

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, May 24, 2010**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Vision Statement (Board of Trustees)**

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

**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 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.

1.4 Approval of Minutes – Regular meeting of May 10, 2010

**Action**

1.5 Approval of Consent Calendar

**Action**

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

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

- 1.6 Public Hearing - Presentation of Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community College District

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

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

## **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. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  - e. Chancellor
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: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association

4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

**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.

**3.0 HUMAN RESOURCES**

3.1 Management/Academic Personnel Action

- Approval of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of Rescinding Changes of Assignment
- Approval of Stipends
- Approval of Part-time/Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

3.2 Classified Personnel Action

- Approval of New Appointments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Professional Growth Increments
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters
- Approval of Volunteers
- Approval of Student Assistant Lists

3.3 Approval of Employee Calendar 2010-2011 Action

The administration recommends approval of the 2010-2011 employee calendar.

#### **4.0 INSTRUCTION**

- \*4.1 Approval of California/Nevada Training Trust Master Cost Agreement Action  
The administration recommends approval of this agreement with the California/Nevada Training Trust for 2010-2011 as presented.
- \*4.2 Approval of Electrical Training Trust Master Cost Agreement Action  
The administration recommends approval of this agreement with the Electrical Training Trust for 2010-2011 as presented.
- \*4.3 Approval of JTS Services Lease Agreement Action  
The administration recommends approval of this agreement with JTS Services for 2010-2011 as presented.
- \*4.4 Approval of Operating Engineers Training Trust Master Cost Agreement Action  
The administration recommends approval of this agreement with the Operating Engineers Training Trust for 2010-2011 as presented.
- \*4.5 Approval of Southern California Surveyors Master Cost Agreement Action  
The administration recommends approval of this agreement with the Southern California Surveyors for 2010-2011 as presented.
- \*4.6 Approval of Southwest Carpenters Training Fund and Southern California JATC Master Cost Agreement Action  
The administration recommends approval of this agreement with the Southwest Carpenters Training Fund/Southern California JATC for 2010-2011 as presented.
- \*4.7 Approval of Inmate Education Program with the County of Orange Action  
The administration recommends approval of three agreements (Vocational Education Programs, GED Testing, and Continuing Education) for the Inmate Education Program with the County of Orange for the period beginning July 1, 2010, and ending June 30, 2015.

#### **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*5.2 Approval of Budget Transfers and Budget Increases/Decreases Action  
The administration recommends approval of budget transfers, increases, and decreases during the month of April 2010.



- \*5.3 Approval of Change Order #6 for Bid #1063 – Plumbing for Science Building (State Portion) at Santiago Canyon College (SCC) Action  
The administration recommends approval of change order #6, J.M. Farnan Company, Inc. for Bid #1063 for plumbing in the SCC Science building as presented.
- \*5.4 Approval of Change Order #2 for Bid #1097 – General Construction for Child Development Center at Santa Ana College (SAC) Action  
The administration recommends approval of change order #2, ISEC, Inc. for Bid #1097 for general construction for the new Child Development Center at SAC as presented.
- \*5.5 Approval of Change Order #1 for Bid #1102 – Roofing and Solar Systems at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #1, Peterson Dean Roofing and Solar Systems for Bid #1102 for roofing for the Child Development Center at SAC as presented.
- \*5.6 Approval of Change Order #2 for Bid #1104 – Drywall and Plastering at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #2, Insul Drywall and Plastering, Inc. for Bid #1104 for drywall and plastering at the Child Development Center at SAC as presented.
- \*5.7 Approval of Change Order #1 for Bid #1107 – Flooring at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #1, Progressive Floor Coverings for Bid #1107 for flooring at the Child Development Center at SAC as presented.
- \*5.8 Approval of Change Order #6 for Bid #1116 – Gym Restroom Addition, Gym Floor Replacement, and Fire Sprinkler Installation at Santa Ana College Action  
The administration recommends approval of change order #6, General Consolidated Constructors, Inc. for Bid #1116 for construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at SAC as presented.
- \*5.9 Approval of Change Order #2 for Bid #1121 – Structural Steel at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #2, Columbia Steel, Inc. for Bid #1121 for structural steel for the Child Development Center at SAC as presented.

- \*5.10 Approval of Change Order #1 for Bid #1122 – Glass and Glazing at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #1, E & R Glass Contractors for Bid #1122 for glass and glazing at the Child Development Center at SAC as presented.
- \*5.11 Approval of Change Order #3 for Bid #1129 – Electrical at Child Development Center at Santa Ana College Action  
The administration recommends approval of change order #3, EMAE International, Inc. for Bid #1129 for electrical at the Child Development Center at SAC as presented.
- \*5.12 Approval of Award of Bid #1155 – Repair and Overlay of Parking Lot #7 at Santa Ana College Action  
The administration recommends approval of awarding Bid #1155 for repair and overlay of parking lot #7 at SAC to Ben’s Asphalt as presented.
- \*5.13 Approval of Proposal to Develop Master Abatement Plan for Rancho Santiago Community College District Action  
The administration recommends authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to enter into an agreement with Executive Environmental Services Corporation for development of master specification bid documents for asbestos/hazardous material abatement.
- \*5.14 Approval of Notice of Completion: Bid #1131 – Relocation of Portable Classrooms at Santiago Canyon College Action  
The administration recommends approval of the Notice of Completion for the relocation of portable classrooms at SCC as presented.
- \*5.15 Approval of Rejection of Bid #1158 – Elevator Repairs and Maintenance Service Action  
The administration recommends rejecting Bid #1158 for elevator repair and maintenance service and rebid as presented.
- \*5.16 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period April 11, 2010, through May 8, 2010.

## **6.0 GENERAL**

- \*6.1 First Reading of Revision to Board Policy 7002 – Intellectual Property Rights Information  
This policy is presented for first reading as an information item.

6.2 Reports from Board Committees

Information

- Board Facilities Committee
- Board Fiscal/Audit Committee
- Board Legislative Committee
- Board Policy Committee

6.3 Board Member Comments

Information

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on June 21, 2010.

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

**Board of Trustees (Regular meeting)**

**Monday, May 10, 2010**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. Larry Labrado. Other members present were Dr. David Chapel, Mr. Brian Conley, Mr. John Hanna, Mr. Mark McLoughlin, and Mr. Phillip Yarbrough. Ms. Gloria Holguin and Ms. Lisa Woolery arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Judyanne Chitlik, Assistant Vice Chancellor, Human Resources.

1.3 Public Comment

There were no public comments.

1.4 Presentation of Sempra Energy Foundation Grant

Mr. Labrado introduced the following Sempra Energy representatives: Mr. Jerry Butkiewicz, workforce readiness manager, Ms. Margaret Pashko, public affairs director, and Ms. Carolyn Williams, corporate communications partnership manager, who presented a check for \$25,000 to Santa Ana College for student scholarships.

Ms. Woolery arrived at this time.

1.5 Approval of Minutes

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to approve the minutes of the regular meeting held April 26, 2010.

1.6 Approval of Consent Calendar

It was moved by Mr. Conley, seconded by Mr. Yarbrough, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

4.1 Approval of Upward Bound Summer Residential Program Contract with Chapman University

The board approved the Upward Bound Summer Residential Program contract with Chapman University in Orange, California.

4.2 Approval of Kaplan Testing Agreement for Nursing Students

The board approved the Kaplan Testing Agreement.

4.3 Approval of New Pharmacy Technology Agreement – Target #2421

The board approved this contract with Target #2421 in Anaheim, California.

4.4 Approval of Amendment to Affiliation Agreement with CRC Sign Language Interpreting Services, Inc.

The board approved the amendment to the affiliation agreement with CRC Sign Language Interpreting Services, Inc. to extend the term of the agreement and for services estimated at \$130,000 per fiscal year.

4.5 Approval of Amendment to Affiliation Agreement with QuickCAPTION for CART (Computer Aided Real-Time Transcriptionist) Services

The board approved the amendment to the affiliation agreement with QuickCAPTION to extend the term of the agreement and CART services estimated at \$90,000 per fiscal year.

4.6 Approval of Affiliation Agreement (RENEWAL): City of Anaheim (Fire Technology)

The board approved this affiliation agreement renewal with the City of Anaheim.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Quarterly Financial Status Report (CCFS-311Q) for period ended March 31, 2010

The board approved the CCFS-311Q for the period ending March 31, 2010, as presented.

1.6 Approval of Consent Calendar – (cont.)

- 5.4 Approval of Resolution No. 10-12 regarding Expenditure Transfers to Permit Payment of Obligations  
The board approved Resolution No. 10-12 regarding expenditure transfers.
- 5.5 Approval of Public Hearing – 2010-2011 Tentative Budget  
The board scheduled a public hearing on the 2010-2011 Tentative Budget on June 21, 2010.
- 5.6 Approval of Change Order #1 for Bid #1054 – Landscaping for Science Building (Bond Portion) at Santiago Canyon College  
The board approved Change Order #1, Marina Landscape, Inc. for Bid #1054, landscaping for the Science building at SCC as presented.
- 5.7 Approval of Change Order #2 for Bid #1055 – Concrete for Science Building (Bond Portion) at Santiago Canyon College  
The board approved Change Order #2, Angeles Contractor, Inc. for Bid #1055, concrete for the Science building at SCC as presented.
- 5.8 Approval of Change Order #3 for Bid #1055 – Concrete for Science Building (State Portion) at Santiago Canyon College  
The board approved Change Order #3, Angeles Contractor, Inc. for Bid #1055, concrete for the Science building at SCC as presented.
- 5.9 Approval of Change Order #4 for Bid #1064 – Electrical for Science Building (Bond Portion) at Santiago Canyon College  
The board approved Change Order #4, Baker Electric for Bid #1064, electrical for the Science building at SCC as presented.
- 5.10 Approval of Change Order #5 for Bid #1064 – Electrical for Science Building (State Portion) at Santiago Canyon College  
The board approved Change Order #5, Baker Electric for Bid #1064, electrical for the Science building at SCC as presented.
- 5.11 Approval of Change Order #1 for Bid #1065 – HVAC for Science Building (Bond Portion) at Santiago Canyon College  
The board approved Change Order #1, Athena Engineering, Inc. for Bid #1065, HVAC for the Science building at SCC as presented.
- 5.12 Approval of Change Order #2 for Bid #1076 – Glass/Glazing for Science Building (Bond Portion) at Santiago Canyon College  
The board approved Change Order #2, Best Contracting Services for Bid #1076, glass and glazing for the Science building at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.13 Approval of Change Order #3 for Bid #1076 – Glass/Glazing for Science Building (State Portion) at SCC

The administration recommends approval of Change Order #3, Best Contracting Services for Bid #1076, glass and glazing for the Science building at SCC as presented.

5.14 Approval of Architect Change Order – Santa Ana College Baseball Complex

The board approved the request for additional services in the amount of \$10,000 as presented.

5.15 Approval of Architect Change Order – Santiago Canyon College Maintenance & Operations Building

The board approved the request for additional services in the amount of \$36,000 plus added reimbursables of \$3,600 as presented.

5.16 Approval of Architect Change Order – Santiago Canyon College Science Building (Bond Portion)

The board approved the request for additional services in the amount of \$24,000 as presented.

5.17 Approval of Architect Change Order – Santiago Canyon College Science Building (State Portion)

The board approved the request for additional services in the amount of \$36,000 as presented.

5.18 Approval for Additional Testing Services for the Gym Restroom Addition, Gym Floor Replacement, and Fire Sprinkler Installation at Santa Ana College

The board approved the agreement to increase compensation to Twining Laboratories as presented.

5.19 Approval for Additional Testing Services for the Maintenance & Operations Building and Parking Lot at Santiago Canyon College

The board approved the agreement to increase compensation to Twining Laboratories as presented.

5.20 Approval for Additional Testing Services for the Science Building at Santiago Canyon College

The board approved the agreement to increase compensation to Twining Laboratories as presented.

1.6 Approval of Consent Calendar – (cont.)

5.21 Approval of Division of State Architect (DSA) Inspection Services – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking and Loop Road Extension Projects at Santiago Canyon College

The board approved of the agreement with Universal Laboratories to provide DSA inspector services for the Science building at SCC as presented.

5.22 Approval of Request For Proposal (RFP) – Materials Testing and Inspection Services for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking and Loop Road Extension Projects at Santiago Canyon College

The board approved the agreement with Reliant Testing Engineers in the amount of \$202,496 for the various construction projects as presented.

6.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- |  |           |
|--|-----------|
| - CalWORKS – Augmentation (SAC)                | \$ 16,000 |
| - Child Development Training consortium (SAC)  | \$ 1,250  |
| - Entrepreneurial Career Pathways Project (DO) | \$296,175 |

6.2 Adoption of Resolution #10-11 Authorizing Payment to Trustee Absent from Board Meetings

The board approved payment to Student Trustee Gloria Holguin for her absence on April 25, 2010, due to illness.

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

There were no public comments.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.



2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)  
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Ms. Gloria Holguin was not in attendance at this time.

2.4 Reports from Student Presidents

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

Mr. Alejandro Flores, Student President, Santa Ana College  
Mr. Nathan Selvidge, 2010-2011 Student Trustee, Santiago Canyon College

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College  
Mr. John Zarske, Academic Senate President, Santa Ana College

2.6 Informational Presentation on the Budget

Mr. Peter Hardash provided an informational presentation to the board on the budget.

Ms. Gloria Holguin arrived at this time.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 5:33 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Student Workers
  - d. Professional Experts
  - e. Chancellor Search
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: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
Continuing Education Faculty Association  
Child Development Centers Teachers Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Conley recused himself by leaving the room during discussion of Public Employee Discipline/Dismissal/Release.

### **RECONVENE**

The board reconvened at 7:03 p.m.

#### **Closed Session Report**

Mr. Yarbrough reported the board discussed the abovementioned items, and there was no action taken during closed session.

#### **Public Comment**

There were no public comments.

### **3.0 HUMAN RESOURCES**

#### **3.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Permission to Accept Outside Assignments
- Ratify Resignations/Retirements
- Approve Adjusted End Date for Leaves of Absence
- Approve Stipends
- Approve Part-time/Hourly Hires/Rehires

### 3.2 Classified Personnel

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the following action on the classified personnel docket:

- Approve Professional Growth Increments
- Approve Changes in Positions/Departments
- Approve Leaves of Absence
- Approve Changes in Positions
- Ratify Resignations/Retirements
- Approve Additional Hours for On Going Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Student Assistant Lists

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

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to schedule a public hearing on May 24, 2010.

### 3.4 Adoption of Resolution No. 10-13 – Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to adopt Resolution No. 10-13.

### 3.5 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the submitted conference and travel by a board member.

## 4.0 INSTRUCTION

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

## 5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, and 5.4 through 5.22 were approved as part of Item 1.6 (Consent Calendar).

### 5.3 Quarterly Investment Report as of March 31, 2010

The quarterly investment report as of March 31, 2010, was presented as information.

## **6.0 GENERAL**

Items 6.1 and 6.2 were approved as part of Item 1.6 (Consent Calendar).

### **6.3 Board Member Comments**

Ms. Holguin asked the chancellor to review the possibility of a partnership with the City of Santa Ana for joint use of SAC soccer fields.

Ms. Holguin asked for information regarding the reduction of student sticker sales.

Dr. Chapel gave a brief report on a Community College League of California (CCLC) conference and an Orange County School Boards Association meeting he recently attended.

Mr. Yarbrough thanked staff for information on enrollment trends and an update on the status of Measure E projects. He reported he is continuing his work on a proposal with China representatives.

Several board members welcomed Nathan Selvidge, 2010-2011 RSCCD student trustee.

Mr. Conley gave a brief report on the Board Policy Committee meeting that was held prior to the board meeting. He asked that an update on the status of the Student Athletic Code of Conduct-BP5201.5 be given by both presidents at the next Board Policy Committee meeting.

Mr. Conley reported he recently attended Mr. Mike Metzler's retirement celebration.

Mr. Conley reported he received an award and certificate from CCLC for serving over 20 years as a community college trustee. Several board members congratulated Mr. Conley.

Mr. Hanna gave a brief report on the Board Facilities Committee meeting held on May 6.

In reference to block grant funds the City of Santa Ana is offering for use of SAC soccer fields, Dr. Chapel thanked Ms. Holguin for bringing this to the board's attention, and Mr. Hanna indicated the City is interested in weekend use of the soccer fields.

Mr. Hanna thanked Ms. Libby Fuller and staff for the fundraiser and retirement celebration honoring Dr. Hernandez on April 29. He asked that the amount of monies raised toward saving programs be provided by the next board meeting.

6.3 Board Member Comments – (cont.)

Mr. McLoughlin gave a brief report on the RSCCD Foundation meeting held on April 13. He indicated Dr. Hernandez is replacing Mr. Don Crevier on the RSCCD Foundation board.

Mr. McLoughlin encouraged board members to attend the High School, Inc. Showcase on May 19 at Valley High School.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on May 24, 2010, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Mr. Labrado declared this meeting adjourned at 7:25 p.m. in memory of Dylan Abbey, eight-year-old son of SAC Coach Troy Abbey.

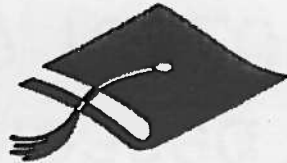
Respectfully submitted,

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Eddie Hernandez, Jr., Ed.D.  
Chancellor

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

Minutes approved: May 24, 2010



**RANCHO SANTIAGO**  
COMMUNITY COLLEGE DISTRICT



**Santiago  
Canyon  
College**

2009-2010  
2010-2011  
Budget Update

**Board of Trustees Meeting**  
**May 24, 2010**

*Item 2.6*

# May Revise

- **May Revise released May 14, 2010**
  - Revision to the Governor's January Proposal
- **May Revise is essentially the Governor's Proposed Budget from January 2010**
  - “Strategy document”
  - Not a real budget proposal
  - Political “Lines drawn in the sand”
- **LAO released “Overview of May Revise” on May 18, 2010**

# May Revise

- **State budget shortfall now - \$19.1 billion**
  - Includes \$1.2 billion reserve
  - \$17.9 billion structural shortfall
  - \$7.7 billion in current 2009-2010 fiscal year
  - \$10.2 billion in 2010-2011 budget year



# May Revise

- Governor proposes \$12.2 billion in cuts
- Expected Federal funds - \$3.4 billion
- Borrowing/accounting shifts - \$2.6 billion
- New revenues – \$0.9 billion

# May Revise

- For California Community Colleges – essentially the same as January Budget Proposal
- Governor has stated publicly on several occasions that he will veto any state budget from the legislature that reduces the May Revise proposed funding levels for Higher Education (UC, CSU and the community colleges)

# May Revise

- 2.21% for “enrollment funding” (Growth)
  - Partial backfill of current year workload measures reductions (negative growth)
  - RSCCD – approximately \$3 million more in additional revenue
- (0.38)% - negative COLA
  - RSCCD – loss of approximately \$500,000 in revenue
  - Calculated negative (0.39)% COLA

# May Revise

- Elimination of CalWORKS program
  - most likely will not happen
- However, if approved;
- Funding stays with districts as part of Prop 98
- Flexibility to use these funds to support other programs
- Would also eliminate TANF program funding

# May Revise

- Additional Categorical Program cuts
  - EOPS - \$10 million
  - Part-Time Faculty Compensation (parity pay) - \$10 million
- Additional Categorical Program flexibility
  - EOPS
  - Basic Skills
  - Funds for Student Success – Middle College HS, MESA, Puente

# May Revise

- Suspend Full-Time Faculty Obligation
- Lift restrictions on contracting out (SB1419)
- More state funding deferrals coming. State still faces cash flow shortage issues.
- Both intra-year deferrals (within the existing fiscal year) and inter-year (crossing over to a new fiscal year) are being considered

# May Revise

- For RSCCD – Total impact of May Revise, if enacted precisely as presented, is at best an increase in workload measure reduction backfill and negative COLA = \$2.5 million in additional state revenues
- This is the best case scenario
- Ultimate state budget will most likely not be as generous

# Legislative Analyst Overview of the May Revise

- Legislative Analyst Mac Taylor issued a response to the May Revise on May 18<sup>th</sup>.
- He recommends Legislature:
  - Suspend Proposition 98 funding guarantee formula
  - Reject drastic cuts to Health and Human Services programs
  - Reduce funding to UC and CSU
  - Raise targeted taxes



# LAO Recommendations

- \$125 million funding base cut to community colleges
- Student tuition fee increase to \$40/unit to backfill \$125 million base cut
- \$150 million funding reduction to credit Physical Education (PE) programs
  - reduces by approximately 50% the state total FTES for these programs

# LAO Recommendations

- Add Financial Aid Administration (BFAP) as a “flexible” program
- Suspend the Fifty Percent Law

# PERS Retirement System - Proposed Employer rate increase

- The California Public Employee Retirement System is currently underfunded due to a combination of investment losses, and more members are retiring than expected. The PERS Benefits and Program Administration Committee has recommended to the PERS Board that employer contribution rates be increased by 0.5% of classified payroll. This increase would be on top of an already approved increase for the 2010-2011 fiscal year (effective July 1, 2010). *of 0.5%*

# PERS Retirement System- Proposed Employer rate increase

- The PERS Board reviewed the recommendation at their meeting on May 19<sup>th</sup> and decided to delay the discussion another month. PERS Board members expressed concern that the recommendation to increase rates would be a large burden to bear for the state budget to an already difficult budget problem. The rate increase would add \$600 million in extra costs for the state. This rate increase would also affect city, counties, school districts and community colleges employer contribution rates. School districts are reimbursed for any increases to employer contributions to PERS (up to 13.02%). Community colleges must absorb the cost increases in their local budgets.

# PERS Retirement System- Proposed Employer rate increase

- ▶ If approved, this additional employer contribution rate increase would be an additional budgetary cost to RSCCD of approximately \$400,000. The current fiscal year PERS rate (2009-2010) is 9.705%. The PERS rate for 2010-2011 was already approved to increase to 10.2% as of July 1, 2010, at an additional cost of \$400,000. This additional increase, from 10.2% to 10.7%, is estimated to cost RSCCD an additional approximately \$400,000, for a total PERS employer contribution cost increase of \$800,000. PERS has also indicated that they will need to progressively increase the employer rate up to 14% of payroll in the next three years. They are also discussing increasing the employee contribution rate in the near future, although it takes an act of the legislature to increase the employee rate.

# What's next?

- ▶ Governor's commitment to protect higher education recently renewed?
- ▶ Prop 98 funding levels?
  - Non education vs. Prop 98
  - K-12 vs. community colleges
- ▶ Will the State Legislature continue to intentionally ignore state budget crisis?
  - Election year
  - Wait even longer for economic recovery?

# RSCCD Budget Process

## What's next?

- RSCCD Tentative Budget to Board of Trustees on June 21<sup>st</sup>
  - Will **not** include adjustments from the May Revise
- 2010-2011 Adopted Budget
  - September 2010
  - New assumptions dependent on May Revise and possible approved state budget

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

May 24, 2010

MANAGEMENT

Interim Assignments

Mora, Aracely  
Interim Vice President, Academic Affairs  
Santiago Canyon College

Effective: July 1, 2010  
Salary Placement: A-7 \$13,312/Month

Stringer, Martin  
Interim Dean, Math & Sciences  
Santiago Canyon College

Effective: July 1, 2010  
Salary Placement: B-2 \$10,242/Month

Ratification of Resignation/Retirement

Roberts, Hilda  
Dean, Business Division  
Santa Ana College

Effective: June 30, 2010  
Reason: Retirement

FACULTY

Ratification of Resignation/Retirement

O'Lea, Jacqueline  
Professor/Coordinator, Distance Education  
Human Services and Technology Division  
Santa Ana College

Effective: June 4, 2010  
Reason: Retirement

Rescinding Change of Assignment

Wood, Sandra  
Coordinator, Basic Skills  
Humanities and Social Sciences Division  
Santa Ana College

Effective: August 23, 2010  
From: Professor, Anthropology/Sociology  
Salary Placement: VI-A \$99,001/Year  
(No Change)

Stipends

Coffman, Jodi  
Professor, Exercise Science  
Exercise Science, Health and Athletics Division  
Santa Ana College

Effective: April 28, 2010  
Amount: \$500.00  
Reason: Faculty Development Certificate  
(BSI Grant)



**FACULTY (CONT'D)**

**Stipends (cont'd)**

Dobos, David  
Professor, Sociology  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$500.00  
Reason: Faculty Development Certificate  
(BSI Grant)

Evelt, Corinna  
Associate Professor, English  
Arts, Humanities and Social Sciences Division  
Santiago Canyon College  
Effective: May 9, 2010  
Amount: \$150.00  
Reason: Student Learning Outcome  
Assessment Models Training (Title II Grant)

Huebsch, Mary  
Associate Professor, Speech (Non-native specialist)  
Fine and Performing Arts Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$1,500.00  
Reason: Stand D Co-Leader  
(BSI Grant)

Hyman, Deborah  
Assistant Professor, Occupational Therapy  
Assistant Program  
Human Services and Technology Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$500.00  
Reason: Faculty Development Certificate  
(BSI Grant)

Kim, Henry  
Associate Professor, English and ESL  
Humanities and Social Sciences Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$500.00  
Reason: Faculty Development Certificate  
(BSI Grant)

Meier, Krystal  
Professor, Math  
Science and Math Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$1,000.00  
Reason: Stand D Co-Leader  
(BSI Grant)

Sherod, Susan  
Professor, Engineering Technology and  
Computer Aided Drafting  
Business Division  
Santa Ana College  
Effective: April 28, 2010  
Amount: \$500.00  
Reason: Faculty Development Certificate  
(BSI Grant)

**FACULTY (CONT'D)**

**Part-time/Hourly Hires/Rehires**

Campbell, Michael  
Instructor, Mathematics  
Business, Math & Sciences Division  
Santiago Canyon College

Effective: August 16, 2010  
Hourly Lecture/Lab Rate: III-3 \$57.03/\$48.48

Gorrie, Richard  
Instructor, Exercise Science  
Exercise Science Division  
Santa Ana College

Effective: June 7, 2010  
Hourly Lecture/Lab Rate: III-4 \$59.88/\$50.90

**Non-paid Instructors of Record**

Bales, Glen  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

Flesher, John  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

Foppiano, Timothy  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

Glaze, Shane  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

Gras, Jim  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Hebert, Norm Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Lewis, Kenneth Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

McLinn, Jon Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Mejia, Daniel Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Metzger, Tim Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Millerick, Shawn Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

O'Hara, Bryant Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Shipway, Andrew Effective: May 25, 2010  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Siciliano, Anthony  
Instructor, Fire Technology/San Bernardino County  
Human Services & Technology Division  
Santa Ana College

Effective: May 25, 2010

*Non-paid Intern Service*

Almanza, Vanessa  
Transfer Center Intern  
Counseling Division  
Santa Ana College

Effective: May 25 – August 10, 2010  
College Affiliation: USC

Rodriguez, Maria  
EOPS Intern  
EOPS/CARE Program  
Counseling and Student Support Services Division  
Santiago Canyon College

Effective: May 25 – December 10, 2010  
College Affiliation: CSU, Fullerton

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

MAY 24, 2010

**CLASSIFIED**

New Appointment

McAdam, Justin  
Custodian (CL10-0214)  
Child Dev. Center/ SAC

Effective: May 13, 2010  
Grade 4, Step 1 + 5% SW \$2768

Out of Class Assignment

Gil, Maria  
Resource Development Coordinator/  
Resource Dev./ District

Effective: 05/17/10 – 06/30/10  
Grade 16, Step 3 + 2PG \$5088.33

Change in Position

Hall, Patricia  
From: Administrative Clerk/ Orange  
Education Center  
To: Administrative Secretary/ Orange  
Education Center (Reinstate from 39  
Month List)

Effective: May 10, 2010  
Grade 12, Step 6 \$4667

Leave of Absence

Verduzco, Maria  
Senior Clerk/ School of Continuing Educ./  
SAC

Effective: 05/19/10 – 06/30/10  
Reason: FMLA

Ratification of Resignation/Retirement

Torres, Evangeline  
Instructional Center Tech./ School of  
Continuing Educ./ SAC

Effective: June 30, 2010  
Reason: Retirement

**CLASSIFIED HOURLY**  
**Professional Growth Increment**

Douglas, Robert  
District Safety Officer/ District  
Effective: June 1, 2010  
Grade 9, Step A + 3PG \$18.27/Hour +  
\$62.50/Mo. PG

Ventura, Yesenia  
Transfer Center Spec./ Counseling/ SAC  
Effective: June 1, 2010  
Grade 11, Step A + 2PG \$19.95/Hour +  
\$41.67/Mo. PG

**Ratification of Resignation/Retirement**

Gahagan, Jeannie  
Career Technician/ Student Services/ SAC  
Effective: June 30, 2010  
Reason: Retirement

Gudino, Maria  
Instructional Assistant/ School of  
Continuing Educ./ SAC  
Effective: April 29, 2010  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

Allen, Kyle  
Instructional Assistant/ Counseling/ SAC  
Effective: 06/01/10 – 06/30/10

Espitia, Francisco  
Instructional Assistant/ Counseling/ SAC  
Effective: 06/01/10 – 06/30/10

Lopez, Henderson  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 06/21/10 – 06/30/10  
07/01/10 – 07/30/10

Magana Sandoval, Fabian  
Instructional Assistant/ Counseling/ SAC  
Effective: 06/01/10 – 06/30/10

Selvidge, Nate  
Student Trustee  
Effective: 06/01/10 – 05/31/11

**Change in Temporary Assignment**

Fortney, Daren  
Fine & Performing Arts Tech./ Fine &  
Performing Arts/ SAC  
Effective: 05/01/10 – 06/30/10

Additional Hours for On Going Assignment

Penning, Kerry  
Intermediate Clerk/ Health Center/ SAC

Effective: 04/27/10 – 06/30/10  
Not to exceed 19 consecutive working days  
in any given period.

