	July 2018-June 2019	RC, DSNs, COE, TAPs
4.5	Support and partner with Center of Excellence to collect pertinent data to support CRC regional needs.	Center of Excellence will provide research and labor market data for the CRC and colleges within the region.	July 2017-June 2018	RC, COE
4.6				

5.5 (24)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 5
Convene, facilitate, and inform CRC Regional Members and Stakeholders to ensure streamlines and successful outcomes of the SWP & grant objectives.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	First point of contact representing the CCCCCO for region inquiries, including facilitating business/industry connection with college programs.	Timely response to all regional inquiries from business/industry with connection to regional resources and sector activities.	July 2018-June 2019	RC
5.2	Facilitate CRC regional steering committee meetings.	Conduct at least six (6) F2F or remote meetings with staff/voting members from each college and stakeholders to coordinate programs and services, to share information, validate priority and emergent sectors. The Central/Mother Lode Regional Consortium Board members will commit to communication with their CEOs and CIOs regarding Central/Mother Lode Regional Consortium issues, projects, and progress. We will arrange conference calls between	August, September, and November 2017 January, March, and June 2018 July 2018-June 2019	RC Steering Committee
5.3	Engage external workforce partners and other stakeholders on the work of the regional consortia (such as work with the San Joaquin Valley Partnership/Slingshot Initiative, Fresno WDB, other county and regional WDBs, and CA Forward).	The Central/Mother Lode Regional Consortium will host/participate in a minimum of one (1) regional joint meeting with workforce and economic development collaborators to help develop state-aligned or regionally-aligned strategies and goals and structured industry-informed pathways; review industry, labor, and economic data reports; and identify opportunities.	July 2018-June 2019	RC

5.5 (25)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 5
Convene, facilitate, and inform CRC Regional Members and Stakeholders to ensure streamlines and successful outcomes of the SWP & grant objectives.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4	Work with the region's WEDPAC/EDPAC representative to provide regular CEO and CIO briefings.	Coordinate with region's WEDPAC/EDPAC representative to prepare regular briefings.	July 2018-June 2019	RC
5.5	Engage (internal) senior level college leadership on the work of the regional consortia.	Partner with the Central Valley Higher Education Consortium (CVHEC), whose board is made up of CEOs from throughout Central Valley community colleges, CSU's, UC's and private colleges; provide an annual briefing. Min. of quarterly with CVHEC staff.	Fall 2018, Spring 2019 Quarterly	RC CVHEC
5.6	Provide regular communication with the regional networks.	The regional workforce development networks will be included in communications sent out to the regional members with news and notices of events. Additionally, they will be asked to provide input for Central/Mother Lode Regional Consortium meeting agendas and will be provided an opportunity to present at Central/Mother Lode Regional Consortium meetings.	Monthly July 2018-June 2019	RC Regional Workforce Development Networks

5.5 (26)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 5
Convene, facilitate, and inform CRC Regional Members and Stakeholders to ensure streamlines and successful outcomes of the SWP & grant objectives.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.7	Participate and facilitate, as needed, Key Talent meetings and conference calls.	Bi-monthly CCC conference calls with Key Talent to disseminate information, facilitate coordination, and share best practices.	Bi-monthly July 2018-June 2019	RC, Key Talent
5.8				
5.9				

5.5 (27)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 6
Create and manage consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges; as well as execute all grant obligations

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Maintain and update the Central/Mother Lode Regional Consortium website (CRC website).	Post updates and calendar of regional events, industry sector projects, and partners/industry support opportunities for all regional members as well as business/industry, CCCCCO, and partner stakeholders to access. Redesigned internal-facing website. Development of external-facing website.	July 2018-June 2019 Dec. 18, Jan 19	RC Contracted-project develo
6.2	Promote work of all DSNs on the CRC website and newsletter.	Post current objectives, history of the consortium, member colleges and representatives, news from around the region, information on CTE programs and courses, partner/industry stakeholders, notices of professional development opportunities, and SC agendas/minutes.	July 2018-June 2019	RC
6.3	Enhance website with plans for development of Priority/Emergent Sectors (collaborative communities, sector experts, Sector Navigators) as well as data reports, CCC Conference recordings, e-newsletters).	Regional information and data to become readily available and easy to find. Redesigned internal-facing website. Development of external-facing website.	July 2018-June 2019 Dec. 18, Jan 19	RC Contracted-project develo

5.5 (28)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 6
Create and manage consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges; as well as execute all grant obligations

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4	Create monthly newsletter and distribute through the Central/Mother Lode Regional Consortium Constant Contact.	Monthly newsletters include information throughout the region for all stakeholders. Create mobile friendly format.	Monthly July 2018-June 2019	RC
6.5	Expand and maintain contact list to facilitate communication of regional stakeholders.	Improve and expand database; make resource directory available as a communication tool for all regional stakeholders.	July 2018-June 2019	RC
6.6	Support meeting logistics for all regional meetings.	Regional Steering Committee meetings and other convenings are supported on an ongoing basis.	July 2018-June 2019	RC

5.5 (29)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 6
Create and manage consortium logistics and collaboration tools, such as websites, listservs, meeting logistics, reporting, directories, and communication between member colleges; as well as execute all grant obligations

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.7	If new mandates evolve from the Chancellor's Office for the consortia, the work plan will be modified.	Work plan will be modified to meet new mandates, as applicable.	July 2018-June 2019	RC, Steering Committee
6.8	Complete required documentation to comply with grant obligations.	All quarterly, year-end narratives, and budgets to be completed and submitted on time.	July 2018-June 2019	RC
6.9	Support grant objectives through implementing and sustaining internal marketing plan.	In response to SWP and Projects in Common, establish an ad-hoc marketing committee to shepherd a region-wide marketing campaign, as well as to coordinate with state efforts. Review RFP responses with intent to award contract.	July 2018-June 2019 July 2018	RC Contracted-project developer

5.5 (30)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 7
Communicate and coordinate with other regions, the state and national partners on SWP/DWM, M&B CTE and workforce & economic development issues, programs, conferences and events.

Strong Workforce Metrics:
Select: 9 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1	Central/Mother Lode Regional Consortium Chair as established first point of contact.	Connection with the CCCCCO through in-person, CCC Conference and phone referrals for business/industry to connect with regional programs; timely response to all regional inquiries from business/industry with connection to regional resources and sector activities.	July 2018-June 2019	RC
7.2	Participate in CCCCCO Chair Deep Dives, WEDPAC/EDPAC, and other state convenings	Present and engage at regular CCCCCO convenings. Participate in weekly communities of practice with RCs and RCs/Fiscal Agents to develop and maintain best practices for the state.	As scheduled, quarterly Weekly	RC
7.3	Participate in and attend at CCCAOE pre-conference and conference.	Attend and engage at CCCAOE.	October 2018 April 2019	RC

5.5 (31)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 7
Communicate and coordinate with other regions, the state and national partners on SWP/DWM, M&B CTE and workforce & economic development issues, programs, conferences and events.

Strong Workforce Metrics:
Select: 9 Attained a living wage: Proportion of exiting completing and skills-builder students who attained the living wage for a single individual in the college's Doing What Matters region (based on a match to the state unemployment insurance wage file and Insight Center for Community Economic Development data)

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4	Exchange information with partners within and outside the region at meetings/convenings/conferences as the representative of the Central/Mother Lode Region.	Attend and represent CRC at events such as: AACC Workforce Development Institute, NCCET, AACC NCPN Annual Conference, ACTE Career Tech VISION, ACTE National Policy Seminar and other convenings.	July 2018-June 2019	Steering Committee RC Key Talent
7.5				
7.6				

5.5 (32)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 8
Inform and increase awareness of the SWP and Doing What Matters Framework to support regional initiatives and the grant objectives for Central/Mother Lode Regional Consortium member colleges and key stakeholders.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.1	Engage CTE Deans, SNs, and DSNs to facilitate connections between regional businesses, industries and labor organizations and college programs relating to execution of the SWP Regional and CRC Strategic Plans in the area of <u>Communication & Leadership (Communication, Organization, Marketing, and Leadership Development)</u> .	Implement CRC Strategic Plan directives and other opportunities in the area of Communication & Leadership (Communication, Organization, Marketing, and Leadership Development) that inform and engage internal and external partners.	July 2018-July 2019 Reports at SC mtgs; CRC newsletter, emails	RC DSNs, TAPs Steering Committee
8.2	Engage CTE Deans, SNs and DSNs to facilitate connections between regional businesses, industries and labor organizations and college programs relating to execution of the SWP Regional and CRC Strategic Plans in the area of <u>CTE Curriculum, Programs & Pathways (Program Alignment, Course & Program Approval, Skills-BUILDER Strategy, & Career Pathways)</u> .	Implement CRC Strategic Plan directives and other opportunities in the area of CTE Curriculum, Programs & Pathways (Program Alignment; Course & Program Approval; Skills-BUILDER Strategy; & Career Pathways) that inform and engage internal and external partners.	July 2018-July 2019 Reports at SC mtgs; CRC newsletter, e-mails	RC DSNs, TAPs Steering Committee
8.3	Engage CTE Deans, SNs and DSNs to facilitate connections between regional businesses, industries and labor organizations and college programs relating to execution of the SWP Regional and CRC Strategic Plans in the area of <u>CTE Student Support Services (Dedicated CTE Counselor, Internship Placement)</u> .	Implement CRC Strategic Plan directives and other opportunities in the area of CTE Student Support Services (Dedicated CTE Counselor; Internship Placement) that inform and engage external and internal partners including alignment/replication strategies and best practices related to dedicated CTE Counselors and internship program development.	July 2018-July 2019 Reports at SC mtgs; CRC newsletter, e-mails	RC DSNs, TAPs, COE Steering Committee

5.5 (33)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 8
Inform and increase awareness of the SWP and Doing What Matters Framework to support regional initiatives and the grant objectives for Central/Mother Lode Regional Consortium member colleges and key stakeholders.

