

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 10, 2011
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 Approval of Additions or Corrections to Agenda **Action**

1.4 Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session. **Completion of the information on the form is voluntary.** Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Please note the board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the board that are not on the agenda may, at the board's discretion, be referred to staff or placed on the next agenda for board consideration.

1.5 Approval of Minutes – Regular meeting of September 26, 2011 **Action**

1.6 Approval of Consent Calendar **Action**

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

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

- 1.7 Introduction of New Faculty
- 1.8 Informational Presentation on Facilities Master Plan Update

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

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
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor
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 End of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of Sabbatical Leaves of Absence
- 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 Salary Placements
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Changes in Positions
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Student Assistant Lists

3.3 Adoption of Resolution No. 11-45 regarding Reduction in Force of Classified Staff

Action

It is recommended that the Board of Trustees adopt Resolution No. 11-45.

4.0 INSTRUCTION

- 4.1 Approval of Santa Ana College (SAC) Midterm Report on Accreditation Action
The administration requests approval of the SAC Midterm Report as requested by the Western Association of Schools and Colleges as presented.
- 4.2 Approval of Santiago Canyon (SCC) College Midterm Report on Accreditation Action
The administration requests approval of the SCC Midterm Report as requested by the Western Association of Schools and Colleges as presented.

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 Additional Construction Management Services for various Santiago Canyon College Construction Projects – Seville Construction Services, Inc. Action
The administration recommends approval of additional services for Seville Construction Services, Inc., in the amount of \$2,362,640 as presented.
- 5.3 Adoption of Resolution No. 11-44 regarding Authorizing the Issuance of RSCCD 2011 General Obligation Refunding Bonds Action
The administration recommends adoption of Resolution No. 11-44 regarding authorizing the issuance of the Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds, not to exceed \$36 million and approval of refunding a portion of the district's Series 2003A General Obligation Bond and 2005 Series B bonds. The administration recommends authorization for the Vice Chancellor, Business Operations/Fiscal Services, to sign all required documents on behalf of the district.
- 5.4 Approval of Santa Ana College and Santiago Canyon College Facilities Master Plans Action
The administration recommends approval of the revised facilities master plans at SAC and SCC as presented.
- *5.5 Acceptance of 2010-2011 Citizens' Bond Oversight Committee Annual Report Action
The administration recommends acceptance of the 2010-2011 Citizens' Bond Oversight Committee Annual Report to the Community as presented.

- *5.6 Approval of Additional Construction Management Services for Completion of Documentation and Project Filing/Archiving Action
The administration recommends approval of the extension of services with Bernards Construction Management in order to complete the filing/archiving of district construction documents as presented.
- *5.7 Approval of Change Order #2 for Bid #1137 for Masonry for Athletic/Aquatic Complex at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1137 for Industrial Masonry, Inc., for masonry for the Athletic/Aquatic Complex at SCC as presented.
- *5.8 Approval of Change Order #2 for Bid #1138 for Structural Steel at Athletics/Aquatics Complex at Santiago Canyon College Action
The administration recommends approval of change order #2 for Blazing Industrial Steel, Inc., for Bid #1138 for structural steel for the Athletics/Aquatics Complex at SCC as presented.
- *5.9 Approval of Change Order #3 for Bid #1140 for Plumbing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1140 for Interpipe Contracting, Inc., for plumbing for the Humanities building at SCC as presented.
- *5.10 Approval of Change Order #1 for Bid #1141 for HVAC for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1141 for West Tech Mechanical for HVAC for the Humanities building at SCC as presented.
- *5.11 Approval of Change Order #3 for Bid #1144 for Roofing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1144 for Troyer Contracting Company for roofing on the Humanities building at SCC as presented.
- *5.12 Approval of Change Order #2 for Bid #1146 for Framing and Elevators for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #2 for Bid #1146 for Inland Building Construction Company for framing and elevators for the Humanities building at SCC as presented.
- *5.13 Approval of Change Order #3 for Bid #1147 for Interiors for Humanities Building at Santiago Canyon College Action
The administration recommends approval of change order #3 for Bid #1147 for Inland Empire Architectural Specialties for interiors for the Humanities Building at SCC as presented.

