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Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

A G E N D A

Wednesday, February 26, 2020

3:30pm-4:30pm - District Office – Board Room #107

- I. WELCOME**
- II. MINUTES FOR REVIEW AND APPROVAL – January 22, 2020**
- III. REPORT FROM DISTRICT COUNCIL – January 27, 2020**
- IV. CURRENT PLANNING ACTIVITIES**
 - a. Update of Planning Design Manual
- V. DATA INTEGRITY SPECIALIST POSITION**
- VI. FOLLOW-UP & UPDATE ON IEPI PLAN**
 - a. FRC Follow-Up
- VII. GRANT DEVELOPMENT SCHEDULE**
- VIII. GUIDED PATHWAYS**
 - a. Santiago Canyon College
 - b. Santa Ana College
- IX. PLANNING AT THE COLLEGES**
 - a. Santiago Canyon College
 - b. Santa Ana College
- X. OTHER**

NEXT MEETING:

Wednesday, March 25, 2020

POE COMMITTEE MEMBERS:

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez
Nga Pham • Kristen Robinson • Sarah Santoyo • Roy Shahbazian • Mark Smith • Harley Villanueva • Aaron Voelcker

RSCCD Mission Statement

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.

2013 – 2023 RSCCD Goals

RSCCD Goal 1

RSCCD will assess the educational needs of the communities served by RSCCD and will adjust instructional programs, offerings, and support services and will allocate resources as needed to optimize the alignment of students' needs with services and fiscal resources.

RSCCD Goal 2

RSCCD will assess the educational needs of the communities served by RSCCD and then pursue partnerships with educational institutions, public agencies, non-profit organizations, and business/industry/labor to collaboratively meet those needs.

RSCCD Goal 3

RSCCD will annually improve the rates of course completion and completion of requirements for transfer, degrees, certificates, and diplomas.

RSCCD Goal 4

RSCCD will support innovations and initiatives that result in quantifiable improvement in student access, preparedness, and success.

RSCCD Goal 5

RSCCD will use a cycle of integrated planning that will demonstrate the effective use of resources.



PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

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draft Minutes

Wednesday, January 22, 2020 - 3:30pm-4:30pm

Present

Yuri Betancourt, Michael DeCarbo, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Enrique Perez, Nga Pham, Kristen Robinson, Mark Smith, and Aaron Voelcker

Absent

Melissa Govea, Aidan Kato, Cristina Morones, Sarah Santoyo, Roy Shahbazian, and Harley Villanueva

Mr. Perez called the meeting to order at 3:38pm.

I. WELCOME

Mr. Perez provided welcoming remarks.

II. MINUTES FOR REVIEW AND APPROVAL – December 18, 2019

Clarification was made to capitalize Pell Grants in section V.a.

It was moved by Ms. Pham, seconded by Ms. Robinson to approve the December 18, 2019 minutes with the clarification.

III. REPORT FROM DISTRICT COUNCIL

No meeting was held in December 2019; next meeting scheduled on January 27, 2020.

IV. CURRENT PLANNING ACTIVITIES

a. Update of Planning Design Manual – pages 14-17

Ms. Pham reminded members homework was to read pages 14-17 (budget allocation model) of the Planning Design Manual and have comments/suggestions prepared for this meeting. District Operations departments conduct their planning portfolios within a two-year cycle and a review mid-cycle. Departments are given the opportunity to make request allocation adjustments at the beginning of each year. There is a process established with timelines and rubric to evaluate requests but no department requests have been made in the last few years. There is concern that governance committees are not utilizing this process and instead go directly to District Council (DC) to request allocation of funds or positions.

It was recommended conversations be moved to DC as both FRC and POE co-chairs are members of DC. There are many discussions in FRC and POE related to planning and budgeting allocations but the need for integration was stressed (including IEPI areas of focus, planning manual design revision, etc.). Since Mr. Perez and Chancellor Martinez will not be present at the January 27 DC meeting, Mr. DeCarbo suggested **this agenda item be placed on the February agenda.**

POE COMMITTEE MEMBERS:

Yuri Betancourt • Michael DeCarbo • Dr. Marilyn Flores • Melissa Govea • Aidan Kato • Dr. Jeffrey Lamb • Cristina Morones • Enrique Perez
Nga Pham • Kristen Robinson • Sarah Santoyo • Roy Shahbazian • Mark Smith • Harley Villanueva • Aaron Voelcker

POE Minutes January 22, 2020

- b. Follow-Up on Presentation of Strategic Planning and Enrollment Management at January 13 Board Meeting
Mr. Perez, Dr. Flores and Dr. Lamb presented at the January 13th meeting. It was well received and the Board was appreciative of being keep abreast of work being done.
- c. District Services Planning Portfolio
Ms. Pham requested this item be removed as it was completed and discussed at the December meeting.

V. FOLLOW-UP & UPDATE ON IEPI PLAN

- a. FRC November 20, 2019 Meeting Follow-Up
Mr. DeCarbo reported that this has not been discussed at FRC and will follow-up with co-chairs.

VI. GRANT DEVELOPMENT SCHEDULE

Mr. Perez provided a review of the schedule. Mr. Perez will follow-up with Ms. Santoyo if college contributors have been informed that SCC was not awarded the Humanities Initiatives at Community Colleges.

VII. GUIDED PATHWAYS

- a. Santiago Canyon College
- b. Santa Ana College
Due to time constraints, reporting will be provided at the Guided Pathways meeting at 4:30pm.

VIII. PLANNING AT THE COLLEGES

- a. Santiago Canyon College
Mr. Voelcker reported on transitioning their annual planning process to eLumen; a draft template for the annual plan is being vetted through the various committees; full implementation at the end of spring 2020 is scheduled; a training video is being created for faculty and staff.
- b. Santa Ana College
Dr. Lamb reported of reassignments to a few faculty members to coordinate work of student learning outcomes, equity, and guided pathways. The Institutional Effectiveness Committee is also overseeing the educational master plan and enrollment management with hopes of integrating them within the framework of Guided Pathways.

IX. OTHER

Next meeting is scheduled for Wednesday, February 26, 2020.

Mr. Perez adjourned the meeting at 4:32pm.

Approved: _____

RSCCD Resource Development Grant Development Schedule

Grant	District/College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institutionalization?	District/College authorized submission
Submitted									
<i>Title III/V Eligibility and Match Waiver Application SAC & SCC</i>	SAC – Dr. Hubbard, Robert Mason SCC: Syed Rizvi, Sheen Tran	Goals #1-#4	1/15/20	Submitted SAC: approved SCC: pending review of Exemption Request	March 2020	No	Approval allows colleges to apply for Title III or Title V grants, and waives the match reqs for federal funds (e.g., financial aid, TRIO)	No	N/A – application is only to determine eligibility & to waive the match
<i>USDA U-ACRE SAC sub-award to CSUF \$140,000</i>	SAC – Dean Eidgahy, Kimo Morris	Goals #2 and #4	SAC items to CSUF 1/17/20	Submitted	Summer 2020	No	Funds used to provide paid internships for students	No	Yes
<i>Student Support Services U.S. Department of Education \$265,000/per year for up to 5 years (Student Support Services may offer multiple programs for special populations: e.g., STEM majors, students with disabilities, ESL, teacher prep.)</i>	SAC (2): Brenda Estrada: SSS-Vets Romelia Madrigal: SSS-Regular	Goals #1, #2 and #3	Due January 27 2020	Submitted	June 2019	No	Provide wrap-around student support services to students at the college who are low-income, first-generation and/or academically at risk to attain ambitious achievement targets in persistence, GPA at 3.0 or greater, completion, transfer, and persistence to the 2 nd year at four-year universities.	No	Yes
	SCC (4) LaKyshia Perez: SSS Reg Janis Perry: SSS-Teacher Prep Deisy Covarubbias: SSS-STEM Joseph Alonzo: SSS-Vets		Due January 27, 2020	Submitted	June 2019	No		Yes	