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
8.4	Engage CTE Deans, SNs and DSNs to facilitate connections between regional businesses, industries and labor organizations and college programs relating to execution of the SWP Regional and CRC Strategic Plans in the <u>area of Research & Data (Training Program; Internal Advocacy; Resources)</u> .	Implement CRC Strategic Plan directives and other opportunities in the area of Research & Data (Training Program; Internal Advocacy; Resources) that inform and engage internal and external partners.	July 2018-July 2019 Reports at SC mtgs; CRC newsletter, e-mails	RC DSNs, TAPs, COE Steering Committee
8.5	Provide and collaborate on professional development for faculty, SC, CEOs, CIOs, CRC, and Key Talent in priority and emerging sectors.	CRC staff/representatives, Key Talent, SC & CTE Deans and college faculty, CEOs/CIOs will participate in professional development to ensure ongoing currency of workforce and education trends. Support opportunities for PD workshops related to case management; WBL, data management, etc.	July 2018-July 2019 Reports at SC mtgs; CRC newsletter, e-mails	RC DSNs, TAPs, COE Steering Committee
8.6				

5.5 (34)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 9
Champion region-wide projects (also know as Projects in Common) and support Key Talent work with colleges using Strong Workforce Program funds to deliver more, better, equitable CTE within each of the priority sectors in the CRC region and other regions, as applicable

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.1	Develop Projects-in-Common; create a space for projects for multi-regional and statewide efforts.	Develop a shared plan; execution of region-wide projects.	July 2018-June 2019	RC, Key Talent College project leads
9.2	Leverage RC bi-weekly calls to engage with SNs around in common projects that have been identified.	Create functional communities of practices; input provided to CCCCCO re: all-hands meetings.	July 2018-June 2019 June 26, 2018 Aligned with SWP milestone dates	RC, Key Talent
9.3	Leverage DSN bi-weekly regional calls to acquire feedback around identified projects in common.	Develop a shared plan; convene annual CRC DSN workplan planning meeting.	July 2018-June 2019 Aligned with SWP milestone dates Spring 2019	RC, Key Talent

5.5 (35)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Regional Consortia

SECTOR (If applicable): N/A

DISTRICT: State Center CCD

COLLEGE: N/A

FISCAL YEAR: 2018/19

RFA NUMBER: 13-156

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 9
Champion region-wide projects (also know as Projects in Common) and support Key Talent work with colleges using Strong Workforce Program funds to deliver more, better, equitable CTE within each of the priority sectors in the CRC region and other regions, as applicable

Strong Workforce Metrics:
Select: 1 Number of course enrollments: The number of registrations in courses (may include duplicated students)**

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
9.4	Work with COE TAP to vet projects in common with Labor Market information.	Develop a shared plan; support creting of Sector Profile Booklet and Updates; champion SW2 & SW3 support of COE.	July 2018-June 2019 Aligned with SWP milestone dates	RC, Key Talent
9.5	Host and facilitate sector specific webinars with consortia members to inform others about SWP projects.	Distribute information pertaining to Regional and Region Wide Projects, into which colleges may choose to invest their SWP funds.	July 2018-June 2019	RC, Key Talent
9.6				

5.5 (36)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: August 13, 2018
Re:	Approval of Auxiliary Organizations in Good Standing - Administrative Regulations/Board Policy 3600	
Action:	Request for approval	

BACKGROUND

Education Code 72670 authorizes the Board of Trustees to establish auxiliary organizations for providing supportive services and specialized programs for the general benefit of the District or its colleges.

Administrative Regulation 3600 directs the Chancellor to annually provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which are found to be in compliance with applicable laws, policies and regulations, shall be included in the list.

ANALYSIS

It is proposed that the following auxiliary organizations be recognized by the Board of Trustees of the Rancho Santiago Community College District to be in good standing:

- The Associated Student Government of Santa Ana College
- The Associated Student Government of Santiago Canyon College
- The Santa Ana College Foundation
- The Santiago Canyon College Foundation
- The Rancho Santiago Community College District Foundation

RECOMMENDATION

It is recommended that the Board of Trustees approve the list of auxiliary organizations in good standing as presented.

Fiscal Impact: None	Board Date: August 13, 2018
Prepared by: Patricia S. Duenez, Interim Assistant to the Vice Chancellor	
Submitted by: Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES

To:	Board of Trustees	Date:	August 13, 2018
Re:	Adoption of Resolution No. 18-17 Certifying Emergency Closure of Centennial Child Development Center		
Action:	Request for Adoption		

BACKGROUND

Centennial Child Development Center was closed on June 14, 2018, due to a water outage caused by ruptures in the main water pipe at Centennial Park. Consequently, average daily attendance (ADA) revenue from the California Department of Education was lost.

ANALYSIS

Education Code 8271 provides against the loss of funds due to emergency closures that are beyond the control of the contractor. In accordance with this regulation, the Board of Trustees must adopt a resolution certifying the closure to request lost revenue.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 18-17 certifying that the Centennial Child Development Center was closed due to an emergency water outage on June 14, 2018.

Fiscal Impact:	None	Board Date:	August 13, 2018
Prepared by:	Janneth Linnell, Executive Director, Child Development Services		
Submitted by:	Enrique Perez J.D., Vice Chancellor, Educational Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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

Adoption of Resolution for Emergency Closure

Resolution No 18-17.

This resolution must be adopted in order to certify the approval of the Board of Trustees for reduced days of operation or attendance due to emergency conditions as referenced in California Department of Education, Early Education and Support Division's Management Bulletin 10-09 (October 2010).

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District certifies that Centennial Child Development Center was closed on June 14, 2018 due to a water outage caused by ruptures in the main water pipe at Centennial Park. The emergency circumstances and closure were beyond control of the District.

PASSED AND ADOPTED THIS 13th day of August, 2018, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Claudia C. Alvarez, Clerk of the Board of Trustees of 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 13, 2018
Re:	First Reading of Board Policies		
Action:	Information		

BACKGROUND

The Board Policy Committee met on August 7, 2018 and reviewed new and revised policies. These policies are presented for a first reading.

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 which 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. The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and to reflect changes in the organization.

RECOMMENDATION

These policies are presented for a first reading as an information item.

Fiscal Impact:	None	Board Date:	August 13, 2018
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		

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2015 Student Member

Reference(s):

Education Code Section 72023.5

The Board shall include one student member. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of six (6) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain the standards of scholarship and eligibility criteria enumerated in Administrative Regulation 2105.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings and reimbursement for approved travel (see BP 2735) to the same extent as publicly elected trustees.

The student member shall have the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. The student member may, prior to the vote on any item before the Board, advise the President of the Board that the student member would like to cast his/her vote first as a means of providing advice to the Board.

The student member shall not be liable for any acts of the Governing Board. The student member shall be bound by Code of Ethics/Standards of Practice (BP 2715).

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- The privilege to attend closed sessions on matters concerning student discipline;
- The privilege to receive compensation for meeting attendance and the amount of that compensation, up to the amount prescribed by Education Code Section 72425;
- The privilege to serve a term commencing on May 15;
- The privilege to serve on Board committees;
- The privilege to cast an advisory vote;
- The privilege to attend conferences like any other member of the Board of Trustees.

Revised: March 24, 2014 (Previously BP9006)

Revised: July 17, 2017

Revised: xxxxxxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3580 Use of Unmanned Aircraft Systems (NEW)

Reference(s):

FAA Modernization and Reform Act of 2012 (FMRA)

FAA Small UAS Rule, 14 C.F.R. § 107 (Part 107)

FAA Special Rule for Model Aircraft 14 C.F.R. 101.41-43

Unmanned aircraft systems (“UAS”), including model aircrafts, drones and any other devices flown and controlled remotely, will be operated on or over district property in accordance with Federal Aviation Administration regulations, applicable federal, state, and local law or regulation, and District procedures. The District will establish an administrative procedure to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy. The operation of UAS on District property shall be limited to business or instructional use only. The District prohibits all other uses of UAS on or over District property or at District sponsored events without prior authorization.

Adopted: xxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4010 Academic Calendar

Reference(s):

Education Code Section 70902(b)(12)

~~The days of the academic year shall be set by Board action annually and shall include instructional days required by law. After consultation with the appropriate groups, the chancellor shall submit to the Governing Board the proposed district instructional calendars on or before its first meeting in April.~~

The Chancellor (and/or designee) shall, in consultation with the appropriate groups, develop and submit the academic calendars to the Board of Trustees for approval. The academic calendar shall include instructional days required for the subsequent two academic years.

Revised: July 21, 2014 (Previously BP6111)

Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4020 Program, Curriculum and Course Development

Reference(s):

Education Code Sections 70901(b), 70902(b), and 78016
Title 5 Sections 51000, 51022, 55100, 55130 and 55150
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.

All new programs and program discontinuances shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum. Each college shall have the flexibility to develop curriculum that best meets the needs of its students and the community it serves.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Revised: May 31, 2016 (Previously BP6001, 6117, 6123, 6124, 6131, 6134)

References Updated: May 18, 2015

Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4022 Course Approval (NEW)

Reference(s):

Title 5 Section 55100

The Chancellor (and/or designee) shall submit courses approved by the Curriculum and Instruction Council of the colleges to the Board of Trustees on a regular basis for approval.

Adopted: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4023 Hours and Units (NEW)

Reference(s):

Title 5 Sections 55002, 55002.5, 55256.5
Code of Federal Regulations: 34 CFR 668

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At Rancho Santiago Community College District, 54 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5.

Title 5 (§55256.5) provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

See also Administrative Regulation AR 4023.

Adopted: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4026 4025B Baccalaureate Degree Programs

Reference(s):

Education Code 78040 - 78042

In response to the State of California's need to produce one million more baccalaureate degrees in the coming decades, the Governing Board seeks to expand the academic offerings of the Rancho Santiago Community College District to include baccalaureate degree programs.