**MISCELLANEOUS POSITIONS**

Phillip, Diana  
Sign Language Interpreter IV/ Student  
Services/ SAC

Effective: 05/25/10 – 06/30/10

Vaught, Melody  
Business Expert Professional II/ SBDC

Effective: 01/11/10 – 06/30/10

**COMMUNITY SERVICE PRESENTERS**

Stipends Effective March 11 – April 10, 2010

Eyre, John	Amount: \$ 34.45
Fedko, John	Amount: \$ 186.62
Frelly, Robert	Amount: \$ 560.00
Gorman, Ron	Amount: \$ 464.58
Harris, Karen	Amount: \$ 260.00
Larsen, JoEllen	Amount: \$ 287.45
Mack, Karen	Amount: \$ 245.39
Potter, John	Amount: \$ 720.00
Rivera, Rodrigo	Amount: \$ 800.75
Vallot, Lothar	Amount: \$ 80.39
Wu, Wendy	Amount: \$ 480.24

**VOLUNTEERS**

DeGuzman, Frankie  
Non Student/ Exercise Science/ SAC

Effective: 05/25/10 – 06/30/10

Ramires, Enrique  
Student/ Exercise Science/ SAC

Effective: 05/25/10 – 06/30/10

Timpson, Natalie  
Non Student/ Business Skills/ School of  
Continuing Educ./ SAC

Effective: 05/25/10 – 06/30/10

**SANTA ANA COLLEGE**  
**STUDENT ASSISTANT LIST**

Franco, Jenice Rocio  
Guenther, Carolin Melanie  
Nettles, Derrick Leo  
Rocha, Hilen  
Tadeo de Ochoa, Yolanda

Effective: 04/28/10-06/30/10  
Effective: 04/26/10-06/30/10  
Effective: 04/27/10-06/30/10  
Effective: 04/29/10-06/30/10  
Effective: 05/03/10-06/30/10



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES DOCKET

CLASSIFIED  
May 24, 2010  
ADDENDUM

**CLASSIFIED HOURLY**  
Professional Growth Increment

Nakagawa, Phyllis  
Account Clerk/ Fiscal Services/ District

Effective: June 1, 2010  
Grade 4, Step A + 6PG (1500) \$15.15/Hour +  
\$125.00/Mo. PG

**TEMPORARY**

Canaday, Tawny  
Cashier/ Auxiliary Services/ SAC

Effective: 05/25/10 – 06/30/10

Larnerd, Alyssa  
Cashier/ Auxiliary Services/ SAC

Effective: 05/25/10 – 06/30/10

Miller, Jeremy  
Instructional Assistant/ Science & Math/ SAC

Effective: 06/21/10 – 6/30/10

Romero, Jennifer  
Cashier/ Auxiliary Services/ SAC

Effective: 05/25/10 – 06/30/10

**VOLUNTEERS**

DeMarco, David  
Non Student/ Exercise Science/ SAC

Effective: 05/25/10 – 06/30/10

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Human Resources and Educational Services**

<b>To:</b> Board of Trustees	<b>Date:</b> May 24, 2010
<b>Re:</b> Approval of Employee Calendar 2010-2011	
<b>Action:</b> Request for Approval	

**BACKGROUND**

In conjunction with the California School Employees Association (CSEA) Chapter 579, the 2010-2011 Employee Calendar has been developed.

**ANALYSIS**

The calendar reflects the holidays designated in the Education Code, plus all additional holidays listed in the CSEA bargaining agreement.

**RECOMMENDATION**

The administration recommends approval of the 2010-2011 Employee Calendar.

<b>Fiscal Impact:</b> None	<b>Board Date:</b> May 24, 2010
<b>Item Prepared by:</b> John Didion, Exec.Vice Chancellor, Human Res. and Educational Services	
<b>Item Submitted by:</b> John Didion, Exec.Vice Chancellor, Human Res. and Educational Services	
<b>Item Recommended by:</b> Dr. Edward Hernandez, Jr., Chancellor	

# RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT EMPLOYEE CALENDAR 2010 - 2011

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3
<b>JULY</b>	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<b>AUGUST</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>SEPTEMBER</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
<b>OCTOBER</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
<b>NOVEMBER</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
<b>DECEMBER</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
<b>JANUARY</b>	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
<b>FEBRUARY</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	1	2	3	4	5
<b>MARCH</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
<b>APRIL</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>MAY</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>JUNE</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

*Independence Day: July 5 (Observed)*

*Labor Day: September 6*

*Veterans Day: November 11*

*Thanksgiving: November 25 - 27*

*Holiday Recess: December 20 - 24  
New Year's Day: December 31 (Observed)*

*Martin Luther King Holiday: January 17*

*Lincoln's Birthday: February 18  
President's Day: February 21*

*Spring Break: March 24 - 25  
Chavez Day: March 31*

*Memorial Day: May 30*

3.3 (2)

*Dates in gray separate the months  
Holidays & Breaks in bold type and outlined in boxes*

**Board Approved:**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College – Career Education

To: Board of Trustees	Date: May 24, 2010
Re: Approval of California/Nevada Training Trust Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The power linemen program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from these state funds and further specifies Rancho Santiago Community College District's and the California/Nevada Training Trust's obligations.

**RECOMMENDATION**

It is recommended that the Board approve the contract with the California/Nevada Training Trust for 2010/2011 as presented.

Fiscal Impact: approximately \$12,000 to RSCCD; approximately \$80,000 to California/Nevada Training Trust	Board Date: 5/24/10
Prepared by: Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2010, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

WITNESSETH:

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

**ARTICLE I - RECITALS**

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

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

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

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

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

SCC 10-003

1 of 4

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

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeymen power linemen duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the CAL/NEVA training committee standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the CAL/NEVA under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by CAL/NEVA.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF CAL/NEVA

1. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California. RSCCD will require the instructors to complete any training mandated by the State of California for instructor credentialing.
2. CAL/NEVA shall provide classrooms, instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
3. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
4. CAL/NEVA shall provide clerical support to maintain training records.
5. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.
6. CAL/NEVA instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD.

**ARTICLE IV - GENERAL PROVISIONS**

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2010) and will continue until the end of the fiscal year (June 30, 2011), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within thirty (30) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:        Santiago Canyon College  
                              Apprenticeship Office  
                              8045 E. Chapman Avenue  
                              Orange, CA 92869

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

To CAL/NEVA:         California/Nevada Training Trust  
                              9846 Limonite Ave.  
                              Riverside, CA 92509

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or

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

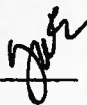
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.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

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

CALIFORNIA/NEVADA TRAINING TRUST

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



\_\_\_\_\_  
Bob Bass  
Director



Date: 3-15-10

Approved by Governing Board:

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

SCC 10-003



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

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Electrical Training Trust Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The electrician program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from these state funds and further specifies Rancho Santiago Community College District's and the Electrical Training Trust's obligations.

**RECOMMENDATION**

It is recommended that the Board approve the contract with the Electrical Training Trust for 2010-2011 as presented.

Fiscal Impact: approximately \$20,850 to RSCCD; approximately \$139,000 to Electrical Training Trust	Board Date: 5/24/10
Prepared by: Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

# MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2010, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the ORANGE COUNTY ELECTRICAL TRAINING TRUST, hereinafter referred to as ETT:

WITNESSETH:

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

## ARTICLE I - RECITALS

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

Whereas, ETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

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

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

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

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

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

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

#### ARTICLE III - RESPONSIBILITIES OF ETT

1. ETT shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California. RSCCD will require the instructors to complete any training mandated by the State of California for instructor credentialing.
2. ETT shall provide classrooms, instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
3. ETT shall provide funds for and administer one (1) instructor workshop annually.
4. ETT shall provide clerical support to maintain training records.
5. ETT shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools,

equipment and materials in the training areas when needed by the instructors.

6. ETT instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD.

#### ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2010) and will continue until the end of the fiscal year (June 30, 2011), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by ETT and performing services for their training committee shall be solely employees of ETT. ETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay ETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within thirty (30) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:        Santiago Canyon College  
                                 Apprenticeship Office  
                                 8045 E. Chapman Avenue  
                                 Orange, CA 92869

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

4.2 (4)

To ETT:                   Orange County Electrical Training Trust  
                                  717 S. Lyon St.  
                                  Santa Ana, CA 92705

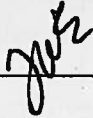
5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.
  - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide ETT with records indicating attendance, income and expenditure data.

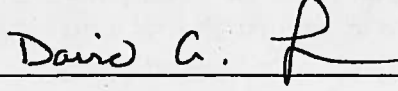
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

ELECTRICAL TRAINING TRUST

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

  
\_\_\_\_\_  
Director

Approved by Governing Board:

Date: \_\_\_\_\_ Date: 5-3-10

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

<b>To:</b> Board of Trustees	<b>Date:</b> May 24, 2010
<b>Re:</b> Approval of JTS Services Lease Agreement	
<b>Action:</b> Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The cosmetology program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. . The contractual agreement attached is to provide payment for the facilities used at JTS Services.

**RECOMMENDATION**

It is recommended that the Board approve the contract with JTS Services for 2010-2011 as presented.

<b>Fiscal Impact:</b> \$2,200 to JTS Services	<b>Board Date:</b> 5/24/10
<b>Prepared by:</b> Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
<b>Submitted by:</b> Juan A. Vázquez, President	
<b>Recommended by:</b> Dr. Edward Hernandez, Jr., Chancellor	

**LEASE AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
JTS SERVICES**

This lease between JTS Services ("JTS") and Rancho Santiago Community College District ("RSCCD") is entered into this 1<sup>st</sup> day of July 2010.

1. JTS leases to RSCCD certain classrooms at JTS's site located at 1905 East 17<sup>th</sup> Street, #316, Santa Ana, California.
2. JTS agrees to make classrooms available to RSCCD as feasible, and as mutually determined according to need and availability.
3. RSCCD agrees that the leased classrooms will be used solely for educational purposes.
4. This lease is entered into pursuant to the Education Code of California.
5. Apprenticeship classes and instruction will be monitored by the Apprenticeship Department at Santiago Canyon College.
6. The term of this lease will be for one (1) year beginning on 1 July 2010 and terminating on 30 June 2011, unless earlier terminated by either party in the manner set forth herein.
7. Either party may terminate the lease without penalty upon ninety (90) days prior written notice.
8. RSCCD agrees to pay JTS the amount of two thousand two hundred dollars and no /100 (\$2,200) per year. Payment is to be made in one (1) payment upon receipt of an invoice from JTS.
9. JTS shall, at its cost and expense, provide access and keys for instructors, room space, lights, and heat as needed. JTS shall also provide all janitorial supplies and services to the leased classrooms and facilities to which RSCCD is authorized to use as well as all common areas, which shall include but not be limited to, the replacement of restroom supplies, light bulbs and fluorescent tubes.
10. RSCCD shall not make any alterations to the classrooms or any other facility which RSCCD is authorized to use without the written consent of JTS.



11. RSCCD shall, during the term of this lease, keep in good order, condition, and repair all leased classroom space.

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

To the College:        Santiago Canyon College  
                                 Apprenticeship Office  
                                 8045 E. Chapman Avenue  
                                 Orange, CA 92869

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

To JTS:                    JTS Services  
                                 1905 E. 17th Street, #316  
                                 Santa Ana, CA 92705  
                                 ATTN: John Sanders

13. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

14. Each party shall provide workers' compensation coverage for their respective employees and volunteers during the period of this Agreement.

15. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its

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

16. 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.

17. This Agreement constitutes the entire understanding of the parties with respect to the matters stated herein. Any Agreements or promises, oral or written, which are not reflected in the written terms of this Agreements are and shall be superseded by the terms of this Agreement. No waiver or modification of the terms hereof shall be valid unless in writing and signed by both parties.

APPROVED AND AGREED:

APPROVED AND AGREED:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

JTS SERVICES

By: \_\_\_\_\_ *JWH*

By: \_\_\_\_\_ *John Sanders*

Peter J. Hardash  
Vice-Chancellor,  
Business/Fiscal Services

John Sanders  
Title: \_\_\_\_\_ *JTS Instructor*

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

Date: \_\_\_\_\_ *03-21-10*

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

<b>To:</b> Board of Trustees	<b>Date:</b> May 24, 2010
<b>Re:</b> Approval of Operating Engineers Training Trust Master Cost Agreement	
<b>Action:</b> Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The operating engineers program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly-authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from these state funds and further specifies Rancho Santiago Community College District's and the Operating Engineers Training Trust's obligations.

**RECOMMENDATION**

It is recommended that the Board approve the contract with the Operating Engineers Training Trust for 2010-2011 as presented.

<b>Fiscal Impact:</b> approximately \$13,800 to RSCCD; approximately \$92,000 to Operating Engineers Training Trust	<b>Board Date:</b> 5/24/10
<b>Prepared by:</b> Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
<b>Submitted by:</b> Juan A. Vázquez, President	
<b>Recommended by:</b> Dr. Edward Hernandez, Jr., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
OPERATING ENGINEERS TRAINING TRUST JATC**

This Agreement, made and entered into this 1st day of July, 2010, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the OPERATING ENGINEERS TRAINING TRUST JATC, hereinafter referred to as OETTJATC:

**WITNESSETH:**

It is the intent of RSCCD and OETTJATC to enter into an agreement whereby RSCCD will reimburse OETTJATC for all instructional materials and curriculum development used by and for RSCCD indentured operating engineer apprentices.

**ARTICLE I - RECITALS**

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

Whereas, OETTJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

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

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

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of

SCC-10-006

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

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

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

#### ARTICLE III - RESPONSIBILITIES OF OETTJATC

1. OETTJATC shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
2. OETTJATC shall provide classrooms, instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
3. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
4. OETTJATC shall provide clerical support to maintain training records.
5. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

6. OETTJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD.

#### ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2010) and will continue until the end of the fiscal year (June 30, 2011), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OETTJATC and performing services for their training committee shall be solely employees of OETTJATC. OETTJATC will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Pl., Whittier, CA, 90601, within thirty (30) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:        Santiago Canyon College  
                                 Apprenticeship Office  
                                 8045 E. Chapman Avenue  
                                 Orange, CA 92869

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

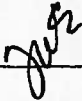
To OETTJATC:         Operating Engineers JATC  
                                 2190 S. Pellissier Pl.  
                                 Whittier, CA 90601

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.
  - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OETTJATC with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

OPERATING ENGINEERS JATC

  
\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services  
Approved by Governing Board:

  
\_\_\_\_\_  
Bert Tolbert

Date:

3/22/10

Date:

SCC-10 006

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

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Southern California Surveyors Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The surveying program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly-authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from these state funds and further specifies Rancho Santiago Community College District's and the Southern California Surveyor's obligations.

**RECOMMENDATION**

It is recommended that the Board approve the contract with the Southern California Surveyors for 2010-2011 as presented.

Fiscal Impact: approximately \$7,350 to RSCCD; approximately \$49,000 to Southern California Surveyors	Board Date: 5/24/10
Prepared by: Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	



**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SOUTHERN CALIFORNIA SURVEYORS**

This Agreement, made and entered into this 1st day of July, 2010, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the SOUTHERN CALIFORNIA SURVEYORS, hereinafter referred to as SCS:

**WITNESSETH:**

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

**ARTICLE I - RECITALS**

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

Whereas, SCS is a "joint apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

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

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

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

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

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

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

#### ARTICLE III - RESPONSIBILITIES OF SCS

1. SCS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California. RSCCD will require the instructors to complete any training mandated by the State of California for instructor credentialing.
2. SCS shall provide classrooms, instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
3. SCS shall provide funds for and administer one (1) instructor workshop annually.
4. SCS shall provide clerical support to maintain training records.

5. SCS instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD.

#### ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2010) and will continue until the end of the fiscal year (June 30, 2011), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by SCS and performing services for their training committee shall be solely employees of SCS. SCS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay SCS an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Southern California Surveyors Joint Apprenticeship Committee, 4295 Jurupa St., #101, Ontario, CA 91761 within thirty (30) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College  
Apprenticeship Office  
8045 E. Chapman Avenue  
Orange, CA 92869

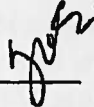
With a Copy to: Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
ATTN: Vice Chancellor  
Business Operations/Fiscal Services  
c/o Contracts Specialist

To SCS: Southern California Surveyors Joint Apprenticeship Committee  
4295 Jurupa St., #101  
Ontario, CA 91761

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - a. Emergency conditions resulting from acts of God.
  - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide SCS with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

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

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

SOUTHERN CALIFORNIA  
SURVEYORS

  
\_\_\_\_\_  
Darrell Lewis  
Administrator

Date: 3-15-10

Approved by Governing Board:

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

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

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Southwest Carpenters Training Fund and Southern California JATC Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has a long-standing, on-going relationship with organized labor and their respective apprenticeship training programs. The carpentry program is one of the programs the college offers in this type of affiliation. Students are registered as college students, take college-approved courses and receive college credit for their matriculation. At the conclusion of this program each student receives a jointly-authorized certificate validating journeyman status.

**ANALYSIS**

Rancho Santiago Community College District receives \$5.06 per student hour of positive attendance from the state. These student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from these state funds and further specifies Rancho Santiago Community College District's and the Southwest Carpenters Training Fund/Southern California JATC's obligations.

**RECOMMENDATION**

It is recommended that the Board approve the contract with the Southwest Carpenters Training Fund/Southern California JATC for 2010/2011 as presented.

Fiscal Impact: approximately \$154,000 to RSCCD; approximately \$1,025,000 to Southwest Carpenters Training Fund/So California JATC	Board Date: 5/24/10
Prepared by: Mary Halvorson, Vice-President, Academic Affairs Tricia Evans, Dean, Career Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**AND**

**SOUTHWEST CARPENTERS TRAINING FUND**

**AND**

**SOUTHERN CALIFORNIA CARPENTRY JOINT  
APPRENTICESHIP AND TRAINING COMMITTEE**

This Agreement, made and entered into this 1st day of July, 2010, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD and SOUTHWEST CARPENTERS TRAINING FUND hereinafter referred to as FUND and SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE hereinafter referred to as SCCJATC:

**WITNESSETH:**

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

**ARTICLE I - RECITALS**

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

Whereas, SCCJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

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

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because

of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

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

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

#### ARTICLE II - RESPONSIBILITIES OF RSCCD

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

#### ARTICLE III - RESPONSIBILITIES OF SCCJATC

##### A. Instruction and Curriculum

1. SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.



2. SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
3. SCCJATC shall provide funds for and administer one (1) instructor workshop annually.
4. SCCJATC shall provide clerical support to maintain training records.
5. SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD.

**B. Facilities, Equipment and Supplies**

1. SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 2831 W. First Street, Santa Ana, CA 92703, costs of which are included in this Master Cost Agreement.

**ARTICLE IV - GENERAL PROVISIONS**

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2010) and will continue until the end of the fiscal year (June 30, 2011), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by SCCJATC and performing services for SCCJATC shall be solely employees of SCCJATC and not employees of RSCCD. SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.

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

To the College:      Santiago Canyon College  
                                 Apprenticeship Office  
                                 8045 E. Chapman Avenue  
                                 Orange, CA 92869

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

To FUND:      Southwest Carpenters Training Fund  
                                 533 S. Fremont Ave., Suite 401  
                                 Los Angeles, CA 90071-1706

To SCCJATC: Southern California Carpentry Joint Apprenticeship and  
                                 Training Committee  
                                 533 S. Fremont Ave., Suite 401  
                                 Los Angeles, CA 90071-1706

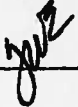
- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

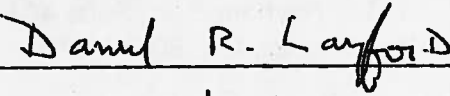
- G. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - 1. Emergency conditions resulting from acts of God.
  - 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide SCCJATC with monthly accumulative reports indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SOUTHERN CALIFORNIA CARPENTRY JOINT  
APPRENTICESHIP AND TRAINING COMMITTEE

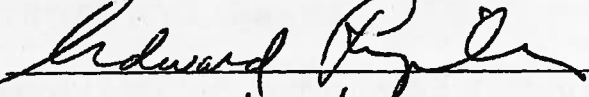
  
\_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Business Operations/Fiscal Affairs

  
\_\_\_\_\_  
Date: 4/16/10

Approved by Governing Board:

SOUTHWEST CARPENTERS TRAINING FUND

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

  
\_\_\_\_\_  
Date: 3/19/2010

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Santiago Canyon College – Orange Education Center

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Inmate Education Program with the County of Orange	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District collaborates with the County of Orange Sheriff's Department to provide an Inmate Education Program in the Orange County Jails. The program has three components (hence three contracts): a) vocational education (contract #SCC-10-011), b) general education (contract #SCC-10-013), and c) GED testing (contract #SCC-10-012). The Sheriff has requested a five-year renewal of the program, beginning July 1, 2010 and ending June 30, 2015.

**ANALYSIS**

The following program components of the Inmate Education Program with the County of Orange Sheriff's Department will be renewed.

1. The vocational education component will provide training services for up to 213,793 student attendance hours with an hourly rate of \$1.45
2. The general education component will provide educational services for up to 248,000 hours of student attendance, at an hourly rate of \$0.50
3. The GED testing component will administer up to 200 tests at a cost of \$21.00 per test

Jim Kennedy is the project administrator.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the three agreements for the Inmate Education Program with the County of Orange for the period beginning July 1, 2010 and ending June 30, 2015.

Fiscal Impact: None	Board Date: May 24, 2010
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: Juan Vázquez, President	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**FIVE (5) YEAR AGREEMENT  
FOR VOCATIONAL EDUCATION PROGRAMS  
BETWEEN THE  
COUNTY OF ORANGE  
AND THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**THIS AGREEMENT** is entered into by and between the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT," and the **COUNTY OF ORANGE**, a political subdivision of the State of California, hereinafter referred to as "COUNTY."

**WITNESSETH:**

**WHEREAS**, DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association, to provide specific educational programs or training to meet the needs to these entities;

**WHEREAS**, "Contract Education" is defined to mean those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college;

**WHEREAS**, DISTRICT wishes to offer educational programs and services in certain correctional facilities operated by the COUNTY;

**WHEREAS**, COUNTY, as a political subdivision of the State of California, is a public agency and, under the provisions of Section 1061 of Title 15, Article 6, of the California Code of Regulations, can enter into agreement with DISTRICT for the provision of educational programs and services for inmates in jails which it operates;

**WHEREAS**, through this Agreement with COUNTY, DISTRICT intends to provide educational programs for the benefit of eligible inmates housed in COUNTY's correctional facilities, which include the James A. Musick Facility, 13502 Musick, Irvine, CA; the Theo Lacy Facility, 501 City Drive, Orange, CA; the Intake and Release Center (IRC), 550 N. Flower Street, Santa Ana, CA; the Men's Central Jail, 550 N. Flower Street, Santa Ana, CA; and the Women's Central Jail, 550 N. Flower Street, Santa Ana, CA;

**WHEREAS, COUNTY** operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the bases of sex, race, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination;

**WHEREAS, COUNTY's** physical facilities meet requirements of State and local Health and Safety regulations and are adequate and suitable for the courses offered and the number of students in attendance; and,

**WHEREAS, COUNTY** through its Sheriff-Coroner, hereinafter referred to as "SHERIFF," maintains current and accurate student attendance and progress records, and SHERIFF consents to inspection of these records by authorized representatives of DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

**NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

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**A. RECITALS:**

All the above recitals are true and correct and incorporated herein by reference.

**B. TERM:**

The term of this Agreement shall be for five (5) years, commencing July 1, 2010, and terminating June 30, 2015, unless earlier terminated by either Party in the manner set forth herein.

**C. OPTIONAL TERMINATION:**

COUNTY or DISTRICT may terminate this Agreement, without cause, at the end of any semester or summer session, upon thirty days written notice to the other Party.

**D. RESPONSIBILITIES OF DISTRICT:**

1. DISTRICT shall provide instruction and training to inmates in COUNTY's James Musick Facility and Theo Lacy Facility, Intake and Release Center (IRC), Men's Jail, and Women's Jail. DISTRICT is responsible for the education program conducted at these jail facility sites.
2. DISTRICT shall provide instruction for the following subjects, not to exceed 213,793 attendance hours per fiscal year:

**Short Term Vocational**

Short-term vocational programs with high employment potential consists of a course of study, or an organized sequence of courses leading to a vocational/career technical objective, certificate or award that is directly related to employment. Courses to be offered include:

Workforce Readiness; Intro to Computer Software Applications; Introduction to Keyboarding & Basic Windows; Introduction to Word Processing using MS Word; Introduction to Spreadsheets using Excel; Introduction to Databases using MS Access; Introduction to Electronic Presentation using PowerPoint; Introduction to Desktop Publishing using Adobe InDesign; Introduction to Document Processing using Adobe Acrobat; Introduction to Commercial



Sewing; Fundamentals of Commercial Sewing; Introduction to Welding; Fundamentals of Welding; Introduction to Construction Safety; Introduction to Cabinetry; Fundamentals of Cabinetry; and Institutional Food Preparation.

### **Basic Skills**

Basic Skills consist of a course, a course of study, or an organized sequence of courses to provide instruction for individuals in elementary and secondary-level reading, writing, computation and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals. Elementary-level is generally recognized to mean that where appropriate, the coursework addresses the content and proficiencies at levels through the eighth grade secondary level is generally recognized to mean that the coursework addresses the content and proficiencies at levels through the coursework addresses the content and proficiencies at levels through the twelfth grade and may incorporate a high school diploma or GED preparation. Courses to be offered include:

Adult Basic Education; Citizenship; English as Second Language Beginning 1-3 Multi Level; GED Test Preparation; and High School Subjects Individualized Instruction.

### **Parenting Education**

Parenting education consists of a course, a course of study or an organized sequence of courses specifically designed to offer lifelong education in parenting, child development and family relations in order to enhance the quality of home, family, career and community life. Courses to be offered include:

Effective Parenting.

### **Health and Safety**

Health and Safety consists of a course, a course of study or an organized sequence of courses, specifically designed to offer lifelong education to promote the health, safety and well-being of individuals, families and communities. Courses to be offered include:

Health Issues and Concepts; Substance Abuse; and Health and Safety Awareness and Application.

**Subjects Total Hours combined, shall not exceed: 213,793 Hours per year**

3. The Curriculum shall be as described in the Rancho Santiago Community College District's Santiago Canyon 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 DISTRICT, and the Chancellor's Office of the California Community College.
4. DISTRICT shall use selected SHERIFF staff as instructors to provide the instruction and training covered in this Agreement. In order to meet the California Code of Regulations, Title 5, requirement, that students be under the immediate supervision of an "employee" of DISTRICT, DISTRICT will invoke the provision of Title 5, Section 58058(b).