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
February 2020									
<i>CA Education Learning Labs Governor's Office of Planning and Research (up to \$200,000) SAC would be a sub-award to UCI's proposal</i>	SAC – Minhan Dinh, Saeid Eidgahy	Goals #1, #2, and #3	Concept Proposal due 11/15/19 Full Proposal: 2/3/20	Considering	Summer 2020	No.	Faculty participate in professional development to use distance education to improve student engagement.	No	Pending
<i>WIOA Adult Education CA Dept. of Education \$3 million Competitive</i>	CEC – Jim Kennedy OEC – Jose Vargas	Goals #1 and #4	2/28/20	Writing	May 2020	No.	Continuing Education center will provide ESL, EL Civics and High School subjects courses.	No	This has been an annual recurring grant, which has recently adopted a competitive 3-year cycle.
<i>Dollar General Literacy Foundation</i>	CEC – Dr. Kennedy, Christine Kosko	Goals #1 and #2	?	CEC working on the application	?	Unknown at this time	Funds would be used to support CEC's GED, Adult Education and Literacy Programs	No	Unknown – must be submitted through a foundation
April 2020									
<i>MESA (Math, Engineering and Science Achievement) Program CCCCO \$70-\$75,000</i>	SAC – Dr. Maria de la Cruz, Cathie Shaffer	Goals #1, #3 and #4	Expected sometime in April	Planning	June 2020	1 to 1 Consists of coordinator's time	Provide intensive support services for low-income STEM majors to increase completion and transfer to four-year STEM programs.	Unknown	Pending
<i>Middle College High School CCCCO \$100,000</i>	SAC – Dr. Hubbard	Goals #1, #2, #3,	Expected sometime in April	Planning	June 2020	1 to 1 Consists 100% of SAUSD	Operate a middle college high school for at-risk high school students to increase	No	Pending

RSCCD Resource Development Grant Development Schedule

Grant	District/ College	RSCCD Goals	Due	Status	Expected Notification Date	Match	If awarded ...	Institution- alization?	District/College authorized submission
		and #4				principals time	graduation and enrollment in post-secondary education		
<i>Regional Director – ICT/Digital Media CCCCCO \$200,000 (renewal for Year 3 of 5 year award)</i>	DO – Enrique Perez, Ruth Cossio-Muñiz	Goals #2 and #4	Expected to be due in April	Planning	June 2020	1 to 1 Staff position to support the project, un-claimed indirect and 3 rd party in-kind	Connect industry and employer partners to community college programs in ICT/Digital Media to address workforce need and increase enrollment in college CTE programs.	No	Renewal
<i>Regional Director – Business & Entrepreneurship CCCCCO \$200,000 (renewal for Year 3 of 5 year award)</i>	SAC – Jeff Lamb, Kim Matthews, Cathleen Greiner	Goals #2 and #4	Expected to be due in April	Planning	June 2020	1 to 1 Staff position to support the project, un-claimed indirect and 3 rd party in-kind	Promote and recruit students for Business & Entrepreneurship programs to increase enrollment in college CTE programs and prepare students to succeed in business and entrepreneurship pathways	No	Renewal
<i>Statewide Director – ICT/Digital Media CCCCCO \$372,000 (renewal for Year 3 of 5 year award)</i>	DO – Enrique Perez, Sarah Santoyo	Goal #2	Expected to be due in April	Planning	June 2020	None (match was required for 2019/20, but will not be required in subsequent years)	Identify workforce trends in ICT/Digital Media and RHT industries and provide colleges with guidance, resources and connection to ICT employers, as well as implement special projects to improve student success and serve as industry experts to the Chancellor’s Office.	No	Renewal
<i>Statewide Director – Retail/Hospitality/Tourism CCCCCO \$372,000 (Renewal for Year 3 of 5 year award)</i>	DO – Enrique Perez, Sarah Santoyo	Goal #2	Expected to be due in April	Planning	June 2020			No	Renewal

RSCCD Resource Development Grant Development Schedule

1) Plans for personnel to be hired by the grants listed above: please refer to attachment.

2) GRANT OPPORTUNITIES

- **Research Experiences for Undergraduates from the National Science Foundation.** \$80,000 - \$130,000/per year for three years. Applications due 8/17/20.
 - Supports active research participation by undergraduate students in STEM. Must involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. Encouraged to engage 1st and 2nd year students as a means of recruiting/career exploration in STEM. Research training experience is paid as a stipend, not employment for a wage; although for administrative convenience, organizations may choose to issue payments to students through their payroll system.
- **TRIO Talent Search Program from the U.S. Department of Education.** Around \$220,000-\$300,000/per year for five years. Applications are expected to be released and due in 2021.
 - Provides college preparation services for low-income, first-generation middle and high school students with academic needs. Projects are to serve 600-800 middle and high school students.
 - Santa Ana College has an existing Talent Search Program that serves Century, Saddleback, Santa Ana and Valley High Schools.

BUDGET NARRATIVE – YEAR 1				
1. PERSONNEL	Rate	% Time	Mths./Wks.	Total
Project Director* <i>(50%/50% split between Regular SSS and Regular Upward Bound Programs)</i>	\$8,513/month	1 FTE @ 50%	12 months	51,078
Student Services Coordinator*	\$8,282/month	1 FTE @ 100%	12 months	99,394
Senior Clerk	\$3,791/month	0.475 FTE	12 months	21,608
(3) Instructional Assistants*	\$19.31/hour	12-15 hrs/wk	30 weeks	24,331
TOTAL PERSONNEL				\$196,411
2. FRINGE BENEFITS				
Project Director	34.650% rate, plus health insurance and fringe			30,424
Student Program Coordinator	34.650% rate, plus health insurance and fringe			62,983
Senior Clerk & Instr. Assistants	34.650 rate			12,560
TOTAL FRINGE BENEFITS				\$105,965
<i>Full-time personnel benefits include health & welfare (max. \$28,752/yr), other fringe benefits (range \$1,500-\$2,530 per year) and all positions include the following based on FY 2020/21: 22.70% (retirement), 6.2% (OASDI), 1.45% (medicare), 2.75% (active retirement), 0.05% (SUI), 1.5% (WCI) = 34.650%</i>				
3. TRAVEL				
<i>(Out-of-State) Travel: National Conference – Council for Opportunity in Education (COE), Director: Registration Fee - \$875; Airfare & Ground Transportation - \$750; Hotel for 4 nights at \$300/night = \$1,200; Per Diem for 5 days at \$69/day = \$345, other cost \$50 = \$3,220 (50%)</i>				1,610
<i>Regional Conference – Western Association of Educational Opportunity Personnel (WESTOP), Director: Registration Fee - \$550; Airfare & Ground Transportation - \$435; Hotel for 4 nights at \$265/night = \$1,060; Per Diem for 5 days at \$69/day = \$345 = \$2,390 (50%)</i>				1,195
<i>TRIO professional development training, Director & Full-Time staff (2): Registration fee \$175 x 2 = \$350, mileage rate \$0.575/mile x 45 miles x 2 = \$52; lunch \$20 x 2 = \$40; other/parking \$10 x 2 = \$20 = \$462</i>				462
<i>Local travel: mileage (2020 IRS rate) \$0.575/mile x 440 miles/yr.</i>				253
TOTAL TRAVEL				\$3,520
4. EQUIPMENT (per unit cost ≥ \$5,000)				
TOTAL EQUIPMENT				\$0
5. SUPPLIES				
Instructional Supplies for school year activities: materials used for tutoring and workshops - binders, inserts, sheet protectors, pens, pencils, paper, calculators, etc. (approximately \$75/month x 12 months)				900
General office and program supplies: paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, markers, flip charts, easels, program banner, recruitment materials, etc. (approximately \$67/month x 12 months)				800

BUDGET NARRATIVE – YEAR 1	
TOTAL SUPPLIES	\$1,700
6. CONTRACTUAL (Not applicable)	
TOTAL CONTRACTUAL	\$0
7. CONSTRUCTION (Not applicable)	
TOTAL CONSTRUCTION	\$0
8. OTHER	
a) Software License and Fees: StudentAccess web portal for APR reporting includes report generator and annual support plan	1,000
b) Reproduction/Printing: program literature, brochures, flyers, etc. - distribute to campus programs that serve students who could benefit from SSS (\$0.10 - \$2/item)	500
c) Maintenance Contract – copier/printer for students’ usage in TRIO SSS Program	350
d) Excess/Copier Usages	150
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS:	
e) Student travel/field trip: one (1) bus at \$800 for Summer Bridge Program	800
f) Hospitality, refreshments/food and food services associated with SSS program meetings, college orientation for new SSS students or workshops for participants, campus visits for participants and their families, and the SSS program recognition ceremony. – 5-7 meetings/workshops at \$50/each and one year-end SSS program recognition ceremony	1,101
TOTAL OTHER	\$3,901
9. TOTAL DIRECT COSTS	\$311,469
Modified Total Direct Costs (DTDC)	\$309,568
10. INDIRECT COSTS (8% of Modified Total Direct Costs)	\$24,765
11. TRAINING STIPENDS – Not Applicable)	\$0
12. TOTAL COSTS (9., 10., and 11.)	\$336,234
Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District’s Board of Trustees approved salary schedules. Faculty salaries are determined by degrees attained and years of service. All other salaries are determined by classification specifications based on the duties and responsibilities of the position. NOTE: An asterisk (*) next to a line item indicates a relation to the Competitive Priorities.	