The Chancellor shall establish procedures to implement this policy. These procedures shall provide for appropriate Academic Senate involvement. These procedures will not adversely impact existing programs in a substantial way.

Adopted: October 27, 2014

Revised: xxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4070 Course Auditing and Auditing Fees (NEW)

Reference(s):

Education Code 76370

The Rancho Santiago Community College District does not allow students to audit courses.

Adopted: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4100 Graduation Requirements for Degrees and Certificates

Reference(s):

Education Code Section 70902(b)(3)
Title 5 Sections 55060 et seq.

The Colleges grant the degrees of Bachelor's in Science (Santa Ana College), Associate in Arts, and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a program consisting of at least 12 semester units and has received California Community College Chancellor's Office approval. a minimum of 18 or more semester units of The Certificate of Achievement must include degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

Students may be awarded a Certificate of Proficiency upon successful completion of a program consisting of less than 18 unites that has been approved by the Colleges' Curriculum and Instruction Council.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. The procedures shall assure that graduation requirements are published in the ~~District's~~ Colleges' catalogs and included in other resources that are convenient for students.

Revised: July 21, 2014 (Previously BP6119)

Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4106 Nursing Programs

Reference(s):

Education Code Sections 66055.8, 66055.9, 70101-70107, ~~70120, 70124, 70125, 70128.5~~, 78260, 78261, 78261.3, 78261.5, 87482, 89267,89267.3, and 92645
Title 5 Sections 55060 et seq. and 55521
Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

If a waiting list for the program exists, the District shall consider length of time on the waiting list and prerequisite grades when screening nursing students.

If no waiting list exists or if the waiting list is depleted, the District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in and completion of relevant coursework;
- Diagnostic assessment test results;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.

Adopted: July 21, 2014
Revised: May 31, 2016
Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4231 Grade Changes

Reference(s):

Education Code Sections 76224 and 76232
Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP ~~3405~~ 3310 titled Records Retention and Destruction, AR 4231 titled Grade Changes, and BP/AR ~~5447~~ 5040 titled ~~Student Confidentiality, Disclosure and Review of Student Records~~.

Adopted: July 21, 2014

Revised: xxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4300 Field Trips and Excursions

Reference(s):

Title 5 Section 55220

Government Code Section 11139.8

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Adopted: July 21, 2014

Revised: xxxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4410 Educational Research

The Rancho Santiago Community College ~~& District~~ recognizes a responsibility to participate in educational research and to encourage such research when the research is consistent with the mission and goals of the district and colleges and promotes the values of higher education. Examples of such research include research conducted by higher education students, by higher education scholars, and by non-profit organizations.

The chancellor will establish procedures for the approval of educational research projects that are conducted by all employees for whom the educational research in question is not within their job responsibilities, as well as for those not employed by the District. The procedures shall address the rights of any human research subjects, ~~specifically students and staff, specifically students and staff, which includes but is not limited to confidentiality,~~ and shall ensure that the research is of a quality that the District will support.

Revised: July 21, 2014
Revised: xxxxxxxx, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

August 13, 2018

MANAGEMENT

Employment Agreement/Attachment #1

Hegarty, Mary E.
Director, Athletics
Kinesiology, Health & Athletics Division
Santa Ana College

Revised Job Description/Attachment #2-4

Associate Dean, Criminal Justice Academies
Human Services and Technology Division
Santa Ana College
Academic Administrator

Dean, Counseling Division
Santa Ana College
Academic Administrator

Dean, Fine & Performing Arts Division
Santa Ana College
Academic Administrator

Revised Job Description/Change of Grade Level/Attachment #5

Executive Director
Institute for Workforce Development
Classified Supervisor

From: Grade Level E
To: Grade Level C

Appointment to Interim Assignment/Employment of Retired STRS Member

Comeau, Carol
Interim Dean, Human Services &
Technology Division
Santa Ana College

Effective: August 13, 2018 – June 1, 2019
Salary Placement: B-1 \$524.00/Day
(Limited to 84 days total)

Appointment to Interim Assignment

Rodriguez, Sergio
Director, Student Information Support
Enrollment & Support Services
Santiago Canyon College

Effective: July 1 – December 17, 2018
Salary Placement: D-7 \$138,433.66/Year

MANAGEMENT (CONT'D)

Interim to Permanent Assignment

Rodriguez, Sergio
Director, Student Information Support
Enrollment & Support Services
Santiago Canyon College

Effective: July 10, 2018
Salary Placement: D-7 \$138,433.66/Year

FACULTY

Appointment

Dennis, Jeffry
Assistant Professor, Water Utility Science
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 20, 2018
Final Salary Placement: V-11 \$88,182.23/Year
(Requisition #AC18-0667)

Maertzweiler Laney, Marianne
Assistant Professor, Human Development
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 20, 2018
Tentative Salary Placement: III-7 \$72,511.48/Year
(Requisition #AC18-0654)

Schlossman, Jacqueline
Assistant Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 4, 2019
Tentative Salary Placement: IV-3 \$65,022.26/Year
(Requisition #AC18-0670)

Hiring of Temporary One-year Contract Employee (E.C. 87478)

Down, Erika
Assistant Professor, Occupational
Therapy Assistant
Human Services & Technology Division
Santa Ana College

Effective: August 20, 2018 – June 7, 2019
Final Salary Placement: V-8 \$80,519.93/Year

Final Salary Placement

Barrios, Andrew
Assistant Professor, Biology
Science, Mathematics &
Health Services Division
Santa Ana College

Effective: August 20, 2018
Final Salary Placement: II-4 \$ 62,115.98/Year
(Requisition #AC18-0653#01)

FACULTY (CONT'D)

Final Salary Placement (cont'd)

Nair, Arjun
Assistant Professor, Biology
Science, Mathematics &
Health Services Division
Santa Ana College
Effective: August 20, 2018
Final Salary Placement: VII-7 \$83,541.97/Year
(Requisition #AC18-0653)

Sim, Jai Song (Jason)
Assistant Professor, Computer
Information Systems
Business Division
Santa Ana College
Effective: August 20, 2018
Final Salary Placement: VI-11 \$90,910.11/Year
(Requisition #AC18-0657#01)

Ratification of Resignation/Retirement

Brown, Laurence
Associate Professor, Biology
Science, Math & Health Sciences Division
Santa Ana College
Effective: June 7, 2019 (Last Day)
Reason: Retirement

Cahill, Mary
Teacher, CEC Child Development Center
Child Development Services
District Operations
Effective: August 31, 2018 (Last Day)
Reason: Retirement

Sadler, Dennis
Professor/Counselor
Counseling Division
Santa Ana College
Effective: June 30, 2019 (Last Day)
Reason: Retirement

Leave of Absence

Beltran, Jennie
Associate Professor, Biology
Science, Math & Health Sciences Division
Santa Ana College
Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 15.0 LHE

Brown, Laurence
Associate Professor, Biology
Science, Math & Health Sciences Division
Santa Ana College
Effective: August 20 – June 7, 2019
Reason: Banked Leave Withdrawal: 30.0 LHE

FACULTY (CONT'D)

Leave of Absence (cont'd)

Giroux, Regina
Professor, Health Science/Nursing
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 15.0 LHE

Lewis, Michael
Professor, ESL
Humanities & Social Sciences Division
Santa Ana College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 15.0 LHE

Lui, Rachel
Assistant Professor, Math
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 1.0 LHE

McLean, Stephan
Associate Professor, Water
Utility Science
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 3.0 LHE

Mc Millan, Jeffrey
Professor, Chemistry
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 6.0 LHE

Orr, Estelle
Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 0.30 LHE

Sadler, Dennis
Professor/Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2018 – June 30, 2019
Reason: Banked Leave Withdrawal: 30.0 LHE

Wright, Kelley L.
Professor, Math
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 20 – December 15, 2018
Reason: Banked Leave Withdrawal: 3.81 LHE
(Concurrent with Full Banked Leave)

FACULTY (CONT'D)

2017/2018 Additional Contract Extension Days

Oase, Daniel
Assistant Professor/Coordinator,
CTE Business Skills
Continuing Education Division
Santiago Canyon College

Effective: June 4 – June 30, 2018
Contract Extension: 20 Days
Extension Daily Rate: VI-8, \$416.27
Duties: Coordination
(Project #2185)

2018/2019 Contract Extension Days

Oase, Daniel
Assistant Professor/Coordinator,
CTE Business Skills
Continuing Education Division
Santiago Canyon College

Effective: July 6 – August 10, 2018
Contract Extension: 9 Days
Extension Rate: VI-9, \$429.01/Day
Duties: Coordination
(Project #2185)

2018/2019 Additional Contract Extension Days

Madrigal, Osiel
Assistant Professor/Coordinator
Workforce Development
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: July 1, 2018 – June 30, 2019
Contract Extension: 4 days
Extension Rate: VII-12 \$481.55/Day
Duties: Coordination

Beyond Contract/Overload Stipend

Aguilar Beltran, Maria
Professor/Counselor/
Coordinator, Assessment Center
Counseling Division
Santa Ana College

Effective: November 9, 2017
Stipend Amount: \$4,000.00
Reason: Other Non-instructional
Support Services-Counseling
(Project #2058)

Allenegui, Jeanell
Long-term Substitute Counselor
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: March 8, 2018
Stipend Amount: \$500.00
Reason: Staff Development
(Project #2058)

Beyersdorf, Matthew
Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: November 9, 2017
Stipend Amount: \$300.00
Reason: Other Non-instructional
Support Services-English
(Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Chaidez, Maria
Assistant Professor/Counselor
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: March 8, 2018
Stipend Amount: \$500.00
Reason: Staff Development
(Project #2058)

El Said, Nahla
Professor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 21, 2018
Stipend Amount: \$750.00
Reason: Program Facilitation
(Project #2548)

Engstrom, Vanessa
Assistant Professor, Geography
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: May 1, 2018
Stipend Amount: \$500.00
Reason: Staff Development
(Project #2058)

Evelt, Corinna
Professor, English
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: July 5, 2018
Stipend Amount: \$375.00
Reason: Professional Development
(Project #2548)