- *5.14 Adoption of Resolution No. 11-42 for Plumbing for Loop Road Extension at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 11-42 for Interpipe Construction, Inc., for Bid #1140 for plumbing for the Loop Road Extension at SCC as presented.
- *5.15 Adoption of Resolution No. 11-43 for Concrete for Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 11-43 for Guy Yocom Construction, Inc., for Bid #1136 for concrete for the Santiago Canyon Road entry and parking lot at SCC as presented.
- *5.16 Approval of Notice of Completion for Bid #1172 for Demolition of Church and Former Child Development Center at Santa Ana College Action
The administration recommends approval of the Notice of Completion for Bid #1172 for demolition of the church and former Child Development Center at SAC as presented.
- *5.17 Adoption of Resolution No. 11-41 regarding Implementing Prequalification of Security Contractors for Bidding of District-Wide Video Surveillance Security System, Installation, and Integration Action
The administration recommends approval of Resolution No. 11-41 as presented.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- California Early Childhood Mentor Program (SAC & SCC) \$ 1,900
 - Child Development Training Consortium (SAC & SCC) \$ 10,000
 - Cooperative Agencies Resources for Education (CARE) \$ 60,043
(SAC)
 - Extended Opportunity Programs & Services (EOPS) (SAC) \$ 992,848
 - State Farm Strong Neighborhoods Grant – Small Business Success Clinic (District) \$ 9,000
 - Title V – Developing HSI Program – Year 2 (SCC) \$ 650,000
 - WIA II – Adult Basic Education Programs (SAC & SCC) \$3,800,036
 - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) \$ 22,500

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

- *6.2 Authorization of Signatures Action
The administration recommends authorization of the revised list of authorized signatures.
- 6.3 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action
The administration recommends adoption of the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline.
- 6.4 Reports from Board Committees Information
 - Board Facilities Committee
- 6.5 Board Member Comments Information
- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 24, 2011.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
8045 E. Chapman Ave., Room SC-105
Orange, CA 92869

Board of Trustees (Regular meeting)

Monday, September 26, 2011

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:31 p.m. by Mr. Brian Conley. Other members present were Ms. Arianna Barrios, Dr. David Chapel, Mr. John Hanna, Mr. Andrew Hanson, Mr. Larry Labrado, and Mr. Phillip Yarbrough. Mr. Mark McLoughlin arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and 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 Mr. Morrie Barembaum, Santiago Canyon College (SCC) Academic President.

Mr. Mark McLoughlin arrived at this time.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Mr. McLoughlin, and carried unanimously to approve an addendum for Item 6.2 (Classified Personnel).

1.4 Public Comment

SCC faculty members Mr. Rick Adams, Mr. Steven Deeley, and Ms. Nahla Elsaid spoke regarding the effect of budget reductions to students' education.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. McLoughlin, and carried unanimously to approve the minutes of the regular meeting held on September 12, 2011.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Hanson, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar (as indicated by an asterisk on the agenda):

3.1 Approval of Nursing Agreement Renewal – St. Jude Medical Center, With and Without Instructor

The board approved this clinical affiliation agreement with St. Jude Medical Center in Fullerton, California.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of 2010-2011 CCFS-311 Report, including the Gann Appropriation Limit

The board approved of the 2010-2011 CCFS-311 Report as presented and established the district's 2011-2012 Gann Limit in the amount of \$225,649,848.

4.3 Approval of Award of Bid – Peace Officers' Memorial at Santa Ana College Orange County Sheriff's Regional Training Academy

The board approved the award of bid for the peace officers' memorial at the Santa Ana College Orange County Sheriff's Regional Training Academy to the Orange County Sheriff's Advisory Council as presented.

4.4 Approval of Mutual Release and Settlement Agreement for Angeles Contractor for Science Center at Santiago Canyon College

The board approved of the mutual release and settlement agreement as presented.

4.5 Approval of Notice of Completion for Bid #1055 for Concrete and Masonry for Science Building at Santiago Canyon College

The board approved the notice of completion for the concrete and masonry project as presented.

4.6 Approval of Notice of Completion for Bid #1058 for Interior Systems for Science Center at Santiago Canyon College

The board approved the Notice of Completion for the interior systems project as presented.