(f) BUDGET

BUDGET NARRATIVE – YEAR 1				
1. PERSONNEL	Salary/Rate	% Time	Mths/Wks	Total
Project Director <i>(50% Vets. SSS/50% Vets. Upward Bound Program)</i>	\$9,604.57/month	1 FTE @ 50%	12 months	\$57,627
Student Program Specialist	\$4,101.23/month	0.475 FTE	12 months	\$23,377
Senior Clerk	\$3,765.53/month	0.475 FTE	12 months	\$21,464
(2) Instructional Assistants	\$19.31/hour	19 hours/week	44 weeks	\$32,286
Adjunct Counselor	\$65.44/hour	10 hours./week	38 weeks	\$24,867
TOTAL PERSONNEL				\$159,621
2. FRINGE BENEFITS				
Project Director	34.650% rate, plus health insurance and fringe			\$33,558
Student Program Specialist	7.05% rate			\$1,649
Senior Clerk	7.05% rate			\$7,438
Instructional Assistants	7.05% rate			\$2,277
Adjunct Counselor	24.150% rate			\$6,006
TOTAL FRINGE BENEFITS				\$50,928
<p>34.65% rate: PERS 22.7%, OASDHI 6.2%, Medicare 1.45%, Retiree Fund 2.75%, SUI 0.05%, and WCI 1.5%. Project Director also receive health & welfare at \$24,347/year and fringe benefit at \$2,530/year.</p> <p>7.05% rate: PARS 1.3%, Medicare 1.45%, Retiree Fund 2.75%, SUI 0.05%, and WCI 1.5%.</p> <p>24.15% rate: STRS 18.4%, Medicare 1.45%, Ret. Fund 2.75%, SUI 0.05%, and WCI 1.5%.</p>				
3. TRAVEL				
a) Project Director Travel: <u>National Conference</u> – Council for Opportunity in Education (COE): Roundtrip airfare & ground transportation \$390; hotel for 3 nights @ \$150/night = \$450; Per Diem for 3 days @ \$60/day = \$180; conference fee of \$450; and other related costs \$30 = \$1,500				\$1,500
b) Project Director and Program Staff Travel: <u>State Regional Conference</u> : Roundtrip airfare & ground transportation \$330; hotel for 3 nights @ \$120/night = \$360; Per Diem for 3 days @ \$60/day = \$180; conference fee of \$300; and other related costs \$30 = \$1,200 x 2 attendees = \$2,400				\$2,400
c) TRIO professional development training: mileage rate \$0.575/mile x 35 miles = \$20; registration fee \$150, meal \$20; parking \$10 = \$200 x 2 attendees = \$400				\$400
d) Local travel mileage for TRIO meetings: mileage rate \$0.575/mile x 40 miles x 12 months = \$250				\$277
TOTAL TRAVEL				\$4,577
4. EQUIPMENT (per unit cost ≥ \$5,000)				
TOTAL EQUIPMENT				\$0

BUDGET NARRATIVE – YEAR 1	
5. SUPPLIES	
a) SSS-Vets. program supplies: paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, markers, flip charts, easels, program banner, recruitment materials, etc. \$100/month x 12 months	\$1,200
TOTAL SUPPLIES	\$1,200
6. CONTRACTUAL	
TOTAL CONTRACTUAL	\$0
7. CONSTRUCTION	
TOTAL CONSTRUCTION	\$0
8. OTHER	
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	
a) Bridge Program designed to assist Vets-SSS program participants with time management, test taking, note taking, soft skills development, and personal development. This is a one-week program hosted at Santa Ana College.	\$5,000
b) Student travel/cultural event: Appx. 40 SSS-Vets students to attend a cultural event: entrance fee \$50.00/each x 40 students	\$2,000
c) Registration fee for students to attend the Student Veterans of America (SVA) National Conference – spring 2020, Location TBD: (8) students x \$300/each	\$2,400
TOTAL OTHER	\$9,400
9. TOTAL DIRECT COSTS	\$225,726
Modified Direct Costs (exclude participant support costs 8.a - 8.c)	\$216,326
10. INDIRECT COSTS (8% on Modified Direct Costs)	\$17,306
11. TRAINING STIPENDS (Grant Aid to Students)	\$10,000
12. TOTAL COSTS (9., 10., and 11.)	\$253,032
Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District Board of Trustees approved salary schedules. All non-personnel items were researched and based on current prices. NOTE: An asterisk (*) next to a line item indicates a relation to the Competitive Priorities.	

(f) BUDGET

BUDGET NARRATIVE – YEAR 1				
1. PERSONNEL	Salary/Rate	% Time	Mths/Wks	Total
Project Director (50% SSS-Reg./50% UB Math & Science Program)	\$8,711.81/month	1 FTE @ 50%	12 months	\$52,271
Student Services Coordinator* (Academic Success Coach) (63% SSS-Reg./37% in-kind)	\$6,422.75/month	1 FTE @ 63%	12 months	\$48,556
Senior Clerk (70% SSS-Reg./30% UB Math & Science Program)	\$3,765.53/month	0.475 FTE @ 70%	12 months	\$15,024
Instructional Assistant* (50% SSS-Reg./50% in-kind)	\$19.31/hour	19 hrs./wk. @ 50%	52 weeks	\$9,539
(2) Tutors*	\$14.50/hour	10 hours/week	32 weeks	\$9,280
Learning Assistant (100% in-kind)	\$4,408.82/month	0.475 FTE @ 100%	12 months	\$0
(2) Learning Facilitators (100% in-kind)	\$21.64/hour	10 hours/week	39 weeks	\$0
	\$23.26/hour	9 hours/week	39 weeks	\$0
Adjunct Counselor (50% SSS-Reg./50% in-kind)	\$66.00/hour	10 hrs./wk. @ 50%	32 weeks	\$10,560
(2) Adjunct Instructors+*	\$73.32/hour	12 hours/week	2 weeks	\$3,519
+To provide supplemental instruction on remedial math, English, and study skills for Summer Bridge Program.				
TOTAL PERSONNEL				\$148,749
2. FRINGE BENEFITS				
Project Director	34.65% rate, plus health insurance and fringe			\$31,690
Student Services Coordinator*	34.65% rate, plus health insurance and fringe			\$25,579
Senior Clerk	34.65% rate			\$5,206
Learning Assistant (in-kind)	7.05% rate			\$0
Learning Facilitators (in-kind)	7.05% rate			\$0
Instructional Assistant*	7.05% rate			\$673
Peer Tutors*	4.25% rate			\$395
Adjunct Counselor	24.150% rate			\$2,551
Adjunct Instructors*	24.150% rate			\$850
TOTAL FRINGE BENEFITS				\$66,944
34.65% rate: PERS 22.7%, OASDHI 6.2%, Medicare 1.45%, Retiree Fund 2.75%, SUI 0.05%, and WCI 1.5%. Project Director and Coordinator also receive health & welfare (max. \$24,322/year) and fringe benefit (range \$1,500 - \$2,530/year).				
7.05% rate: PARS 1.3%, Medicare 1.45%, Retiree Fund 2.75%, SUI 0.05%, and WCI 1.5%.				
4.25% rate: Retiree Fund 2.75% and WCI 1.5%.				
24.15% rate: STRS 18.4%, Medicare 1.45%, Ret. Fund 2.75%, SUI 0.05%, and WCI 1.5%.				