Foley, Denise
Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 21, 2018
Stipend Amount: \$750.00
Reason: Program Facilitation
(Project #2548)

Pecenkovic, Nidzara
Assistant Professor, English
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: June 28, 2018
Stipend Amount: \$750.00
Reason: Staff Development
(Project #2548)

Sweeney, George
Associate Professor, Math
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: November 9, 2017
Stipend Amount: \$4,000.00
Reason: Other Non-instructional
Support Services-Math
(Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Walczak, Katharine Associate Professor/Coordinator, Learning Skills Humanities & Social Sciences Division Santa Ana College	Effective: November 9, 2017 Stipend Amount: \$3,000.00 Reason: Other Non-instructional Support Services-Basic Skills (Project #2058)
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Part-time Hourly New Hires/Rehires

Bradley, Michael Jude Instructor, English Humanities & Social Sciences Division Santa Ana College	Effective: August 13, 2018 Hourly Lecture Rate: II-5 \$64.25
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Burroughs, Myles A Instructor, Fire Technology/Rescue Systems (Equivalency) Human Services & Technology Division Santa Ana College	Effective: July 10, 2018 Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
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Clements, Joseph A Instructor, Fire Technology/Wellness (Equivalency) Human Services & Technology Division Santa Ana College	Effective: July 10, 2018 Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
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Dulla, Joseph M Instructor, Criminal Justice/Physical Fitness Human Services & Technology Division Santa Ana College	Effective: August 09, 2018 Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
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Fregoso, Carlos Instructor, Vocational Continuing Education Division (OEC) Santiago Canyon College	Effective: July 16, 2018 Hourly Lecture Rate: I-3 \$48.69
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Greenberg, Stuart A Instructor, Criminal Justice/Practical Applications Human Services & Technology Division Santa Ana College	Effective: August 09, 2018 Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
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FACULTY (CONT'D)

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

Hernandez, Kristen D
Instructor, Psychology
Humanities & Social Sciences Division
Santa Ana College
Effective: August 27, 2018
Hourly Lecture Rate: II-3 \$58.29

Lee, Christopher Y
Instructor, Business Application/Technology
Dual Enrollment Program
Business Division
Santa Ana College
Effective: August 20, 2018
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Legg, Charles G
Instructor, Fire Technology/Wellness
(Equivalency)
Human Services & Technology Division
Santa Ana College
Effective: July 10, 2018
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Leonard, Arielle L
Instructor, Communications
Arts, Humanities & Social Sciences Division
Santiago Canyon College
Effective: August 20, 2018
Hourly Lecture Rate: II-3 \$58.29

Lilly, Gary S
Instructor, Fire Technology/Paramedic
(Equivalency)
Human Services & Technology Division
Santa Ana College
Effective: July 10, 2018
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Luna, Mercedes
Instructor, Kinesiology
Mathematics & Sciences Division
Santiago Canyon College
Effective: August 20, 2018
Hourly Lecture Rate: IV-3 \$64.25

Ly, Jennifer
Counselor
Counseling & Student
Support Services Division
Santiago Canyon College
Effective: July 7, 2018
Hourly Rate: II-3 \$49.54

Manjarres, Francis M
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College
Effective: August 27, 2018
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

FACULTY (CONT'D)

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

Palumbo, Alexandra D. Effective: July 10, 2018
Instructor, Fire Technology/Wellness Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Human Services & Technology Division
Santa Ana College

Parrish, Matthew T Effective: August 09, 2018
Instructor, Criminal Justice/Gang Awareness Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Human Services & Technology Division
Santa Ana College

Raval, Gira Effective: August 20, 2018
Instructor, Chemistry Hourly Lecture Rate: IV-3 \$64.25
Science, Math & Health Sciences Division
Santa Ana College

Shublak, Hiba H Effective: July 23, 2018
Instructor, Parenting Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (CEC)
Santa Ana College

Skinner, Michael P Effective: August 20, 2018
Instructor, Chemistry Hourly Lecture Rate: IV-3 \$64.25
Science, Math & Health Sciences Division
Santa Ana College

Smith, Floyd L Effective: August 09, 2018
Instructor, Criminal Justice/Firearms Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Torres, Joe A Effective: August, 20, 2018
Instructor, Mathematics Hourly Lecture Rate: II-3 \$58.29
Dual Enrollment Program
Science, Math & Health Sciences Division
Santa Ana College

Non-paid Instructors of Record

Schroeder, Roy W Effective: July 24, 2018
Instructor, Apprenticeship (equivalency)
Operating Engineers
Business & Career Technical Education Division
Santiago Canyon College

FACULTY (CONT'D)

Non-paid Intern Service

Hilburn, Pam A.
ESL Intern
Humanities & Social
Sciences Division
Santa Ana College

Effective: August 27 – December 5, 2018
College Affiliation: CSU, Santa Barbara
Discipline/Major: TESOL

Limas, Iliana G.
Counseling Intern
Counseling Division
Santa Ana College

Effective: August 15, 2018 – June 30, 2019
College Affiliation: CSU, Long Beach
Discipline/Major: Counseling

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Mary Hegarty** (“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 **Director of Athletics** (“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 19, 2018** and ending on **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 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 \$91,529.46 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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised AUGUST 2018

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 (OCSD) Training staff as well as other participating law enforcement agencies, and Peace Officer Standards and Training (POST); works with OCSD 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.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised AUGUST 2018

**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.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised AUGUST 2018

**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. Must meet certification requirements to instruct in the Regular Basic Course as defined in POST Regulation 1009 within six months of employment.

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).

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 13, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

DEAN, COUNSELING DIVISION JOB DESCRIPTION

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Student Services, the Dean of Counseling is responsible for leadership and administration of all aspects of the Counseling Division including the design, delivery, and staffing of educational, career, and personal counseling and guidance services to students; responsible for assignment and staffing of college counseling classes; performs additional duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Supervises, staffs and evaluates educational, career, and personal counseling and guidance services in the Santa Ana service area; including the Transfer Center, the Job/ Career Placement Center, MESA, Puente program, Student Success and Support Program (SSSP) components related to assessment, counseling/advisement and student follow-up; coordinates the activities of the department with those of other divisions, departments, and outside agencies; manages and oversees the complex and varied functions of the department; initiates, reviews, approves, implements and evaluates department curriculum for Division courses; keeps required records and makes required reports.

Reviews instructional programs and counseling services for compliance with applicable state and federal law, regulations and guidelines, District policy and procedures, and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified. Hire and assign counseling, teaching and work schedules for all division faculty according to educational and operational efficiencies; coordinate day and evening counseling services and classes for the college. Supervise and evaluate the performance of assigned managers, faculty and staff.

STUDENTS

Responsible for the adjustment of grievances, problems and complaints, and reporting performance.

BUDGET/FUNDING

Responsible for preparation, submission and administration of budget for Division, and components of the Student Success and Support Program (SSSP) programs.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**DEAN, COUNSELING DIVISION
JOB DESCRIPTION (CONTINUED)**

PLANNING

Evaluates and analyzes Counseling Division functions, programs, services, activities and budget to determine appropriate schedules, staffing, counseling services and available facilities, supplies, equipment and materials; monitors counseling course enrollments, cancels and changes classes based on utilization; develops, directs and coordinates the implementation of department goals, objectives, policies, procedures, and work standards; cultivates and oversees short and long-term planning in accordance with accreditation standards, including program development, student service outcomes and program review; and monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.

COMMUNITY CONTACT/REPRESENTATION

A highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations to secure resources and student services, and enhance the District's reputation as an institution.

Demonstrated commitment to student success.

OTHER PROFESSIONAL RESPONSIBILITIES

Participates in, supervises or advises on District committees and task forces and assists in District articulation and dissemination of related information; enhance knowledge of new trends and innovations related to the area of assignment.

ESSENTIAL FUNCTIONS

Supervises all aspects of the planning, funding, staffing, scheduling, delivery and evaluation of Division programs.

Supervises the performance of all personnel functions for assigned staff in the service area and hire staff for Division courses.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member at the community college level.

Required Skills: Ability to resolve conflicts and problems, evaluate staff, curriculum, and services, analyze and apply laws and policies, supervise staff, communicate effectively, and assure accuracy of records and reports.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**DEAN, COUNSELING DIVISION
JOB DESCRIPTION (CONTINUED)**

DESIRED SKILLS AND QUALIFICATIONS

Demonstrated commitment to advocate for students, Student Services programs, faculty and staff. Ability to use and implement new technologies for services to students and program administration.

Board Approval Date: August 13, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**DEAN, FINE AND PERFORMING ARTS DIVISION
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Academic Affairs, the Dean of Fine and Performing Arts will lead and administer all aspects of the Division including the design, delivery, staffing, administrative support, supervision and evaluation of division programs, and support staff, related special events, the District television station, Art Gallery, and public access television as well as student enrollment, progress, and discipline, and all related records and reports. In addition, the Dean oversees, plans and supports the production needs of all the departments and the Art Galleries and promotes the arts to the community of Santa Ana.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Provides direction and support to faculty in the development, revision and evaluation of departmental curriculum and materials, services on the Division Curriculum Committee, and may serve on the District Curriculum/Instruction Council.

Reviews and approves Division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.

Supports the development and maintenance of Career Technical Education programs and certificates through attendance at the Workforce Council and other regional meetings and oversees grant proposals.

Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for the discipline of students enrolled in Division courses, adjustment of grievances, scheduling, evaluation and reporting, and the resolution of student problems and complaints.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**DEAN, FINE AND PERFORMING ARTS DIVISION
JOB DESCRIPTION (CONTINUED)**

BUDGETING/FUNDING

Responsible for timely and accurate preparation, submission and administration of Division Budget.

PLANNING

Responsible for evaluating 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. Monitors enrollment, cancels and changes classes in response to utilization.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on State boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership the Santa Ana College position and reputation of educational leadership at the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned.