4.7 Approval of Notice of Completion for Bid #1178 for Parking Lots 7, 9, 11, and Pacific Avenue Improvements at Santa Ana College (SAC)

The board approved the Notice of Completion for Bid #1178 for parking lots 7, 9, 11, and Pacific Avenue improvements at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

4.8 Approval of Purchase Orders

The board approved the purchase order listing for the period August 7, 2011, through September 10, 2011.

5.1 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:

- Business Entrepreneurship Center (District)	\$ 205,000
- College Assistance Migrant Program (CAMP)–Year 5 (SCC)	\$ 425,000
- Early Head Start Expansion (District)	\$ 886,113
- Job Tech Center – Green Economy Training (District)	\$ 75,668
- <i>Carryover</i>	
- Matriculation – Credit (SAC/SCC/District)	\$1,269,309
- Seeds to Trees – Digital Media Training (District)	\$ 88,463
- Student Support Services – Year 1 (SAC)	\$ 292,340
- Upward Bound – Year 5 (SAC)	\$ 282,621

5.2 Adoption of Resolution #11-40 authorizing payment to Trustee Absent from Board Meetings

The board adopted the resolution to authorize payment to Mr. Phillip Yarbrough for his absence from the September 12, 2011, board meeting due to illness.

1.7 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

There were no public comments

1.8 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579

There were no public comments

1.9 Recognition of Santiago Canyon College Syntax Errors Team

Mr. Vázquez and Mr. Conley recognized SCC Syntax Errors Team advisor Professor Ron Kessler, and Syntax Errors Team members Mr. Hayden Donze, Mr. Gary Kelly, Mr. Dale Laizure, and Mr. Bill Vetter. A representative from Congressman Ed Royce’s office, Mr. Ryan Holmes, presented team members with a certificate of recognition. The team represented the United States in Microsoft’s Imagine Cup international competition in New York City in July 2011. They demonstrated technology-coordinated communication and logistics for disaster relief efforts to allow rescue personnel easy access to the location of resources.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, 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
Mr. Juan Vázquez, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Andrew Hanson provided a report to the board.

2.4 Reports from Student Presidents

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

Ms. Evelyn Sanchez, Student President, Santa Ana College
Mr. Colton Long, Student President, 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. Raymond Hicks, Academic Senate President, Santa Ana College

3.0 INSTRUCTION

Item 3.1 was approved as part of Item 1.6 (Consent Calendar).

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

The SCC Midterm Report on Accreditation was presented for first reading as an informational item. Since SAC & SCC Midterm Reports on Accreditation were completed by both college accreditation teams, Dr. Bonita Jaros, SAC Accreditation Team Chairperson, spoke on behalf of Dr. Aracely Mora and Dr. John Weispfenning, SCC Accreditation Team Co-Chairpersons, in reviewing both midterm reports. Dr. Jaros reported there is a small amount of redundancy in the midterm reports since the colleges have completed two follow-up reports and college-specific portions of the midterm reports were completed by each college.

3.2 Receive for First Reading – Santa Ana College Midterm Report on Accreditation –
(cont.)

Dr. Jaros reviewed the responses to the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) recommendations provided in the colleges' midterm reports.

She indicated the Budget Allocation Model is under review at this time. By the time the colleges complete their self-studies in October 2014, it is hopeful there will be responses regarding the district's handling of its budget reductions and plan of recovery following those reductions.

Dr. Jaros stated that the computer-based student attendance recording system recommendation was responded to immediately.

Dr. Jaros thanked the board for its work in improving the communication process between trustees and district employees. She commended the board for including staff and the community in the board's self-evaluation process.

Mr. Hanna and Mr. McLoughlin commended Dr. Jaros, Dr. Mora, Dr. Weispfenning, and staff for their hard work on the midterm accreditation reports. After discussion, Mr. Hanna asked that the following sentences be modified:

This information is one method the Board of Trustees utilizes to demonstrate it ~~used to ensure that the Board of Trustees is following board policy and acting within the prescribed limits of their role as trustees.~~ (SAC p. 34, SCC p. 23)

The board self evaluation process was devised to analyze ~~includes two elements: (1) analysis of internal operations and (2) evaluation of district goals of the board.~~ (SAC p. 40, SCC p. 25,)

Mr. McLoughlin asked for the steps being taken to increase success and persistence rates by 10% as referenced in SAC's midterm report (p.52). Dr. Jaros indicated each department plans to review its programs by analyzing its success rates and the reasons for obtaining or not obtaining its goals. If goals are not met, an intervention will be planned and goals will be reassessed for the next semester.