BUDGET NARRATIVE – YEAR 1	
3. TRAVEL	
a) Project Director Travel: <u>National Conference</u> : Roundtrip airfare & ground transportation \$398; hotel for 3 nights @ \$150/night = \$450; Per Diem for 3 days @ \$60/day = \$180; conference fee of \$500; and other related costs \$72 = \$1,600	\$1,600
b) Project Director and Coordinator Travel: <u>State Regional Conference</u> : Roundtrip airfare & ground transportation \$320; hotel for 3 nights @ \$150/night = \$450; Per Diem for 3 days @ \$60/day = \$180; conference fee of \$300; and other related costs \$50 = \$1,300 x 2 attendees = \$2,600	\$2,600
c) TRIO professional development training: mileage rate \$0.575/mile x 35 miles = \$20; registration fee \$150, meal \$20; parking \$10 = \$200 x 2 attendees = \$400	\$400
d) Local travel mileage for TRIO meetings: mileage rate \$0.575/mile x 36 miles x 12 months = \$250	\$250
TOTAL TRAVEL	\$4,850
4. EQUIPMENT (per unit cost ≥ \$5,000)	
TOTAL EQUIPMENT	\$0
5. SUPPLIES	
a) General office and program supplies: paper reams, pens, toner, USB disks, labels, folders, binders, hanging folders, etc.: \$200/month x 12 months	\$2,400
b) Instructional supplies for school year activities and Summer Bridge Program: materials used for tutoring and financial literacy workshops - binders, inserts, sheet protectors, pens, pencils, paper, etc.*	\$1,000
TOTAL SUPPLIES	\$3,400
6. CONTRACTUAL	
a) Lease agreement for Konica Minolta copier/printer for students' usage in TRIO SSS Program	\$1,570
TOTAL CONTRACTUAL	\$1,570
7. CONSTRUCTION	
TOTAL CONSTRUCTION	\$0
8. OTHER	
a) Fee for Western Association of Educational Opportunity Personnel (WESTOP) institutional membership	\$625
b) Software license fee for TRIO Student Access web portal for APR reporting includes report generator and annual support plan	\$1,800
c) Printing/reproduction of copies of program flyers and posters, and student reference guides: \$0.10/sheet x 250 sheets/month x 12 months = \$300	\$300
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	

BUDGET NARRATIVE – YEAR 1	
d) Student travel/field trips: one (1) bus at \$845 for (2) campus tours (regular year) and (1) field trip (Summer Bridge Program). Appx. 50 students attending (first come, first served basis); the excursion includes local universities such as CSUF, CSULB, USC, or UCLA, including trips for cultural enrichment: \$845/bus x 3 trips = \$2,535	\$2,535
e) Other expenses paid for students: Entrance fees for two field trips (spring/fall) to cultural events/educational sites/museums: \$40/student x 50 students x 2 sites = \$4,000	\$4,000
TOTAL OTHER	\$9,260
9. TOTAL DIRECT COSTS	\$234,773
Modified Direct Costs (exclude participant support costs 8.d., and 8.e.)	\$228,238
10. INDIRECT COSTS (8% on Modified Direct Costs)	\$18,259
11. TRAINING STIPENDS – Not Applicable	\$0
12. TOTAL COSTS (sum of line 9., 10. and 11.)	\$253,032
Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District Board of Trustees approved salary schedules. All non-personnel items were researched and based on current prices. NOTE: An asterisk (*) next to a line item indicates a relation to the Competitive Priorities.	

(f) BUDGET

BUDGET NARRATIVE – YEAR 1				
1. PERSONNEL	Salary/Rate	% Time	Mths/Wks	Total
Project Director* <i>(75% of Position paid for by College Assistance Migrant Program (CAMP))</i>	\$11,118.62/month	@ 25%	12 months	\$33,356
Student Services Coordinator*	\$5,282.36/month	@ 100%	12 months	\$63,388
General Office Clerk	\$1,496.09/month	0.475 FTE @ 19 hrs/wk	12 months	\$17,954
(2) Math Tutors	\$14/hour	19 hrs/wk	32 weeks	\$17,024
(2) Science Tutors	\$14/hour	19 hrs/wk	32 weeks	\$17,024
Adjunct Counselor*	\$65.44/hour	3 hrs/wk	32 weeks	\$6,282
TOTAL PERSONNEL				\$155,028
2. FRINGE BENEFITS				
Project Director* <i>(75% of Position paid for by CAMP)</i>	34.65% rate, plus health insurance and fringe			\$14,983
Student Services Coordinator*	34.65% rate, plus health insurance and fringe			\$43,551
General Office Clerk	7.05% rate			\$1,266
(2) Math Tutors	4.25% rate			\$724
(2) Science Tutors	4.25% rate			\$724
Adjunct Counselor*	24.15% rate			\$1,517
TOTAL FRINGE BENEFITS				\$62,765
<p>Salaries and benefits for full-time personnel are based on negotiated rates through collective bargaining and Rancho Santiago Community College District's Board of Trustees approved salary schedules. All other salaries are determined by classification specifications based on the duties and responsibilities of the position.</p> <ul style="list-style-type: none"> • Full-time personnel benefits include health & welfare (max. \$28,752/yr), other fringe benefits (range \$1,500-\$2,530 per year) and all positions include the following based on FY 2020/21: 22.7% (retirement), 6.2% (OASDI), 1.45% (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 34.65% • Student assistant benefits include 2.75% (active retirement) and 1.5% (WCI) = 4.25% • Part-time personnel benefits include 18.4% (STRS), 1.45 (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 24.15% 				
3. TRAVEL				
a) <u>Regional Conference</u> – Project Director and SSS Coordinator travel. Roundtrip airfare and ground transportation \$240; hotel for 2 nights @ \$100/night = \$200; Per Diem for 2 days @ \$65/day = \$130; conference fee of \$300; other related costs \$50 = \$850 x 2 attendees = \$1,840				\$1,840
b) <u>National Conference</u> – Airfare and ground transportation \$300; hotel for 3 nights @ \$100/night = \$300; Per Diem for 3 days @ \$65/day = \$195; conference fee \$300; all other related costs \$65 = \$1,160				\$1,160

BUDGET NARRATIVE – YEAR 1	
c) <u>TRIO Professional Development Training</u> – Mileage rate \$0.575/mile x 35 miles = \$20; registration fee \$150, meal \$20; parking \$10 = \$200	\$200
TOTAL TRAVEL	\$3,200
4. EQUIPMENT (<i>per unit cost ≥ \$5,000</i>)	
TOTAL EQUIPMENT	\$0
5. SUPPLIES	
a) <u>iPad</u> – For SSS students sign-in, data tracker for TRIO Tutoring Center.	\$782
b) <u>Non-Instructional/Program Supplies</u> – Paper reams, colored paper, pens, toner, USB disks, labels, folders, clipboards, binders, hanging folders, markers, flip charts, easels, program banner, recruitment materials, etc. (approx. \$125/month x 12 months)	\$1,500
c) <u>Instructional Supplies</u> for school year activities, materials used for tutoring and for Summer Bridge Program. (approx.. \$100/month x 10 months)	\$1,000
TOTAL SUPPLIES	\$3,282
6. CONTRACTUAL (<i>Not Applicable</i>)	
TOTAL CONTRACTUAL	\$0
7. CONSTRUCTION (<i>Not Applicable</i>)	
TOTAL CONSTRUCTION	\$0
8. OTHER	
a) <u>Membership Fees</u> – For Western Association of Educational Opportunity Personnel (WESTOP) Fees.	\$625
b) <u>Software Licensing Fee</u> – For TRIO StudentAccess database and maintenance.	\$2,200
c) <u>Printing/Reproduction</u> – To print recruiting materials and informational flyers.	\$300
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	
d) <u>Non-residential meals</u> to provide to 50 students participating in the 6-week Summer Bridge Program. Approximately 1-2 meals @ \$10/meal x 50 students	\$1,040
e) <u>Meals for Students</u> –Meals on 3 off-site trips and at the end of year banquet. \$5/meal x 50 students x 3 fieldtrips = \$750 + \$500 end-of-year banquet	\$1,250
f) <u>Student Travel/Field Trip Buses</u> – one (1) bus @ \$800/bus x 3 field trips = \$2,400. Approximately 50 students attending (first come, first served basis); the excursion includes local universities, the California Science Center, the Griffith Observatory or California Institute of Technology (CalTech)	\$2,400
g) <u>Other Expenses Paid for Students</u> – Cultural/educational events entrance fees. \$15-20/each x 50 students x 3 fieldtrips	\$2,790
TOTAL OTHER	\$10,565
9. TOTAL DIRECT COSTS	\$234,289

BUDGET NARRATIVE – YEAR 1

Modified Total Direct Costs (DTDC)	\$227,400
10. INDIRECT COSTS (8% of Modified Total Direct Costs)	\$18,192
11. TRAINING STIPENDS (Not Applicable)	\$0
12. TOTAL COSTS (lines 9, 10 & 11)	\$253,032
NOTE: Asterisk (*) next to line items indicates relation to Competitive Preference Priority.	