Accordingly, SHERIFF staff that is used, as instructors will be required to enter into written individual instructor service agreement with DISTRICT regarding their responsibilities for delivering the curriculum called for in this Agreement.

DISTRICT shall have the primary right to control and direct instructional activities of the instructor while instructor is conducting a class, or classes, given through an instructional service agreement between DISTRICT and the SHERIFF.

5. Instruction to be claimed for apportionment by DISTRICT under this Agreement shall be under the immediate supervision and control of an employee of the DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational or non-credit subject in a California community college.

6. DISTRICT's minimum qualifications for instructors teaching the courses in the Inmate Education Program are consistent with requirements in other similar courses given at the DISTRICT's colleges.
7. DISTRICT shall demonstrate control and direction of the courses offered under the Inmate Education Program through such appropriate actions as providing the instructors with an orientation, instructor's manual, course outline, curriculum material, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has specified the subjects of instruction within this Agreement, for any course offered through this agreement the outlines of record for such courses have been approved by the college's curriculum committee as meeting Title 5 course standards, DISTRICT's board of trustees, and the Chancellor's Office of the California Community College.
9. DISTRICT shall use procedures to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. DISTRICT shall assure that the courses in the Inmate Education program, and the faculty and the students, are held to a level of rigor comparable to that of the other sections of non-credit courses offered within the DISTRICT.
10. DISTRICT shall claim state apportionment for student attendance generated in classes covered by this Agreement, COUNTY shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.
11. DISTRICT shall reimburse COUNTY for use of staff and facilities, in accordance with the terms stated in Section F, "PAYMENT."
12. 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 DISTRICT.

**E. RESPONSIBILITIES OF COUNTY:**

1. SHERIFF shall provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for inmates housed at the jail facilities.
2. SHERIFF staff who are used as instructors under this Agreement will be appropriately credentialed to teach the subject areas covered by this Agreement.
3. Pursuant to California Code of Regulations, Title 5, Section 58058(b), SHERIFF staff used as instructors under this Agreement will enter into individual agreements with DISTRICT regarding their responsibilities as instructors for DISTRICT, specifically for delivery of the curriculum covered by this Agreement. All instructor agreements will be attached to this Agreement when transmitted to the DISTRICT for Agreement approval.
4. DISTRICT shall not be obligated to make any payment to SHERIFF's staff for services under the terms of this Agreement. Any and all salaries and benefits payable or owing to SHERIFF staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of COUNTY.
5. SHERIFF staff conducting classes authorized in this Agreement shall meet the state approved minimum qualifications for the Subject area in which they are teaching or successfully obtain equivalency for the subject area through the District's equivalency process. The following subject areas are eligible to be taught under this Agreement:

**Short Term Vocational**

**Basic Skills**

**Parenting Education**

**Health and Safety**

6. COUNTY shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
7. SHERIFF shall submit certified statements and billing once a month to:  
**Rancho Santiago Community College District**  
**Santiago Canyon College**

Continuing Education Division  
Orange Education Center  
1465 N. Batavia Street  
Orange, CA 92867

**Attn: Vice Chancellor of Continuing Education**

8. SHERIFF billing 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.
9. SHERIFF shall retain records of enrollee's attendance for at least five (5) years and shall, upon request, make them available for review by DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.
10. SHERIFF shall provide those administrative functions essential for the operation of its facilities.

**F. RESPONSIBILITIES OF DISTRICT AND COUNTY:**

1. DISTRICT and COUNTY will make available as appropriate support services such as counseling, guidance and placement assistance for the students.
2. DISTRICT and COUNTY will supervise students and evaluate student progress.
3. DISTRICT and COUNTY will determine the withdrawal procedures and documentation applicable to inmate students who seek to withdraw prior to completion of a course.
4. Procedures, Terms and Conditions. The enrollment period for the courses in the Inmate Education Program is determined by DISTRICT and is unique to this program. The inmate students do not pay enrollment fees for the courses. The DISTRICT determines the number of class hours sufficient to meet the stated performance objectives.

**G. PAYMENT:**

1. DISTRICT shall reimburse COUNTY for the use of staff and facilities at the rate of \$1.45 per student attendance hour, up to a maximum of 213,793 hours (\$310,000.00) per fiscal year. The hours claimed under this Agreement must be

certified to DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of COUNTY's contract cost of operating the instructional programs covered by this Agreement.

2. DISTRICT shall reimburse COUNTY within twenty (20) days after receipt of billing.
3. DISTRICT shall pay COUNTY in accordance with COUNTY Billing Policy, adopted by the Board of Supervisors through Minute Order dated October 27, 1992, and incorporated in this Agreement as Attachment A.
4. COUNTY shall charge DISTRICT late payment penalties in accordance with COUNTY Board of Supervisor's approved COUNTY Billing Policy.

**H. NOTICES:**

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States Mail, first class postage prepaid and addressed as follows:

**DISTRICT:**

Santiago Canyon College  
**Rancho Santiago Community College District**  
2323 North Broadway  
Santa Ana, CA 92706-1640  
Attn: Vice Chancellor of Continuing Education

**COUNTY:**

Orange County Sheriff-Coroner Department  
**Inmate Services Division/Correctional Programs Unit**  
1530 South State College  
Anaheim, CA 92802  
Attn: Administrative Manager Correctional Programs

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

**I. STATUS OF COUNTY AND DISTRICT:**

COUNTY is, and shall at all time be deemed to be an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY, or any of COUNTY's agents or employees. COUNTY, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and DISTRICT, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees, shall not be entitled to any rights or privileges of COUNTY employees and shall not be considered in any manner to be COUNTY employees.

**J. ALTERATION OF TERMS:**

This Agreement fully expresses all understanding of DISTRICT and COUNTY, with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both Parties.

**K. 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 other public or private agency, individual, or group.

L. **CERTIFICATION BY COUNTY:**

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not, receive full compensation for the direct education costs for the courses from any other public or private agency individual, or group.

M. **INSURANCE:**

DISTRICT and COUNTY agree that the following insurance requirements are reciprocal and that DISTRICT and COUNTY will each comply with them. Any and all of these requirements may be met by Self-Insurance and the DISTRICT and COUNTY shall provide a verification letter of Self-Insurance upon request.

Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense and to deposit with the County Certificates of Insurance, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

All insurance policies required by this Contract shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$25,000 for automobile liability), which shall specifically be approved by the County Procurement Office (CPO)/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIRs) or deductible shall be clearly stated on the Certificate of Insurance.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer



The Policy or policies of insurance must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier). If the carrier is a non-admitted carrier in the State of California, CPO/Office of Risk Management retains the right to approve or reject carrier after a review of the Company's performance and financial ratings.

Minimum insurance company ratings as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com** shall be A- (Secure Best's Rating) and VIII (Financial Size Category).

The Policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<b>Coverage</b>	<b>Minimum Limits</b>
Commercial General Liability with Broad Form property Damage and Contractual Liability	\$1,000,000.00 combined single Limit per occurrence, \$2,000,000 aggregate.
Automobile Liability Including Coverage For owned, non-owned and hired vehicles	\$1,000,000 combined single Limit per occurrence
Worker's Compensation	Statutory
Employer's Liability Insurance	\$1,000,000 per occurrence
Sexual Misconduct Liability	\$1,000,000 per occurrence

All liability insurance, required by this Contract shall be at least \$1,000,000 combined single limit per occurrence. The minimum aggregate limit for the Commercial General Liability policy shall be \$2,000,000.

The County of Orange shall be added as an additional insured on all insurance policies required by this Contract with respect to work done by the Contractor under the terms of this Contract (except Worker's Compensation/Employer's Liability ). An additional

insured endorsement evidencing that the County of Orange is an additional insured shall accompany the Certificate of Insurance.

All insurance policies required by this Contract shall be primary insurance, and any insurance maintained by the County of Orange shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that the Contractor's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability and Sexual Misconduct Liability.

All Insurance policies required by this Contract shall give the County of Orange 30 days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In additional, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

The Commercial General Liability policy shall contain a severability of interest clause.

The Contractor is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Worker's Compensation or be self-insured in accordance with provision of that code. The Contractor will comply with such provision and shall furnish the County satisfactory evidence that the Contractor has secured, for the period of this Contract, statutory Worker's Compensation insurance and Employer's Liability insurance with minimum limits of \$1,000,000 per occurrence.

Insurance certificates should be forwarded to the agency/department address listed on the solicitation. If the Contractor fails to provide the insurance certificates and endorsements

within seven (7) days of notification by CPO/Purchasing or the agency/department purchasing division, award made be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by the County or Orange Risk Manager as appropriate to adequately protect County.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's Liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract.

The County of Orange Certificate of Insurance and the Special Endorsement for the County of Orange can be utilized to verify compliance with the above-mentioned insurance requirements in place of commercial insurance certificates and endorsements.

**N. INDEMNIFICATION:**

COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence or nay other act or omission of DISTRICT, or nay of its officers or employees.

DISTRICT shall indemnify and hold COUNTY, its officers, agents, employees, and independent Contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, at its expense, including attorney fees, COUNTY, its officers, agents, employees, and independent Contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

COUNTY shall indemnify and hold DISTRICT, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, and

independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend, at its expense, including attorney fees, DISTRICT, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

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**IN WITNESS WHEREOF**, the Parties have executed the AGREEMENT to provide vocational education classes to inmates in the County of Orange, State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BY: \_\_\_\_\_

DISTRICT

Peter Hardash, Vice Chancellor

Business Operations/Fiscal Services

DATE: \_\_\_\_\_

**COUNTY OF ORANGE**

BY: \_\_\_\_\_

Chairman of the Board of Supervisors

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD.

By; \_\_\_\_\_

Darlene J. Bloom

Clerk of the Board of Supervisors

Of Orange County, California

DATE: \_\_\_\_\_

**APPROVED AS TO FORM:**

County Counsel

Orange County, California

BY: \_\_\_\_\_

Deputy

DATE: \_\_\_\_\_

**FIVE (5) YEAR AGREEMENT  
FOR GED TESTING  
BETWEEN THE  
COUNTY OF ORANGE  
AND THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS AGREEMENT is entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY";

**WITNESSETH:**

WHEREAS, DISTRICT wishes to contract with COUNTY, pursuant to Government Code Section 53060, for General Education Development (G.E.D.) testing of Orange County Jail Inmates;

WHEREAS, COUNTY is agreeable to the rendering of such services on the terms and conditions hereinafter set forth; and,

NOW THEREFORE, it is mutually agreed as follows:

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**A. TERM:**

The term of this Agreement shall be for five (5) years, July 1, 2010, through and including June 30, 2015, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION:**

COUNTY or DISTRICT may terminate this Agreement without cause, upon thirty days (30) written notice to the other party.

**C. SERVICES BY COUNTY:**

COUNTY, through its Sheriff Correctional Programs Unit, shall render to DISTRICT the following:

1. General Education Development (G.E.D.) testing of jail inmates enrolled in the Rancho Santiago College G.E.D. preparations classes, up to a maximum of 200 tests per fiscal year.
2. County acknowledges that funding or portions of funding for this Contract is contingent upon current year budget allocation(s) and inclusion of sufficient funding for services hereunder in the budget approved by the District Board of Trustees for each fiscal year covered by the Contract.
3. Testing shall be conducted on-site at the Orange County Jail Facilities.

**D. PAYMENT:**

1. DISTRICT shall pay COUNTY twenty one (\$21.00) per test, for up to 200 tests per fiscal year.
2. COUNTY shall invoice DISTRICT, at least quarterly, for all tests up to 200 per fiscal year.
3. The maximum obligation of DISTRICT for services described in Section C of this Agreement is \$4,200.00 per fiscal year.
4. DISTRICT shall pay COUNTY in accordance with COUNTY Billing Policy, adopted by the Board of Supervisors through Minute Order dated October 27, 1992 and incorporated in this Agreement as Attachment A.



5. COUNTY shall charge DISTRICT late payment penalties in accordance with COUNTY Billing Policy.

**E. NOTICES:**

1. Except for the notices provided for in Subsection 2 of this section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

**DISTRICT**

Rancho Santiago Community College District  
Santiago Canyon College-Continuing Education Division  
Orange Education Center  
1465 North Batavia Street  
Orange, CA 92867-3504  
Attn: Vice Chancellor of Continuing Education

**COUNTY:**

Orange County Sheriff-Coroner Department  
Inmate Services Division-Correctional Program Unit  
1530 South State College  
Anaheim, CA 92802  
Attn: Administrative Manager Correctional Programs

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

**F. STATUS OF COUNTY AND DISTRICT:**

COUNTY is, and shall at all times be deemed to be an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY, or any of COUNTY's agents or employees. COUNTY, its agents and employees shall not be

entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees shall not be entitled to any rights or privileges of COUNTY employees and shall not be considered in any manner to be COUNTY employees

**G. ALTERATION OF TERMS:**

This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No additional to, or alteration of the terms of this Agreement shall be valid unless made with writing, formally approved and executed by duly authorized agents of both Parties.

**H. INDEMNIFICATION:**

COUNTY, its officers, agents and employees shall not be deemed to have assumed any liability for the negligence or any other act or omission of DISTRICT or any of its officers or employees.

DISTRICT shall indemnify and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature and DISTRICT shall defend, at its expense including attorney fees, COUNTY, its officers, agents, employees and independent contractors in any legal action or claim of any kind, based upon such alleged acts or omissions.

COUNTY shall indemnify and hold DISTRICT, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based

or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or nay other element of damage of any kind or nature, and COUNTY shall defend, at its expense including attorney fees, DISTRICT, its officers, agents, employees and independent contractors in any legal action or claim of any kind, based upon such alleged acts or omissions.

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IN WITNESS WHEREOF, the Parties have executed the AGREEMENT for General Education Development (G.E.D.) testing of Orange County Jail Inmates in the County of Orange, State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

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

Peter Hardash, Vice Chancellor  
Business Operations/Fiscal Services

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

**COUNTY OF ORANGE**

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

Chairman of the Board of Supervisors

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

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

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

**Charlene J. Bloom**  
Clerk of the Board of Supervisors Of Orange County, CA

**APPROVED AS TO FORM:**

County Counsel  
Orange County, California

BY: \_\_\_\_\_

Deputy

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

**FIVE (5) YEAR AGREEMENT  
FOR CONTINUING EDUCATION CLASSES  
BETWEEN THE  
COUNTY OF ORANGE  
AND THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**THIS AGREEMENT**, hereinafter referred to as "Contract" is made and entered as of the date fully executed by and between the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT", and the **COUNTY OF ORANGE**, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

**WITNESSETH**

**WHEREAS**, COUNTY desires to Contract with DISTRICT to provide continuing education classes to inmates within the COUNTY jails;

**WHEREAS**, COUNTY is agreeable to permitting DISTRICT to conduct continuing education classes within COUNTY facilities on the terms and conditions hereinafter set forth; and,

**NOW THEREFORE**, COUNTY and DISTRICT mutually agree as follows:

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**A. TERM:**

The term of this Agreement shall be for five (5) years, starting, July 1, 2010 through and including June 30, 2015, unless earlier terminated by either party in the manner set forth herein.

**B. OPTIONAL TERMINATION:**

COUNTY or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

**C. COUNTY'S SERVICES AND RESPONSIBILITIES:**

1. COUNTY shall permit DISTRICT to provide continuing education classes for jail inmates.
2. COUNTY shall select and provide the jail facilities to be used by DISTRICT for continuing education classes. The names and addresses of the facilities are listed below:
  - a. Intake Release Center (IRC), 550 N. Flower St., Santa Ana, CA 92703
  - b. Central Men's Jail (CMJ), 550 N. Flower St., Santa Ana, CA 92703
  - c. Women's Jail (WJ), 550 N. Flower St., Santa Ana, CA 92703
  - d. Theo Lacy Facility (TLF), 501 The City Drive, Orange, CA 92868
  - e. James Musick Facility (JMF), 13502 Musick Rd., Irvine, CA 92618
3. COUNTY shall ensure that the jail facilities used for classes are maintained properly.
4. COUNTY shall cooperate with DISTRICT in providing the appropriate and timely reporting of student attendance from courses offered under this Agreement.

**D. DISTRICT'S SERVICES AND RESPONSIBILITIES:**

1. DISTRICT shall be responsible for the Continuing Education inmate educational program conducted on site.
2. DISTRICT shall ensure that the instruction in the Continuing Education Inmate Education Program is under the immediate supervision and control of an employee of the DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a non-credit subject in a California community college.
3. DISTRICT shall demonstrate control and direction of the Continuing Education Inmate Education Program through such appropriate actions as providing the instructor with an orientation, instructor's manual, course outline, curriculum material, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.

4. DISTRICT's minimum qualifications for instructors teaching these Continuing Education courses in the Inmate Education program are consistent with requirements in other similar courses given at the colleges or the District.
5. DISTRICT's non-credit continuing education courses shall have been approved by the local curriculum committee as meeting Title 5 course standards, approved by the DISTRICT'S board of trustees and approved by the State Chancellor's Office.
6. The courses of instruction which shall be taught under this Agreement are listed in the annual Santiago Canyon College Catalog.
7. DISTRICT shall use procedures to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. DISTRICT shall assure that the Continuing Education courses in the Inmate Education program, and the faculty and the students, are held to a level of rigor comparable to that of the other sections of continuing education courses offered within the DISTRICT.
8. DISTRICT shall claim state apportionment for student attendance generated in the classes covered by this Agreement. COUNTY shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.

**E. RESPONSIBILITIES OF DISTRICT AND COUNTY:**

1. DISTRICT and COUNTY 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.
2. DISTRICT and COUNTY shall make available as appropriate support services such as counseling, guidance and placement assistance for the students.
3. DISTRICT and COUNTY shall determine the withdrawal procedures and documentation applicable to inmate students who seek to withdraw prior to completion of a course.
4. PROCEDURES, TERMS AND CONDITIONS: The enrollment period for the Continuing Education courses in the Inmate Education Program is determined by DISTRICT and is unique to this program. The inmate students do not pay enrollment fees for the Continuing Education courses. The DISTRICT determines the number of class hours sufficient to meet the stated performance objectives. COUNTY and DISTRICT will supervise and evaluate student progress.

**F. PAYMENT:**

1. DISTRICT shall pay COUNTY for the services as listed in Section C, Fifty Cents



(\$0.50) per student attendance hours, up to a maximum of 248,000 hours per fiscal year.

2. The Five (5) year Vocational Education Agreement between DISTRICT and COUNTY, executed by the Board of Supervisors at the same time as this Agreement, allows for reimbursement to COUNTY of up to a specified number of instruction hours per year. Should COUNTY not maximize the annual hours from Vocational Education Contract, this Agreement shall allow DISTRICT to reimburse COUNTY, fifty cents (\$0.50) per continuing education student attendance hour over the 248,000 hour limit, as referenced in Subsection 1 of this Section, up to the unused balance of the Vocational Education instruction hours.
3. COUNTY shall invoice DISTRICT quarterly. The quarterly payments shall be based on a statement prepared by COUNTY, listing the total student attendance hours for the previous quarter.
4. DISTRICT shall maintain necessary records to log students attendance hours related to the usage of classrooms.
5. DISTRICT shall pay COUNTY in accordance with COUNTY Billing Policy, adopted by the Board of Supervisors through Minute Order dated October 27, 1992 and incorporated in this Agreement as Attachment A.
6. COUNTY shall charge DISTRICT late payment penalties in accordance with COUNTY Billing Policy.

**G. NOTICES:**

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States mail, first class postage prepaid and addressed as follows:

**DISTRICT:** Rancho Santiago Community College District  
Santiago Canyon College-Continuing Education Division  
Orange Education Center  
1465 North Batavia Street  
Orange, CA 92867-3504  
Attn: Vice Chancellor of Continuing Education

**COUNTY:** County of Orange  
Sheriff-Coroner Department  
Inmate Services Division-Correctional Programs Unit  
1530 South State College  
Anaheim, CA 92802  
Attn: Administrative Manager Correctional Programs

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

**H. STATUS OF COUNTY AND DISTRICT:**

COUNTY is, and shall at all times be deemed to be an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY, or any of COUNTY's agents or employees. COUNTY, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent Contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and COUNTY, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees shall not be entitled to any rights or privileges of COUNTY employees and shall not be considered in any manner to be COUNTY employees

**I. ALTERATION OF TERMS:**

This Agreement fully expresses all understanding of DISTRICT and COUNTY with respect to the subject matter of this Agreement and shall constitute the total Agreement between the Parties for these purposes. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both Parties.

**J. 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 other public or private agency, individual, or group.

**K. CERTIFICATION BY COUNTY:**

COUNTY hereby certifies that in receiving the compensation for attendance hours stipulated in this Agreement, it does not, and will not, receive full compensation for the direct education costs of the courses from any other public or private agency, individual, or group.

**L. INSURANCE:**

DISTRICT AND COUNTY agree that the following Insurance requirements are reciprocal and that DISTRICT and COUNTY shall each comply with them. Any and all of these requirements may be met by Self-Insurance and the DISTRICT or COUNTY shall provide Verification letter of Self Insurance upon request.

Prior to the provision of services under this Contract, the Contractor agrees to purchase

all required insurance at Contractor's expenses and to deposit with the COUNTY certificates of Insurance, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

All insurance policies required by this Contract shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$25,000 for Automobile Liability), which shall specifically be approved by the County Executive Office (CPO)/Office of Risk Management. Contractor shall be responsible for reimbursement of any deductible to the insurer. Any self-insured retentions (SIR's) or deductibles shall be clearly stated on the Certificate of Insurance.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

**Qualified Insurer**

The Policy or policies of insurance must be issued by an insurer licensed to do business in the State of California (California Admitted Carrier). If the carrier is a non-admitted carrier in the State of California, CPO/Office of Risk Management retains the right to approve or reject carrier after a review of the company's performance and financial ratings.

Minimum insurance company ratings as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States or ambest.com shall be A- (Secure Best's Rating) and VIII (Financial Size Category).

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<b>Coverage</b>	<b>Minimum Limits</b>
Commercial General Liability with broad form property damage and contractual liability	\$1,000,000 combined single limit per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Sexual Misconduct Liability	\$1,000,000 Per Occurrence

All liability insurance, required by this Contract shall be at least \$1,000,000 combined

single limit per occurrence. The minimum aggregate limit for the Commercial General Liability policy shall be \$2,000,000.

The County of Orange shall be added as an additional insured on all insurance policies required by this Contract with respect to work done by the Contractor under the terms of this Contract (Except Worker's Compensation/Employer's Liability). An additional insured endorsement evidencing that the County of Orange is an additional insured shall accompany the certificate of insurance.

All insurance policies required by this Contract shall be primary insurance, and any insurance maintained by the County of Orange shall be excess and non-contributing with insurance provided by these policies. An endorsement evidencing that the Contractor's insurance is primary and non-contributing shall specifically accompany the Certificate of Insurance for the Commercial General Liability and Sexual Misconduct Liability.

All insurance policies required by this Contract shall give the County of Orange 30 days notice in the event of cancellation. This shall be evidenced by an endorsement separate from the Certificate of Insurance. In addition, the cancellation clause must include language as follows, which edits the pre-printed ACORD certificate:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

The Commercial General Liability policy shall contain a severability of interest clause. The Contractor is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Worker's Compensation or be self-insured in accordance with provisions of that code. The Contractor will comply with such provision and shall furnish the County satisfactory evidence that the Contractor has secured, for the period of this Contract, statutory Worker's Compensation insurance and Employer's Liability insurance with minimum limits of \$1,000,000 per occurrence.

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven days of notification by CPO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not construe to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract.

The County of Orange Certificate of Insurance and the Special Endorsement for the County of Orange can be utilized to verify compliance with the above-mentioned insurance requirements in place of commercial insurance certificates and endorsements.

**M. INDEMNIFICATION:**

COUNTY, its officers, agents, and employees shall not be deemed to have assumed any liability for the negligence or any other act or omission of DISTRICT or any of its officers or employees.

DISTRICT shall indemnify and hold COUNTY, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend at its expense including attorney fees, COUNTY, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omission.

COUNTY shall indemnify and hold DISTRICT, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors related to this Agreement for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend at its expense including attorney fees, DISTRICT, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

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**IN WITNESS WHEREOF**, the Parties have executed the **AGREEMENT** to provide continuing education classes to inmates in the County of Orange, State of California.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

BY: \_\_\_\_\_

DISTRICT  
Peter Hardash, Vice Chancellor  
Business Operations/Fiscal Services

DATE: \_\_\_\_\_

**COUNTY OF ORANGE**

BY: \_\_\_\_\_  
Chairman of the Board of Supervisors

DATED: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD.