ESSENTIAL FUNCTIONS

Supervise all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the Division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision making. Utilize the District integrated information system, Datatel, to facilitate organizational and management practices as they apply to the analysis and evaluation of programs, and operational practices. Work with Department Chairs to monitor student learning outcomes and assessment activities at the program, course, and institutional levels; apply knowledge of accreditation standards of the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges, or similar accreditation group; demonstrate knowledge of and oversee online learning that include course management systems such as Canvas. Apply current complex principles and practices of instructional program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation and pertinent federal, state, and local laws, codes and regulations including the Education Code; comprehensive knowledge of the principles and practices of curriculum development and instructional teaching strategies, management principles and practices including understanding of human resources; current trends, research and development in post-secondary education, specifically community colleges.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**DEAN, FINE AND PERFORMING ARTS DIVISION
JOB DESCRIPTION (CONTINUED)**

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a Master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment.

Required Skills: Ability to prevent and resolve professional and personal conflicts and problems, evaluate instructional content and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and articulate Division and District plans, goals, programs and requirements at the District, community, state and national levels.

Board Approval Date: August 13, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**EXECUTIVE DIRECTOR, INSTITUTE FOR WORKFORCE DEVELOPMENT
JOB DESCRIPTION**

CLASS SUMMARY

Under general direction is responsible for the operations, program/resource development, and promotion of the Institute for Workforce Development. Manages the staff and programs in accordance applicable guidelines and in cooperative and collaborative community-based environment.

REPRESENTATIVE DUTIES

Promotes and advances our colleges' existing offerings and programs to business and industry for the benefit of their customers and employees. Facilitates colleges' to upgrade existing programs and certificates to industry standards and or develop/expand new in-demand programs through initiating Industry Roundtables and Industry/Academia introductions and collaborative efforts. Serves on local, regional and state-wide committees to advance workforce and economic development initiatives that promote and support the mission of the District. Develops and implements contract education business plans and models designed to generate resources to support sustainability and growth; Plans, develops, organizes, implements, and manages high quality fee-based and/or grant funded workforce development programs. Researches and secures additional resources such as grants or other funding. Maintains close working relationship with funding agencies. . Works with Division Deans to coordinate contract education offerings. Develops and implements regional staff and faculty development activities related to workforce development; Establish liaisons with business and industry organizations, community and regional groups, and other educational institution. Directs business development: Promotion and marketing of workforce development fee-based and Contract Education programs through traditional and on-line marketing, outreach and public presentations to targeted groups to generate qualified leads. Sales calls and proposal generation leading to closing the sale; Recruits, orients, and schedules independent contractors, professional experts and presenters who provide assessment, training and consulting services to businesses and agencies. Directs the work and assignments of professional staff and administrative program support personnel providing assessment, customized training and consulting services to businesses; Directs, coordinates, and participates in short-range and long-range planning; conducts research and survey to determine current effectiveness and future needs, analyzes business and industry trends to identify key workforce needs; prepares related report and plan and shares with college community; Prepares and administers annual budgets for assigned programs. Manages program budget and record-keeping system. Maintains records and prepares reports to funding agencies and the district administration, and prepares grant applications for funding. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department. Performs other related duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

ORGANIZATIONAL RELATIONSHIP

This class reports to the designated administrator/supervisor.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED AUGUST 2018

**EXECUTIVE DIRECTOR, INSTITUTE FOR WORKFORCE DEVELOPMENT
JOB DESCRIPTION (CONTINUED)**

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Master's degree or higher from an accredited institution in a related area, a minimum of five years of related experience in business development, contract training, grants/cooperative agreements/performance-based contracts, management and administration of programs for businesses in a community college setting.

Knowledge and Abilities

Knowledge of: strategic planning to attain sales and marketing objectives, training methodologies, training delivery, particularly in workplace environments, curriculum development, basic skills, language and technical skills assessment, sales and marketing principles and practices, proposal and grant writing, principles of economic development, and business organizations. Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully develop and complete grants and other funding applications, assure accurate and complete records, develop effective working relationships both within the District and in the community, operate effectively within a highly regulated work environment.

Board Approval Date: August 13, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
AUGUST 13, 2018**

CLASSIFIEDNew Appointment

Nguyen, Tyler Research Analyst (CL18-1145) Research/ Ed. Services/ District	Effective: August 13, 2018 Grade 16, Step 6 \$76,116.87
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Poore, Jacob Research Analyst (CL18-1145) Research/ Ed. Services/ District	Effective: July 23, 2018 Grade 16, Step 1 \$59,635.39
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Puri Bawdon, Nandini Scholarship Coordinator (CL18-1129) College Advancement/ SAC	Effective: July 30, 2018 Grade 14, Step 1 \$53,213.52
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Longevity Increments

Gonzalez, Rosie Sr. EOPS Spec./ EOPS/ SCC	Effective: August 1, 2018 Grade 10, Step 6 + 6PG (3000) + 5%L \$61,494.17
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Langelier, Sonya Financial Aid Analyst/ SCC	Effective: August 1, 2018 Grade 11, Step 6 + 4PG (2000) + 2.5%L \$61,672.49
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Lim, Supreme Tech. Specialist II/ ITS/ District	Effective: July 1, 2018 Grade 15, Step 6 + 5%SW + 7.5%L \$80,711.65
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Mata, Maria Isabel Administrative Clerk/ Child Dev. Services/ District	Effective: July 1, 2018 Grade 10, Step 6 + 2.5%Bil + 2.5%L \$58,494.17
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Nguyen, Thuy T. Library Tech., II/ SAC	Effective: August 1, 2018 Grade 12, Step 6 + 12.5%L \$68,951.39
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Prajapati, Jitesh Financial Aid Analyst/ SCC	Effective: September 1, 2018 Grade 11, Step 6 + 1PG (500) + 2.5%L \$60,172.49
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Change in Salary Placement

Castrejon Miranda, Orlando Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 6 + 2.5%L + 7.5%GY \$48,610.53 <i>Change Shift to Graveyard</i>
Garza, Jimmy Custodian/ Admin. Services/ SAC	Effective: July 16, 2018 Grade 4, Step 6 + 7.5% L + 7.5%GY \$50,820.10 <i>Change Shift to Graveyard</i>
Godoy, Giovanni Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 4 + 7.5%GY \$43,072.81 <i>Change Shift to Graveyard</i>
Guillen Flores, Jabin Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 6 + 2.5%L + 4PG (2000) + 7.5%GY \$50,610.53 <i>Change Shift to Graveyard</i>
Hayes, Charles Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 6 + 2.5%L + 7.5%GY \$48,610.53 <i>Change Shift to Graveyard</i>
Hernandez, Blanca Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 2 + 7.5%GY \$39,049.29 <i>Change Shift to Graveyard</i>
Hernandez, Pablo Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 6 + 5%L + 7.5%GY \$49,715.31 <i>Change Shift to Graveyard</i>
Motley, Elizabeth District Safety Officer/ SAC	Effective: June 17, 2018 Grade 9, Step 6 + 10%L + 1PG (500) + 5%SW \$63,211.07 <i>Change Shift to Swing</i>

Change in Salary Placement cont'd

Nava, Sergio Custodian/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 4, Step 6 + 7.5%L + 7.5%GY \$50,820.10 <i>Change Shift to Graveyard</i>
Palomares, Maria Senior Custodian-Utility Worker/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 7, Step 6 + 2.5%L + 1PG (500) + 5% SW \$53,398.64 <i>Change Shift to Swing</i>
Sanchez, Salvador Senior Custodian-Utility Worker/ Admin. Services/ SAC	Effective: July 2, 2018 Grade 7, Step 6 + 10%L \$54,128.84 <i>Change Shift to Day</i>
Zul, Armida Custodian/ Continuing Ed./ OEC	Effective: July 31, 2018 Grade 4, Step 6 + 2.5%L \$45,296.17 <i>Change Shift to Day</i>

Leave of Absence

Banh, Huong Instructional Coordinator-Analyst/ Academic Affairs/ SAC	Effective: 07/20/18 – 10/31/18 Reason: FMLA-Intermittent
Bunch, Peterson Financial Aid Tech./ SAC	Effective: 10/01/18 – 12/21/18 Reason: Parental Leave
Harrizon, Rosa Student Services Specialist/ Student Services/ SAC	Effective: 08/01/18 – 06/30/19 Reason: FMLA-Intermittent
Hermen, Lisa Sr. Clerk/ Science & Math/ SCC	Effective: 09/10/18 – 09/14/18 10/15/18 – 10/19/18 11/05/18 – 11/09/18 01/14/19 – 01/18/19 02/25/19 – 03/01/19 03/18/19 – 03/22/19 04/22/19 – 04/26/19 05/13/19 – 05/17/19 06/17/19 – 06/21/19 Reason: Non Work Days for 10 Month Contract

Leave of Absence cont'd

Nguyen, Annie
Admissions & Records Specialist I/
Continuing Ed. CEC

Effective: 07/01/18 – 10/19/18
Reason: FMLA

Serratos, Julio
HS Community Outreach Spec./
Continuing Ed./ CEC

Effective: 07/01/18 – 09/23/18
Reason: FMLA

Urbina, Vanessa
Administrative Secretary/ Fine &
Performing Arts/ SAC

Effective: 07/23/18 – 04/26/19
Reason: Parental Leave-Intermittent

Vasquez, Liliana
Administrative Clerk/ Continuing Ed./
OEC

Effective: 07/28/18 – 10/01/18
Reason: Maternity Leave

CLASSIFIED HOURLY

New Appointments

Marcos Ramirez, Rodrigo
Student Services Specialist (CL18-1138)
Student Affairs/ SAC

Effective: August 8, 2018
19 Hours/Week 10 Months/Year
Grade 10, Step A \$20.90/Hour

Medina, Laura
Instructional Assistant (CL17-1080)
Continuing Ed./ CEC

Effective: July 16, 2018
Up to 19 Hours/Week School Session
Grade 5, Step A + 2.5%Bil \$17.54/Hour