(f) BUDGET

1. PERSONNEL	Rate	% Time	Mths./Wks.	Total
Project Director (In-kind funds)	\$10,248.43/month	1 FTE @ 50%	12 months	\$0
SSS Coordinator*	\$7,685.59/month	1 FTE @ 100%	12 months	\$92,227
Adjunct Instructor* (Summer Teach Academy)	\$74.03/hour	18 hrs/wk	1 week	\$1,333
Adjunct Counselor*	\$59.36/hour	20 hrs/wk	32 weeks	\$37,990
(2) Group Tutors* (Supplemental instruction)	\$14.50/hour	4 hrs/wk	32 weeks	\$3,712
(2) Peer Tutors*	\$14.50/hour	3.5 hrs/wk	32 weeks	\$3,248
TOTAL PERSONNEL				\$138,510
2. FRINGE BENEFITS				
Project Director	34.65% rate, plus health insurance and fringe			\$0
SSS Coordinator*	34.65% rate, plus health insurance and fringe			\$56,606
Adjunct Instructor*	24.15% rate			\$322
Adjunct Counselor*	24.15% rate			\$9,176
(4) Tutors*	4.25% rate			\$296
TOTAL FRINGE BENEFITS				\$66,400
Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District Board of Trustees approved salary schedules. All non-personnel items were researched and based on current market rates.				
<ul style="list-style-type: none"> • <i>Full-time personnel benefits include health & welfare (max. \$28,752/yr), other fringe benefits (range \$1,500-\$2,530 per year) and all positions include the following based on FY 2020/21: 22.7% (retirement), 6.2% (OASDI), 1.45% (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 34.65%</i> • <i>Adjunct personnel benefits include 18.4% (STRS), 1.45 (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 24.15%</i> • <i>Tutor benefits include 2.75% (active retirement) and 1.5% (WCI) = 4.25%</i> 				
3. TRAVEL				
a) <u>State Regional Conference</u> – Airfare and ground transportation \$320; hotel for 3 nights @ \$150/night = \$450; per diem for 3 days @ \$60/day = \$180; conference fee \$300; other related costs \$50 = \$1,300 x 2 attendees = \$2,600				\$2,600
b) <u>National Conference</u> – Airfare and ground transportation \$398; hotel for 3 nights @ \$150/night = \$450; per diem for 3 days @ \$60/day = \$180; conference fee of \$500; and other related costs \$72 = \$1,600				\$1,600
c) <u>TRIO Professional Development Training</u> – Mileage \$0.575/mile x 35 miles = \$20; registration fee \$150, meal \$20; parking \$10 = \$200 x 2 attendees = \$400				\$400
d) <u>Local Travel</u> – Mileage \$0.575/mile x 36 miles/yr. = \$250				\$250
TOTAL TRAVEL				\$4,850
4. EQUIPMENT (per unit cost ≥ \$5,000)				

TOTAL EQUIPMENT		\$0
5. SUPPLIES		
a) <u>Non-Instructional Supplies for School Year Activities</u> – Materials used for tutoring and workshops: binders, inserts, pens, pencils, paper and printer ink.		\$1,730
b) <u>Textbook Loan Program</u> – Books will be provided to students to borrow for the program lending library. 10 books @ \$140/book x 2 semesters = \$2,800		\$2,800
c) <u>Instructional Supplies for School Year Activities</u> – Manipulatives for Math for Educators course, tutoring, supplemental instruction sessions and lab samples.		\$800
TOTAL SUPPLIES		\$5,330
6. CONTRACTUAL		
<u>Workshop and Conference Speakers*</u> – Teachers for Tomorrow Conference, CBEST/CSET Preparation workshop, and Financial Aid and Literacy workshops.		\$1,500
TOTAL CONTRACTUAL		\$1,500
7. CONSTRUCTION (Not applicable)		
TOTAL CONSTRUCTION		\$0
8. OTHER		
a) <u>Membership Fees</u> – Annual WESTOP membership fee.		\$625
b) <u>Software License and Fees</u> – StudentAccess web portal for APR reporting includes report generator and annual support plan.		\$1,100
c) <u>Reproduction/Printing</u> – Program literature, flyers, informational brochures, etc. 125 sheets/month @ \$0.50/sheet x 12 months = \$750		\$750
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)		
d) <u>Food/Food Services*</u> – Hospitality associated with SSS program meetings, activities and workshops.		\$1,442
e) <u>Meals for Students at Off-Site Trips</u> – University tours and cultural events; 55 meals @ \$20/meal = \$1,100		\$1,100
f) <u>Student Travel</u> – Roundtrip ground transportation for in-state University visit in Northern CA @ \$3,800; local campus visit bus rental @ \$800 = \$4,600		\$4,600
g) <u>Other Travel Expenses</u> – Lodging for regional University trip; \$1,900/night lodging x 2 nights = \$3,800		\$3,800
TOTAL OTHER		\$13,417
9. TOTAL DIRECT COSTS		\$230,007
Modified Direct Costs (To Exclude Participant Support Costs 8.d.-8.g.)		\$219,065
10. INDIRECT COSTS (8% on Modified Direct Costs)		\$17,525
11. TRAINING STIPENDS* (Grant Aid to Students)		\$5,500
12. TOTAL COSTS (Lines 9-11)		\$253,032
NOTE: Asterisk (*) next to line items indicates relation to Competitive Preference Priorities.		

(f) BUDGET

BUDGET NARRATIVE – YEAR 1				
1. PERSONNEL	Salary/Rate	% Time	Mths/Wks	Total
Project Director (In-kind funds)	\$10,084.92/month	@ 100%	12 months	\$0
Student Services Coordinator	\$5,824.17/month	@ 100%	12 months	\$69,890
Student Projects Specialist	\$4,722.03/month	@ 50%	12 months	\$28,332
(4) Tutors*	\$14.50/hour	5 hrs/wk	42 weeks	\$12,180
Adjunct Counselor*	\$65.44/hour	4 hrs/wk	42 weeks	\$10,994
TOTAL PERSONNEL				\$121,396
2. FRINGE BENEFITS				
Project Director (In-kind funds)	34.65% rate, plus health insurance and fringe			\$0
Student Services Coordinator	34.65% rate, plus health insurance and fringe			\$45,818
Student Projects Specialist	34.65% rate, plus health insurance and fringe			\$20,603
(4) Tutors*	4.25% rate			\$518
Adjunct Counselor*	24.15% rate			\$2,655
TOTAL FRINGE BENEFITS				\$69,594
Salaries and benefits are based on negotiated rates through collective bargaining and Rancho Santiago Community College District Board of Trustees approved salary schedules. All non-personnel items were researched and based on current market rates.				
<ul style="list-style-type: none"> • Full-time personnel benefits include health & welfare (max. \$28,752/yr), other fringe benefits (range \$1,500-\$2,530 per year) and all positions include the following based on FY 2020/21: 22.7% (retirement), 6.2% (OASDI), 1.45% (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 34.65% • Tutors benefits include 2.75% (active retirement) and 1.5% (WCI) = 4.25% • Adjunct personnel benefits include 18.4% (STRS), 1.45 (medicare), 2.75% (active retirement), 0.05% (SUI), and 1.5% (WCI) = 24.15% 				
3. TRAVEL				
a) <u>State Regional Conference</u> – Project Director and Coordinator travel. Roundtrip airfare and ground transportation \$330; hotel for 3 nights @ \$120/night = \$360; Per Diem for 3 days @ \$60/day = \$180; conference fee of \$300; other related costs \$80 = \$1,250 x 2 attendees = \$2,500				\$2,500
b) <u>National Conference</u> – The Project Director to attend Council for Opportunity in Education (COE) conference. Roundtrip airfare and ground transportation \$390; hotel for 3 nights @ \$150/night = \$450; Per Diem for 3 days @ \$60/day = \$180; conference fee \$450; all other related costs \$30 = \$1,500				\$1,500
c) <u>TRIO Professional Development Training</u> – Mileage rate \$0.575/mile x 35 miles = \$20; registration fee \$150, meal \$20; parking \$10 = \$200 x 2 attendees = \$400				\$400
d) <u>Local Travel Mileage for TRIO Meetings</u> – Mileage rate \$0.575/mile x 35 miles x 12 months = \$250				\$250
TOTAL TRAVEL				\$4,650