BY: \_\_\_\_\_  
Darlene J. Bloom  
Clerk of the Board of Supervisors  
Orange County, California

DATE: \_\_\_\_\_

**APPROVED AS TO FORM:**  
Office of the County Counsel  
Orange County, California

BY: \_\_\_\_\_  
Deputy

DATE: \_\_\_\_\_

## Check Registers Submitted for Approval

Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47023	General Fund Unrestricted	3,108.50	0.00	3,108.50	92*0248249	92*0248250
47024	General Fund Unrestricted	1,289.66	0.00	1,289.66	92*0248251	92*0248251
47025	General Fund Unrestricted	3,886.46	0.00	3,886.46	92*0248253	92*0248257
47026	General Fund Unrestricted	16,366.78	0.00	16,366.78	92*0248259	92*0248260
47028	General Fund Unrestricted	667.40	0.00	667.40	92*0248270	92*0248271
47029	General Fund Unrestricted	3,239.76	0.00	3,239.76	92*0248276	92*0248281
47030	General Fund Unrestricted	4,505.39	0.00	4,505.39	92*0248282	92*0248283
47031	General Fund Unrestricted	1,987.16	0.00	1,987.16	92*0248284	92*0248292
47040	General Fund Unrestricted	5,930.00	0.00	5,930.00	92*0248310	92*0248312
47041	General Fund Unrestricted	866.48	0.00	866.48	92*0248319	92*0248321
47042	General Fund Unrestricted	2,825.70	0.00	2,825.70	92*0248322	92*0248330
47043	General Fund Unrestricted	1,932.19	0.00	1,932.19	92*0248331	92*0248336
47044	General Fund Unrestricted	17,937.82	0.00	17,937.82	92*0248339	92*0248339
47047	General Fund Unrestricted	19,860.70	0.00	19,860.70	92*0248349	92*0248349
47049	General Fund Unrestricted	8,733.34	0.00	8,733.34	92*0248351	92*0248354
47052	General Fund Unrestricted	631.00	0.00	631.00	92*0248363	92*0248364
47053	General Fund Unrestricted	25,945.99	0.00	25,945.99	92*0248365	92*0248365
47054	General Fund Unrestricted	997.72	0.00	997.72	92*0248366	92*0248369
47056	General Fund Unrestricted	18,165.03	0.00	18,165.03	92*0248375	92*0248376
47057	General Fund Unrestricted	2,044.36	0.00	2,044.36	92*0248377	92*0248383
47058	General Fund Unrestricted	1,599.02	0.00	1,599.02	92*0248387	92*0248392
47059	General Fund Unrestricted	1,000.00	0.00	1,000.00	92*0248396	92*0248396
47060	General Fund Unrestricted	15,780.02	0.00	15,780.02	92*0248397	92*0248401
47061	General Fund Unrestricted	1,050.00	0.00	1,050.00	92*0248407	92*0248407
47062	General Fund Unrestricted	65,491.51	0.00	65,491.51	92*0248410	92*0248411
47066	General Fund Unrestricted	613.30	0.00	613.30	92*0248420	92*0248421
47067	General Fund Unrestricted	4,558.32	0.00	4,558.32	92*0248422	92*0248437
47068	General Fund Unrestricted	34,162.41	0.00	34,162.41	92*0248438	92*0248440
47069	General Fund Unrestricted	6,063.92	0.00	6,063.92	92*0248442	92*0248446
47070	General Fund Unrestricted	9,779.59	0.00	9,779.59	92*0248448	92*0248451
47071	General Fund Unrestricted	3,989.67	0.00	3,989.67	92*0248452	92*0248463
47072	General Fund Unrestricted	5,924.43	0.00	5,924.43	92*0248464	92*0248475
47073	General Fund Unrestricted	1,771.91	0.00	1,771.91	92*0248476	92*0248480
47074	General Fund Unrestricted	17,083.38	0.00	17,083.38	92*0248488	92*0248490
47078	General Fund Unrestricted	104.00	0.00	104.00	92*0248498	92*0248498
47079	General Fund Unrestricted	1,940.00	0.00	1,940.00	92*0248505	92*0248506
47080	General Fund Unrestricted	18,956.78	0.00	18,956.78	92*0248507	92*0248511



**Check Registers Submitted for Approval**  
**Checks Written for Period 05/03/10 thru 05/14/10**

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47081	General Fund Unrestricted	2,146.21	0.00	2,146.21	92*0248512	92*0248519
47082	General Fund Unrestricted	25,546.97	0.00	25,546.97	92*0248520	92*0248523
47083	General Fund Unrestricted	41,110.16	0.00	41,110.16	92*0248524	92*0248527
47084	General Fund Unrestricted	6,861.34	0.00	6,861.34	92*0248530	92*0248536
47085	General Fund Unrestricted	60.93	0.00	60.93	92*0248537	92*0248537
47091	General Fund Unrestricted	1,354.56	0.00	1,354.56	92*0248561	92*0248566
47092	General Fund Unrestricted	922.88	0.00	922.88	92*0248569	92*0248573
47093	General Fund Unrestricted	31,754.25	0.00	31,754.25	92*0248574	92*0248574
47095	General Fund Unrestricted	19,848.52	0.00	19,848.52	92*0248576	92*0248576
47096	General Fund Unrestricted	2,869.00	0.00	2,869.00	92*0248577	92*0248581
47097	General Fund Unrestricted	8,239.26	0.00	8,239.26	92*0248583	92*0248588
47098	General Fund Unrestricted	2,152.89	0.00	2,152.89	92*0248591	92*0248596
47121	General Fund Unrestricted	3,933.09	0.00	3,933.09	92*0249191	92*0249200
47122	General Fund Unrestricted	10,698.74	0.00	10,698.74	92*0249201	92*0249208
47124	General Fund Unrestricted	858.65	0.00	858.65	92*0249218	92*0249224
47125	General Fund Unrestricted	2,671.58	0.00	2,671.58	92*0249226	92*0249230
47126	General Fund Unrestricted	11,452.38	0.00	11,452.38	92*0249231	92*0249240
47127	General Fund Unrestricted	12,774.49	0.00	12,774.49	92*0249241	92*0249241
47132	General Fund Unrestricted	757.00	0.00	757.00	92*0249259	92*0249261
47133	General Fund Unrestricted	1,301.00	0.00	1,301.00	92*0249262	92*0249271
47134	General Fund Unrestricted	930.00	0.00	930.00	92*0249272	92*0249275
47137	General Fund Unrestricted	167.03	0.00	167.03	92*0249288	92*0249288
47142	General Fund Unrestricted	2,703.78	0.00	2,703.78	92*0249320	92*0249324
47143	General Fund Unrestricted	27,680.77	0.00	27,680.77	92*0249325	92*0249327
47152	General Fund Unrestricted	3,053.00	0.00	3,053.00	92*0249344	92*0249345
47153	General Fund Unrestricted	1,443.00	0.00	1,443.00	92*0249346	92*0249347
47154	General Fund Unrestricted	385.90	0.00	385.90	92*0249348	92*0249350
47155	General Fund Unrestricted	3,853.78	0.00	3,853.78	92*0249351	92*0249354
47156	General Fund Unrestricted	427.75	0.00	427.75	92*0249355	92*0249357
47158	General Fund Unrestricted	62,394.13	0.00	62,394.13	92*0249360	92*0249360
47159	General Fund Unrestricted	268.00	0.00	268.00	92*0249361	92*0249361
47164	General Fund Unrestricted	24,670.10	0.00	24,670.10	92*0249389	92*0249392
47165	General Fund Unrestricted	16,087.56	0.00	16,087.56	92*0249393	92*0249396
47166	General Fund Unrestricted	1,042.84	0.00	1,042.84	92*0249397	92*0249401
47171	General Fund Unrestricted	496.50	0.00	496.50	92*0249414	92*0249416
47172	General Fund Unrestricted	551.78	0.00	551.78	92*0249417	92*0249418
47173	General Fund Unrestricted	285.74	0.00	285.74	92*0249421	92*0249421

Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47174	General Fund Unrestricted	7,504.93	0.00	7,504.93	92*0249426	92*0249427
47177	General Fund Unrestricted	7,308.60	0.00	7,308.60	92*0249444	92*0249448
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>679,358.79</u></b>	<b><u>0.00</u></b>	<b><u>679,358.79</u></b>		

Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47025	General Fund Restricted	1,719.09	0.00	1,719.09	92*0248252	92*0248258
47027	General Fund Restricted	15,303.61	0.00	15,303.61	92*0248261	92*0248267
47028	General Fund Restricted	1,508.38	0.00	1,508.38	92*0248268	92*0248273
47029	General Fund Restricted	249.00	0.00	249.00	92*0248274	92*0248277
47039	General Fund Restricted	938.53	0.00	938.53	92*0248306	92*0248308
47040	General Fund Restricted	3,443.00	0.00	3,443.00	92*0248309	92*0248311
47041	General Fund Restricted	2,500.48	0.00	2,500.48	92*0248313	92*0248318
47043	General Fund Restricted	202.82	0.00	202.82	92*0248337	92*0248337
47044	General Fund Restricted	22,474.30	0.00	22,474.30	92*0248338	92*0248340
47045	General Fund Restricted	1,285.08	0.00	1,285.08	92*0248341	92*0248346
47046	General Fund Restricted	2,139.28	0.00	2,139.28	92*0248347	92*0248348
47048	General Fund Restricted	80,951.40	0.00	80,951.40	92*0248350	92*0248350
47054	General Fund Restricted	902.61	0.00	902.61	92*0248367	92*0248368
47055	General Fund Restricted	1,750.90	0.00	1,750.90	92*0248370	92*0248373
47056	General Fund Restricted	4,200.00	0.00	4,200.00	92*0248374	92*0248374
47058	General Fund Restricted	1,877.98	0.00	1,877.98	92*0248384	92*0248390
47059	General Fund Restricted	8,572.37	0.00	8,572.37	92*0248393	92*0248395
47061	General Fund Restricted	3,690.85	0.00	3,690.85	92*0248402	92*0248409
47068	General Fund Restricted	3,335.06	0.00	3,335.06	92*0248441	92*0248441
47070	General Fund Restricted	2,196.95	0.00	2,196.95	92*0248447	92*0248449
47073	General Fund Restricted	2,018.87	0.00	2,018.87	92*0248481	92*0248487
47079	General Fund Restricted	116.39	0.00	116.39	92*0248499	92*0248504
47083	General Fund Restricted	7,474.90	0.00	7,474.90	92*0248528	92*0248528
47084	General Fund Restricted	2,443.36	0.00	2,443.36	92*0248529	92*0248535
47085	General Fund Restricted	1,318.25	0.00	1,318.25	92*0248538	92*0248541
47090	General Fund Restricted	825.37	0.00	825.37	92*0248550	92*0248560
47092	General Fund Restricted	2,554.49	0.00	2,554.49	92*0248567	92*0248572
47094	General Fund Restricted	33,295.25	0.00	33,295.25	92*0248575	92*0248575
47097	General Fund Restricted	7,727.23	0.00	7,727.23	92*0248582	92*0248590
47098	General Fund Restricted	2,259.52	0.00	2,259.52	92*0248592	92*0248600
47120	General Fund Restricted	6,423.81	0.00	6,423.81	92*0249188	92*0249190
47123	General Fund Restricted	104.00	0.00	104.00	92*0249209	92*0249215
47124	General Fund Restricted	1,868.09	0.00	1,868.09	92*0249216	92*0249225
47128	General Fund Restricted	18,746.56	0.00	18,746.56	92*0249242	92*0249249
47129	General Fund Restricted	4,502.63	0.00	4,502.63	92*0249250	92*0249254
47130	General Fund Restricted	4,531.81	0.00	4,531.81	92*0249255	92*0249256
47135	General Fund Restricted	740.00	0.00	740.00	92*0249276	92*0249276

Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47136	General Fund Restricted	2,591.45	0.00	2,591.45	92*0249277	92*0249285
47137	General Fund Restricted	539.15	0.00	539.15	92*0249286	92*0249287
47138	General Fund Restricted	10,074.83	0.00	10,074.83	92*0249289	92*0249292
47139	General Fund Restricted	22,566.90	0.00	22,566.90	92*0249293	92*0249295
47140	General Fund Restricted	1,920.00	0.00	1,920.00	92*0249296	92*0249307
47141	General Fund Restricted	1,920.00	0.00	1,920.00	92*0249308	92*0249319
47157	General Fund Restricted	8,324.54	0.00	8,324.54	92*0249358	92*0249359
47159	General Fund Restricted	4,371.11	0.00	4,371.11	92*0249362	92*0249366
47160	General Fund Restricted	3,941.17	0.00	3,941.17	92*0249367	92*0249371
47161	General Fund Restricted	5,968.59	0.00	5,968.59	92*0249372	92*0249377
47162	General Fund Restricted	1,424.20	0.00	1,424.20	92*0249378	92*0249382
47163	General Fund Restricted	1,173.66	0.00	1,173.66	92*0249383	92*0249388
47172	General Fund Restricted	2,534.79	0.00	2,534.79	92*0249419	92*0249420
47174	General Fund Restricted	6,611.15	0.00	6,611.15	92*0249422	92*0249425
47175	General Fund Restricted	2,400.00	0.00	2,400.00	92*0249428	92*0249435
47176	General Fund Restricted	2,400.00	0.00	2,400.00	92*0249436	92*0249443
<b>Total Fund 12 General Fund Restricted</b>		<b>334,953.76</b>	<b>0.00</b>	<b>334,953.76</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47032	Child Development Fund	257.04	0.00	257.04	92*0248293	92*0248294
47033	Child Development Fund	8,182.00	0.00	8,182.00	92*0248295	92*0248295
47050	Child Development Fund	5,037.75	0.00	5,037.75	92*0248355	92*0248361
47063	Child Development Fund	300.75	0.00	300.75	92*0248412	92*0248413
47075	Child Development Fund	1,354.34	0.00	1,354.34	92*0248491	92*0248491
47087	Child Development Fund	163.49	0.00	163.49	92*0248546	92*0248547
47131	Child Development Fund	1,940.10	0.00	1,940.10	92*0249257	92*0249258
47144	Child Development Fund	726.82	0.00	726.82	92*0249328	92*0249329
47145	Child Development Fund	830.45	0.00	830.45	92*0249330	92*0249332
47146	Child Development Fund	4,293.71	0.00	4,293.71	92*0249333	92*0249336
47147	Child Development Fund	12,554.43	0.00	12,554.43	92*0249337	92*0249339
47167	Child Development Fund	52.97	0.00	52.97	92*0249402	92*0249406
47178	Child Development Fund	2,496.60	0.00	2,496.60	92*0249449	92*0249452
<b>Total Fund 33 Child Development Fund</b>		<b>38,190.45</b>	<b>0.00</b>	<b>38,190.45</b>		

Check Registers Submitted for Approval  
 Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47036	Capital Outlay Projects Fund	3,475.00	0.00	3,475.00	92*0248301	92*0248302
47051	Capital Outlay Projects Fund	198.36	0.00	198.36	92*0248362	92*0248362
47065	Capital Outlay Projects Fund	8,602.50	0.00	8,602.50	92*0248419	92*0248419
47077	Capital Outlay Projects Fund	13,944.35	0.00	13,944.35	92*0248496	92*0248497
47150	Capital Outlay Projects Fund	12,344.10	0.00	12,344.10	92*0249342	92*0249342
47170	Capital Outlay Projects Fund	18,010.25	0.00	18,010.25	92*0249411	92*0249413
47182	Capital Outlay Projects Fund	14,273.34	0.00	14,273.34	92*0249459	92*0249460
47183	Capital Outlay Projects Fund	61.25	0.00	61.25	92*0249461	92*0249461
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>70,909.15</u></b>	<b><u>0.00</u></b>	<b><u>70,909.15</u></b>		

Check Registers Submitted for Approval  
 Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47034	Bond Fund, Measure E	6,381.88	0.00	6,381.88	92*0248296	92*0248297
47035	Bond Fund, Measure E	27,669.19	0.00	27,669.19	92*0248298	92*0248300
47064	Bond Fund, Measure E	59,153.73	0.00	59,153.73	92*0248414	92*0248418
47076	Bond Fund, Measure E	133,448.66	0.00	133,448.66	92*0248492	92*0248495
Pacific Western Bank						
47086	Bond Fund, Measure E	21,415.29	0.00	21,415.29	92*0248543	92*0248545
47148	Bond Fund, Measure E	3,281.13	0.00	3,281.13	92*0249340	92*0249340
47149	Bond Fund, Measure E	14,355.00	0.00	14,355.00	92*0249341	92*0249341
47168	Bond Fund, Measure E	32,530.08	0.00	32,530.08	92*0249407	92*0249409
47169	Bond Fund, Measure E	68,842.65	0.00	68,842.65	92*0249410	92*0249410
47179	Bond Fund, Measure E	63,629.96	0.00	63,629.96	92*0249453	92*0249455
47180	Bond Fund, Measure E	86,620.07	0.00	86,620.07	92*0249456	92*0249456
47181	Bond Fund, Measure E	11,433.01	0.00	11,433.01	92*0249457	92*0249458
<b>Total Fund 42 Bond Fund, Measure E</b>		<b>528,760.65</b>	<b>0.00</b>	<b>528,760.65</b>		

Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

<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>
47088	Property and Liability Fund	7,500.00	0.00	7,500.00	92*0248548	92*0248548
47151	Property and Liability Fund	2,053.86	0.00	2,053.86	92*0249343	92*0249343
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>9,553.86</u></u>	<u><u>0.00</u></u>	<u><u>9,553.86</u></u>		



Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

<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>
47037	Workers' Compensation Fund	4,007.70	0.00	4,007.70	92*0248303	92*0248303
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>4,007.70</u></u>	<u><u>0.00</u></u>	<u><u>4,007.70</u></u>		

Check Registers Submitted for Approval  
Checks Written for Period 05/03/10 thru 05/14/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
47038	Student Financial Aid Fund	231.42	0.00	231.42	92*0248304	92*0248305
47086	Student Financial Aid Fund	0.00	0.00	0.00	92*0248542	92*0248542
47089	Student Financial Aid Fund	500.00	0.00	500.00	92*0248549	92*0248549
<b>Total Fund 74 Student Financial Aid Fund</b>		<b>731.42</b>	<b>0.00</b>	<b>731.42</b>		

**SUMMARY**

Total Fund 11 General Fund Unrestricted	679,358.79
Total Fund 12 General Fund Restricted	334,953.76
Total Fund 33 Child Development Fund	38,190.45
Total Fund 41 Capital Outlay Projects Fund	70,909.15
Total Fund 42 Bond Fund, Measure E	528,760.65
Total Fund 61 Property and Liability Fund	9,553.86
Total Fund 62 Workers' Compensation Fund	4,007.70
Total Fund 74 Student Financial Aid Fund	731.42
Grand Total:	<u><u>1,666,465.78</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2010 To 04 / 30 / 2010**  
**Board Meeting on 05 / 24 / 2010**

**FUND: 11 GENERAL FUND-UNRESTRICTED**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
5000	OPERATING EXPENSES & SERVICES		\$1,510
7900	CONTINGENCY OR RESERVE		6,340,660
	Total appropriation		\$6,342,170
	<u>Revenue Account</u>		
8600	STATE REVENUE		\$2,524,130
8800	LOCAL REVENUE		3,818,040
	Total revenue		\$6,342,170

**RECOMMENDATION**

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

Board of Trustees  
**SUMMARY OF BUDGET INCREASES AND DECREASES**  
4/1/2010 - 4/30/2010

**Fund 11: General Fund Unrestricted**

<b>BC09KT042210A</b>	<b>4/22/2010</b>	<b>B006205</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
7900	CONTINGENCY OR RESERVE		0	6,340,660
8600	STATE REVENUE		0	2,524,130
8800	LOCAL REVENUE		0	3,816,530
			<hr/>	<hr/>
			0	12,681,320

**Reason:** Adjustment  
**Description:** Budg PY State Gen Apport

<b>bc09pn430d</b>	<b>4/30/2010</b>	<b>B006262</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
5000	OPERATING EXPENSES AND SERVICES		0	1,510
8800	LOCAL REVENUE		0	1,510
			<hr/>	<hr/>
			0	3,020

**Reason:** Special Project Adjustment  
**Description:** SAC Fin Aid conference - V.A.

**Summary by Major Object for Fund 11**

	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
5000 OPERATING EXPENSES AND SERVICES	0	1,510
7900 CONTINGENCY OR RESERVE	0	6,340,660
8600 STATE REVENUE	0	2,524,130
8800 LOCAL REVENUE	0	3,818,040
	<hr/>	<hr/>
	0	12,684,340

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

From 04 / 01 / 2010 To 04 / 30 / 2010  
 Board Meeting on 05 / 24 / 2010

**FUND: 12 GENERAL FUND-RESTRICTED**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
1000	ACADEMIC SALARIES		\$68,689
2000	CLASSIFIED / OTHER NONACADEMIC		155,195
3000	EMPLOYEE BENEFITS		20,739
4000	SUPPLIES AND MATERIALS		10,179
5000	OPERATING EXPENSES & SERVICES	\$38,203	
6000	CAPITAL OUTLAY		11,722
	Total appropriation	\$38,203	\$266,524
	<u>Revenue Accounts</u>		
8100	FEDERAL REVENUE		\$55,728
8600	STATE REVENUE		169,533
8800	LOCAL REVENUE		3,060
	Total revenues		\$228,321

**RECOMMENDATION**

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

Board of Trustees  
**SUMMARY OF BUDGET INCREASES AND DECREASES**  
4/1/2010 - 4/30/2010

**Fund 12: General Fund Restricted**

		4/1/2010 B006138	<u>Decreases</u>	<u>Increases</u>
BC09GH0401A				
1000	ACADEMIC SALARIES		0	57,109
2000	CLASSIFIED/OTHER NONACADEMIC		0	135,563
3000	EMPLOYEE BENEFITS		0	14,145
4000	SUPPLIES AND MATERIALS		0	919
5000	OPERATING EXPENSES AND SERVICES		38,203	0
8600	STATE REVENUE		0	169,533
			<u>38,203</u>	<u>377,269</u>

**Reason:** Special Project Adjustment

**Description:** SP#2230 DSPS SAC ADJ ALLOCATIO

		4/28/2010 B006230	<u>Decreases</u>	<u>Increases</u>
bc09pn428a				
1000	ACADEMIC SALARIES		0	11,580
2000	CLASSIFIED/OTHER NONACADEMIC		0	19,632
3000	EMPLOYEE BENEFITS		0	6,594
6000	CAPITAL OUTLAY		0	11,722
8100	FEDERAL REVENUE		0	49,528
			<u>0</u>	<u>99,056</u>

**Reason:** Special Project Adjustment

**Description:** WIA augment BOT apprvd 4/26/10

		4/28/2010 B006244	<u>Decreases</u>	<u>Increases</u>
bc09pn428p				
4000	SUPPLIES AND MATERIALS		0	6,200
8100	FEDERAL REVENUE		0	6,200
			<u>0</u>	<u>12,400</u>

**Reason:** Special Project Adjustment

**Description:** Fin Aid Pell Adm allow 09/10

		4/28/2010 B006245	<u>Decreases</u>	<u>Increases</u>
bc09pn428q				
4000	SUPPLIES AND MATERIALS		0	3,060
8800	LOCAL REVENUE		0	3,060
			<u>0</u>	<u>6,120</u>

**Reason:** Special Project Adjustment

**Description:** SP#1226 GPS2 CCRAA Prog

**Summary by Major Object for Fund 12**

	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
1000 ACADEMIC SALARIES	0	68,689
2000 CLASSIFIED/OTHER NONACADEMIC	0	155,195
3000 EMPLOYEE BENEFITS	0	20,739
4000 SUPPLIES AND MATERIALS	0	10,179
5000 OPERATING EXPENSES AND SERVICES	38,203	0
6000 CAPITAL OUTLAY	0	11,722
8100 FEDERAL REVENUE	0	55,728
8600 STATE REVENUE	0	169,533
8800 LOCAL REVENUE	0	3,060
	<b><u>38,203</u></b>	<b><u>494,845</u></b>



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2010 To 04 / 30 / 2010**  
**Board Meeting on 05 / 24 / 2010**

**FUND: 41 CAPITAL OUTLAY PROJECTS FUND**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS"

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
7900	CONTINGENCY OR RESERVE		\$5,893
	Total appropriation		\$5,893
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		\$5,893
	Total revenue		\$5,893

**RECOMMENDATION**

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

**Fund 41: Capital Outlay Projects Fund**

		<u>Decreases</u>	<u>Increases</u>
bc09pn428t	4/28/2010 B006248		
7900	CONTINGENCY OR RESERVE	0	5,893
8800	LOCAL REVENUE	0	5,893
		<hr/>	<hr/>
		0	11,786
Reason:	Special Project Adjustment		
Description:	Redevel rev-Hlth&Sfty Pass-thr		

**Summary by Major Object for Fund 41**

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	0	5,893
8800	LOCAL REVENUE	0	5,893
		<hr/>	<hr/>
		0	11,786

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 04 / 01 / 2010 To 04 / 30 / 2010**  
**Board Meeting on 05 / 24 / 2010**

**FUND : 74 STUDENT FINANCIAL AID FUND**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
7000	OTHER OUTGO	\$20,500	
	Total appropriation	\$20,500	
	<u>Revenue Account</u>		
8600	STATE REVENUE	\$20,500	
	Total revenue	\$20,500	

**RECOMMENDATION**

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

**Fund 74: Student Financial Aid Fund**

<b>BC09JP0413A</b>	<b>4/13/2010</b>	<b>B006153</b>	<b><u>Decreases</u></b>	<b><u>Increases</u></b>
7000	OTHER OUTGO		20,500	0
8600	STATE REVENUE		20,500	0
			<hr/>	<hr/>
			<b>41,000</b>	<b>0</b>

Reason: Special Project Adjustment  
Description: Corr budget - SAC CARE

**Summary by Major Object for Fund 74**

		<b><u>Decreases</u></b>	<b><u>Increases</u></b>
7000	OTHER OUTGO	20,500	0
8600	STATE REVENUE	20,500	0
		<hr/>	<hr/>
		<b>41,000</b>	<b>0</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04/01/2010 To 04/30/2010**

**Board Meeting on 05/24/2010**

**FUND: 11 GENERAL FUND-UNRESTRICTED**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$25,907	
2000	CLASSIFIED / OTHER NONACADEMIC	27,009	
3000	EMPLOYEE BENEFITS	1,952	
4000	SUPPLIES AND MATERIALS	34,126	
5000	OPERATING EXPENSES AND SERVICES		\$6,764
6000	CAPITAL OUTLAY		82,230
	Total Transfers	\$88,994	\$88,994

**RECOMMENDATION**

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

Board of Trustees  
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS  
4/1/2010 - 4/30/2010

**Fund 11:**

<b>bc09pn401b</b>		<b>4/1/2010</b>	<b>B006137</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC			21,815	0
3000	EMPLOYEE BENEFITS			10,611	0
5000	OPERATING EXPENSES AND SERVICES			0	32,426
				<hr/>	<hr/>
				<b>32,426</b>	<b>32,426</b>
<b>Reason:</b>	Adjustment				
<b>Description:</b>	Adj Int Audr/Proj Mgr sal/ben				

<b>BC09GH0401A</b>		<b>4/1/2010</b>	<b>B006138</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES			25,907	0
2000	CLASSIFIED/OTHER NONACADEMIC			18,547	0
3000	EMPLOYEE BENEFITS			0	8,659
4000	SUPPLIES AND MATERIALS			400	0
5000	OPERATING EXPENSES AND SERVICES			0	34,484
6000	CAPITAL OUTLAY			0	1,711
				<hr/>	<hr/>
				<b>44,854</b>	<b>44,854</b>
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	SP#2230 DSPS SAC ADJ ALLOCATIO				

<b>BC09KT040210B</b>		<b>4/2/2010</b>	<b>B006141</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			0	4,595
5000	OPERATING EXPENSES AND SERVICES			4,595	0
				<hr/>	<hr/>
				<b>4,595</b>	<b>4,595</b>
<b>Reason:</b>	Special Project Adjustment				
<b>Description:</b>	Pay supplies for faculty				

<b>BC09KT040210C</b>		<b>4/2/2010</b>	<b>B006142</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			3,516	0
5000	OPERATING EXPENSES AND SERVICES			0	4,506
6000	CAPITAL OUTLAY			990	0
				<hr/>	<hr/>
				<b>4,506</b>	<b>4,506</b>
<b>Reason:</b>	Adjustment				
<b>Description:</b>	Cover invoice from Waterline T				

<b>BC09KT040210G</b>		<b>4/2/2010</b>	<b>B006146</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			415	0
5000	OPERATING EXPENSES AND SERVICES			0	415
				<hr/>	<hr/>
				<b>415</b>	<b>415</b>
<b>Reason:</b>	Adjustment				
<b>Description:</b>	Pay forklift rental 2 move wel				

<b>BC09KT040610A</b>		<b>4/6/2010</b>	<b>B006147</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			0	150
5000	OPERATING EXPENSES AND SERVICES			150	0
				<hr/>	<hr/>
				<b>150</b>	<b>150</b>
<b>Reason:</b>	Adjustment				
<b>Description:</b>	Cover Quickstart class materia				

**Fund 11: General Fund Unrestricted**

<b>BC09KT040610B</b>		<b>4/6/2010</b>	<b>B006148</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC			0	13,353
4000	SUPPLIES AND MATERIALS			3,353	0
5000	OPERATING EXPENSES AND SERVICES			10,000	0
				<hr/>	<hr/>
				<b>13,353</b>	<b>13,353</b>

**Reason:** Adjustment  
**Description:** Fund object 2340

<b>BC09KT040610E</b>		<b>4/6/2010</b>	<b>B006151</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES			0	650
6000	CAPITAL OUTLAY			650	0
				<hr/>	<hr/>
				<b>650</b>	<b>650</b>

**Reason:** Adjustment  
**Description:** Cover CACCRAO conf 4 assoc dea

<b>bc09pn419a</b>		<b>4/19/2010</b>	<b>B006166</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES			0	2,000
6000	CAPITAL OUTLAY			2,000	0
				<hr/>	<hr/>
				<b>2,000</b>	<b>2,000</b>

**Reason:** Adjustment  
**Description:** OEC Symantic EV installation

<b>bc09pn419b</b>		<b>4/19/2010</b>	<b>B006167</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			21,990	0
5000	OPERATING EXPENSES AND SERVICES			0	21,990
				<hr/>	<hr/>
				<b>21,990</b>	<b>21,990</b>

**Reason:** Adjustment  
**Description:** SAC soccer field renovation

<b>bc09pn419f</b>		<b>4/19/2010</b>	<b>B006171</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			306	0
5000	OPERATING EXPENSES AND SERVICES			0	306
				<hr/>	<hr/>
				<b>306</b>	<b>306</b>

**Reason:** Adjustment  
**Description:** SAC M&O Papco Irrigation

<b>bc09pn420e</b>		<b>4/20/2010</b>	<b>B006182</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS			0	1,000
5000	OPERATING EXPENSES AND SERVICES			0	4,135
6000	CAPITAL OUTLAY			5,135	0
				<hr/>	<hr/>
				<b>5,135</b>	<b>5,135</b>

**Reason:** Adjustment  
**Description:** SAC Admin Svcs expenses

**Fund 11: General Fund Unrestricted**

		<u>From</u>	<u>To</u>
<b>bc09pn420h</b>	<b>4/20/2010 B006185</b>		
4000	SUPPLIES AND MATERIALS	12,000	0
5000	OPERATING EXPENSES AND SERVICES	72,000	0
6000	CAPITAL OUTLAY	0	84,000
		<hr/>	<hr/>
		<b>84,000</b>	<b>84,000</b>