Temporary to Hourly Ongoing

Gil, Darlene
Intermediate Clerk (CL18-1110)
Human Resources/ District

Effective: July 6, 2018
19 Hours/Week 12 Months/Year
Grade 5, Step A \$17.12/Hour

Mir Eshghi, Touba
Instructional Assistant (CL18-1131)
Student Services/ SAC

Effective: July 2, 2018
Up to 19 Hours/Week School Session
Grade 5, Step A \$17.12/Hour

Longevity Increments

Chaikaew, Jarunee Instructional Assistant/ Continuing Ed./ CEC	Effective: July 1, 2018 Grade 5, Step A + 10PG (2250) 2.5%L \$17.54/Hour + \$208.33/Mo. PG
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Professional Growth Increments

Ayala, Jose District Safety Officer/ /District	Effective: September 1, 2018 Grade 9, Step A + 3PG (750) \$19.99/Hour + \$62.50/Mo. PG
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Leave of Absence

Medina, Alondra Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/14/18 – 09/24/18 Reason: Maternity Leave
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Ratification of Resignation/Retirement

Cadenas, Abimael Instructional Assistant/ Continuing Ed./ CEC	Effective: August 2, 2018 Reason: Resignation
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Chavez, Mayra Instructional Assistant/ Math & Science/ SCC	Effective: July 15, 2018 Reason: Resignation
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Jordan, Greg Instructional Assistant/ Continuing Ed./ CEC	Effective: July 3, 2018 Reason: Resignation
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Hernandez Morales, Arturo Instructional Assistant/ Continuing Ed./ CEC	Effective: July 20, 2018 Reason: Resignation
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Phan, Sheshanna Instructional Assistant/ Math & Science/SAC	Effective: July 20, 2018 Reason: Resignation
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TEMPORARY ASSIGNMENT

Bright, Daniel Athletic Trainer Therapist/ Kinesiology/ SAC	Effective: 08/14/18 – 06/30/19
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TEMPORARY ASSIGNMENT cont'd

Cain, Morgan Learning Facilitator/ Science & Math/ SAC	Effective: 09/04/18 – 06/07/19
Daniels, Lani Library Clerk/ Library/ SAC	Effective: 08/27/18 – 12/21/18
De Leon Ayon, Guillermo Athletic/PE Equipment Assistant/ Kinesiology/ SAC	Effective: 08/14/18 – 06/30/19
Fisher, Ivette Library Clerk/ Library/ SAC	Effective: 08/27/18 – 12/21/18
Flores, Erika HS Community Outreach Spec./ Human Services & Tech./ SAC	Effective: 08/14/18 – 06/30/19
Galanter, Jessica Library Clerk/ Library/ SAC	Effective: 08/27/18 – 12/21/18
Garcia, Gilbert Video Tech./ Fine & Performing Arts/ SAC	Effective: 08/27/18 – 12/21/18
Garcia, Sara Instructional Assistant/ Math & Science/ SCC	Effective: 08/20/18 – 12/14/18
Gazda, Patricia Instructional Assistant/ Science & Math/ SAC	Effective: 08/14/18 – 06/29/19
Huh, Young Sook Accompanist/ Arts, Humanities & Soc. Sci./ SCC	Effective: 08/27/18 – 06/07/19
Lokos, Carmina Sr. Payroll Spec./ Payroll/ District	Effective: 08/14/18 – 11/30/18
Ordiano, Sandra Video Tech./ Fine & Performing Arts/ SAC	Effective: 08/27/18 – 12/21/18

TEMPORARY ASSIGNMENT cont'd

Rodriguez, Gladys
Instructional Assistant/ Science & Math/
SAC
Effective: 08/27/18 – 06/07/19

Rosales, Mauro
Video Tech./ Fine & Performing Arts/ SAC
Effective: 08/27/18 – 12/21/18

Sandoval, Christopher
Intermediate Clerk/ Human Services &
Tech./ SAC
Effective: 08/14/18 – 06/30/19

Sossaman, Randall
Learning Facilitator/ Science & Math/ SAC
Effective: 09/04/18 – 06/07/19

Vu, Janet
Learning Facilitator/ Science & Math/ SAC
Effective: 08/27/18 – 06/07/19

Vu, Jennifer
Learning Facilitator/ Science & Math/ SAC
Effective: 08/27/18 – 06/07/19

Change in Temporary Assignment

Hoffman, Carolyn
Grants Assistant/ Ed. Services/ District
Effective: 06/14/18 – 06/18/18

Additional Hours for Ongoing Assignment

Cabrera, Juan
Learning Facilitator/ Humanities & Soc.
Sci./ SAC
Effective: 07/02/18 – 06/28/19
Not to exceed 19 consecutive working
days in any given period.

Corona, Jose
Student Program Specialist/ College
Advancement/ SAC
Effective: 07/13/18 – 08/31/18
Not to exceed 19 consecutive working
days in any given period.

Do, Chi
Learning Facilitator/ Humanities & Soc.
Sci./ SAC
Effective: 07/02/18 – 06/28/19
Not to exceed 19 consecutive working
days in any given period.

Additional Hours for Ongoing Assignment cont'd

Eng, Gregory Reprographics Tech./ Ed. Services/ District	Effective: 07/02/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Gil, Darlene Intermediate Clerk/ Human Resources/ District	Effective: 07/06/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Herrera, Daniel Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 08/27/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Lomeli, Elizabeth Student Services Spec./ Student Services/ SAC	Effective: 09/01/18 – 11/01/18 Not to exceed 19 consecutive working days in any given period.
Medina Alarcon, Alondra Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/02/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Medina La Rosa, Jorge Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/02/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Phan, David Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 07/02/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Ruesga, Claudia Instructional Assistant/ Humanities & Soc. Sci./ SAC	Effective: 07/02/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Ryou Choi, Joohee Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 08/27/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Abernathy, Derrick Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
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Substitute Assignments cont'd

Barriaga Orozco, Carlos Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Berber, Christian Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: 07/02/18 – 06/30/19
Cruz Silverio, Armando Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Devora Murillo, Abraham Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Gunderson, Darrell Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Hess, Jodi Auxiliary Services Spec./ Admin. Services/ SCC	Effective: 07/16/18 – 09/24/18
Mora, Guadalupe Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Nguyen, Quang Electronic & Computer Tech I/ ITS/ SAC	Effective: 07/17/18 – 09/28/18
Palencia Bollinger, Stacy District Safety Officer/ District	Effective: 07/10/18 – 06/30/19
Palestino, Patricia Intermediate Clerk/ Child Dev. Services/ District	Effective: 07/02/18 – 09/28/18
Quinonez, Dahlia HS & Community Services Spec./ Continuing Ed./ CEC	Effective: 07/02/18 – 06/30/19
Tran, Duy Custodian/ Admin. Services/ SCC	Effective: 07/02/18 – 12/31/18
Vazquez, Evelyn District Safety Officer/ District	Effective: 07/01/18 – 06/30/19

Criminal Justice cont'd

Jacques, Jeffrey	Effective: 08/14/18
Mundy, Brandon	Effective: 08/14/18
Walters, Stacey	Effective: 08/14/18

Occupational Therapy

Dos Santos, Raquel	Effective: 08/27/18
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COMMUNITY SERVICE PRESENTERS

Stipends Effective February 11 – March 10, 2018

Truong, Lee Lee	Amount: \$ 63.00
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Stipends Effective March 11 – April 10, 2018

Truong, Lee Lee	Amount: \$ 157.50
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Stipends Effective April 11 – May 10, 2018

Pagones, Kimberly	Amount: \$ 199.06
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Rivera, Rodrigo	Amount: \$ 266.92
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Truong, Lee Lee	Amount: \$ 126.00
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Watson, Katherine	Amount: \$ 277.19
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Stipends Effective May 11 – June 10, 2018

Abdul, Quayum	Amount: \$ 225.60
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Boggio Wooldridge, Alexandra	Amount: \$ 210.00
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Diebolt Price, Julie	Amount: \$ 95.92
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Duran, Gustavo	Amount: \$ 167.32
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Fischermilitaru, Mariana	Amount: \$ 700.00
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Jackson, Michelle	Amount: \$ 470.00
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Stipends Effective May 11 – June 10, 2018 cont'd

Nolasco, Jeffrey	Amount: \$ 262.50
Pagones, Kimberly	Amount: \$ 99.53
Raslan, Nayrouz	Amount: \$ 1,716.00
Rivera, Rodrigo	Amount: \$ 266.91
Rudd, James	Amount: \$ 2,072.70
Samaniego, Adriel	Amount: \$ 210.00
Tran, Chi	Amount: \$ 433.53
Truong, Lee Lee	Amount: \$ 31.50
Watson, Katherine	Amount: \$ 92.40

Stipends Effective June 11 – June 30, 2018

Diebolt Price, Julie	Amount: \$ 418.45
Fischermilitaru, Mariana	Amount: \$ 312.50
Gil, Kim Yen	Amount: \$ 61.60
Haugen, Nancy	Amount: \$ 320.00
Krusemark, Leeanne	Amount: \$ 525.13
Meyer, Tara	Amount: \$ 210.00
Nolasco, Jeffrey	Amount: \$ 210.00
Raslan, Nayrouz	Amount: \$ 1,248.00
Samaniego, Adriel	Amount: \$ 120.00
Valladares, Luzminia	Amount: \$ 280.00
Williams, Ronald	Amount: \$ 464.58

Stipends Effective July 1 – July 10, 2018

Abdul, Quayum	Amount: \$ 78.96
Blackmore, Gary	Amount: \$ 220.00
Dumon, Dori	Amount: \$ 225.00
Figueroa, Miguel	Amount: \$ 1,119.73
Haugen, Nancy	Amount: \$ 280.00
Nolasco, Jeffrey	Amount: \$ 157.50
Raslan, Nayrouz	Amount: \$ 780.00
Reyes, Alfred	Amount: \$ 853.68
Rounds, Michael	Amount: \$ 146.64
Samaniego, Adriel	Amount: \$ 60.00
Shull, Katherine	Amount: \$ 155.29