BUDGET NARRATIVE – YEAR 1	
4. EQUIPMENT – Per Unit Cost \geq \$5,000 (Not Applicable)	
TOTAL EQUIPMENT	\$0
5. SUPPLIES	
a) <u>Non-Instructional/Program Supplies</u> – Paper reams, colored paper, pens, toner, USB disks, folders, clipboards, binders, hanging folders, program banner, etc.	\$2,000
b) <u>Instructional Supplies*</u> – Supplies for Summer Bridge Program	\$3,000
TOTAL SUPPLIES	\$5,000
6. CONTRACTUAL (Not Applicable)	
TOTAL CONTRACTUAL	\$0
7. CONSTRUCTION (Not Applicable)	
TOTAL CONSTRUCTION	\$0
8. OTHER	
a) <u>Membership Fees</u> – WESTOP membership fee.	\$625
b) <u>Software Licensing Fee</u> – StudentAccess web portal for APR reporting includes report generator and annual support plan.	\$1,100
c) <u>Printing/Reproduction</u> – To print application, recruiting materials, informational flyers, etc. 278 sheets/months @ \$0.30/sheet x 12 months = \$1,000	\$1,000
d) (1) <u>Desktop computer</u> – To be used by SSS staff @ \$2,800 per unit	\$2,800
e) (1) <u>Printer</u> – To be used by SSS staff and students @ \$1,700 per unit	\$1,700
ACTIVITIES/TRAVEL STUDENT PARTICIPANTS: (Who, Where, When, Meals, Lodging, Transportation, Registration, Tickets)	
f) <u>Meals for Students at Off-Site Trips</u> – Meals on trips for students to view four-year campuses locally and regionally. 40 students x \$20/meal x 3 meals/day x 3 days of travel = \$7,200	\$7,200
g) <u>Student Travel/Field Trip Buses</u> – Travel for students to view four-year campuses. 1 local bus @ \$800; 1 regional bus @ \$2400 = \$3,200	\$3,200
h) <u>Other Expenses Paid for Students</u> – On-campus/hotel lodging for 40 students to view four-year Universities during regional travel.	\$16,898
i) <u>Summer Bridge Program*</u> – Meals and food services for soft skills program.	\$1,240
TOTAL OTHER	\$35,763
9. TOTAL DIRECT COSTS	\$236,403
Modified Direct Costs (To Exclude Participant Support Costs 8.f.-8.i.)	\$207,865
10. INDIRECT COSTS (8% on Modified Direct Costs)	\$16,629
11. TRAINING STIPENDS (Not Applicable)	\$0
12. TOTAL COSTS (Lines 9-11)	\$253,032
NOTE: Asterisk (*) next to line items indicates relation to Competitive Preference Priorities.	

SPECIAL PROJECT DETAILED BUDGET: #2470

NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE

FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 7/1/19 - 6/30/20

PROJ ADM: Maria Dela Cruz

CONTRACT AWARD: \$74,515

PROJ DIR: Catherine Shaffer

Prime Sponsor: California Community Colleges Chancellor's Office

Date: 07/22/19

Prime Award #: 19-034-026

Fiscal Agent: Rancho Santiago CCD

Sub-Award #: N/A; CFDA #: N/A

GL Account	Description	Debit	Credit
12-2470-000000-10000-8659	Other Reimb Categorical All		74,515
12-2470-170100-15340-2420	Instructional Assistant - Hourly	2,856	
12-2470-170100-15340-3321	Medicare - Instructional	42	
12-2470-170100-15340-3331	PARS - Instructional	38	
12-2470-170100-15340-3431	H & W Ret Fd - Instructional	79	
12-2470-170100-15340-3511	SUI - Instructional	2	
12-2470-170100-15340-3611	WCI - Instructional	43	
12-2470-633000-15340-2130	Classified Employees : MESA - Suzanne L. (44% salary; 0% benefits)	36,263	
12-2470-633000-15340-2310	Classified Employees - Ongoing - Abigail Ramirez	18,200	
12-2470-633000-15340-2340	Student Assistants - Hourly	1,328	
12-2470-633000-15340-3215	PERS - Non-Instructional :	-	
12-2470-633000-15340-3315	OASDHI - Non-Instructional	-	
12-2470-633000-15340-3325	Medicare - Non-Instructiona	264	
12-2470-633000-15340-3335	PARS - Non-Instructional :	237	
12-2470-633000-15340-3415	H & W - Non-Instructional :	-	
12-2470-633000-15340-3435	H & W - Retiree Fund Non-In	929	
12-2470-633000-15340-3515	SUI - Non-Instructional : M	10	
12-2470-633000-15340-3615	WCI - Non-Instructional : M	293	
12-2470-633000-15340-3915	Other Benefits - Non-Instru	-	
12-2470-633000-15340-4210	Books, Mags, & Subscrip-Non-Lib	700	
12-2470-633000-15340-4610	Non-Instructional Supplies	765	
12-2470-633000-15340-4710	Food & Food Service Supplies	2,271	
12-2470-633000-15340-5100	Contracted Services : MESA	500	
12-2470-633000-15340-5300	Inst Dues & Memberships	200	
12-2470-633000-15340-5805	Awards & Incentives	225	
12-2470-633000-15340-5905	Other Participant Travel Expenses	3,704	
12-2470-633000-15340-5940	Reproduction/Printing Ex	131	
12-2470-675000-15340-5210	Conference Expenses	2,569	
12-2470-679000-10000-5865	Indirect Costs : Santa Ana	2,866	
Totals for PROJECT: 2470	Mesa CCCP	74,515	74,515

SPECIAL PROJECT DETAILED BUDGET: #2470

NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE

FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 7/1/19 - 6/30/20

PROJ ADM: Maria Dela Cruz

CONTRACT AWARD: \$74,515

PROJ DIR: Catherine Shaffer

Prime Sponsor: California Community Colleges Chancellor's Office

Date: 07/22/19

Prime Award #: 19-034-026

Fiscal Agent: Rancho Santiago CCD

Sub-Award #: N/A; CFDA #: N/A

GL Account	Description	Debit	Credit
11-2470-633000-15340-2130	Classified Employees : MESA - Suzanne L. (56%) salary; 100% benefits	46,153	
11-2470-633000-15340-3215	PERS - Non-Instructional :	17,142	
11-2470-633000-15340-3315	OASDHI - Non-Instructional	5,203	
11-2470-633000-15340-3325	Medicare - Non-Instructiona	1,217	
11-2470-633000-15340-3415	H & W - Non-Instructional :	25,477	
11-2470-633000-15340-3435	H & W - Retiree Fund Non-In	3,566	
11-2470-633000-15340-3515	SUI - Non-Instructional : M	42	
11-2470-633000-15340-3615	WCI - Non-Instructional : M	1,049	
11-2470-633000-15340-3915	Other Benefits - Non-Instru	1,500	
Totals for PROJECT: 2470	Mesa CCCP (Match)	101,349	

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 7/1/19 - 6/30/20
 CONTRACT INCOME: \$100,000

PROJ ADM: Alicia Kruezinga
 PROJ DIR: Damon Voight

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 19-035-004
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