**Reason:** Adjustment

**Description:** RSCCD ITS disks/doc image syst

		<u>From</u>	<u>To</u>
<b>bc09pn421d</b>	<b>4/21/2010 B006202</b>		
4000	SUPPLIES AND MATERIALS	1,424	0
6000	CAPITAL OUTLAY	0	1,424
		<hr/>	<hr/>
		<b>1,424</b>	<b>1,424</b>

**Reason:** Adjustment

**Description:** SAC Sci inventory/fixed assets

		<u>From</u>	<u>To</u>
<b>bc09pn421f</b>	<b>4/21/2010 B006204</b>		
4000	SUPPLIES AND MATERIALS	328	0
5000	OPERATING EXPENSES AND SERVICES	0	328
		<hr/>	<hr/>
		<b>328</b>	<b>328</b>

**Reason:** Adjustment

**Description:** SAC Ex Sci copier lease/excess

		<u>From</u>	<u>To</u>
<b>bc09pn423d</b>	<b>4/23/2010 B006213</b>		
4000	SUPPLIES AND MATERIALS	578	0
5000	OPERATING EXPENSES AND SERVICES	0	578
		<hr/>	<hr/>
		<b>578</b>	<b>578</b>

**Reason:** Adjustment

**Description:** SAC Ex Sci maint contracts

		<u>From</u>	<u>To</u>
<b>bc09pn423e</b>	<b>4/23/2010 B006214</b>		
4000	SUPPLIES AND MATERIALS	86	0
5000	OPERATING EXPENSES AND SERVICES	0	86
		<hr/>	<hr/>
		<b>86</b>	<b>86</b>

**Reason:** Adjustment

**Description:** SCC Comm Athletics conf exp

		<u>From</u>	<u>To</u>
<b>bc09pn426b</b>	<b>4/26/2010 B006217</b>		
4000	SUPPLIES AND MATERIALS	205	0
5000	OPERATING EXPENSES AND SERVICES	0	205
		<hr/>	<hr/>
		<b>205</b>	<b>205</b>

**Reason:** Adjustment

**Description:** Printer equipment repair



**Fund 11: General Fund Unrestricted**

		<u>From</u>	<u>To</u>
<b>bc09pn426k</b>	<b>4/26/2010 B006226</b>		
4000	SUPPLIES AND MATERIALS	0	1,230
5000	OPERATING EXPENSES AND SERVICES	2,000	0
6000	CAPITAL OUTLAY	0	770
		<u>2,000</u>	<u>2,000</u>

**Reason:** Adjustment

**Description:** SAC M&O PC upgrades/paint/supp

		<u>From</u>	<u>To</u>
<b>bc09pn427b</b>	<b>4/27/2010 B006229</b>		
5000	OPERATING EXPENSES AND SERVICES	3,100	0
6000	CAPITAL OUTLAY	0	3,100
		<u>3,100</u>	<u>3,100</u>

**Reason:** Adjustment

**Description:** RSCCD Publications new PC

		<u>From</u>	<u>To</u>
<b>bc09pn430i</b>	<b>4/30/2010 B006267</b>		
4000	SUPPLIES AND MATERIALS	0	3,500
5000	OPERATING EXPENSES AND SERVICES	3,500	0
		<u>3,500</u>	<u>3,500</u>

**Reason:** Special Project Adjustment

**Description:** SAC Admin Svcs envelopes

**Summary by Major Object for Fund 11**

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	25,907	0
2000	CLASSIFIED/OTHER NONACADEMIC	27,009	0
3000	EMPLOYEE BENEFITS	1,952	0
4000	SUPPLIES AND MATERIALS	34,126	0
5000	OPERATING EXPENSES AND SERVICES	0	6,764
6000	CAPITAL OUTLAY	0	82,230
		<u>88,994</u>	<u>88,994</u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2010 To 04 / 30 / 2010  
Board Meeting on 05 / 24 / 2010**

**FUND : 12 GENERAL FUND-RESTRICTED**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$151	
2000	CLASSIFIED / OTHER NONACADEMIC		\$14,275
3000	EMPLOYEE BENEFITS		8,449
4000	SUPPLIES AND MATERIALS	36,788	
5000	OPERATING EXPENSES AND SERVICES		22,028
6000	CAPITAL OUTLAY	2,538	
7000	OTHER OUTGO	5,275	
	<b>Total Transfers</b>	<b>\$44,752</b>	<b>\$44,752</b>

**RECOMMENDATION**

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

Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

**Fund 12: General Fund Restricted**

		<u>From</u>	<u>To</u>
<b>bc09pn401a</b>	<b>4/1/2010</b>	<b>B006136</b>	
4000	SUPPLIES AND MATERIALS	300	0
5000	OPERATING EXPENSES AND SERVICES	0	3,087
6000	CAPITAL OUTLAY	2,787	0
		<b>3,087</b>	<b>3,087</b>

**Reason:** Special Project Adjustment  
**Description:** DO HR Gmrtree Sys Host softwr

		<u>From</u>	<u>To</u>
<b>BC09KT040210D</b>	<b>4/2/2010</b>	<b>B006143</b>	
5000	OPERATING EXPENSES AND SERVICES	0	220
6000	CAPITAL OUTLAY	220	0
		<b>220</b>	<b>220</b>

**Reason:** Special Project Adjustment  
**Description:** Cover Pharmacy Tech - Allied H

		<u>From</u>	<u>To</u>
<b>BC09KT040210E</b>	<b>4/2/2010</b>	<b>B006144</b>	
2000	CLASSIFIED/OTHER NONACADEMIC	770	0
5000	OPERATING EXPENSES AND SERVICES	0	770
		<b>770</b>	<b>770</b>

**Reason:** Special Project Adjustment  
**Description:** Cover printer cards 4 MESA stu

		<u>From</u>	<u>To</u>
<b>BC09KT040210F</b>	<b>4/2/2010</b>	<b>B006145</b>	
4000	SUPPLIES AND MATERIALS	1,100	0
5000	OPERATING EXPENSES AND SERVICES	0	1,100
		<b>1,100</b>	<b>1,100</b>

**Reason:** Special Project Adjustment  
**Description:** Fund object 5210

		<u>From</u>	<u>To</u>
<b>BC09KT041310D</b>	<b>4/13/2010</b>	<b>B006156</b>	
5000	OPERATING EXPENSES AND SERVICES	2,707	0
6000	CAPITAL OUTLAY	0	2,707
		<b>2,707</b>	<b>2,707</b>

**Reason:** Special Project Adjustment  
**Description:** Buy laser barcode scanner

		<u>From</u>	<u>To</u>
<b>BC09KT041310H</b>	<b>4/13/2010</b>	<b>B006160</b>	
5000	OPERATING EXPENSES AND SERVICES	1,287	0
7000	OTHER OUTGO	0	1,287
		<b>1,287</b>	<b>1,287</b>

**Reason:** Special Project Adjustment  
**Description:** Fund books for students

Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

**Fund 12: General Fund Restricted**

<b>BC09KT041510A</b>	<b>4/15/2010</b>	<b>B006162</b>		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		8,633	0
			0	8,633
			<hr/>	<hr/>
			<b>8,633</b>	<b>8,633</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Fund equipment software purcha			

<b>BC09KT041510B</b>	<b>4/15/2010</b>	<b>B006163</b>		
2000	CLASSIFIED/OTHER NONACADEMIC		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		0	8,526
4000	SUPPLIES AND MATERIALS		5,330	0
5000	OPERATING EXPENSES AND SERVICES		500	0
			2,696	0
			<hr/>	<hr/>
			<b>8,526</b>	<b>8,526</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Cover student assistants CTE			

<b>bc09pn419e</b>	<b>4/19/2010</b>	<b>B006170</b>		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		569	0
			0	569
			<hr/>	<hr/>
			<b>569</b>	<b>569</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	CEC BSI PR#0015610			

<b>bc09pn419g</b>	<b>4/19/2010</b>	<b>B006172</b>		
2000	CLASSIFIED/OTHER NONACADEMIC		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		168	0
			0	168
			<hr/>	<hr/>
			<b>168</b>	<b>168</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC Stu Life overage			

<b>bc09pn419i</b>	<b>4/19/2010</b>	<b>B006174</b>		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		6,100	0
5000	OPERATING EXPENSES AND SERVICES		2,280	0
			0	8,380
			<hr/>	<hr/>
			<b>8,380</b>	<b>8,380</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	CEC new carpet/summer			

<b>bc09pn419j</b>	<b>4/19/2010</b>	<b>B006175</b>		
3000	EMPLOYEE BENEFITS		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		75	0
			0	75
			<hr/>	<hr/>
			<b>75</b>	<b>75</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Correct book budget B005906			

**Fund 12: General Fund Restricted**

		4/19/2010	B006176	<u>From</u>	<u>To</u>
bc09pn419k					
4000	SUPPLIES AND MATERIALS			0	350
6000	CAPITAL OUTLAY			350	0
				<hr/>	<hr/>
				350	350

**Reason:** Special Project Adjustment  
**Description:** SAC Counseling reverse prior

		4/20/2010	B006178	<u>From</u>	<u>To</u>
bc09pn420a					
4000	SUPPLIES AND MATERIALS			0	1,100
5000	OPERATING EXPENSES AND SERVICES			1,100	0
				<hr/>	<hr/>
				1,100	1,100

**Reason:** Special Project Adjustment  
**Description:** SCC BC time, food, HR ads

		4/20/2010	B006183	<u>From</u>	<u>To</u>
bc09pn420f					
1000	ACADEMIC SALARIES			2,920	0
4000	SUPPLIES AND MATERIALS			0	2,920
				<hr/>	<hr/>
				2,920	2,920

**Reason:** Special Project Adjustment  
**Description:** SAC SCE HSS textbooks

		4/20/2010	B006186	<u>From</u>	<u>To</u>
bc09pn420i					
4000	SUPPLIES AND MATERIALS			0	1,100
5000	OPERATING EXPENSES AND SERVICES			1,100	0
				<hr/>	<hr/>
				1,100	1,100

**Reason:** Special Project Adjustment  
**Description:** SCC/AHSS B006145 reverse

		4/20/2010	B006187	<u>From</u>	<u>To</u>
bc09pn420j					
1000	ACADEMIC SALARIES			0	30
2000	CLASSIFIED/OTHER NONACADEMIC			0	166
3000	EMPLOYEE BENEFITS			196	0
				<hr/>	<hr/>
				196	196

**Reason:** Special Project Adjustment  
**Description:** Trans to neg/close out proj

		4/20/2010	B006190	<u>From</u>	<u>To</u>
bc09pn420m					
4000	SUPPLIES AND MATERIALS			1,500	0
5000	OPERATING EXPENSES AND SERVICES			0	1,500
				<hr/>	<hr/>
				1,500	1,500

**Reason:** Special Project Adjustment  
**Description:** SCC CAMP mileage/parking

Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

**Fund 12: General Fund Restricted**

<b>bc09pn420n</b>	<b>4/20/2010</b>	<b>B006191</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		1,500	0
5000	OPERATING EXPENSES AND SERVICES		0	1,500
			<hr/>	<hr/>
			<b>1,500</b>	<b>1,500</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SCC CAMP awards/incentives			

<b>bc09pn420p</b>	<b>4/20/2010</b>	<b>B006192</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		200	0
5000	OPERATING EXPENSES AND SERVICES		0	200
			<hr/>	<hr/>
			<b>200</b>	<b>200</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SCC CAMP inst dues/membrshp			

<b>bc09pn420q</b>	<b>4/20/2010</b>	<b>B006193</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	45
5000	OPERATING EXPENSES AND SERVICES		45	0
			<hr/>	<hr/>
			<b>45</b>	<b>45</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	SAC software lic/non-instr			

<b>bc09pn420s</b>	<b>4/20/2010</b>	<b>B006195</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC		0	25,033
3000	EMPLOYEE BENEFITS		0	7,267
4000	SUPPLIES AND MATERIALS		705	0
5000	OPERATING EXPENSES AND SERVICES		30,595	0
6000	CAPITAL OUTLAY		1,000	0
			<hr/>	<hr/>
			<b>32,300</b>	<b>32,300</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Res Dev SP#1826 negatives			

<b>bc09pn420t</b>	<b>4/20/2010</b>	<b>B006196</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC		0	2,111
3000	EMPLOYEE BENEFITS		0	1,757
4000	SUPPLIES AND MATERIALS		2,637	0
5000	OPERATING EXPENSES AND SERVICES		0	969
7000	OTHER OUTGO		2,200	0
			<hr/>	<hr/>
			<b>4,837</b>	<b>4,837</b>
<b>Reason:</b>	Special Project Adjustment			
<b>Description:</b>	Trans to cover neg/close out			

**Fund 12: General Fund Restricted**

		4/20/2010	B006197	<u>From</u>	<u>To</u>
bc09pn420u					
1000	ACADEMIC SALARIES			0	9,777
2000	CLASSIFIED/OTHER NONACADEMIC			4,705	0
3000	EMPLOYEE BENEFITS			281	0
4000	SUPPLIES AND MATERIALS			550	0
5000	OPERATING EXPENSES AND SERVICES			3,991	0
6000	CAPITAL OUTLAY			250	0
				<hr/>	<hr/>
				9,777	9,777

**Reason:** Special Project Adjustment  
**Description:** SP#2280 YEP SBDC COB revision

		4/20/2010	B006198	<u>From</u>	<u>To</u>
bc09pn420v					
3000	EMPLOYEE BENEFITS			0	3,000
5000	OPERATING EXPENSES AND SERVICES			1,000	0
6000	CAPITAL OUTLAY			2,000	0
				<hr/>	<hr/>
				3,000	3,000

**Reason:** Special Project Adjustment  
**Description:** SP#1826 cover negatives

		4/21/2010	B006199	<u>From</u>	<u>To</u>
bc09pn421a					
4000	SUPPLIES AND MATERIALS			17,420	0
5000	OPERATING EXPENSES AND SERVICES			0	17,420
				<hr/>	<hr/>
				17,420	17,420

**Reason:** Special Project Adjustment  
**Description:** SAC DSPS interpreters pending

		4/21/2010	B006200	<u>From</u>	<u>To</u>
bc09pn421b					
1000	ACADEMIC SALARIES			0	7,495
3000	EMPLOYEE BENEFITS			0	955
5000	OPERATING EXPENSES AND SERVICES			8,450	0
				<hr/>	<hr/>
				8,450	8,450

**Reason:** Special Project Adjustment  
**Description:** SP#2011 Cat.G "WhatWorks!"

		4/21/2010	B006203	<u>From</u>	<u>To</u>
bc09pn421e					
4000	SUPPLIES AND MATERIALS			0	40
5000	OPERATING EXPENSES AND SERVICES			40	0
				<hr/>	<hr/>
				40	40

**Reason:** Special Project Adjustment  
**Description:** Acrobat software license

		4/23/2010	B006210	<u>From</u>	<u>To</u>
bc09pn423a					
2000	CLASSIFIED/OTHER NONACADEMIC			921	0
4000	SUPPLIES AND MATERIALS			0	400
5000	OPERATING EXPENSES AND SERVICES			0	521
				<hr/>	<hr/>
				921	921

**Reason:** Special Project Adjustment  
**Description:** SAC MESA Diversity Forum CSUCI  
5.2 (20)

Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

**Fund 12: General Fund Restricted**

<b>bc09pn423b</b>	<b>4/23/2010</b>	<b>B006211</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		5,631	0
2000	CLASSIFIED/OTHER NONACADEMIC		6,956	0
3000	EMPLOYEE BENEFITS		744	0
4000	SUPPLIES AND MATERIALS		0	5,956
7000	OTHER OUTGO		0	7,375
			<hr/>	<hr/>
			<b>13,331</b>	<b>13,331</b>

**Reason:** Special Project Adjustment  
**Description:** SAC EOPS admin supplies/stu ed

<b>bc09pn426a</b>	<b>4/26/2010</b>	<b>B006216</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		23,000	0
5000	OPERATING EXPENSES AND SERVICES		0	23,000
			<hr/>	<hr/>
			<b>23,000</b>	<b>23,000</b>

**Reason:** Special Project Adjustment  
**Description:** SAC DSPS contracted svcs

<b>bc09pn426c</b>	<b>4/26/2010</b>	<b>B006218</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	80
3000	EMPLOYEE BENEFITS		0	34
5000	OPERATING EXPENSES AND SERVICES		114	0
			<hr/>	<hr/>
			<b>114</b>	<b>114</b>

**Reason:** Special Project Adjustment  
**Description:** SP#2192 negative balances

<b>bc09pn426d</b>	<b>4/26/2010</b>	<b>B006219</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		0	642
3000	EMPLOYEE BENEFITS		0	108
6000	CAPITAL OUTLAY		750	0
			<hr/>	<hr/>
			<b>750</b>	<b>750</b>

**Reason:** Special Project Adjustment  
**Description:** SP#2198 zero out neg balances

<b>bc09pn426e</b>	<b>4/26/2010</b>	<b>B006220</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIED/OTHER NONACADEMIC		0	2,116
3000	EMPLOYEE BENEFITS		1,661	0
5000	OPERATING EXPENSES AND SERVICES		455	0
			<hr/>	<hr/>
			<b>2,116</b>	<b>2,116</b>

**Reason:** Special Project Adjustment  
**Description:** SP#2192 overages/end of yr

<b>bc09pn426i</b>	<b>4/26/2010</b>	<b>B006224</b>	<b>From</b>	<b>To</b>
4000	SUPPLIES AND MATERIALS		0	85
6000	CAPITAL OUTLAY		85	0
			<hr/>	<hr/>
			<b>85</b>	<b>85</b>

**Reason:** Special Project Adjustment  
**Description:** SAC Admin Svcs exps/neg bal



**Fund 12: General Fund Restricted**

		4/28/2010	B006231	<u>From</u>	<u>To</u>
bc09pn428b					
1000	ACADEMIC SALARIES			0	2,000
2000	CLASSIFIED/OTHER NONACADEMIC			0	500
5000	OPERATING EXPENSES AND SERVICES			2,500	0
				<hr/>	<hr/>
				2,500	2,500

**Reason:** Special Project Adjustment  
**Description:** SAC PARALEGAL accounts

		4/28/2010	B006234	<u>From</u>	<u>To</u>
bc09pn428e					
1000	ACADEMIC SALARIES			0	3,745
4000	SUPPLIES AND MATERIALS			3,432	0
5000	OPERATING EXPENSES AND SERVICES			313	0
				<hr/>	<hr/>
				3,745	3,745

**Reason:** Special Project Adjustment  
**Description:** SCC PT counseling account

		4/28/2010	B006236	<u>From</u>	<u>To</u>
bc09pn428g					
1000	ACADEMIC SALARIES			6,100	0
3000	EMPLOYEE BENEFITS			804	0
5000	OPERATING EXPENSES AND SERVICES			0	6,904
				<hr/>	<hr/>
				6,904	6,904

**Reason:** Special Project Adjustment  
**Description:** SAC SCE software lic/fees

		4/28/2010	B006237	<u>From</u>	<u>To</u>
bc09pn428h					
1000	ACADEMIC SALARIES			2,700	0
5000	OPERATING EXPENSES AND SERVICES			0	2,700
				<hr/>	<hr/>
				2,700	2,700

**Reason:** Special Project Adjustment  
**Description:** SCE Commence Grad-City of SA

		4/28/2010	B006238	<u>From</u>	<u>To</u>
bc09pn428i					
4000	SUPPLIES AND MATERIALS			0	95
6000	CAPITAL OUTLAY			95	0
				<hr/>	<hr/>
				95	95

**Reason:** Special Project Adjustment  
**Description:** SAC Welding purchase

		4/28/2010	B006241	<u>From</u>	<u>To</u>
bc09pn428l					
2000	CLASSIFIED/OTHER NONACADEMIC			20,000	0
5000	OPERATING EXPENSES AND SERVICES			0	20,000
				<hr/>	<hr/>
				20,000	20,000

**Reason:** Special Project Adjustment  
**Description:** SAC Fin Aid Perceptive Softwr

**Fund 12: General Fund Restricted**

		4/28/2010	B006242	<u>From</u>	<u>To</u>
bc09pn428m					
2000	CLASSIFIED/OTHER NONACADEMIC			0	87
3000	EMPLOYEE BENEFITS			87	0
4000	SUPPLIES AND MATERIALS			66	0
5000	OPERATING EXPENSES AND SERVICES			0	66
				<hr/>	<hr/>
				153	153

**Reason:** Special Project Adjustment

**Description:** SAC Stu Affrs payroll VETP

		4/29/2010	B006249	<u>From</u>	<u>To</u>
bc09pn429a					
2000	CLASSIFIED/OTHER NONACADEMIC			0	9,256
3000	EMPLOYEE BENEFITS			0	3,978
4000	SUPPLIES AND MATERIALS			758	0
5000	OPERATING EXPENSES AND SERVICES			95	0
7000	OTHER OUTGO			12,381	0
				<hr/>	<hr/>
				13,234	13,234

**Reason:** Special Project Adjustment

**Description:** Adjust GEAR UP III y4 neg bal

		4/29/2010	B006251	<u>From</u>	<u>To</u>
bc09pn429c					
4000	SUPPLIES AND MATERIALS			0	8,000
5000	OPERATING EXPENSES AND SERVICES			8,000	0
				<hr/>	<hr/>
				8,000	8,000

**Reason:** Special Project Adjustment

**Description:** SAC Stu Svcs GEAR UP obj#'s

		4/29/2010	B006253	<u>From</u>	<u>To</u>
bc09pn429e					
4000	SUPPLIES AND MATERIALS			0	407
5000	OPERATING EXPENSES AND SERVICES			322	0
7000	OTHER OUTGO			85	0
				<hr/>	<hr/>
				407	407

**Reason:** Special Project Adjustment

**Description:** SAC EOPS add'l food exps

		4/29/2010	B006254	<u>From</u>	<u>To</u>
bc09pn429f					
5000	OPERATING EXPENSES AND SERVICES			729	0
7000	OTHER OUTGO			0	729
				<hr/>	<hr/>
				729	729

**Reason:** Special Project Adjustment

**Description:** SAC CARE other student exps

**Fund 12: General Fund Restricted**

<b>bc09pn429g</b>		<b>4/29/2010</b>	<b>B006255</b>	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES			0	8,164
3000	EMPLOYEE BENEFITS			0	1,035
4000	SUPPLIES AND MATERIALS			1,960	0
5000	OPERATING EXPENSES AND SERVICES			6,339	0
6000	CAPITAL OUTLAY			900	0
				<hr/>	<hr/>
				<b>9,199</b>	<b>9,199</b>

**Reason:** Special Project Adjustment  
**Description:** SP#2281 revisions YEP CITD

<b>BC09KT042910A</b>		<b>4/29/2010</b>	<b>B006256</b>	<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS			675	0
4000	SUPPLIES AND MATERIALS			0	675
				<hr/>	<hr/>
				<b>675</b>	<b>675</b>

**Reason:** Special Project Adjustment  
**Description:** Correct B006175

<b>BC09KT042910C</b>		<b>4/29/2010</b>	<b>B006258</b>	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES			0	5,300
6000	CAPITAL OUTLAY			5,300	0
				<hr/>	<hr/>
				<b>5,300</b>	<b>5,300</b>

**Reason:** Special Project Adjustment  
**Description:** Fund object 5100 contract svcs

<b>bc09pn430c</b>		<b>4/30/2010</b>	<b>B006261</b>	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS			0	441
5000	OPERATING EXPENSES AND SERVICES			300	0
6000	CAPITAL OUTLAY			141	0
				<hr/>	<hr/>
				<b>441</b>	<b>441</b>

**Reason:** Special Project Adjustment  
**Description:** SAC Bus Div neg bal/exp

**Summary by Major Object for Fund 12**

		<u>From</u>	<u>To</u>
<b>1000</b>	<b>ACADEMIC SALARIES</b>	151	0
<b>2000</b>	<b>CLASSIFIED/OTHER NONACADEMIC</b>	0	14,275
<b>3000</b>	<b>EMPLOYEE BENEFITS</b>	0	8,449
<b>4000</b>	<b>SUPPLIES AND MATERIALS</b>	36,788	0
<b>5000</b>	<b>OPERATING EXPENSES AND SERVICES</b>	0	22,028
<b>6000</b>	<b>CAPITAL OUTLAY</b>	2,538	0
<b>7000</b>	<b>OTHER OUTGO</b>	5,275	0
		<hr/>	<hr/>
		<b>44,752</b>	<b>44,752</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04/01/2010 To 04/30/2010**

**Board Meeting on 05/24/2010**

**FUND : 33 CHILD DEVELOPMENT FUND**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$17,000	
2000	CLASSIFIED / OTHER NONACADEMIC		\$16,991
3000	EMPLOYEE BENEFITS	23,006	
4000	SUPPLIES AND MATERIALS		23,015
Total Transfers		\$40,006	\$40,006

**RECOMMENDATION**

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

**Fund 33: Child Development Fund**

<b>bc09pn420b</b>	<b>4/20/2010</b>	<b>B006179</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS		1,314	0
4000	SUPPLIES AND MATERIALS		0	1,314
			<hr/>	<hr/>
			<b>1,314</b>	<b>1,314</b>

**Reason:** Special Project Adjustment  
**Description:** SAC CDS Northgate food

<b>bc09pn426f</b>	<b>4/26/2010</b>	<b>B006221</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		5,000	0
2000	CLASSIFIFED/OTHER NONACADEMIC		0	5,000
			<hr/>	<hr/>
			<b>5,000</b>	<b>5,000</b>

**Reason:** Special Project Adjustment  
**Description:** CDS student asst til end of yr

<b>bc09pn428f</b>	<b>4/28/2010</b>	<b>B006235</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS		9,000	0
4000	SUPPLIES AND MATERIALS		0	9,000
			<hr/>	<hr/>
			<b>9,000</b>	<b>9,000</b>

**Reason:** Special Project Adjustment  
**Description:** CDS Great Amer Lunch Box supp

<b>bc09pn428j</b>	<b>4/28/2010</b>	<b>B006239</b>	<b>From</b>	<b>To</b>
2000	CLASSIFIFED/OTHER NONACADEMIC		9	0
4000	SUPPLIES AND MATERIALS		0	9
			<hr/>	<hr/>
			<b>9</b>	<b>9</b>

**Reason:** Special Project Adjustment  
**Description:** CDS Office Depot invoice

<b>bc09pn429b</b>	<b>4/29/2010</b>	<b>B006250</b>	<b>From</b>	<b>To</b>
3000	EMPLOYEE BENEFITS		12,692	0
4000	SUPPLIES AND MATERIALS		0	12,692
			<hr/>	<hr/>
			<b>12,692</b>	<b>12,692</b>

**Reason:** Special Project Adjustment  
**Description:** SAC CDS food supplies

<b>bc09pn430e</b>	<b>4/30/2010</b>	<b>B006263</b>	<b>From</b>	<b>To</b>
1000	ACADEMIC SALARIES		12,000	0
2000	CLASSIFIFED/OTHER NONACADEMIC		0	12,000
			<hr/>	<hr/>
			<b>12,000</b>	<b>12,000</b>

**Reason:** Special Project Adjustment  
**Description:** Ed Svcs CDS salaries correct

**Summary by Major Object for Fund 33**

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	17,000	0
2000 CLASSIFIED/OTHER NONACADEMIC	0	16,991
3000 EMPLOYEE BENEFITS	23,006	0
4000 SUPPLIES AND MATERIALS	0	23,015
	<hr/> 40,006	<hr/> 40,006

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2010 To 04 / 30 / 2010**

**Board Meeting on 05 / 24 / 2010**

**FUND : 41 CAPITAL OUTLAY PROJECTS FUND**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
	<u>Appropriation Accounts</u>		
5000	OPERATING EXPENSES & SERVICES		\$84,645
6000	CAPITAL OUTLAY	\$3,195	
7900	CONTINGENCY OR RESERVE	81,450	
	<b>Total Transfers</b>	<b>\$84,645</b>	<b>\$84,645</b>

**RECOMMENDATION**

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

5.2 (28)