VOLUNTEERS

Garrity, Austin Student Driver/ Kinesiology/ SCC	Effective: 08/14/18 – 06/30/19
Garvin, Myles Student Driver/ Kinesiology/ SCC	Effective: 08/14/18 - 06/30/19
Gerbasi, Dennis Volunteer/ Kinesiology/ SAC	Effective: 08/14/18 – 06/30/19
Ramirez, John Volunteer/Driver/ Kinesiology/ SAC	Effective: 08/14/18 – 06/30/19
Wood, Jordan Student Driver/ Kinesiology/ SCC	Effective: 08/14/18 – 06/30/19

**HUMAN RESOURCES CLASSIFIED DOCKET
AUGUST 13, 2018**

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Alvarado, Adrianna J.	Effective:	07/23/18-06/30/19
Ayala, Cindy	Effective:	07/25/18-06/30/19
Cervantes, Amandaluz S.	Effective:	07/25/18-06/30/19
Chang, Min J.	Effective:	08/23/18-06/30/19
Figueroa, Alexis M.	Effective:	07/11/18-06/30/19
Gonzalez Evangelista, Mariel	Effective:	08/07/18-06/30/19
Guerrero, Correna B.	Effective:	08/13/18-06/30/19
Hinojosa, Fatima	Effective:	08/13/18-06/30/19
Kiarie, Grace M.	Effective:	08/13/18-06/30/19
Loera, Patricia	Effective:	08/14/18-06/30/19
Lopez, Sheyla V.	Effective:	07/03/18-06/30/19
Maciel, Veronica	Effective:	07/16/18-06/30/19
Madrigal, Xiomara V.	Effective:	08/20/18-06/30/19
Otero Chemas, Maria C.	Effective:	08/27/18-06/30/19
Ruwe, James C.	Effective:	07/16/18-06/30/19
Sanchez, Viviana	Effective:	07/16/18-06/30/19

Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST

Blount, Jazman	Effective:	07/02/2018 – 06/30/2019
Guardado, Alberto	Effective:	07/30/2018 – 06/30/2019
Kotob, Saeed	Effective:	07/11/2018 – 06/30/2019
Le, Kimberly	Effective:	07/18/2018 – 06/30/2019
Lopez, Christian	Effective:	07/18/2018 – 06/30/2019
Martins Schuch, Anna	Effective:	07/31/2018 – 06/30/2019
Morin, Shainah	Effective:	07/11/2018 – 06/30/2019
Patel, Yusuf	Effective:	07/25/2018 – 06/30/2019
Torok, Jacob	Effective:	07/02/2018 – 06/30/2019
Valenzuela, Edward	Effective:	07/10/2018 – 06/30/2019
Weed, David	Effective:	07/02/2018 – 06/30/2019
Woodson, Randal	Effective:	07/30/2018 – 06/30/2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE – HUMAN RESOURCES

To:	Board of Trustees	Date:	August 13, 2018
Re:	Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to the Rancho Santiago Community College District		
Action:	Receipt of Initial Bargaining Proposal and Request for Approval to Schedule Public Hearing		

BACKGROUND

Pursuant to Government Code Section 3547(a) the Child Development Centers – CSEA Chapter 888 initial proposal to the District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its September 10, 2018 meeting.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact:	To be determined	Board Date:	August 13, 2018
Prepared by:	Tracie Green, Vice Chancellor, Human Resources		
Submitted by:	Tracie Green, Vice Chancellor, Human Resources		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

Initial Successor Agreement Proposal of
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And Its
Rancho Santiago Community College District CDC Chapter 888
2018-2021

The California School Employees Association (CSEA) and its Rancho Santiago Community College District's Child Development Center Chapter 888 with this initial proposal notifies Rancho Santiago Community College District of CSEA's intent to modify or amend the contract and negotiate a successor agreement.

Article 3 – Leaves

- CSEA has an interest in additional vacation days.

Article 6 – Association Rights

- CSEA has an interest in adding negotiations and protected rights of exclusive representative.
- CSEA has an interest in adding language regarding appointed and designated Job Stewards.
- CSEA has an interest in having union representation on hiring committees.

Article 8 – Wages and Hours

- CSEA has an interest in an increase to the salary schedule based on district's ability to pay.
- CSEA has an interest in modifying the amount of days in the instructional calendar, the time in which the calendar is negotiated, and establishing a set time for when a classroom is assigned to a teacher.
- CSEA has an interest in defining part-time employees and associated benefits.
- CSEA has an interest in moving 8.3.2 regarding caseloads to Article 21 Professional Responsibility and Workload

Article 11 – Health and Welfare

- CSEA has an interest in increasing district contributions for health and welfare benefits including Retiree Coverage.

Article 14 – Safety

- CSEA has an interest in district provided First Aid/CPR training.

Article 12 – Mileage and Conference Reimbursement

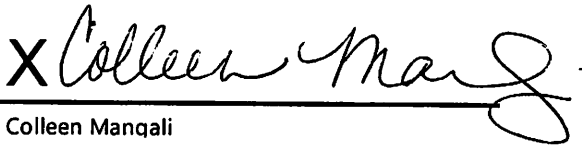
- CSEA has an interest in clarifying the language regarding mileage reimbursement.

Article 21 – Professional Responsibility and Workload

- CSEA has an interest in changing the title of article 21.1, “Mandatory Assigned Events and Professional Responsibility”
- CSEA has an interest in negotiating` professional responsibility events prior to July of each year.
- CSEA has an interest in adding language to give members that cannot attend a professional responsibility event an alternative event to attend.

The Association reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.

Should you have any questions or concerns, please don't hesitate to contact us. Please feel free to proceed with any requirements for posting prior to negotiations.

X 

Colleen Manqali
Chapter President for #888

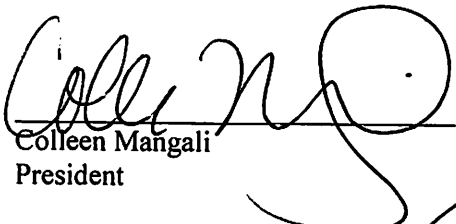
**NEW TERM AGREEMENT
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
RSCCD CDC CHAPTER 888 AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
July 23, 2018**

To promote stability in the bargaining relationship between the District and CSEA Chapter #888, the parties agree to enter into a new collective bargaining agreement with the duration of July 1, 2018 June 30, 2021. The new agreement shall embody all terms of the agreement that expired June 30, 2018.

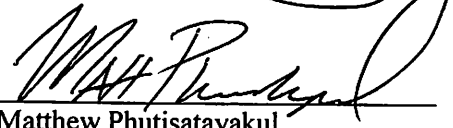
The parties agree to commence negotiations on proposed changes to the new agreement no later than September 30, 2018. The parties each have the right to open negotiations on any subject matter covered or not previously addressed in the agreement. This agreement preserves and promotes all rights the parties have with respect to the provisions of the Educational Employment Relations Act.

Signed on 07/23/18

CSEA




Colleen Mangali
President

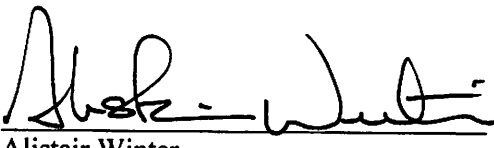


Matthew Phutisatayakul
CSEA Labor Relations Representative

District



Tracie Green
Vice Chancellor, Human Resources



Alistair Winter
Asst.-Vice Chancellor, Human Resources

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**HUMAN RESOURCES**

To:	Board of Trustees	Date:	August 13, 2018
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers – CSEA Chapter 888		
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing		

BACKGROUND

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the Child Development Centers, CSEA Chapter 888, is presented for information and public review. The Government code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact:	To Be Determined	Board Date:	August 13, 2018
Prepared by:	Tracie Green, Vice Chancellor, Human Resources		
Submitted by:	Tracie Green, Vice Chancellor, Human Resources		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BARGAINING PROPOSAL TO THE
CHILD DEVELOPMENT CENTERS-CSEA CHAPTER 888**

The Rancho Santiago Community College District presents this initial bargaining proposal to the California School Employees Association (CSEA) and its Rancho Santiago community college districts Child Development Center Chapter 888 for the 2018 – 2021 term.

The district has an interest in proposing a new article to promote the stability of the bargaining relationship, to define the terms of contract and severability of the successor agreement.

Article 6 – Association rights

- The district has an interest in clarifying language regarding release time.

Article 8 – Wages and Hours

- The district has an interest in maintaining a salary schedule supported by the appropriate categorical funds.
- The district has an interest in clarifying calendar language.

Article 11 – Health and Welfare

- The district has an interest in maintaining the district contributions for health and welfare as supported by the appropriate categorical funds.

Article 21 – Professional Responsibility and Workload

- The district has an interest in clarifying language regarding mandatory assigned events and professional responsibility.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**DISTRICT OFFICE – HUMAN RESOURCES**

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Agreement between RSCCD and Shaw HR Consulting, Inc.	
Action: Request for Approval	

BACKGROUND

RSCCD has a responsibility to support compliance with Title I of the Americans with Disabilities (ADA) and the California Fair Employment and Housing Act (FEHA). Over the last few years, Human Resources have experienced an increase in the number of disability accommodation requests by our employees. While many of these requests are temporary in nature and can be dealt with temporary restrictions in the workplace, some of the accommodation requests are more complex and require comprehensive and practical solutions.

ANALYSIS

Shaw HR Consulting, Inc. are recognized as a statewide leader in helping public sector employers manage their most challenging personnel issues, particularly when it comes to disability compliance obligations. Shaw HR Consulting, Inc. provides advice and practical assistance with managing the disability interactive process including developing essential function job analysis and facilitating the good faith interactive process meeting.

The term of this agreement is from July 19, 2018 through June 30, 2019.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Shaw HR Consulting, Inc. as presented.