Date: 07/22/19

GL Account	Description	Revising Budget	
		Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical All		100,000
	Int/Sum - Instructors, Part-Time		
12-2450-100200-15510-1315	- Arts 101H	4,271	
12-2450-100200-15510-3111	STRS - Instructional	828	
12-2450-100200-15510-3321	Medicare - Instructional :	62	
12-2450-100200-15510-3431	H & W - Retiree Fund Inst :	117	
12-2450-100200-15510-3511	SUI - Instructional	2	
12-2450-100200-15510-3611	WCI - Instructional	64	
12-2450-100600-15565-2320	Classified Employees - Hour	554	
12-2450-100600-15565-2350	Overtime - Classified Employees	415	
12-2450-100600-15565-3315	OASDI - Non-Instructiona	57	
12-2450-100600-15565-3325	Medicare - Non-Instructiona	15	
12-2450-100600-15565-3335	PARS - Non-Instructional :	13	
12-2450-100600-15565-3435	H & W - Retiree Fund Non-In	27	
12-2450-100600-15565-3515	SUI - Non-Instructional : C	1	
12-2450-100600-15565-3615	WCI - Non-Instructional : P	15	
	Int/Sum-Beyond Contract : S		
12-2450-110500-15643-1314	- Spanish 101H	6,709	
12-2450-110500-15643-3111	STRS - Instructional : Span	1,298	
12-2450-110500-15643-3321	Medicare - Instructional :	98	
12-2450-110500-15643-3431	H & W - Retiree Fund Inst :	185	
12-2450-110500-15643-3511	SUI - Instructional : Spani	4	
12-2450-110500-15643-3611	WCI - Instructional : Spani	101	
	Int/Sum-Beyond Contract : E		
12-2450-150100-15620-1314	- English 101H & 103H	16,650	
12-2450-150100-15620-3111	STRS - Instructional : Engl	3,225	
12-2450-150100-15620-3321	Medicare - Instructional :	242	
12-2450-150100-15620-3431	H & W - Retiree Fund Inst :	458	
12-2450-150100-15620-3511	SUI - Instructional : Engli	9	
12-2450-150100-15620-3611	WCI - Instructional : Engli	250	
	Int/Sum - Instructors, Part-Time		
12-2450-493010-15320-1315	- Counseling 110	2,440	
12-2450-493010-15320-3111	STRS - Instructional	470	
12-2450-493010-15320-3321	Medicare - Instructional :	36	

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 7/1/19 - 6/30/20
 CONTRACT INCOME: \$100,000

PROJ ADM: Alicia Kruienza
 PROJ DIR: Damon Voight

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 19-035-004
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

Date: 07/22/19

GL Account	Description	Revising Budget	
		Debit	Credit
12-2450-493010-15320-3431	H & W - Retiree Fund Inst :	68	
12-2450-493010-15320-3511	SUI - Instructional	2	
12-2450-493010-15320-3611	WCI - Instructional	37	
12-2450-490100-19100-4310	Instructional Supplies : St	20,000	
12-2450-631000-15310-1430	Part-Time Counselors : Coun - 10 hrs/wk x 36 wks	20,748	
12-2450-631000-15310-1435	Int/Sum - Counselors,Part-Time - 12 hrs/wk x 8 wks	5,533	
12-2450-631000-15310-3115	STRS - Non-Instructional :	4,836	
12-2450-631000-15310-3325	Medicare - Non-Instructiona	382	
12-2450-631000-15310-3435	H & W - Retiree Fund Non-In	723	
12-2450-631000-15310-3515	SUI - Non-Instructional : C	14	
12-2450-631000-15310-3615	WCI - Non-Instructional : C	395	
12-2450-649000-19100-5300	Inst Dues & Memberships : S	800	
12-2450-649000-19100-5966	Transportation - Student :	4,000	
12-2450-675000-19100-5210	Conference Expenses : Stude	-	
12-2450-679000-10000-5865	Indirect Costs : Santa Ana	3,846	
Totals for PROJECT: 2450	Santa Ana MCHS	100,000	100,000

SPECIAL PROJECT DETAILED BUDGET: # 2536

NAME: Information Communications Technology (ICT)/Digital Media Sector Navigator

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/19 - 06/30/20

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$372,000

Date: 06/26/2019

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 19-158-001

SUB-AWARD: N/A

CFDA #: N/A

Account String	Description	New Budget	
		Debit	Credit
12-2536-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,000
12-2536-672000-50000-5865	Indirect Costs : District Operations @ 4%	14,307	
12-2536-679000-53305-4610	Non-Instructional Supplies : Educational Services O	295	
12-2536-679000-53305-5100	Contracted Services : Educational Services Office - <i>Independent Contractor, Steve Wright, LLC \$147,334</i> - <i>Shawn Monsen will conduct research and update NetLab+ curricular options on NetLab+ UG website. \$28,000</i> - <i>Karen Beltramo to establish a new expanded metrics reporting for the CCC's with regard for the ICT-DM sector. \$20,000</i> - <i>Research expenses (Integrative Impact LLC - Nicole Sherman) \$92,000</i>	287,334	
12-2536-679000-53345-2130	Classified Employees : Reso - <i>Francisco Villaseñor @ 50%</i>	42,340	
12-2536-679000-53345-3215	PERS - Non-Instructional :	8,764	
12-2536-679000-53345-3315	OASDHI - Non-Instructional	2,672	
12-2536-679000-53345-3325	Medicare - Non-Instructiona	625	
12-2536-679000-53345-3415	H & W - Non-Instructional :	12,414	
12-2536-679000-53345-3435	H & W - Retiree Fund Non-In	1,831	
12-2536-679000-53345-3515	SUI - Non-Instructional :	22	
12-2536-679000-53345-3615	WCI - Non-Instructional :	646	
12-2536-679000-53345-3915	Other Benefits - Non-Instru	750	
	Total - 2536 ICT/Digital Media Sector Navigator	372,000	372,000

The match required is \$372,000 that will be met entirely by third party in-kind contributions.

SPECIAL PROJECT DETAILED BUDGET #2564
NAME: Sector Navigator - Retail Hospitality/Tourism/Learn and Earn
FISCAL YEAR: 2019/2020

CONTRACT PERIOD: 7/1/2019- 6/30/2020
CONTRACT AWARD: \$372,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 19-161-001
Sub-Award Agreement #: N/A
CFDA #: N/A

PROJ. ADM. Enrique Perez
PROJ. DIR. Joy Hermsen
Date: 08/12/2019

GL Account String	Description	New Budget	
		Debit	Credit
12-2564-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,000
12-2564-672000-50000-5865	Indirect Cost : District	14,307	
12-2564-675000-53345-5210	Conference Expenses : Educa - CCCAOE Conferences \$18000 Sector Package+\$2500 (travel); - CA Economic Summit \$1600 (\$600 reg+\$1000 travel); - Visit CA Outlook Forum \$1499 (\$199 Reg +\$1300 travel); - CCCCCO/EDPAC \$2000 (4xyear @\$500/trip); - All Hands meetings \$1000 (2 times per year @ \$500 travel cost); - Regional meetings \$8400 (2x/year in 7 regions \$600/trip); - One statewide Industry outreach advisory meeting \$600	35,599	
12-2564-684000-53345-2110	Classified Management : Edu - Joy Hermsen, Statewide Director, RHT (100%) C-1	131,209	
12-2564-684000-53345-2320	Classified Hourly : Edu	0	
12-2564-684000-53345-3215	PERS - Non-Instructional :	25,876	
12-2564-684000-53345-3315	OASDHI - Non-Instructional	8,340	
12-2564-684000-53345-3325	Medicare - Non-Instructiona	1,950	
12-2564-684000-53345-3415	H & W - Non-Instructional :	32,072	
12-2564-684000-53345-3435	H & W - Retiree Fund Non-In	3,749	
12-2564-684000-53345-3515	SUI - Non-Instructional : E	67	
12-2564-684000-53345-3615	WCI - Non-Instructional : E	2,018	
12-2564-684000-53345-3915	Other Benefits - Non-Instru	3,300	
12-2564-684000-53345-4610	Non-Instructional Supplies :	2,467	
12-2564-684000-53345-5100	Contracted Services: - RHT Marketing, Website and Outreach \$34,750	34,750	
12-2564-684000-53345-5220	Mileage/Parking Expenses : - \$500/month for 12 months = \$6,000	6,000	
12-2564-684000-53345-5940	Reproduction/Printing Expen	400	
12-2564-684000-53345-6410	Equip-All Other >\$1,000<\$5,000	1,000	
12-2564-679000-53345-2130	Classified Employees : Reso - F. Villaseñor, Resource Dev.Coordinator (50%)	42,250	
12-2564-679000-53345-3215	PERS - Non-Instructional :	8,332	
12-2564-679000-53345-3315	OASDHI - Non-Instructional	2,666	
12-2564-679000-53345-3325	Medicare - Non-Instructiona	623	
12-2564-679000-53345-3415	H & W - Non-Instructional :	12,414	
12-2564-679000-53345-3435	H & W - Retiree Fund Non-In	1,194	
12-2564-679000-53345-3515	SUI - Non-Instructional : R	22	
12-2564-679000-53345-3615	WCI - Non-Instructional : R	645	
12-2564-679000-53345-3915	Other Benefits - Non-Instru	750	
Total # 2564 SN RHT FY 19/20 (Funded)		372,000	372,000