Mr. McLoughlin asked that a list of acronyms for the planning and accreditation terminology, such as the one SCC has at the end of its midterm report (p.74), be provided in the next SAC accreditation report.

Mr. Labrado and Mr. Conley asked that further modifications to the midterm reports be sent to the board's assistant.

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

The SCC Midterm Report on Accreditation was presented for first reading as an informational item. Discussion ensued during Item 3.2 (SAC Midterm Report on Accreditation).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

5.0 GENERAL

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

5.3 Nomination of Brian Conley to Association of Community College Trustees (ACCT) Public Policy Committee

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to approve a letter of nomination for Mr. Conley to serve on ACCT's Public Policy committee during the 2012 calendar year. After discussion, the motion carried unanimously.

5.4 Board Member Comments

Board members thanked SCC staff for hosting the board meeting and providing visual tours of the campus, thanked ASG for hosting a reception to meet student leaders, and commended SCC Syntax Errors Team on its accomplishments.

Mr. Hanson extended well wishes to students who are currently completing applications to transfer to a university.

Dr. Chapel asked the chancellor if there is a method of identifying students who have one or two classes left to complete their certificate/degree. If those classes are not available to the students due to budget reductions, does the district offer alternative solutions? How is the district able to minimize the impact on these students?

Mr. McLoughlin indicated Dr. Chapel's questions relate to the question he asked at the September 12, 2011, board meeting regarding how the reduction in class sections has affected students, particularly the number of students receiving degrees and certificates.

Ms. Barrios asked that a tour of Santa Ana College be scheduled.

Mr. Hanna explained that the board moved its closed session to the end of this meeting to accommodate faculty and staff's attendance at a board meeting held on campus.

5.4 Board Member Comments – (cont.)

Mr. Hanna expressed concern for budget reductions and encouraged students to participate in student advocacy meetings with local legislators.

Mr. Hanna reported he recently attended the Soldiers to Scholars fundraising event on September 15 and commended staff on the success of the event.

Mr. Conley reported that he, Mr. Hanna, and Mr. Yarbrough plan to attend the Association of Community College Trustees Annual Leadership Conference in Dallas, Texas, on October 12-15, 2011.

Mr. Conley thanked board members for supporting his candidacy for the ACCT Public Policy Committee.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:05 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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

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

4. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)

RECONVENE

The board reconvened at 6:53 p.m.

Closed Session Report

Mr. McLoughlin reported during closed session the board discussed the abovementioned items and voted unanimously to suspend Ms. Stephanie Negrete, Senior Clerk, for 10 days and terminate Mr. Richard Curia, Plant Manager.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Interim Assignments
- Approve Adjusted Effective Date of Appointments
- Approve Changes of Assignments
- Approve Changes of Locations
- Approve Adjusted Workload for STRS Reduced Workload Participants
- Approve 2011-2012 Contract Extension Days
- Approve Leaves of Absence
- Approve Stipends
- Approve Adjusted Stipend Effective Dates
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Changes in Positions
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Mr. Hanson, and carried unanimously to authorize the chancellor or his designee to reject claim #11-9192911DM.

Ms. Barrios asked that the meeting be closed in honor of Ms. Shifra Goldman, a former art history instructor at Santa Ana College who died recently.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on October 10, 2011, at Rancho Santiago Community College District.

There being no further business, Mr. Conley declared this meeting adjourned at 6:54 p.m. in honor of Ms. Shifra Goldman, a former art history instructor at Santa Ana College, who died on September 11, 2011.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 10, 2011

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 10, 2011

MANAGEMENT

End of Interim Assignment

Halvorson, Mary
Interim Dean
Business and Career Technical
Education Division
Santiago Canyon College

Effective: September 16, 2011

Ratification of Resignation/Retirement

McBee, Deborah
Director
Early Head Start
Child Development Services
District

Effective: November 4, 2011
Reason: Resignation

FACULTY

Sabbatical Leave of Absence

Soriano, Irene
Professor, Art History
Fine and Performing Arts Division
Santa Ana College