Printed on 05/10/2010

**Fund 41: Capital Outlay Projects Fund**

<b>BC09KT040610D</b>	<b>4/6/2010</b>	<b>B006150</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	1,300
6000	CAPITAL OUTLAY		1,300	0
			<hr/>	<hr/>
			<b>1,300</b>	<b>1,300</b>

**Reason:** Special Project Adjustment  
**Description:** Pay publication notice bid1155

<b>BC09KT041310E</b>	<b>4/13/2010</b>	<b>B006157</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	150
7900	CONTINGENCY OR RESERVE		150	0
			<hr/>	<hr/>
			<b>150</b>	<b>150</b>

**Reason:** Special Project Adjustment  
**Description:** Fund visual info systems

<b>bc09pn419c</b>	<b>4/19/2010</b>	<b>B006168</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	60,000
7900	CONTINGENCY OR RESERVE		60,000	0
			<hr/>	<hr/>
			<b>60,000</b>	<b>60,000</b>

**Reason:** Special Project Adjustment  
**Description:** SAC high voltage repair/maint

<b>bc09pn419d</b>	<b>4/19/2010</b>	<b>B006169</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	12,000
7900	CONTINGENCY OR RESERVE		12,000	0
			<hr/>	<hr/>
			<b>12,000</b>	<b>12,000</b>

**Reason:** Special Project Adjustment  
**Description:** SAC parking lot light'g repair

<b>bc09pn420g</b>	<b>4/20/2010</b>	<b>B006184</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	1,895
6000	CAPITAL OUTLAY		1,895	0
			<hr/>	<hr/>
			<b>1,895</b>	<b>1,895</b>

**Reason:** Special Project Adjustment  
**Description:** CEC fire alarm speaker adjust

<b>bc09pn421c</b>	<b>4/21/2010</b>	<b>B006201</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	600
7900	CONTINGENCY OR RESERVE		600	0
			<hr/>	<hr/>
			<b>600</b>	<b>600</b>

**Reason:** Special Project Adjustment  
**Description:** SAC Gym/M Bldg fire code corr

<b>bc09pn429d</b>	<b>4/29/2010</b>	<b>B006252</b>	<b>From</b>	<b>To</b>
5000	OPERATING EXPENSES AND SERVICES		0	8,700
7900	CONTINGENCY OR RESERVE		8,700	0
			<hr/>	<hr/>
			<b>8,700</b>	<b>8,700</b>

**Reason:** Special Project Adjustment  
**Description:** SAC Ext lighting electrical



Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

Summary by Major Object for Fund 41

	<u>From</u>	<u>To</u>
5000 OPERATING EXPENSES AND SERVICES	0	84,645
6000 CAPITAL OUTLAY	3,195	0
7900 CONTINGENCY OR RESERVE	81,450	0
	<hr/>	<hr/>
	84,645	84,645

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT / BUDGET TRANSFERS**

**From 04 / 01 / 2010 To 04 / 30 / 2010**

**Board Meeting on 05 / 24 / 2010**

**FUND : 42 BOND FUND, MEASURE E**

**BACKGROUND**

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

**ANALYSIS**

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
6000	CAPITAL OUTLAY		\$361,300
7900	CONTINGENCY OR RESERVE	\$361,300	
	Total Transfers	\$361,300	\$361,300

**RECOMMENDATION**

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

Board of Trustees  
**SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS**  
4/1/2010 - 4/30/2010

**Fund 42: Bond Fund, Measure E**

		<u>From</u>	<u>To</u>
<b>bc09pn402a</b>	<b>4/2/2010</b>		
6000	CAPITAL OUTLAY	0	350,000
7900	CONTINGENCY OR RESERVE	350,000	0
		<hr/>	<hr/>
		<b>350,000</b>	<b>350,000</b>

**Reason:** Special Project Adjustment  
**Description:** SCC ASCIP Ins for various proj

		<u>From</u>	<u>To</u>
<b>BC09KT041310A</b>	<b>4/13/2010</b>		
6000	CAPITAL OUTLAY	0	1,300
7900	CONTINGENCY OR RESERVE	1,300	0
		<hr/>	<hr/>
		<b>1,300</b>	<b>1,300</b>

**Reason:** Special Project Adjustment  
**Description:** ADA Upgrades 2 Baseball comple

		<u>From</u>	<u>To</u>
<b>bc09pn430g</b>	<b>4/30/2010</b>		
6000	CAPITAL OUTLAY	0	10,000
7900	CONTINGENCY OR RESERVE	10,000	0
		<hr/>	<hr/>
		<b>10,000</b>	<b>10,000</b>

**Reason:** Special Project Adjustment  
**Description:** SCC Extension Proj plans/specs

**Summary by Major Object for Fund 42**

		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY	0	361,300
7900	CONTINGENCY OR RESERVE	361,300	0
		<hr/>	<hr/>
		<b>361,300</b>	<b>361,300</b>

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

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Change Order #6 for Bid #1063 – Plumbing for the New Science Building (State Portion) at Santiago Canyon College	
Action: Request for Approval	

**BACKGROUND:**

On December 10, 2007, the Board of Trustees awarded a contract to J.M. Farnan Company, Inc. for Bid #1063/SCC Science Building to perform the plumbing portion of the project.

**ANALYSIS:**

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #6.

Change Order #6 increases the contract by \$5,646 and adds an additional 45 days to the length of the project. The revised contract amount is \$1,445,129.27. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 9.9% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #6, J.M. Farnan Company, Inc. for Bid #1063, Plumbing in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$5,646.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project:	New Science Building (State Funded Portion) at Santiago Canyon College	Bid No.	1063	P.O. #	08-P0003739
		D.S.A. No.	04-107804		
Contractor:	J. M. Farnan Company, Inc.	Change Order No.	6		
Architect:	LPA, Inc.	Date:	5/7/10		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,315,200.00
Previous Change Orders	\$124,283.27	
This Change Order	\$5,646.00	
Total Change Orders		\$129,929.27
Revised Contract Amount		\$1,445,129.27
Previous Time Extensions	calendar days	
Time Extension - This Change Order	45 calendar days	
Total Time Extensions		45 calendar days
Original Completion Date		July 20, 2009
Revised Contract Completion Date		September 3, 2009
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville Construction Services	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services 5.3 (2)	_____ Authorized Signature	_____ Date

# CHANGE ORDER

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

Project: New Science Building (State Funded Portion) at Santiago Canyon College	Bid No. 1063	P O # 08-P0003739
	D.S.A. No. 04-107804	
Contractor: J. M. Farnan Company, Inc.	Change Order No. 6	
Architect: LPA, Inc.	Date: 5/7/10	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Install direct piping under the 6 chemistry work lab stations at rooms 221 &amp; 222</p> <p><u>REASON:</u> Provide a direct plumbing connection for waste removal</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 15 calendar days</p>		\$4,456.00
2.0	<p><u>DESCRIPTION:</u> Provide Underground Gas Valve Shut-off and Yard Box</p> <p><u>REASON:</u> To Provide for Better Building Maintenance</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 15 calendar days</p>		\$522.00
3.0	<p><u>DESCRIPTION:</u> The Air conditioning unit in room #112 requires a condensate drain per RFI#316</p> <p><u>REASON:</u> To allow water to drain properly from AC Unit</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 15 calendar days</p>		\$668.00
Sub-Total		\$0.00	\$5,646.00
Total			\$5,646.00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #2, Bid #1097 - General Construction for the new Child Development Center at Santa Ana College.	
Action:	Request for Approval	

**BACKGROUND:**

On May 11, 2009, the Board of Trustees awarded a contract to ISEC, Inc. for Bid #1097/General Construction for the new Child Development Center at Santa Ana College.

**ANALYSIS:**

During the course of normal construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$26,701. The revised contract amount is \$1,871,172. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 2.2% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2, ISEC, Inc. for Bid #1097, General Construction for the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$26,701.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1097	P.O. #P000216
	D.S.A. No. 04-108649	
Contractor: ISEC	Change Order No. 2	
Architect: Harley Ellis Devereaux	Date: May 24, 2010	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,831,427.00
Previous Change Orders	\$13,044.00	
This Change Order	\$26,701.00	
Total Change Orders		\$39,745.00
Revised Contract Amount		\$1,871,172.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date



# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. *1097*

P.O. # *09-P000216*

D.S.A. No. *04-108649*

Contractor: *ISEC*

Change Order No. *2*

Architect: *Harley Ellis Devereaux*

Date: *5/24/2010*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Add upper range cabinet in Bldg B,C,D,E kitchens</p> <p><u>REASON:</u> Owner Requested</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$1,248.00
2.0	<p><u>DESCRIPTION:</u> Per RFI#151, Add post to support wood slat material on roof top equipment screens for Bldg B,C,D,E</p> <p><u>REASON:</u> Added support for wood slats</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$2,324.00
3.0	<p><u>DESCRIPTION:</u> Per RFI#187 Frame (3) wood platforms on roof of Bldg "A" to support HVAC equipment</p> <p><u>REASON:</u> None shown on plans</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$1,125.00
4.0	<p><u>DESCRIPTION:</u> Fill stair pans at stair #1 with wood for temporary access to second floor</p> <p><u>REASON:</u> Temporary access until stair pans are poured.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$536.00

# CHANGE ORDER

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

Project: <i>Child Development Center</i>		Bid No. <b>1097</b>	P.O. # <b>09-P000216</b>
Contractor: <b>ISEC</b>		D.S.A. No. <b>04-108649</b>	
Architect: <i>Harley Ellis Devereaux</i>		Change Order No. <b>2</b>	
		Date: <b>5/24/2010</b>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p><u>DESCRIPTION:</u> Per RFI# 154 R-1 provide door and hardware</p> <p><u>REASON:</u> Provide a double action door for ADA access</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$1,212.00
6.0	<p><u>DESCRIPTION:</u> Furnish and install 3/4" plywood in first and second floor soffits of Bldg "A" <b>*Allowance distribution</b></p> <p><u>REASON:</u> Owner requested open framing be covered with plywood</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>	\$10,000.00	\$23,772.00
7.0	<p><u>DESCRIPTION:</u> Per RFI#156 Install hardy wood paneling / siding for drinking fountain alcoves</p> <p><u>REASON:</u> Owner change</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$5,589.00
8.0	<p><u>DESCRIPTION:</u> Per RFI#185 Re-Frame HVAC duct shaft due to beam conflict</p> <p><u>REASON:</u> Beam in conflict with opening</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$895.00
Sub-Total		\$10,000.00	\$36,701.00
Total			\$26,701.00

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #1, Bid #1102 – Roofing and Solar Systems at the Child Development Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On May 11, 2009, the Board of Trustees awarded a contract to Peterson Dean Roofing and Solar Systems for Bid #1102 for roofing at the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$4,153. The revised contract amount is \$303,153. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 1.4% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1, Peterson Dean Roofing and Solar Systems for Bid #1102, Roofing for the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$4,153.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center

Bid No. 1102 P.O. # P0010963

D.S.A. No. 04-108649

Contractor: Peterson Dean Roofing and Solar Systems

Change Order No. 1

Architect: Harley Ellis Devereaux

Date: May 5, 2010

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$299,000.00
Previous Change Orders	\$0.00	
This Change Order	\$4,153.00	
Total Change Orders		\$4,153.00
Revised Contract Amount		\$303,153.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Bernards

Authorized Signature

Date

District Inspector

Authorized Signature

Date

Darryl A. Odum

Director - District Construction and Support Services

Date

Assistant Vice Chancellor - Facility Planning

Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. 1102

P.O. # P0010963

D.S.A. No.

04-108649

Contractor: *Peterson Dean Roofing and Solar Systems*

Change Order No.

Architect: *Harley Ellis Devereaux*

Date: *May 5, 2010*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Furnish labor and materials to install soffit vent screen.</p> <p><u>REASON:</u> District requested soffit upgrade</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$4,153.00
Sub-Total		\$0.00	\$4,153.00
Total			\$4,153.00

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

To: Board of Trustees	Date: May 24, 2010
Re: Approval of Change Order #2, Bid #1104 - Drywall and Plastering at the Child Development Center at Santa Ana College	
Action: Request for Approval	

**BACKGROUND:**

On July 27, 2009, the Board of Trustees awarded a contract to Insul Drywall and Plastering, Inc. for Bid #1104 for Drywall and Plastering at the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$11,538. The revised contract amount is \$412,194. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 3.6% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2, Insul Drywall and Plastering, Inc. for Bid #1104, Drywall and Plastering at the new Child Development Center at Santa Ana College as presented.

Fiscal Impact: \$11,538.00	Board Date: May 24, 2010
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1104	P.O # P0010964
	D.S.A. No.	04-108649
Contractor <i>Insul Drywall &amp; Plastering, Inc</i>	Change Order No. 2	
Architect: <i>Harley Ells Devereaux</i>	Date: May 24, 2010	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$397,800.00
Previous Change Orders	\$2,856.00	
This Change Order	\$11,538.00	
Total Change Orders		\$14,394.00
Revised Contract Amount		\$412,194.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Darryl A. Odum Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ 5.6 (2) Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# CHANGE ORDER

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

Project: <i>Child Development Center</i>	Bid No. <i>1104</i>	P.O. # <i>P0010964</i>
Contractor: <i>Insul Drywall &amp; Plastering, Inc</i>	D.S.A. No. <i>04-108649</i>	
Architect: <i>Harley Ellis Devereaux</i>	Change Order No. <i>2</i>	
	Date: <i>May 24, 2010</i>	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Furnish and install separation wall with drywall and finish for Bldg "C"</p> <p><b>REASON:</b> Added wall for classroom separation</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$2,776.00
2.0	<p><b>DESCRIPTION:</b> Provide credit for drywall ceilings and install suspended acoustical ceilings for Bldgs A,B,C,D,E Use Vinyl tile in Bldg "A" Kitchen Install acoustical ceiling for ceiling access</p> <p><b>REASON:</b></p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$6,440.00
3.0	<p><b>DESCRIPTION:</b> Frame and drywall separation walls in skylight well Bldg B,C,D,E</p> <p><b>REASON:</b> Not shown on plans</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$1,423.00



# CHANGE ORDER

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

Project: <i>Child Development Center</i>		Bid No. 1104	P.O. # P0010964
Contractor: <i>Insul Drywall &amp; Plastering, Inc</i>		D.S.A. No. 04-108649	
Architect: <i>Harley Ellis Devereaux</i>		Change Order No. 2	
		Date: May 24, 2010	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<u>DESCRIPTION:</u> Per RFI#156, provide bldg paper on wing walls  <u>REASON:</u> RFI#156 drinking fountain alcove revisions  <u>REQUESTOR:</u> District  <u>TIME EXTENSION:</u> ADDS calendar days		\$311.00
5.0	<u>DESCRIPTION:</u> Repair suspended metal ceiling  <u>REASON:</u> HVAC had to be corrected due to elimination of fire dampers  <u>REQUESTOR:</u> District  <u>TIME EXTENSION:</u> ADDS calendar days		\$588.00
Sub-Total		\$0.00	\$11,538.00
Total			\$11,538.00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #1, Bid #1107 - Flooring at the Child Development Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On May 11, 2009, the Board of Trustees awarded a contract to Progressive Floor Coverings for Bid #1107 for the flooring at the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$3,266. The revised contract amount is \$86,166. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 3.9% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1, Progressive Floor Coverings for Bid #1107 for flooring at the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$3,266.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1107	P.O # P0010965
	D.S.A. No. 04-108649	
Contractor: Progressive Floor Covering	Change Order No. 1	
Architect: Harley Ellis Devereaux	Date: 5/24/10	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$82,900.00
Previous Change Orders	\$0.00	
This Change Order	\$3,266.00	
Total Change Orders		\$3,266.00
Revised Contract Amount		\$86,166.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning 5.7 (2)	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. *1107*

P.O. # *P0010965*

D.S.A. No. *04-108649*

Contractor: *Progressive Floor Covering*

Change Order No. *1*

Architect: *Harley Ellis Devereaux*

Date: *5/24/10*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Complete Health Department flooring corrections per FCD #13</p> <p><u>REASON:</u> FCD#13 Health Department</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$976.00
2.0	<p><u>DESCRIPTION:</u> Revise floor covering percentages per District consultant</p> <p><u>REASON:</u> Change percentage of floor covering per state requirements.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$2,290.00
Sub-Total			\$3,266.00
Total			\$3,266.00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #6, Bid #1116 – Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On March 23, 2009, the Board of Trustees awarded a contract with General Consolidated Constructors, Inc. for Bid #1116, to construct the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College.

**ANALYSIS:**

During the normal course of construction, certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #6.

Change Order #6 increases the contract by \$1,983. The total revised contract amount is \$1,355,193.73. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total combined change orders for the project are 9.8% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #6, General Consolidated Constructors, Inc. for Bid #1116, Construction of the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College as presented.

Fiscal Impact:	\$1,983.00	Board Date:	May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

# CHANGE ORDER

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

Project: Building "G" Accessibility Upgrade	Bid No. 1116	P.O # 00215
	D.S.A. No.	04-106765
Contractor General Consolidated Constructors, Inc	Change Order No.	6
Architect: IBI Group	Date:	May 24, 2010

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,234,000.00
Previous Change Orders	\$119,210.73	
This Change Order	\$1,983.00	
Total Change Orders		\$121,193.73
Revised Contract Amount		\$1,355,193.73
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		May 7, 2010
Revised Contract Completion Date		May 7, 2010
RSCCD Board Approval Date		May 24, 2010

\_\_\_\_\_  
Architect Authorized Signature Date

\_\_\_\_\_  
Contractor Name Authorized Signature Date

\_\_\_\_\_  
Construction Manager - Bernards Authorized Signature Date

\_\_\_\_\_  
District Inspector Authorized Signature Date

Darryl A. Odum  
\_\_\_\_\_  
Director - District Construction and Support Services Date

\_\_\_\_\_  
Assistant Vice Chancellor - Facility Planning Authorized Signature Date

Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor, Business Operations/Fiscal Services Date  
5.8 (2)

# CHANGE ORDER

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

Project: *Building "G" Accessibility Upgrade*

Bid No. 1116

P.O. # 00215

D.S.A. No. 04-106765

Contractor: *General Consolidated Constructors, Inc*

Change Order No. 6

Architect: *IBI Group*

Date: *May 24, 2010*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Upcharge for (6) hand dryers due to change in model number and pricing by manufacturer</p> <p><u>REASON:</u> Unforeseen condition <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,343.00
2.0	<p><u>DESCRIPTION:</u> Troubleshooting and repair of existing HVAC units.</p> <p><u>REASON:</u> Owner request. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,476.00
3.0	<p><u>DESCRIPTION:</u> Deduct for costs associated with deletion by owner of (2) scuppers at new ramp and (8) signs.</p> <p><u>REASON:</u> Owner request. <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$836.00	
Sub-Total		\$836.00	\$2,819.00
Total			\$1,983.00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #2, Bid #1121 - Structural Steel at the Child Development Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On May 11, 2009, the Board of Trustees awarded a contract to Columbia Steel, Inc. for Bid #1121 for Structural Steel for the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$960. The revised contract amount is \$696,583. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 1.7% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2, Columbia Steel, Inc. for Bid #1121, Structural Steel for the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$960.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1121	P.O # B0012026
	D.S.A. No.	04-108649
Contractor: Columbia Steel	Change Order No. 2	
Architect: Harley Ellis Devereaux	Date: 5/24/10	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$685,088.00
Previous Change Orders	\$0.00	
This Change Order	\$960.00	
Total Change Orders		\$11,495.00
Revised Contract Amount		\$696,583.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
5.9 (2) Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. **1121**

P.O. # **B0012026**

D.S.A. No. **04-108649**

Contractor: *Columbia Steel*

Change Order No. **2**

Architect: *Harley Ellis Devereaux*

Date: **5/24/10**

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide credit for RFI#110, furnish angle clips for roof beam connection</p> <p><u>REASON:</u> Credit for previously issued Change Order #1</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>	\$1,156.00	
2.0	<p><u>DESCRIPTION:</u> Per RFI#162R1, weld studs on I-Beam to allow for wood to steel connection</p> <p><u>REASON:</u> Studs were not indicated on plans</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$2,116.00
Sub-Total		\$1,156.00	\$2,116.00
Total			\$960.00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Change Order #1, Bid #1122 – Glass and Glazing at the Child Development Center at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On July 27, 2009, the Board of Trustees awarded a contract to E & R Glass Contractors for Bid #1122 for the glass and glazing at the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$3,256. The revised contract amount is \$413,841. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are .8% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1, E & R Glass Contractors for Bid #1122, Glass and Glazing at the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$3,256.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

# CHANGE ORDER

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

Project: Child Development Center	Bid No. 1122	P.O # BP00220
	D.S.A. No.	04-108649
Contractor: E&R Glass Contractors	Change Order No. 1	
Architect: Harley Ellis Devereaux	Date: May 24, 2010	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

## SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$410,585.00
Previous Change Orders	\$0.00	
This Change Order	\$3,256.00	
Total Change Orders		\$3,256.00
Revised Contract Amount		\$413,841.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		May 24, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
Darryl A. Odum _____ Director - District Construction and Support Services		_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
5.10 (2) Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. 1122

P.O. # BP00220

D.S.A. No. 04-108649

Contractor: *E&R Glass Contractors*

Change Order No.

1

Architect: *Harley Ellis Devereaux*

Date: May 24, 2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Furnish and install (1) door with frame and (1) window with frame for Building "C"</p> <p><b>REASON:</b> Added separation wall for classroom door and window required</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$2,256.00
2.0	<p><b>DESCRIPTION:</b> Provide remote operated hardware for entry and exit doors for Bldg "A"</p> <p><b>REASON:</b> For ADA access</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$1,000.00
Sub-Total		\$0.00	\$3,256.00
Total			\$3,256.00

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

To:	Board of Trustees	Date:	May 24, 2010
Re:	Approval of Change Order #3, Bid #1129 - Electrical at the Child Development Center at Santa Ana College		
Action:	Request for Approval		

**BACKGROUND:**

On July 27, 2009, the Board of Trustees awarded a contract to EMAE International, Inc. for Bid #1129 for electrical at the Child Development Center at Santa Ana College.

**ANALYSIS:**

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #3.

Change Order #3 increases the contract by \$22,244. The revised contract amount is \$1,006,312. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 6.6% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #3, EMAE International, Inc. for Bid #1129, Electrical at the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$22,244.00	Board Date:	May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

# CHANGE ORDER

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

Project: <i>Child Development Center</i>		Bid No. <b>1129</b>	P.O. # <b>BP000219</b>
Contractor: <i>EMAE International</i>		D.S.A. No. <b>04-108649</b>	
Architect: <i>Harley Ellis Devereaux</i>		Change Order No. <b>3</b>	
		Date: <b>May 5, 2010</b>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Relocate site lighting and add additional fixtures for coverage in driveway</p> <p><b>REASON:</b> Added lighting for safety and student traffic</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$13,341.00
2.0	<p><b>DESCRIPTION:</b> Remove Time Warner Cable and Adjust cabling box to grade</p> <p><b>REASON:</b> Time Warner pull box had to be adjusted to grade</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$2,845.00
3.0	<p><b>DESCRIPTION:</b> Relocate teaching podium electrical to district approved location</p> <p><b>REASON:</b> District re-located podium floor box electrical</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS calendar days</p>		\$2,829.00

# CHANGE ORDER

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

Project: *Child Development Center*

Bid No. **1129**

P.O. # **BP000219**

D.S.A. No. **04-108649**

Contractor: *EMAE International*

Change Order No. **3**

Architect: *Harley Ellis Devereaux*

Date: **May 5, 2010**

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p><u>DESCRIPTION:</u> Furnish and install exterior GFI electrical outlets for Bldg B,C,D,E</p> <p><u>REASON:</u> Owner requested outside 110v power</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$2,514.00
	<p><u>DESCRIPTION:</u> Repair existing irrigation piping damaged during demolition</p> <p><u>REASON:</u> Irrigation pipe was not shown on district as-builts</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$715.00
Sub-Total		\$0.00	\$22,244.00
Total			\$22,244.00



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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Award of Bid #1155 – Repair and Overlay of Parking Lot #7 at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

In compliance with Public Contract Code, Bid #1155 for the Repair and Overlay of Parking Lot #7 at Santa Ana College was appropriately advertised and plans/specifications made available to prospective bidders. The work will consist of selected removal, repair and complete resurfacing of approximately 134,000 sq. ft. of parking area within the Santa Ana College Campus.

**ANALYSIS:**

Bids were opened on Friday, April 30, 2010 for the Repair and Overlay of Parking Lot #7 at Santa Ana College. The lowest cost responsible bidder was Ben's Asphalt with a bid of \$224,820 with \$100 as an add alternate number one, removal of existing concrete bumpers and replace them with PPL Company type "STD PBS6" recycled plastic 6" gray parking blocks and \$95 as an add alternate number two, installation of GNR Technologies 6' rubber car stops.

District staff has provided a "due diligence" review of the lowest responsible bidder, Ben's Asphalt and verification has been made of the appropriate license, compliance with necessary bid bond requirements, and has no record of labor complaints. The estimated starting date for the project is June 14, 2010 with work to be completed 15 days after the start date.

**RECOMMENDATION:**

It is recommended that the Board of Trustees award Bid #1155 for the Repair and Overlay of Parking Lot #7 at Santa Ana College to Ben's Asphalt as presented.

Fiscal Impact:	\$224,820.00	Board Date: May 24, 2010
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction & Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

5.12 (2)

<b>BID RESULTS</b>				
<b>BID #1155</b>		<b>PROJECT</b> Parking Lot #7 Repair and Overlay at Santa Ana College		<b>DUE DATE</b> Friday, April 30, 2010
<b>BIDDER</b>	<b>AMOUNT</b>	<b>Alt. #1 Amount</b>	<b>Alt. #2 Amount</b>	<b>TOTALS</b>
Ben's Asphalt 2200 S Yale St Santa Ana, CA 92704	\$224,625 00	\$100.00	\$95.00	\$224,820 00
Universal Asphalt Co , Inc. 10610 South Painter Ave. Santa Fe Springs, CA 90670	\$224,800 00	\$26,000.00	\$16,000 00	\$266,800 00
Sanders Paving 10645 Stanford Ave , #B Garden Grove, CA 92840	\$225,647.00	\$38,145.00	\$23,555.00	\$287,347 00
Carver Construction 718 Lincoln Avenue Orange, CA 92865	\$258,591 50	\$24,667 95	\$23,770.00	\$307,029 45
Mission Paving and Sealing, Inc. 2213 Rosemead Blvd South El Monte, CA 91733	\$321,000.00	\$42,785.00	\$27,950.00	\$401,735 00

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Proposal to Develop Master Abatement Plan for Rancho Santiago Community College District	
Action:	Request for Approval	

**BACKGROUND:**

The District has a number of construction projects either in process, about to commence, or planned for the next year that will require removal and disposal of asbestos / hazardous materials that may be encountered during the course of work at various district sites.

**ANALYSIS:**

Due to the immediate need of several pending construction projects at Santa Ana College, as well as on-going renovation projects, there is a need for an on call time and material, Hazardous Abatement Contractor that will provide the flexibility needed by staff to perform abatement of asbestos / hazardous materials on an "as needed" basis.

Executive Environmental Services Corporation (EESC) will prepare the Hazardous Materials Master Specification Bid Documents for that scope of work. EESC is recommended by ASCIP, our property and liability insurance carrier.

EESC provided the attached proposal dated March 10, 2010.

**RECOMMENDATION:**

It is recommended that the Board of Trustees authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to enter into an agreement with Executive Environmental Services Corp. for development of Master Specification Bid Documents for asbestos / hazardous material abatement.

Fiscal Impact:	\$2,100.00	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



# Executive Environmental SERVICES CORPORATION

QUALITY SERVICE WITH INTEGRITY

Los Angeles ♦ Oakland

March 10, 2010

Via e-mail (page 1 of 4)

Mr. Darryl Odum  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, California 92706

Re: EESC Proposal 09-Z0307-P202 for development of master abatement specifications and annual abatement contractor selection

Dear Mr. Odum:

Enclosed is our proposal to develop master specifications for the Rancho Santiago Community College District. A Certified Asbestos Consultant (CAC), Certified Lead Professional (CLP), and a Project Engineer will develop the specifications.

To indicate your acceptance of this agreement, please sign and fax the proposal to my attention at (626) 441-0016. Upon receipt of the signed contract, we will initiate the development of the master specifications.