SPECIAL PROJECT DETAILED BUDGET # 2566

NAME: Deputy Sector Navigator (DSN) Business & Entrepreneurship (Santa Ana College)

FISCAL YEAR: 2019/20 & 2020/21

CONTRACT PERIOD: 07/01/19 - 09/30/20

PROJ. ADM. Kimberly Mathews

CONTRACT INCOME: \$200,000

PROJ. DIR. Cathleen Greiner

Prime Sponsor: CCCCCO

Rev Date: 09/10/19

Prime Award #: 19-207-001

Fiscal Agent: Rancho Santiago CCD

CFDA #: N/A; **Award #** N/A

GL Account	Description	Debit	Credit
12-2566-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		200,000
12-2566-675000-15205-5210	Conference Expenses : Academic Affairs Office-VP	3,500	
12-2566-679000-10000-5865	Indirect Costs : Santa Ana College	7,692	
12-2566-684000-15205-2110	Classified Management : Academic Affairs Office-VP - Cathleen Greiner, Regional Director	125,999	
12-2566-684000-15205-2320	Classified Employees - Hourly : Academic Affairs Of - Admin clerk (19 hrs/wk x 39 wks)	16,154	
12-2566-684000-15205-3115	STRS - Non-Instructional : Academic Affairs Office-	21,546	
12-2566-684000-15205-3325	Medicare - Non-Instructional : Academic Affairs Off	2,061	
12-2566-684000-15205-3335	PARS - Non-Instructional : Academic Affairs Office-	210	
12-2566-684000-15205-3415	H & W - Non-Instructional : Academic Affairs Office	13,276	
12-2566-684000-15205-3435	H & W - Retiree Fund Non-Inst : Academic Affairs Of	3,909	
12-2566-684000-15205-3515	SUI - Non-Instructional : Academic Affairs Office-V	71	
12-2566-684000-15205-3615	WCI - Non-Instructional : Academic Affairs Office-V	2,132	
12-2566-684000-15205-4610	Non-Instructional Supplies : Academic Affairs Offic - Program & Office supplies	1,100	
12-2566-684000-15205-4710	Food & Food Services Supplies - Working meetings, summits, workshops	500	
12-2566-684000-15205-5100	Contracted Services : Academic Affairs Office-VP	400	
12-2566-684000-15205-5220	Mileage/Parking Expenses : Academic Affairs Office-	600	
12-2566-684000-15205-5235	District Business/Sponsorships : Academic Affairs O	300	
12-2566-684000-15205-5300	Inst Dues & Memberships : Academic Affairs Office-V	500	
12-2566-684000-15205-5940	Reproduction/Printing Expenses : Academic Affairs O	50	
Totals for Project: 2566	DSN B & E - SAC Host	200,000	200,000

In-Kind Match	
General Funds - Faculty Coordinator for Business/Entrepreneurship (2 LHE/Semester x 2 ses)	9,445
Federal Funds - project 1824 - Project Administrator - Kimberly Mathews (8%)	13,126
Strong Workforce Program (Local Share) - project 2226 - Job Develper/Internship Coordinator - Theresa Hagelbarger (100%) - Administrative Support - Susana Cardenas (5%) - Small Business Vertical Sector Project contracted services related to SBI/Business program activities	117,146
RSCCD's waived indirect costs:	51,283
Industry Advisor's in-kind time contributed at Small Business Educators Conference	9,000
DSN - Business & Entrepreneurship - TOTAL In-Kind Match	200,000

Changed department from Dr. Lamb to Kimberly Mathews

SPECIAL PROJECT DETAILED BUDGET # 2566

NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2019/20

CONTRACT PERIOD: 11/01/19 - 10/31/20
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
RFA: 18-207
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Steve Linthicum
Date: 09/12/2019

GL Accounts	Description	New Budget	
		Debit	Credit
12-2566-679000-53305-5100	Contracted Services : Educational Services Office		200,000
12-2566-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2566-675000-53330-5210	Conference Expenses : CCCAOE Spring and Fall Conferences (\$1,100 x 2 = \$2,200) - Western Academy Support & Training Ctr (\$700 x 2 = \$1,400) - Key Talent All-Hands Meeting (\$400 x 4 = \$1,600) - California Business Education Association (\$500 x 2 = \$1,000) - California Department of Education \$500 - Allocated for other upcoming conferences \$3,577	- 10,277	
12-2566-684000-53330-2110	Classified Management : - Steve Linthicum (100%)	138,914	
12-2566-684000-53330-3115	STRS - Non-Instructional :	23,754	
12-2566-684000-53330-3325	Medicare - Non-Instructional :	2,062	
12-2566-684000-53330-3415	H & W - Non-Instructional :	7,329	
12-2566-684000-53330-3435	H & W - Retiree Fund Non-Inst :	3,911	
12-2566-684000-53330-3515	SUI - Non-Instructional :	71	
12-2566-684000-53330-3615	WCI - Non-Instructional :	2,133	
12-2566-684000-53330-3915	Other Benefits - Non-Instruct :	3,300	
12-2566-684000-53330-4610	Non-Instructional Supplies :	557	
Total Project 2566 EWD Key Talent Admin & FA - DSN ICT/Digital Media		200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2566

**NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2019/20**

CONTRACT PERIOD: 11/01/19 - 10/31/20
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
RFA: 18-207
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Steve Linthicum
Date: 09/12/2019

GL Accounts	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		59,772
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		47,388
11-2566-684000-53330-2130	Classified Employees : - Business Services Coordinator - Vacant (100%)	59,772	
11-2566-684000-53330-3215	PERS - Non-Instructional :	11,788	
11-2566-684000-53330-3315	OASDHI - Non-Instructional :	3,799	
11-2566-684000-53330-3325	Medicare - Non-Instructional :	888	
11-2566-684000-53330-3335	PARS - Non-Instructional : Digital Media Cent	-	
11-2566-684000-53330-3415	H & W - Non-Instructional :	26,756	
11-2566-684000-53330-3435	H & W - Retiree Fund Non-Inst :	1,707	
11-2566-684000-53330-3515	SUI - Non-Instructional :	31	
11-2566-684000-53330-3615	WCI - Non-Instructional :	919	
11-2566-684000-53330-3915	Other Benefits - Non-Instruct :	1,500	
	TOTAL RSCCD Contribution - Direct Costs (Match)	107,160	107,160
Third party in-kind contributions.:			
5000	ITPro.TV (IT Fundamentals Project - Phase 2 - Student Video Content Access) (estimated 250 students at \$50/Student)	12,500	
5000	Practice Labs (IT Fundamentals Project - Phase 2 - Student Virtual Lab Access) (estimated 250 students at \$80/Student)	20,000	
5000	Cisco (IT Essentials - Coirseware for A+ Certification Exams) (estimated 100 OC Students @ \$200/Students)	20,000	
5000	CompTIA (IT Fundamentals Project - Phase 2 - Voucher Discounts) (estimated 200 students at \$104/Student)	20,800	
5000	CompTIA (IT Fundamentals Project - Phase 2 - Courseware) (estimated 200 students at \$50/Student)	10,000	
5000	National Cyber League Fall 2018 and Spring 2019, discounted pricing for student participation in cyber competitions (estimated 159 students @ \$60/Student)	9,540	
	TOTAL Third party in-kind contributions (Match)	92,840	
TOTAL Match Contribution		200,000	