Fiscal Impact: Based on utilization	Board Date: August 13, 2018
Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources.	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is hereby entered into this 19th day of July, 2018 in the county of Los Angeles, State of California, by and between the Rancho Santiago Community College District, hereinafter referred to as "ORGANIZATION" and Shaw HR Consulting, Inc., 107 N. Reino Road, # 414, Newbury Park, California 91320, Tax ID: 45-1449198, hereinafter referred to as "CONTRACTOR." ORGANIZATION and CONTRACTOR shall be collectively referred to as the Parties.

WHEREAS, ORGANIZATION is in need of such special services and advice; and

WHEREAS, CONTRACTOR is specially trained, experienced, and competent to perform the special services required by the ORGANIZATION, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties, for the consideration stated herein, mutually agree as follows:

1. Agreement Documents. The complete Independent Contractor Agreement (AGREEMENT) includes all of the Agreement documents including, the CONTRACTOR's Certificate Regarding Worker's Compensation Insurance, Insurance Policies or Certificates, this AGREEMENT, and all modifications, addenda, and amendments thereto, by this reference and are incorporated herein. This AGREEMENT documents are complementary and what is called for by any one shall be binding as if called for by all.
2. Scope. ORGANIZATION hereby engages CONTRACTOR as an Independent Contractor to: Provide disability interactive process professional services, development of Essential Functions Job Analyses and generalized human resources consulting and training.
3. Term. CONTRACTOR shall commence providing services under this AGREEMENT on July 19, 2018 and diligently perform as required services as described through June 30, 2019.
4. Compensation. ORGANIZATION agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT. ORGANIZATION shall pay CONTRACTOR according to the following terms and conditions:
 - a. Such compensation shall be based on:

All consulting, case management services and travel time are billed at the rate extended to ASCIP clients of \$150.00 per hour, with drive time billed at \$125.00 per hour for actual drive time and mileage billed at the current IRS tax rate per mile. Services are billed by the tenth of the hour for work completed. This will be provided at a 3-year rate guarantee.

Customized trainings, workshops, expert witness, litigation consultations and program development services are billed by the day or project agreement. Proposals for specific work are available on request.

Payment method shall be made as invoiced upon completion of milestone/assignment or every 30 days, whichever comes first.

Payment shall be made upon approval of ORGANIZATION and receipt of an invoice from CONTRACTOR. CONTRACTOR's invoice shall be sent to: Rancho Santiago Community College District, 2323 N Broadway, Santa Ana CA 92706-1640, Attn.: Don Maus.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the ORGANIZATION, and are not entitled to benefits of any kind or nature normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation Insurance. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.
6. Originality of Services. CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, and submitted to, the ORGANIZATION and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by ORGANIZATION as a basis for such services.
7. Business Termination. In the event that CONTRACTOR shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of ORGANIZATION this AGREEMENT shall terminate and be of no further force and effect and any property or rights tangible or intangible, shall forthwith be returned to ORGANIZATION.
8. Termination. ORGANIZATION may, at any time, for any reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by ORGANIZATION shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.

ORGANIZATION may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONTRACTOR; or (b) any act by CONTRACTOR; or (b) any act by CONTRACTOR exposing the ORGANIZATION to liability to others for personal injury or property damage; or CONTRACTOR is adjudged a bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONTRACTOR's insolvency. Written notice by ORGANIZATION shall contain the reasons for such intention to terminate and unless with five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the five (5) days cease and terminate. In the event of such termination, the ORGANIZATION may secure the required services from another contractor. If the cost to the ORGANIZATION exceeds the cost of providing the service pursuant to this AGREEMENT, the excess cost shall be charged to and collected from the CONTRACTOR. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to

ORGANIZATION. Written notice by ORGANIZATION shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

9. Duty to Provide Fit Workers. CONTRACTOR shall at all times enforce appropriate discipline and good order among their employees and shall not employ or work any unfit person or anyone not skilled in providing the services required under this AGREEMENT. It shall be the responsibility of the CONTRACTOR to ensure compliance with this section. Any person in the employ of the CONTRACTOR whom ORGANIZATION may deem incompetent, unfit, intemperate, troublesome or otherwise undesirable shall be excluded from providing services under this AGREEMENT and shall not again provide services except with written consent of ORGANIZATION.
10. Hold Harmless. CONTRACTOR shall indemnify, defend and hold harmless, ORGANIZATION, its officers, employees, agents, and assigns from and against any and all claims, demands liability, judgments, awards, interest, attorney's fees, costs and expenses of whatsoever kind or nature, at any time arising out of any gross errors or omissions or willful misconduct on the part of the CONTRACTOR, unless the claim, demand liability, judgment, award, interest, attorneys' fee, cost or expense is caused by the negligent or willful misconduct of the ORGANIZATION, its officers, employees, agents, or assigns.
11. Insurance. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, take out prior to commencing the work, and maintain in force and effect, from the commencement of services until expiration of this AGREEMENT, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain a policy or policies of insurance covering CONTRACTOR'S and subcontractor's services and furnish to ORGANIZATION a certificate of insurance evidencing all Coverages and endorsements required hereunder. Said certificate of insurance shall be due upon execution of this AGREEMENT, or such subsequent date as agreed to by the ORGANIZATION. Such insurance shall be with an insurance company admitted by the Insurance Commissioner of the State of California to transact such insurance in the State of California. Minimum coverages shall be as follows.
 - (a) General Liability Insurance for injuries including accidental death, to any one person in an amount not less than \$1,000,000 per occurrence.
 - (b) Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000 per occurrence.
 - (c) Property Damage Insurance in an amount not less than \$1,000,000 per occurrence.
 - (d) Comprehensive Automobile Liability Insurance covering the use of all owned, non-owned and hired vehicles with combined bodily injury and property damage in an amount not less than \$300,000 per occurrence.
 - (e) Statutory Workers' Compensation Insurance in accordance with Sections 3700 and 3800 of the Labor code of the State of California.
 - (f) A thirty (30) day written notice to ORGANIZATION of cancellation or reduction in coverage.
12. Assignment. The CONTRACTOR shall not assign, transfer, convey, sublet or otherwise dispose of this AGREEMENT or of its rights, title or interest in or to the same of any part thereof.
13. Compliance With Applicable Laws. The services completed herein must meet the approval of the ORGANIZATION and shall be subject to the ORGANIZATION'S general right of inspection to secure

the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Conflict of Interest. CONTRACTOR affirms that to the best of his/her knowledge, there exists no actual or potential conflict between CONTRACTOR's family, business, or financial interest and the services provided under this AGREEMENT, and in the event of change in either private interests or services under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the ORGANIZATION. CONTRACTOR shall not be in a reporting relationship to a ORGANIZATION employee who is near relative, nor shall a near relative be in a decision-making position with respect to the CONTRACTOR.
15. Affirmative Action Employment. In the performance of the terms of this AGREEMENT CONTRACTOR agrees that it will not engage in, nor permit such subcontractor as it may employ to engage in, unlawful discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
16. Notice. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.

At the date of this AGREEMENT, the addresses of the parties are as follows:

ORGANIZATION:

Rancho Santiago Community College District

2323 N Broadway

Santa Ana, CA 92706-1640

Attention: Don Maus

CONTRACTOR:

Shaw HR Consulting, Inc

107 N. Reino Road # 414

Newbury Park, CA 91320

Attention: Rachel Shaw,

President

17. Non-Waiver. The failure by any one of the Parties to require performance of any provision shall not affect that Parties right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as to the date herein:

CONTRACTOR:

Shaw HR Consulting, Inc.

By: _____
Authorized Signature

Print Name: Rachel Shaw

Title: President

Date: _____

Tax ID: 45-1449198

ORGANIZATION:

Rancho Santiago Community College District

By: _____
Authorized Signature

Print Name: Peter J. Hardash

Title: Vice Chancellor, Business Operations/
Fiscal Services

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE – HUMAN RESOURCES

To: Board of Trustees	Date: August 13, 2018
Re: Approval of Services of Job Elephant	
Action: Request for Approval	

BACKGROUND

Since 2007, Rancho Santiago Community College District has utilized the services of Job Elephant in several publications. Job Elephant, on our behalf, handles the administrative task to post all RSCCD job vacancies including graphic design for display advertising. They take all the information of our job vacancies from the job announcements posted in our employment website and provide us with ad copy for approval before posting which save us countless person-hours. Job Elephant tracks every ad we place to generate data on the effectiveness of our advertising. Included in their service, Job Elephant have an annual contract with posting different media/publications such as the Chronicle of Higher Education and several diversity publications.

ANALYSIS

The Human Resources Department seeks the approval of the Board of Trustees to engage in the recruitment and advertising services with the Job Elephant. The fiscal impact of this request is approximately \$25,000 per year. The term of the services is from August 14, 2018 through June 30, 2019.

Job Elephant invoices the District on a yearly basis if their services is utilized.

RECOMMENDATION

It is recommended that the Board of Trustees approve the services of Job Elephant as presented.

Fiscal Impact: Estimated at approximately \$25,000	Board Date: February 26, 2018
Prepared by: Elouise Marasigan, Director, Employment Services, Equity and Diversity, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES

BOARD MEMBERS (to be approved)

NATIONAL ASSOCIATION OF LATINO ELECTED
AND APPOINTED OFFICIALS (NALEO) NATIONAL
POLICY INSTITUTE ON EMERGENCY PLANNING
AND PREPAREDNESS

1 Board Member
(Claudia Alvarez)

Miami, Florida – September 14-15, 2018

Trustee Alvarez applied for and received a scholarship from NALEO which covers registration, travel and hotel expenses to attend the conference.

The NALEO Education Fund's National Policy Institute on Emergency Planning and Preparedness provides Latino policy-makers with the opportunity to enhance their knowledge and understanding of the different levels of planning and preparedness in an effort to help their communities prepare for, protect against, mitigate, respond to, and recover from various types of disasters and emergencies.