Effective: January 17 – May 19, 2012
Purpose: Academic Study
Salary Placement: VII-B \$105,127/Year
(Prorate at 80%)

Stipends

Scott, Randy
Associate Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: August 22, 2011
Stipend Amount: \$500.00
Reason: Staff Development
(Grant Funded)

Williams, Alison
Associate Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: August 22, 2011
Stipend Amount: \$100.00
Reason: Staff Development
(Grant Funded)

Wright, Kelley
Associate Professor, Math
Math and Sciences Division
Santiago Canyon College

Effective: August 22, 2011
Stipend Amount: \$100.00
Reason: Staff Development
(Grant Funded)

FACULTY (CONT'D)

Part-time Hourly Hire/Rehire

Cicchelli, Giana
Instructor, Sociology
Humanities and Social Sciences Division
Santa Ana College

Effective: October 3, 2011
Hourly Lecture Rate: II-3 \$54.32

Kim, Sonja
Instructor, Paralegal
Business Division
Santa Ana College

Effective: October 20, 2011
Hourly Lecture Rate: III-3 \$57.03

Non-paid Instructor of Record

Nelsen, Kevin
Instructor, Apprenticeship Electrician (equivalency)
Business and Career Technical Education Division
Santiago Canyon College

Effective: September 26, 2011

Non-paid Intern Service

Bass, Shani
Intern Position Held: Master's Social
Work Intern
SCC Child Development Center
Child Development Services
District

Effective: October 11, 2011 – May 30, 2012
College Affiliation: University of
Southern California
Discipline: Social Work

Dominguez, Alicia
Intern Position Held: Master's Social
Work Intern
OEC Child Development Center
Child Development Services
District

Effective: October 11, 2011 – May 30, 2012
College Affiliation: University of
Southern California
Discipline: Social Work

Golino, Janine
Intern Position Held: Master's Social
Work Intern
SAC East Child Development Center
Child Development Services
District

Effective: October 11, 2011 – May 30, 2012
College Affiliation: University of
Southern California
Discipline: Social Work

Gomez, Rocio
Intern Position Held: Counseling Intern
Student Services
Santa Ana College

Effective: October 11 – June 29, 2011
College Affiliation: CSU, Dominguez Hills
Discipline: Counseling

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
OCTOBER 10, 2011**

CLASSIFIED

New Appointment

Jones, Jeffrey
District Safety Officer (CL11-0278)
District Safety/ District

Effective: September 30, 2011
Grade 9, Step 1 + 5% SW \$3338.00

Out of Class Assignment

Lopez, Felipe
Gardener/Utility Worker/ SAC

Effective: 08/20/11 – 09/30/11
Grade 8, Step 4 + 2.5%L \$3625

Change in Salary Placement

Balderas, Armando
District Safety Officer/ District Safety

Effective: March 7, 2011
Grade 9, Step 4 \$3686

Leave of Absence

Morrow, Linda
Program Specialist/ Student Services/ SAC

Effective: 10/24/11 – 10/28/11
01/02/12 – 01/13/12
05/21/12 – 06/22/12
Reason: Non Working Days 10 Month
Contract

Treat, Amy
DSPS Specialist/ SAC

Effective: 09/06/11 – 11/29/11
Reason: FMLA

Ratification of Resignation/Retirement

Perkins, Penelope
Graphic Designer/ Graphic
Communications/ District

Effective: December 30, 2011
Reason: Retirement

CLASSIFIED HOURLY

Change in Position

Hermen, Lisa
From: Intermediate Clerk
To: Senior Clerk
(Reclass # 693)

Effective: July 1, 2011
19 Hours/Week 10 Month
Grade 8, Step A + 1PG \$17.53/Hour +
\$41.67/Month PG

Change in Salary Placement

Navarrete, Luz
Instructional Assistant/ School of
Continuing Education/SAC

Effective: September 9, 2011
Up to 19 Hours/Week School Session
Grade 5, Step A + 2.5% Bil \$16.03/Hour
Add Bilingual Stipend

TEMPORARY ASSIGNMENT

Garcia, Anaisabelle
Counseling Assistant/ Orange Education
Center

Effective: 10/11/11 – 06/30/12

Change in Temporary Assignment

Carreno, Jessett
Learning Facilitator/ Math & Science/ SAC

Effective: 08/15/11 – 05/30/12

Chang, Pisith
Learning Facilitator/ Math & Science/ SAC

Effective: 08/15/11 – 05/30/12

Nguyen, Phuong
Learning Facilitator/ Math & Science/ SAC

Effective: 08/15/11 – 05/30/12

Additional Hours for On Going Assignment

Navarrete, Luz
Instructional Assistant/ School of
Continuing Education/SAC

Effective: 09/07/11 – 06/30/12
Not to exceed 19 consecutive days in any
given period.