If you have any questions, please call me at (626) 441-7050.

Sincerely,

Rob Hill, CAC, CLP, OSHT, CSSD  
Vice President

Enclosures



# Executive Environmental SERVICES CORPORATION

QUALITY SERVICE WITH INTEGRITY

Los Angeles ♦ Oakland

## CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (EESC Proposal 09-Z0307-P202) is made and entered into by and between **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, having its principal office at **2323 North Broadway, Santa Ana, California 92706** (the "CLIENT"), and **EXECUTIVE ENVIRONMENTAL SERVICES CORPORATION**, a California Corporation, whose principal place of business is located at **310 East Foothill Boulevard, Suite 200, Arcadia, California 91006** (the "COMPANY").

1. SCOPE OF SERVICES AND DELIVERABLES. The CLIENT hereby engages the COMPANY and the COMPANY hereby consents to being engaged by the CLIENT to:

<u>SCOPE OF SERVICE</u>	<u>TO BE DELIVERED</u>
(a) Review district asbestos and lead-based paint inspection reports to identify materials.	(a) To be scheduled.
(b) Develop specifications for hazardous material abatement following AIA format.	(b) To be scheduled.
(c) Develop unit pricing bid form for materials to be abated.	(c) To be scheduled.
(d) Assist district in developing language for advertisement.	(d) To be scheduled.
(e) Provide matrix and assist district in applying matrix to bid packages received.	(e) To be scheduled.
(f) Assist district with bid process and contractor selection.	(f) To be scheduled.

2. CLIENT SUPPORT. CLIENT agrees, in support of services rendered, the following: Provide access to the CLIENT'S premises, equipment, and personnel as needed to complete the services.

3. **FEES AND EXPENSES.** CLIENT shall compensate the COMPANY for Services provided hereunder at the then current hourly rate(s) for the disciplines performing the work and shall additionally reimburse the COMPANY for necessary expenses incurred by it in providing the Services, including, without limitation, travel, communication, computer utilization, laboratory fees and photo reproduction expenses in accordance with the COMPANY'S standard policies or billing schedules. The cost of the agreed-to services is not to exceed two thousand one hundred dollars (\$2,100.00).

The CLIENT shall pay the COMPANY within fifteen (15) days of receipt by the CLIENT of the COMPANY'S invoice. The CLIENT shall pay the COMPANY a service fee of 1.5% on all invoices not paid within thirty (30) days of the date of the invoice.

This Consulting Services Agreement includes the Services Schedule set forth above and the attached Terms and Conditions. The parties have caused their respective duly authorized representatives to execute this Consulting Services Agreement as of March 10, 2010 (the "Effective Date").

**EXECUTIVE ENVIRONMENTAL SERVICES  
CORPORATION  
(The COMPANY)**

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT  
(The CLIENT)**

BY 

BY \_\_\_\_\_

NAME Rob Hill

NAME Darryl Odum

TITLE Vice President

TITLE \_\_\_\_\_

DATE March 10, 2010

DATE \_\_\_\_\_

ADDRESS 310 East Foothill Boulevard

Purchase Order No. \_\_\_\_\_  
*(If applicable)*

Suite 200

ADDRESS 2323 North Broadway

Arcadia, California 91006

Santa Ana, California 92706

PHONE 626.441.7050

PHONE 714.480.7512

FAX 626.441.0016

FAX 714.796.3910

## TERMS AND CONDITIONS

### 1. TERM AND TERMINATION.

(a) Term. This Agreement shall be effective commencing on the Effective Date and shall continue in effect until the earlier of (i) the completion of the Services or (ii) termination pursuant to subsection (b) below.

(b) Termination. This Agreement may be terminated by either party with or without cause upon sixty (60) days prior written notice to the other party. All outstanding invoices are to be paid within ten (10) days of the termination date.

2. TAXES. The compensation provisions hereof do not include any applicable sales, service, use, ad valorem or personal property taxes arising out of the performance of the Services hereunder, all of which taxes are the sole liability of CLIENT.

3. DISCLAIMER. All reports and recommendations are based on conditions and practices observed and information made available to the COMPANY by the CLIENT and the designated sites/facilities. Reports do not purport to set forth all hazards nor to indicate that other hazards do not exist. No responsibility is assumed by the COMPANY for the control or correction of conditions or practices existing at the facilities, or at any other premises surveyed by the COMPANY for and on behalf of the CLIENT. The COMPANY'S services shall be governed by the standard of practice for professional services measured as at the time those services are rendered.

4. INDEMNIFICATION. Except for breach of this Agreement or negligence of the COMPANY, the COMPANY shall have no liability to the CLIENT with respect to any loss or other damage suffered or incurred in connection with the services provided to the CLIENT under the provisions of this Agreement, and the CLIENT shall indemnify and hold the COMPANY, its agents and employees, harmless from and against all damages, judgments, costs or other expenses (including reasonable legal fees) incurred as a result of any claim or charge made against the COMPANY, or the CLIENT in connection with the services rendered to the CLIENT by the COMPANY, except such damages, judgments, costs or expenses caused by or resulting from the COMPANY'S breach of this Agreement or its negligence.

5. LIMITATION OF LIABILITY. In no event shall COMPANY be liable in any way to CLIENT or others for any indirect, special or consequential damages of any nature, whether foreseeable or not, regardless of whether COMPANY had been advised of the possibility of such damages. In no event will COMPANY'S liability in connection with the services whether caused by non-performance, defects, errors, breach of warranty or otherwise, exceed the total compensation paid to COMPANY by CLIENT, exclusive of reimbursed costs hereunder. These limitations apply to all causes of action in the aggregate, whether based in contract, tort or otherwise, but do not apply to claims arising out of damage to tangible personal property or personal injury caused by COMPANY'S employees while on CLIENT'S premises.

6. CONFIDENTIAL INFORMATION. The CLIENT and the COMPANY each acknowledges that during the term of this Agreement each will acquire confidential information relating to the business and operations of the other including, without limitation, each party's methods of doing business, and each party's products, processes, and customer lists (collectively, the "Confidential Information"). Each party hereby acknowledges that ALL OF THE OTHER PARTY'S Confidential Information is valuable, unique, and constitutes trade secrets and proprietary information and, upon the termination of this Agreement, each party's knowledge of the other party's Confidential Information will enable it (or any other individual, company, or person with which it is associated in any manner) to compete with the other party in a manner likely to cause irreparable harm upon the disclosure of such Confidential Information. Accordingly, each party hereby irrevocably represents, warrants, and covenants to the other party that it shall not disclose, directly or indirectly, any of the Confidential Information to any individual, firm, company, or other entity and shall not use any Confidential

Information in any manner whatsoever except as permitted under this Agreement, unless such Confidential Information becomes a matter of public record or as information made available to the public, or unless legally required to do so. This obligation as to confidentiality and non-use shall survive the Terms of this Agreement.

7. INDEPENDENT CONTRACTOR. In providing its services, the COMPANY shall be an independent contractor, and the CLIENT will have no right to exercise supervision as to the manner or method by which the COMPANY provides its services, except that the COMPANY'S employees and representatives shall adhere to the safety policies and procedures provided by the CLIENT of the designated sites/facilities while on the premises thereof.

8. ARBITRATION. As a condition precedent to any right of action hereunder, any dispute or difference between the parties in connection with or arising out of this Agreement shall be referred to and determined by arbitration under the rules and procedures of the American Arbitration Association; provided, however, the arbitration shall be decided by a panel of three arbitrators. Each party will choose one arbitrator and then a third arbitrator will be chosen by the two arbitrators. If the third arbitrator is not chosen on or within thirty (30) days after the first two arbitrators are chosen by the parties, then the first two arbitrators shall not serve as arbitrators and the three person panel of arbitrators shall be chosen by the Los Angeles County (CALIFORNIA) Division of the American Arbitration Association.

9. GOVERNING LAW; VENUE. The provisions of this Agreement shall be governed by laws of the state of California and the parties to this Agreement consent to and acknowledge that any disputes (including arbitration) arising under this Agreement shall be venued in Los Angeles County, California.

10. ENTIRE AGREEMENT. This Agreement constitutes the entire Agreement between the parties with respect to the subject matter of this Agreement and merges and supersedes all prior discussions, understandings and agreements between the parties relating to the subject matter thereof. This Agreement may be amended or modified only by a written document executed by both the COMPANY and the CLIENT, and the terms hereof shall not be modified by any purchase order or acknowledgment, even though the COMPANY may have signed such a document.

11. ASSIGNMENT. No assignment of this Agreement, or of the rights, duties, and obligations thereunder, shall be permitted, except with the prior written consent of the other party.

12. SEVERABILITY AND SURVIVAL. If any of the provisions contained in this Agreement are held to be illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired and the Agreement shall continue as if such illegal, invalid, or unenforceable provisions were not and are not contained in this Agreement. Limitations of liability and indemnities described in this Agreement shall survive the termination of this Agreement.

13. NOTICES. Any notice, invoice or other correspondence required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been given if served personally, if sent by facsimile transmission or, on the third day following posting by first-class mail, postage prepaid, addressed to the addresses set forth above or such other address, as either party hereto may designate by notice to the other party.



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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Notice of Completion, Bid #1131 – Relocation of Portable Classrooms at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On November 16, 2009, the District approved a contract with DLG Electric and Construction to complete Relocation of Portable Classrooms at Santiago Canyon College.

As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

**ANALYSIS:**

The project was substantially complete on May 14, 2010 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$289,000.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Notice of Completion for the Relocation of Portable Classrooms at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: May 24, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

Mr. Darryl A. Odum  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

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

# NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 East Chapman Avenue, Orange, California, caused improvements to be made to the property to wit: Bid No. 1131/Relocation of Portable Classrooms at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 1<sup>st</sup> day of December, 2009, which contract was made with DLG Electric and Construction PO #10-PO012803, as contractor; that said improvements were completed on the 14<sup>th</sup> day of May, 2010, and accepted by formal action of the governing Board of said District on the 24<sup>h</sup> day of May, 2010; 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 Developers Surety and Indemnity Company.

Rancho Santiago Community College District of  
Orange County, California

by \_\_\_\_\_

State of California )  
                                  §  
County of Orange )

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at \_\_\_\_\_ California, on

\_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_  
(include name of corporation, partnership, etc., if any)

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

To:	Board of Trustees	Date: May 24, 2010
Re:	Approval of Rejection of Bid #1158-Elevator Repairs & Maintenance Service	
Action:	Request for Approval	

**BACKGROUND**

The District has a total of twenty-four elevators at Santa Ana College, Digital Media Center, Santiago Canyon College and the District Office that require monthly inspection and service. This work must be performed by a licensed elevator technician.

**ANALYSIS**

Working with staff members from all four sites, a bid package was prepared and sent out to fourteen (14) bidders for competitive pricing for elevator maintenance service for a period of three years with an option to renew for an additional two years.

A mandatory pre-bid conference and job walk was conducted to discuss the bidding procedures and to allow the bidders to visit the sites. A total of eleven (11) bidders attended; however, only one bidder responded and provided prices for this service. The bidder was Amtech Elevator Services, the company that has been providing elevator repair and maintenance service at Santa Ana College and Digital Media Center for the past five years.

Various reasons were given from other interested vendors for not bidding. Some of the reasons were: unable to secure a bid bond; cashier's check or certified check; meeting District's insurance requirements; unable to compete with larger companies; profit margin would be too low; and missed the due date.

Due to the lack of participation and the various reasons for not bidding, it is in the best interest of the District to reject the bid and rebid the Elevator Repairs & Maintenance Service with changes that would make it easier for small companies to participate.

**RECOMMENDATION**

It is recommended that the Board of Trustees reject the bid for Bid #1158-Elevator Repair and Maintenance Service and rebid as presented.

Fiscal Impact:	N/A	Board Date: May 24, 2010
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-BP000225	3,617,900 00	KDC INC	Buildings - Contracted Svcs	SP	BOND	4/26/2010
10-BP000226	1,200,000 00	KDC INC	Buildings - Contracted Svcs	SP	BOND	4/26/2010
10-BP000227	120,000 00	KDC INC	Buildings - Contracted Svcs	SP	BOND	4/26/2010
10-BP000228	20,000 00	KDC INC	Buildings - Contracted Svcs	SP	BOND	4/26/2010
10-BP000229	225,000 00	KDC INC	Buildings - Contracted Svcs	SP	BOND	4/26/2010
10-P0014278	18,463 55	WOODRIDGE PRESS INC	Reproduction/Printing Expenses	SP		4/12/2010
10-P0014279	75 00	SVC LIGHTING & ELECTRICAL SUPPLIES, INC	Non-Instructional Supplies			4/12/2010
10-P0014280	3,500 00	NTH GENERATION COMPUTING INC	Equipment - All Other > \$1,000			4/12/2010
10-P0014281	40 45	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/12/2010
10-P0014282	222 18	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/12/2010
10-P0014283	399 68	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		4/12/2010
10-P0014284	1,833 25	MIDWEST LIBRARY SVC	Library Books			4/12/2010
10-P0014285	899 03	MCMAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000			4/12/2010
10-P0014286	289 66	INSIGHT MEDIA	Instructional Supplies	SP		4/12/2010
10-P0014287	864.56	APPERSON PRINT MGMT SVCS	Equip/Software - >\$200 <\$1,000	SP		4/13/2010
10-P0014288	378 47	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	4/13/2010
10-P0014289	472 88	HERFF JONES INC	Non-Instructional Supplies	SP		4/13/2010
10-P0014290	1,050 95	AUDIO VISUAL INTEGRATION SYSTEMS	Equipment - All Other > \$1,000	SP		4/13/2010
10-P0014291	3,516 70	TBP ARCHITECTURE	Contracted Services			4/13/2010
10-P0014292	19 95	ROLLING STONE LLC	Library Books - Periodicals			4/13/2010
10-P0014293	2,700 00	STATE OF CALIF	Fingerprinting			4/13/2010
10-P0014294	340 97	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/13/2010
10-P0014295	2,830 00	DEPT OF SOCIAL SERVICES	Other Licenses & Fees	SP		4/14/2010
10-P0014296	7,700 00	SOLTANMORAD KATHRYN	Contracted Services	SP		4/14/2010
10-P0014297	4,506 19	WATERLINE TECHNOLOGIES	Contracted Services			4/14/2010
10-P0014298	700 00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		4/14/2010
10-P0014299	549 73	WARD'S NATURAL SCIENCE	Instructional Supplies			4/14/2010
10-P0014300	663 88	CDW GOVERNMENT INC	Instructional Supplies	SP		4/14/2010
10-P0014301	7,807 00	CITY OF SANTA ANA	Contracted Services	SP		4/14/2010
10-P0014302	62,194 13	AT & T GOVERNMENT SOLUTIONS INC	Software License and Fees			4/14/2010
* 10-P0014303	1,048,065 00	ASCIP	Buildings - Legal Expenses	SP	BOND	4/14/2010
* 10-P0014304	653.28	LOBBY TRAFFIC SYSTEMS INC	Buildings - Contracted Svcs	SP	BOND	4/14/2010
* 10-P0014305	1,895.46	CDW GOVERNMENT INC.	Non-Instructional Supplies	SP		4/14/2010
* 10-P0014306	5,180 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			4/14/2010
* 10-P0014307	3,080 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			4/14/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project

5.16(1)

No. 5.16

5.16(2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-P0014308	3,901 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			4/14/2010
10-P0014309	244 69	A & W ELECTRIC MOTORS INC	Repair & Replacement Parts			4/14/2010
10-P0014310	298 81	SODEXHO	Food and Food Service Supplies	SP		4/14/2010
10-P0014311	150 00	B & N INC	Food and Food Service Supplies	SP		4/14/2010
10-P0014312	129 50	QUICKSTART INTELLIGENCE	Books, Mags & Ref Mat, Non-Lib			4/14/2010
10-P0014313	228 35	INSIGHT MEDIA	Instructional Supplies	SP		4/14/2010
10-P0014314	1,595 04	INSIGHT MEDIA	Library Books - Audio Visual	SP		4/14/2010
10-P0014315	807 43	HACIENDA	Food and Food Service Supplies	SP		4/14/2010
10-P0014317	9,049 50	THE WRIGHT GROUP INC	Legal Expenses			4/14/2010
10-P0014318	677 39	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/14/2010
10-P0014319	4,530 00	FACILITIES PLANNING AND PROGRAM SVCS INC	Contracted Services			4/14/2010
10-P0014320	110 51	DON BOOKSTORE	Non-Instructional Supplies	SP		4/14/2010
10-P0014321	751 73	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		4/14/2010
10-P0014322	24 98	SUNRISE PUBLICATIONS, INC	Library Books - Periodicals			4/14/2010
10-P0014323	515 00	APPIC ASSOC OF PSYCHOLOGICAL	Inst Dues & Memberships	SP		4/14/2010
* 10-P0014324	1,850 00	MARICELA SANDOVAL	Advertising	SP		4/15/2010
10-P0014325	182 50	SODEXHO	Food and Food Service Supplies	SP		4/15/2010
10-P0014326	434 58	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	SP		4/15/2010
10-P0014327	3,083 82	SODEXHO	Food and Food Service Supplies	SP		4/15/2010
10-P0014328	102 91	HITT MARKING DEVICES	Non-Instructional Supplies	SP		4/16/2010
10-P0014329	775 80	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000			4/16/2010
10-P0014330	333 51	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/16/2010
10-P0014331	544 73	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/16/2010
10-P0014332	114 13	HERTZ CORP	Transportation - Student	SP		4/19/2010
10-P0014333	165 20	PRO-LOK	Non-Instructional Supplies			4/19/2010
10-P0014334	47 78	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		4/19/2010
10-P0014335	97 88	SIMBIOTIC SOFTWARE	Software License and Fees			4/19/2010
* 10-P0014336	24,802 00	AT & T	Equip/Software - >\$200 <\$1,000	SP	BOND	4/19/2010
* 10-P0014337	46,578 31	CALIF WESTERN VISUALS	Equipment - All Other > \$1,000	SP		4/19/2010
10-P0014338	167 03	CAPITOL ENQUIRY	Non-Instructional Supplies			4/19/2010
10-P0014339	1,324 90	DON BOOKSTORE	Non-Instructional Supplies	SP		4/19/2010
10-P0014340	1,946 63	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		4/19/2010
10-P0014341	1,378 78	ROSE BRAND WIPERS	Non-Instructional Supplies	SP		4/20/2010
10-P0014342	892 01	WILLIAMS MEDICAL CO	Instructional Supplies	SP		4/20/2010
10-P0014343	6,704 35	ATKINSON ANDELSON LOYA RUUD ROMO	Legal Expenses			4/20/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0014344	414 77	KNORR SYSTEMS INC	Contracted Repair Services			4/20/2010
10-P0014345	849 00	HICKOCK ROSS	Contracted Repair Services			4/20/2010
* 10-P0014346	8,380.80	RELIABLE ICE EQUIPMENT INC	Equipment - All Other > \$1,000	SP	BOND	4/20/2010
10-P0014347	1,608 25	COAST ELECTRIC	Contracted Services	SP		4/20/2010
10-P0014348	70 31	DON BOOKSTORE	Other Exp Paid for Students	SP		4/20/2010
10-P0014349	286 17	PESTAL PETER A.	Contracted Repair Services			4/21/2010
10-P0014350	2,450 00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/21/2010
10-P0014351	95 00	BAY SECURITY COMM	Security Systems & Services	SP		4/21/2010
10-P0014352	873 03	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/21/2010
10-P0014353	503 00	WESTERN POWER SYSTEMS	Contracted Repair Services			4/21/2010
10-P0014354	170 00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/21/2010
* 10-P0014355	3,460 41	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		4/21/2010
10-P0014356	11,000 00	CSU FULLERTON	Contracted Services	SP		4/21/2010
10-P0014357	31 00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Conference Expenses			4/21/2010
10-P0014358	106 00	LINDA S MISKOVIC	Conference Expenses	SP		4/21/2010
10-P0014359	245 00	CACCRAO CALIF ASSOC OF COMMUNITY	Conference Expenses	SP		4/21/2010
10-P0014360	345 16	CI SOLUTION	Equip/Software - >\$200 <\$1,000	SP		4/21/2010
10-P0014361	4,328 25	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			4/21/2010
10-P0014362	535 00	LUX BUS AMERICA	Transportation - Student	SP		4/21/2010
10-P0014363	3,153 75	MACSON QUALITY HOUSE PRINTING	Reproduction/Printing Expenses	SP		4/22/2010
10-P0014364	1,516 49	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		4/22/2010
10-P0014365	3,818 93	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		4/22/2010
10-P0014366	82 09	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		4/22/2010
10-P0014367	76 05	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/22/2010
* 10-P0014368	10,893 64	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/22/2010
10-P0014369	2,460 56	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/22/2010
10-P0014370	18,264 62	DELL COMPUTER	Equipment - All Other > \$1,000			4/22/2010
10-P0014371	8,260 45	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/22/2010
10-P0014372	1,005 54	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/22/2010
10-P0014373	934 00	DON BOOKSTORE	Non-Instructional Supplies	SP		4/22/2010
10-P0014374	1,830 28	DELL COMPUTER	Equipment - Technology >\$1,000	SP		4/22/2010
51010 ③ 10-P0014375	27,973 55	DELL COMPUTER	Equipment - All Other > \$1,000			4/22/2010
10-P0014376	45,654 78	DELL COMPUTER	Equipment - All Other > \$1,000			4/22/2010
10-P0014377	1,841 41	DELL COMPUTER	Equipment - All Other > \$1,000			4/22/2010
10-P0014378	238,999 00	SO CALIF GRADING INC	Buildings - Contracted Svcs	SP	BOND	4/22/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project

5.16 (4)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0014379	257,000 00	SO CALIF GRADING INC	Buildings - Contracted Svcs	SP	BOND	4/22/2010
10-P0014380	314,127 00	SO CALIF GRADING INC	Buildings - Contracted Svcs	SP	BOND	4/22/2010
10-P0014381	315,395 00	SO CALIF GRADING INC	Buildings - Contracted Svcs	SP	BOND	4/22/2010
10-P0014382	163,527 00	SO CALIF GRADING INC	Buildings - Contracted Svcs	SP	BOND	4/22/2010
10-P0014383	15,281 33	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/23/2010
10-P0014384	5,945 70	DELL COMPUTER	Equipment - All Other > \$1,000	SP		4/23/2010
* 10-P0014385	263,203 00	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	Contracted Services	SP		4/23/2010
10-P0014387	17,525 37	THE GREAT AMERICAN	Food and Food Service Supplies	SP		4/23/2010
* 10-P0014388	12,227 50	CITY OF MONTCLAIR	Instructional Agrmt - Salary			4/23/2010
10-P0014389	972 00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			4/23/2010
10-P0014390	4,657 81	EXECUTIVE LIGHTING SVCS	Contracted Repair Services	SP		4/23/2010
10-P0014391	6,604 42	EXECUTIVE LIGHTING SVCS	Contracted Repair Services	SP		4/23/2010
10-P0014392	1,264 00	ORANGE COUNTY REGISTER	Legal Expenses	SP		4/23/2010
10-P0014393	737 33	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000	SP		4/23/2010
10-P0014394	90 26	TROXELL COMM INC	Instructional Supplies	SP		4/23/2010
* 10-P0014395	230 56	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software	SP		4/23/2010
10-P0014396	6,365 92	CAMERON WELDING	Equipment - All Other > \$1,000	SP		4/23/2010
10-P0014397	342 76	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		4/26/2010
* 10-P0014398	105,754 00	CHILDREN'S HOSPITAL OF ORANGE COUNTY	Contracted Services	SP		4/26/2010
10-P0014399	2,360 75	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP		4/26/2010
10-P0014400	382 38	RIVERSIDE PUB COM	Instructional Supplies	SP		4/26/2010
10-P0014401	1,571 47	NCS PEARSON INC	Instructional Supplies	SP		4/26/2010
10-P0014402	508 67	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		4/26/2010
* 10-P0014403	6,565 02	TEQUIPMENT NET/TOUCHBOARDS COM/	Equipment - Federal Progs >200	SP		4/26/2010
10-P0014404	1,137 50	BRYAN EDWARDS, A PUBLISHING COMPANY	Books Paid for Students	SP		4/26/2010
10-P0014405	184 50	INLAND CUTTER SERVICE INC	Repair & Replacement Parts			4/27/2010
10-P0014406	1,200 00	EXECUTIVE ENVIRONMENTAL	Contracted Services			4/27/2010
10-P0014407	1,056 00	STATE OF CALIFORNIA	Fingerprinting			4/27/2010
* 10-P0014408	13,129 00	GREENTREE SYSTEMS INC	Software Support Service	SP		4/27/2010
10-P0014409	2,618 59	FRANKLIN AIR CONDITIONING	Contracted Repair Services			4/27/2010
10-P0014410	80 00	PESTAL PETER A	Contracted Services			4/27/2010
10-P0014411	180 00	MARCOM COMMUNICATIONS SYSTEM	Contracted Repair Services			4/27/2010
10-P0014412	300 00	DON BOOKSTORE	Instructional Supplies	SP		4/27/2010
10-P0014414	344 40	AMERICAN EXPRESS	Conference Expenses	SP		4/27/2010
10-P0014415	23,500 00	TORELLI LOUIS	Buildings - Contracted Svcs	SP	BOND	4/27/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project



P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0014416	7,051 55	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/28/2010
* 10-P0014417	70 45	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			4/28/2010
10-P0014418	500 00	NALEO	Conference Expenses			4/28/2010
10-P0014419	486 12	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		4/28/2010
* 10-P0014420	1,381 14	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		4/28/2010
* 10-P0014421	10,125 50	SMOLEN LISA	Equip/Software - >\$200 <\$1,000	SP		4/28/2010
* 10-P0014422	95,616 00	MOMS ORANGE COUNTY	Contracted Services	SP		4/28/2010
10-P0014423	710 00	PACIFIC COACHWAYS CHARTER	Transportation - Student	SP		4/28/2010
10-P0014424	2,095 00	DISCOVERY EDUCATION	Internet Services	SP		4/28/2010
* 10-P0014425	17,614.88	TROXELL COMM INC	Equipment - Federal Progs >200	SP		4/28/2010
10-P0014426	330 00	TEAM ONE MANAGEMENT	Contracted Custodial Services	SP		4/29/2010
10-P0014427	500 00	LASEY ROBIN C	Contracted Services	SP		4/29/2010
10-P0014428	500 00	BARBARA B NAPPER	Contracted Services	SP		4/29/2010
10-P0014429	200 00	HANANEL ALBERTO	Contracted Services	SP		4/29/2010
* 10-P0014430	2,130 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			4/29/2010
10-P0014431	650 00	GARDEN GROVE UNIFIED SCHOOL DIST	Transportation - Student	SP		4/29/2010
10-P0014432	8,000 00	SANTA ANA UNIFIED SCHOOL DIST	Transportation - Student	SP		4/29/2010
10-P0014433	3,800 00	COMPUTERIZED ASSESS & PLACEMENT	Software License and Fees	SP		4/29/2010
10-P0014434	50 00	ORANGE CHAMBER OF COMMERCE	Reproduction/Printing Expenses			4/29/2010
10-P0014435	690 17	AMERICAN EXPRESS	Conference Expenses	SP		4/29/2010
10-P0014436	2,388 15	CDW GOVERNMENT INC	Instructional Supplies	SP		4/29/2010
10-P0014437	1,148 40	TROXELL COMM INC	Equipment - Federal Progs >200	SP		4/29/2010
10-P0014438	287 87	ORACLE CORP	Software Support Service			4/29/2010
10-P0014439	40,671 08	DELL COMPUTER	Equipment - All Other > \$1,000			4/29/2010
10-P0014440	91,195 52	DELL COMPUTER	Equipment - All Other > \$1,000			4/29/2010
10-P0014441	3,680.00	MORENO'S RESTAURANT	Food and Food Service Supplies	SP		4/29/2010
10-P0014442	1,473 99	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		4/30/2010
10-P0014444	2,025 00	ACADEMY ELECTRIC INC	Contracted Services			4/30/2010
10-P0014445	8,602 50	EXECUTIVE LIGHTING SVCS	Contracted Repair Services	SP		4/30/2010
10-P0014446	3,198 31	WE DO GRAPHICS INC	Non-Instructional Supplies	SP		4/30/2010
10-P0014447	550 00	VIETNAM CALIFORNIA RADIO, INC	Advertising	SP		4/30/2010
10-P0014448	650 00	PYRO-COMM SYSTEMS INC	Contracted Services	SP		4/30/2010
10-P0014449	332 75	CAMBRIDGE UNIV PRESS	Books, Mags & Ref Mat, Non-Lib	SP		4/30/2010
10-P0014450	1,400 00	SMART & FINAL	Food and Food Service Supplies	SP		4/30/2010
10-P0014451	663 25	SAN DIEGO WILD ANIMAL PARK	Fees Paid for Students	SP		4/30/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project

5.16 (5)

5.16(6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0014452	2,469 50	D4 SOLUTIONS INC	Contracted Services	SP		4/30/2010
10-P0014453	198 36	RELIABLE GRAPHICS	Site Improvements	SP		4/30/2010
10-P0014454	3,373 46	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	4/30/2010
10-P0014455	175 00	IMMEL DESIGN INC	Contracted Services			4/30/2010
* 10-P0014456	2,216 64	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		4/30/2010
10-P0014457	3,657 26	CDW GOVERNMENT INC	Instructional Supplies	SP		4/30/2010
10-P0014458	1,000 00	NORTHGATE GONZALEZ MARKET	Food and Food Service Supplies	SP		4/30/2010
10-P0014459	509 41	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		4/30/2010
10-P0014460	1,050 70	WESTCLIFF MEDICAL LAB INC	Instructional Supplies			4/30/2010
10-P0014461	941 00	CURRENT ELECTRIC	Contracted Repair Services			4/30/2010
10-P0014462	258 28	E TECH EQUIPMENT REPAIR	Contracted Repair Services			4/30/2010
10-P0014463	392 00	COMFORT INN & SUITES	Other Participant Travel Exp			4/30/2010
10-P0014464	5,406 45	DELL COMPUTER	Equipment - Federal Progs >200	SP		4/30/2010
10-P0014465	8,945 78	TROXELL COMM INC	Instructional Supplies	SP		4/30/2010
10-P0014466	1,163 63	UNISOURCE PAPER CO	Instructional Supplies	SP		5/3/2010
* 10-P0014467	74,934 25	PERCEPTIVE SOFTWARE INC	Software Support Service	SP		5/3/2010
10-P0014468	1,223 44	ACT	Non-Instructional Supplies	SP		5/3/2010
10-P0014469	304 68	GALE GROUP	Library Books	SP		5/3/2010
10-P0014470	806 65	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		5/3/2010
10-P0014471	947 19	COMPUTERIZED ASSESS & PLACEMENT	Non-Instructional Supplies	SP		5/4/2010
10-P0014472	510.00	DON BOOKSTORE	Other Participant Travel Exp			5/4/2010
10-P0014473	1,164 42	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/4/2010
10-P0014474	2,300 00	ROTO ROOTER SVC	Contracted Repair Services			5/4/2010
10-P0014475	287 00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/4/2010
10-P0014476	1,015 00	ACTION DOOR CONTROLS INC	Contracted Repair Services			5/4/2010
10-P0014477	1,653 00	WESTERN POWER SYSTEMS	Contracted Repair Services			5/4/2010
10-P0014478	3,280 00	FACILITIES PLANNING AND PROGRAM SVCS INC	Contracted Services			5/4/2010
10-P0014479	106 00	PACIFIC TELEMAGEMENT SVCS	Telephone & Pager Services			5/4/2010
10-P0014480	85 00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/4/2010
10-P0014481	7,500 00	AON CONSULTING INC	Contracted Services			5/4/2010
10-P0014482	163 13	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		5/4/2010
10-P0014483	293 63	WINDOW SHADES EAST	Non-Instructional Supplies			5/4/2010
10-P0014484	156 95	CIVIC RESEARCH INSTITUTE	Books, Mags & Ref Mat, Non-Lib	SP		5/4/2010
10-P0014485	3,306,000 00	BLAZING INDUSTRIAL STEEL INC	Buildings - Contracted Svcs	SP	BOND	5/4/2010
10-P0014486	987,000 00	BLAZING INDUSTRIAL STEEL INC	Buildings - Contracted Svcs	SP	BOND	5/4/2010

Legend: \* = Multiple Accounts for this P O      SP = Special Project



P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0014487	2,500 00	BLAZING INDUSTRIAL STEEL INC	Buildings - Contracted Svcs	SP	BOND	5/4/2010
10-P0014488	500 00	BLAZING INDUSTRIAL STEEL INC	Buildings - Contracted Svcs	SP	BOND	5/4/2010
10-P0014489	2,000 00	BLAZING INDUSTRIAL STEEL INC	Buildings - Contracted Svcs	SP	BOND	5/4/2010
* 10-P0014490	1,662 45	HMH SUPPLEMENTAL PUBL	Books, Mags & Ref Mat, Non-Lib	SP		5/5/2010
10-P0014491	6,125 00	SODEXHO	Other Exp Paid for Students	SP		5/5/2010
10-P0014492	711 16	MIDWEST LIBRARY SVC	Library Books	SP		5/5/2010
10-P0014493	355 83	GALE GROUP	Library Books	SP		5/5/2010
10-P0014494	1,750 00	ORANGE COUNTY TRANSPORTATION	Other Exp Paid for Students	SP		5/5/2010
10-P0014495	2,000 00	SMART & FINAL	Food and Food Service Supplies	SP		5/5/2010
10-P0014496	550.56	JTA LLC INC	Food and Food Service Supplies	SP		5/5/2010
10-P0014497	800 00	LUX BUS AMERICA	Transportation - Athletics			5/6/2010
10-P0014498	814 81	BLANKENSHIP, SHARLENE	Non-Instructional Supplies			5/6/2010
* 10-P0014499	609 76	HOME DEPOT	Repair & Replacement Parts			5/6/2010
10-P0014500	83 74	TROXELL COMM INC	Instructional Supplies	SP		5/6/2010
10-P0014501	413 35	UNITED RENTALS	Rental-Equipment (Short-term)			5/6/2010
10-P0014502	6,900 00	THE WARE GROUP	Software License and Fees	SP		5/6/2010
10-P0014503	5,300 00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies	SP		5/6/2010
* 10-P0014504	5,307 00	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			5/6/2010
* 10-P0014505	26,269 65	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000			5/6/2010
10-P0014506	2,250 00	MANAGEMENT INFORMATION TECH	Equipment - Software > \$1,000	SP		5/7/2010
10-P0014507	1,022 47	DELL COMPUTER	Non-Instructional Supplies			5/7/2010
10-P0014508	137 59	BARRETT ENGINEERED PUMPS	Repair & Replacement Parts			5/7/2010
10-P0014509	830 90	CORNER BAKERY	Food and Food Service Supplies	SP		5/7/2010
10-P0014510	3,072 08	DELL COMPUTER	Equipment - All Other > \$1,000			5/7/2010
10-P0014511	163 95	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		5/7/2010
* 10-P0014513	5,834 66	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/7/2010
10-P0014514	425 56	WEIDNER LAURENE ELAINE	Conference Expenses			5/7/2010
10-P0014515	140 00	ORANGE CHAMBER OF COMMERCE	Conference Expenses			5/7/2010
10-P0014516	70 69	B & N INC	Food and Food Service Supplies	SP		5/7/2010
10-P0014517	8,691 25	WOODRIDGE PRESS INC	Class Schedules/Printing	SP		5/7/2010
* 10-P0014518	10,129 60	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			5/7/2010
10-P0014519	5,100 00	IRC TECHNOLOGIES INC	Buildings - Engineering Costs	SP	BOND	5/7/2010
10-P0014520	394 59	PESTAL PETER A	Contracted Repair Services			5/7/2010
10-P0014521	222 50	PYRO-COMM SYSTEMS INC	Contracted Repair Services			5/7/2010
10-P011506A	465 00	PAPER DEPOT DOCUMENT	Rental - Other (Short-term)			5/3/2010

5.16 (7)

Legend: \* = Multiple Accounts for this P O      SP = Special Project

5.16 (8) \*

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-PC109325	5,739 83	XEROX CORP	Non-Instructional Supplies	SP		5/3/2010
10-PC109326	9,000 00	ORANGE UNIFIED SCHOOL DISTRICT	Contracted Services	SP		5/4/2010
10-PC109327	1,454 25	OUR LADY OF THE PILLAR CHURCH	Rental - Facility (Short-term)	SP		5/4/2010

Grand Total: \$ 13,279,271.93

Legend: \* = Multiple Accounts for this P O

SP = Special Project

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS \$15,000 AND OVER  
FROM APRIL 11, 2010 THROUGH MAY 8, 2010  
BOARD MEETING OF MAY 24, 2010**

P.O. #	Amount	Description	Department	Comment
10-BP000225	\$3,617,900.00	Electrical work for the Humanities Building project at Santiago Canyon College, DSA #04-110212	DO-Facility Planning	Bid #1139 Board approved: March 22, 2010
10-BP000226	\$1,200,000.00	Electrical work for the Aquatic/Athletic Center project at Santiago Canyon College, DSA #04-109232	DO-Facility Planning	Bid #1139 Board approved: March 22, 2010
10-BP000227	\$120,000.00	Electrical work for the Santiago Canyon Road Entry and Parking Lot project at Santiago Canyon College, DSA #04-110566	DO-Facility Planning	Bid #1139 Board approved: March 22, 2010
10-BP000228	\$20,000.00	Electrical work for the Chapman Avenue Entry Road and LRC Parking Lot project at Santiago Canyon College, DSA #04-110582	DO-Facility Planning	Bid #1139 Board approved: March 22, 2010
10-BP000229	\$225,000.00	Electrical work for the Loop Road Extension project at Santiago Canyon College, DSA #04-110594	DO-Facility Planning	Bid #1139 Board approved: March 22, 2010
10-P0014278	\$18,463.55	Printing of Santa Ana College 2010-2011 Student Handbook	SAC-Student Affairs	Received Quotations: 1) *Woodridge Press, Inc. 2) We Do Graphics, Inc 3) Lithocraft Company *Successful Bidder
10-P0014302	\$62,194.13	License and support for Ironport Anti-spam, Anti-virus Dual Appliance bundle	DO-ITS	Received Quotations: 1) *AT&T 2) Bear Data Systems *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 11, 2010 THROUGH MAY 8, 2010  
BOARD MEETING OF MAY 24, 2010**

5.16(10)

P.O. #	Amount	Description	Department	Comment
10-P0014303	\$1,048,065.00	ASCIP-OCIP insurance premiums for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Roadway, and Loop Road Extension at Santiago Canyon College	DO-Facility Planning	Board approved: September 11, 2006
10-P0014336	\$24,802.00	Cisco catalysts and miscellaneous components needed to support the telephone system for the new Child Development Center at Santa Ana College	DO-Facility Planning	Purchased from the Calnet Master Service Agreement MSA2 Board approved: May 27, 2008
10-P0014337	\$46,578.31	Smart boards and related components for instructional use	CEC	Received Quotations: 1) *California Western Visuals 2) Global Presenters *Successful Bidder
10-P0014370	\$18,264.62	Dell computers and related components for various departments at Santa Ana College and Centennial Education Center	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0014375	\$27,973.55	Dell computers and related components for various departments at Santa Ana College	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0014376	\$45,654.78	Dell computers and related components for various departments at Santa Ana College	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS \$15,000 AND OVER  
FROM APRIL 11, 2010 THROUGH MAY 8, 2010  
BOARD MEETING OF MAY 24, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0014378	\$238,999.00	Earthwork for the Humanities Building project at Santiago Canyon College, DSA #04-110212	DO-Facility Planning	Bid #1151 Board approved: March 22, 2010
10-P0014379	\$257,000.00	Earthwork for the Aquatic/Athletic Center project at Santiago Canyon College, DSA #04-109232	DO-Facility Planning	Bid #1151 Board approved: March 22, 2010
10-P0014380	\$314,127.00	Earthwork for the Santiago Canyon Road Entry and Parking Lot project at Santiago Canyon College, DSA #04-110566	DO-Facility Planning	Bid #1151 Board approved: March 22, 2010
10-P0014381	\$315,395.00	Earthwork for the Chapman Avenue Entry Road and LRC Parking Lot project at Santiago Canyon College, DSA #04-110582	DO-Facility Planning	Bid #1151 Board approved: March 22, 2010
10-P0014382	\$163,527.00	Earthwork for the Loop Road Extension project at Santiago Canyon College, DSA #04-110594	DO-Facility Planning	Bid #1151 Board approved: March 22, 2010
10-P0014383	\$15,281.33	Dell monitors for instructional use	SAC-Business Division	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0014385	\$263,203.00	Subcontract agreement with Public Health Foundation Enterprises related to the Early Head Start partnership grant	DO-Child Development Services	Board approved: February 22, 2010

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 11, 2010 THROUGH MAY 8, 2010  
BOARD MEETING OF MAY 24, 2010**

5.16 (12)

P.O. #	Amount	Description	Department	Comment
10-P0014387	\$17,525.37	Pre-packed breakfasts, lunches and pm snacks for the Child Development Center at Centennial Education Center from April 13, 2010 through June 30, 2010 with an option to renew	DO-Child Development Services	Board approved: April 12, 2010
10-P0014398	\$105,754.00	Subcontract agreement with CHOC/Help Me Grow related to the Early Head Start partnership grant	DO-Child Development Services	Board Approved: February 22, 2010
10-P0014415	\$23,500.00	Independent contractor to provide classroom layout and furniture plans for Infant, Toddler and preschool classrooms and mirror image of classrooms for the Child Development Center at Santa Ana College	DO-Child Development Services	Board Approved: April 26, 2010
10-P0014422	\$95,616.00	Subcontract agreement with MOMS Orange County related to the Early Head Start partnership grant	DO-Child Development Services	Board Approved: February 22, 2010
10-P0014425	\$17,614.88	Audio visual equipment for instructional use	SAC-Counseling Division	Received Quotations: 1) *Troxell Communications, Inc. 2) Digital Networks 3) Global Presenter *Successful Bidder
10-P0014439	\$40,671.08	Dell computers and related components for instructional use	OEC-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM APRIL 11, 2010 THROUGH MAY 8, 2010  
BOARD MEETING OF MAY 24, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0014440	\$91,195.52	Additional backup solution (hardware and software support) needed to store data for the H-drive and district data servers and to accomodate the new first phase of the document imaging solution	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0014467	\$74,934.25	Document imaging solution including two (2) Fujitsu 6130 scanners, project planning, solution design, implementation, training and software license	SAC-Financial Aid	Received Quotations: 1) *Perceptive Software, Inc. 2) Singularity *Successful Bidder
10-P0014485	\$3,306,000.00	Structural steel for the Humanities Building project at Santiago Canyon College, DSA #04-110212	DO-Facility Planning	Bid #1138 Board approved: March 22, 2010
10-P0014486	\$987,000.00	Structural steel for the Aquatic/Athletic Center project at Santiago Canyon College, DSA #04-109232	DO-Facility Planning	Bid #1138 Board approved: March 22, 2010
10-P0014505	\$26,269.65	Sharp projectors and document cameras for Santa Ana College	SAC-ITS	Received Quotations: 1) *Troxell Communications, Inc. 2) Sehi Computer Products 3) CDW-G 4) B2B Computer Products *Successful Bidder

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: May 24, 2010
Re:	First Reading of Revision to Board Policy 7002 – Intellectual Property Rights	
Action:	Information	

**BACKGROUND**

The administration is proposing the attached revisions to Board Policy 7002 – Intellectual Property Rights. These revisions were reviewed by the Board Policy Committee on May 10, 2010.

**ANALYSIS**

The Board Policy Committee is recommending that the Board accept this new policy for first reading.

**RECOMMENDATION**

This policy is presented for first reading as an information item.

Fiscal Impact: None	Board Date: May 24, 2010
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	



# Intellectual Property Rights - BP7002

Adopted 12/10/01 – Revised May 24, 2010

RSCCD recognizes the need to maintain an Intellectual Property Rights policy which encourages faculty and staff to engage in the production and development of scholarly works, creative publications, and technology-based materials, grant proposals, and programs and services that enhance the educational and economic well being of the community. This policy assumes that:

The rights of faculty, staff and the District need to be fairly balanced through mutual agreement.

The District retains full rights to and ownership of any and all programs that are developed, implemented and administered by individuals who are acting within the course and scope of their employment with the District. This includes programs and activities supported by the District General Fund as well as categorically funded programs.

*The District is not interested in entering into agreements regarding intellectual property rights for the express purpose of achieving a financial gain. The District is interested in receiving fair compensation for use of public resources employed in the creation of such works.*

The following guidelines regarding copyright, trademark, royalties, patents, and utilization of all materials will be consistent with the promotion of academic freedom and "fair use" principles.

## Copyright Ownership, Royalties, and Distribution

1. A faculty or staff member may claim the right to patents or to copyright any material created outside of the faculty or staff member's employment with the District. If this creation involves the use of district supplies or staff resources, the faculty and staff member shall retain the right to copyright the material, but shall reimburse the District for the cost of production. Faculty and staff members with full copyright or patents ownership retain full royalty distribution rights.
2. The District may claim the right to patents, to trademark names associated with programs and services, or to copyright material if the District specifically commissioned it, or the work is identified as an institutional effort. Otherwise, the right to patents and to copyright material will belong to the faculty or staff member responsible for its creation, according to the terms stated above. The District with full copyright, trademark, or patent ownership retains full royalty, use, and distribution rights.
3. The District and the faculty or staff member may agree to share the rights to copyright materials or patents if the work is created by the faculty or staff member, and the District contributes services, staff, or financial resources necessary for completion. This will be accomplished through a separate agreement created at the time the project is initiated. If the District and the faculty and staff member share copyright or patent ownership, royalty distribution rights will be distributed to reimburse the copyright or patent owners for documented expenses related to the creation and production of the materials. Any remaining royalties or profits will be distributed according to the terms of the separate agreement.

## Copyright Registration

Responsibility for the official registration of the copyright or patent will lie with the owner of the copyright. In those cases where there is shared ownership, the District will be responsible for filing for both parties for registration of copyright or patent.

**Legislative Update - Board Legislative Committee  
April 26, 2010**

**AB 1713 (Furutani D) Public education: reporting requirements.**

**Status:** 5/6/2010-Referred to Com. on ED.

**Location:** 5/6/2010-S. ED.

**Summary:** Would delete these requirements. This bill contains other related provisions and other existing laws.

**Rationale for Recommendation:**

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
			none

**AB 1892 (Mendoza D) Community colleges: part-time faculty: health insurance.**

**Status:** 4/23/2010-Failed Deadline pursuant to Rule 61(b)(5). (Last location was HIGHER ED. on 2/25/2010)

**Location:** 4/23/2010-A. DEAD

**Summary:** Would delete those limitations, thereby making those provisions of the program operative regardless of fiscal year. The bill would express the intent of the Legislature, commencing with the 2011-12 fiscal year, to appropriate sufficient funds to reimburse participating community college districts for the costs incurred by the districts in paying health insurance premiums for eligible part-time faculty pursuant to the program. This bill contains other related provisions and other existing laws.

**Rationale for Recommendation:** Not applicable to RSCCD. Bill is dead.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Oppose	Oppose	No position	No position

**AB 1901 (Ruskin D) Postsecondary education: Master Plan for Higher Education.**

**Status:** 5/19/2010-In committee: Hearing postponed by committee. (Refers to 5/19/2010 hearing)

**Location:** 4/21/2010-A. APPR.

**Summary:** Would add a needs-based assessment conducted by the Joint Committee on the Master Plan for Higher Education to the list of prescribed elements .

**Rationale for Recommendation:** Under consideration by staff.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
			none

**AB 1997 (Portantino D) Community colleges: student financial aid programs: application forms.**

**Status:** 5/10/2010-In Senate. Read first time. To Com. on RLS. for assignment.

**Location:** 5/10/2010-S. RLS.

**Summary:** Would instead authorize a community college district to use the simplified form solely for purposes of specified fee waivers provided by the board of governors, solely on a case-by-case basis, and only under certain circumstances. The bill would require a community college district that elects to use the simplified form to annually report to the Chancellor of the California Community Colleges the number of simplified forms used and its justifications for the use of that form. This bill contains other existing laws.

**Rationale for Recommendation:** Imposes burden on financial aid staff adding red tape.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
		Oppose	Oppose

**AB 2302 (Fong D) Postsecondary education: student transfer.**

**Status:** 5/12/2010-In committee: Set, first hearing. Referred to APPR. suspense file.

**Location:** 5/12/2010-A. APPR. SUSPENSE FILE

**Summary:** Would additionally require the governing bodies of those segments to develop, maintain, and disseminate a common core curriculum in major preparation courses. The bill would require the Chancellor of the California Community Colleges and the Chancellor of the California State University, and would request the President of the University of California, to

jointly develop and implement a transfer degree program for purposes of granting transfer degrees to community college students who meet specified general education and major preparation requirements. The bill would require community colleges, commencing with the fall term of the 2012-13 academic year, to grant a transfer degree to a community college student meeting those requirements, and would guarantee upper division status to certain students who are awarded the transfer degree and admitted as transfer students to the University of California or California State University. The bill would require the California State University, and request the University of California, to guarantee admission to a campus of their respective segments to each student who earns a transfer degree, subject to prescribed requirements. This bill contains other related provisions and other existing laws.

**Rationale for Recommendation:** So long as the Academic Senate remains involved; facilitates transfer through a common curriculum.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Support	Support

**AB 2385 (John A. Perez D) Pilot Program for Accelerated Nursing and Allied Health Care Profession Education at the California Community Colleges.**

**Status:** 5/19/2010-In committee: Set, first hearing. Referred to APPR. suspense file.

**Location:** 5/19/2010-A. APPR. SUSPENSE FILE

**Summary:** Would establish the Pilot Program for Accelerated Nursing and Allied Health Care Profession Education at the California Community Colleges, and would require the Office of the Chancellor of the California Community Colleges to design a pilot program in accordance with prescribed criteria with the goal of facilitating early graduation by reducing the time it takes to earn a degree to 18 months or less for students participating in the pilot program. The bill would require the chancellor's office to establish policies and procedures for the process of establishing an application process that would lead to the selection of the community college campuses that would participate in the pilot program. The bill would require the chancellor's office to design the program to commence in the 2012-13 academic year and to provide accelerated learning in a variety of formats, including online and distance learning courses and intensive weekend and evening course modules. This bill contains other related provisions.

**Rationale for Recommendation:** Accelerates nursing students through training program.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Support	Support

**AB 2402 (Block D) California State University: admissions: procedural requirements.**

**Status:** 5/12/2010-In committee: Set, first hearing. Referred to APPR. suspense file.

**Location:** 5/12/2010-A. APPR. SUSPENSE FILE

**Summary:** Would require the trustees to ensure compliance with specified requirements for the adoption of changes in the criteria for admission to a campus of the university that affect the eligibility of applicants residing within the local service area, as defined, of the campus. The bill would require these procedures to include specified notice, hearing, and approval requirements. The bill would require a change in admissions criteria that affects the eligibility of applicants residing within the local service area of the affected campus to become effective only after a period of at least one year has elapsed after approval of that change by the trustees.

**Rationale for Recommendation:** Supports transfer enabling local community colleges to enter into transfer agreements with local CSU campuses.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Support	Support

**AB 2447 (Furutani D) Student financial aid: Cal Grant Program.**

**Status:** 5/12/2010-In committee: Set, first hearing. Referred to APPR. suspense file.

**Location:** 5/12/2010-A. APPR. SUSPENSE FILE

**Summary:** Would require the maximum amounts of the Cal Grant A and Cal Grant B awards for students attending nonpublic institutions to equal the levels established in the Budget Act of 2009, adjusted annually by a specified inflation factor. The bill would require the maximum amount of the Cal Grant B access award to be adjusted annually by a specified inflation factor. The bill also would require the maximum Cal Grant C award to equal the sum of the tuition and fee award level and the book and supply award level in the Budget Act of 2009, adjusted annually by a specified inflation factor. This bill contains other existing laws.

**Rationale for Recommendation:** Appears to restrict the number of CalGrant recipients.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Watch	Watch

**AB 2448 (Furutani D) Public contracts: community college districts: purchases.**

**Status:** 5/19/2010-Do pass as amended.

**Location:** 5/19/2010-A. APPR.

**Summary:** Would authorize the district , if the purchase of supplies and materials exceeds \$50,000 and the district determines that it can expect, among other things, long-term savings through the use of a life-cycle cost methodology, to provide for the purchase of the supplies and materials by contract let in accordance with best value at the lowest-cost acquisition policies adopted by the district's board. The bill would require a district that elects to purchase supplies and materials by contract let in accordance with those policies to submit a specified report to the Legislative Analyst on or before January 1, 2015, and would require the Legislative Analyst to report to the Legislature on or before April 1, 2015. This bill contains other related provisions and other existing laws.

**Rationale for Recommendation:** Some concerns about phrasing and language.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Watch	Watch

**AB 2682 (Block D) Community colleges: student assessments: pilot project.**

**Status:** 4/28/2010-In committee: Set, first hearing. Referred to APPR. suspense file.

**Location:** 4/28/2010-A. APPR. SUSPENSE FILE

**Summary:** Would include in that act a requirement for the board to establish a pilot project, with specified objectives, that seeks to create a centrally delivered system of student assessment used for the purposes of community college placement and advisement. The bill would require the board to convene an advisory committee for the pilot project and report on specified progress by February 28, 2011. This bill contains other existing laws.

**Rationale for Recommendation:** Supports transfer with a unified data collection process/system.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Support	Support	Support	Support

**SB 1045 (Alquist D) Donahoe Higher Education Act: textbooks.**

**Status:** 5/13/2010-To Com. on HIGHER ED.

**Location:** 5/13/2010-A. HIGHER ED.

**Summary:** Would instead require the electronic versions of textbooks to contain, at a minimum, the same content as printed versions .

**Rationale for Recommendation:** Under consideration by staff.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
			none

**SB 1143 (Liu D) Community college funding.**

**Status:** 5/14/2010-Set for hearing May 24.

**Location:** 4/22/2010-S. APPR.

**Summary:** Would require the board of governors to calculate FTES using the average active enrollment in a course as of a specified census date and at course completion. The bill would authorize the board of governors to adopt an alternative and equivalent calculation method for designated types of courses. The bill would require that a decrease in FTES in a district that is due solely to a change in calculation required by this bill shall not result in a reduction in the general apportionment made to that district prior to the 2012-13 fiscal year.

**Rationale for Recommendation:** Changes funding model to resemble K-12 with funding based on course completion not attendance.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
Oppose	Oppose	Oppose	Oppose

**SB 1440 (Padilla D) California Community Colleges: student transfer.**

**Status:** 5/14/2010-Set for hearing May 24.

**Location:** 4/28/2010-S. APPR.

**Summary:** Would enact the Student Transfer Achievement Reform Act, which would require a community college district, commencing with the fall term of the 2011-12 academic year, to grant an associate degree to a student in his or her field of study that would deem the student eligible for transfer into a California State University baccalaureate program when the student meets prescribed requirements. This bill would prohibit a community college district from imposing any requirements, in addition to these requirements, for a student to be eligible for the associate degree, and would prohibit remedial noncollegiate level coursework from being counted towards the units required for the associate degree. This bill would require the California State University to guarantee admission with junior status to any community college student who meets the requirements for the associate degree. This bill would not guarantee a student admission for specified majors or campuses, but would require the California State University to grant a student priority admission to a program or major that is similar to his or her community college major or area of emphasis. This bill would authorize the California State University to require a transferring student to take additional coursework in specified circumstances, and would prohibit the California State University from requiring a transferring student to repeat courses that are similar to those taken at the community college that counted towards the units required for the associate degree. This bill would also require the Legislative Analyst's Office to review and report to the Legislature, within a prescribed time period, on specified outcomes and recommendations related to this act. This bill contains other related provisions and other existing laws.

**Rationale for Recommendation:** Promotes transfer. Supported by entire system. Streamlines transfer to CSU.

**Position Table**

CCLC Position	BOG Position	STAFF Position	RSCCD Position
support	support	support	support

**Total Measures: 13**

**Total Tracking Forms: 13**