Vargas, Jorge
Intermediate Clerk/ Student Services/ SAC

Effective: 09/26/11 – 11/04/11
Not to exceed 19 consecutive days in any
given period.

Substitute Assignments

Duong, Linda Applications Specialist I/ Library/ SAC	Effective: 08/22/11 – 10/14/11
Navarrete, Luz Instructional Assistant/ School of Continuing Education/SAC	Effective: 09/08/11 – 06/30/12
Sanchez, Martha Custodian/ Admin. Services/ SAC	Effective: 09/09/11 – 09/30/11

MISCELLANEOUS POSITIONS

Bruget, Beatriz Business Expert Professional/ CITD/ District	Effective: 09/06/11 – 09/19/11
Fuller, Elisabeth Exec. Assist to the Chancellor/ District	Effective: 10/01/11 – 10/31/11
Lamar, Tony Custodial Supervisor/ SAC	Effective: 05/21/11 – 09/30/11

Instructional Associates/Associate Assistants

Criminal Justice

Plano, Brittany	Effective: 10/11/11
Sison, Russell	Effective: 10/11/11

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Aguilar, Vivian Stephanie	Effective: 09/21/11-06/30/12
Aing, Lida	Effective: 09/21/11-06/30/12
Aing, Phalla	Effective: 09/22/11-06/30/12
Akasike, Joseph Okwudiri	Effective: 09/22/11-06/30/12
Arceo, Kevin Ray	Effective: 09/21/11-06/30/12
Bautista Ponce, Rino Miguel	Effective: 09/19/11-06/30/12
Cacho Gutierrez, Gerardo	Effective: 09/12/11-06/30/12
Calderon, Jonathan	Effective: 09/21/11-06/30/12
Castaneda, Nancy Manuela	Effective: 09/12/11-06/30/12
Ceballos, Cynthia Leticia	Effective: 09/21/11-06/30/12
Chang, Li Tung	Effective: 09/21/11-06/30/12

**SANTA ANA COLLEGE cont'd
STUDENT ASSISTANT LIST**

Edwards, Breanne Nichole	Effective: 09/21/11-06/30/12
Espinoza, Abigail	Effective: 09/21/11-06/30/12
Gonzalez, Daniel Anthony	Effective: 09/20/11-06/30/12
Gonzalez, Stephanie Yahaira	Effective: 09/21/11-06/30/12
Guenther, Carolin Melanie	Effective: 09/20/11-06/30/12
Guillen, Carla	Effective: 09/20/11-06/30/12
Hernandez, Cindia	Effective: 09/20/11-06/30/12
Hoang, Jayden Dinh	Effective: 09/20/11-06/30/12
Jimenez, Jennifer Monserad	Effective: 09/20/11-06/30/12
Jones, Jonathan Matthew	Effective: 09/20/11-06/30/12
Leon, Gerardo	Effective: 09/21/11-06/30/12
Levan, Tommy Lu	Effective: 09/07/11-06/30/12
Lugo, Maria T	Effective: 09/15/11-06/30/12
Luna, Frank	Effective: 09/19/11-06/30/12
Ly, Cuong Chi	Effective: 09/21/11-06/30/12
Marcos Ramirez, Rodrigo	Effective: 09/21/11-06/30/12
Marta De Ulloa, Felipa I	Effective: 09/20/11-06/30/12
Martin, Diego	Effective: 09/21/11-06/30/12
Mendez Flores, Lydia	Effective: 09/22/11-06/30/12
Muhamed, Rohemah	Effective: 09/21/11-06/30/12
Navarro, Jeny	Effective: 09/19/11-06/30/12
Ngo, Thanh Huong Thi	Effective: 09/21/11-06/30/12
Nguyen, Alexis Phan	Effective: 09/15/11-06/30/12
Nguyen, Kim Anh T	Effective: 09/15/11-06/30/12
Nguyen, Thinh Huu	Effective: 09/20/11-06/30/12
Romero, Jorge Francisco	Effective: 09/21/11-06/30/12
Ruiz, Maria Del Carmen	Effective: 09/21/11-06/30/12
Senethavong, Kanlaya	Effective: 09/19/11-06/30/12
Serna Laris, Nancy	Effective: 09/21/11-06/30/12
Sevilla, Alejandro Manuel	Effective: 09/21/11-06/30/12
Tajalle, Glenn Patrick	Effective: 09/26/11-06/30/12
Tran, Hoa Thi Lien	Effective: 09/21/11-06/30/12
Tran, Linh My	Effective: 09/21/11-06/30/12
Velazquez, Kimberly Suleyma	Effective: 09/20/11-06/30/12
Vuong, Ngoc Trinh To	Effective: 09/22/11-06/30/12
Zamudio, Rocio Melinda	Effective: 09/26/11-06/30/12
Zuniga, Silvia Adelina	Effective: 09/22/11-06/30/12

**Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST**

Garcia, Jessica	Effective: 09/15/11-06/30/12
Mata, Genesis	Effective: 09/12/11-06/30/12
Langston, Krista	Effective: 09/13/11-06/30/12
Lazaro, Janet	Effective: 09/19/11-06/30/12
Melgar, Ana	Effective: 09/12/11-06/30/12
Perea, Hugo	Effective: 09/23/11-06/30/12
Ruiz, Chanelle	Effective: 09/19/11-06/30/12
Ruiz, Stephanie	Effective: 09/19/11-06/30/12
Selleck, Thomas	Effective: 09/13/11-06/30/12

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Human Resources)

To: Board of Trustees	Date: October 10, 2011
Re: Adoption of Resolution No. 11-45 regarding Reduction in Force of Classified Staff	
Action: Request for Approval	

BACKGROUND

The Rancho Santiago Community College District Foundation received a grant from the U.S. Small Business Administration in 2006 to operate a Women's Business Center in Orange County. The foundation and the district entered into an agreement whereby the district provided staff as matching funds for the program. The center, titled the Institute for Women Entrepreneurs (IWE) has been operating for the past five years. Although the Foundation has received notice of a three year funding extension, the annual allocation has been reduced from \$150,000 per year to \$123,367, which will require a reduction in staff assigned to that program as part of the matching funds requirement.

ANALYSIS

The District provides a 1:1 match of the grant award (50% cash and 50% in-kind). One full-time clerical position assigned to this grant as the cash match can no longer be supported due to the reduced funding.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 11-45.

Fiscal Impact: TBD	Board Date: October 10, 2011
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Resolution Regarding the Reduction in Force of Classified Staff
in Women's Business Center Program**

Resolution No. 11-45

Whereas, the District is party to an agreement with the Rancho Santiago Community College District Foundation to provide staffing for the operation of a federally-funded Women's Business Center; and

Whereas, the Rancho Santiago Community College District Foundation has received notification that the federal funding for this program will be reduced by \$26,633 for the October 1, 2011 – September 30, 2012 fiscal period; and

Whereas, the Rancho Santiago Community College District provides classified staff support for this program as a cash and in-kind match for the federal allocation; and

Whereas, the District's matching fund obligation must be reduced commensurate with the reduction in grant funds; and

Whereas, due to a lack of funds, the Governing Board finds it in the best interest of the District, that as of November 26, 2011, certain services now being provided by the District be reduced or discontinued by the following extent.

NOW, THEREFORE, BE IT RESOLVED, that as of November 26, 2011, the classified workforce of the District will be reduced or discontinued to the extent set forth as follows:

Administrative Clerk (100%), Orange County Women's Business Center

BE IT FURTHER RESOLVED that the Executive Vice Chancellor of Human Resources and Educational Services be and hereby is authorized and directed to give notice of layoff of these positions and of displacement rights to the affected classified employee of the District.

Dated this 10th day of October 2011

Ayes:

Noes:

Absent:

Abstain:

Raúl Rodríguez, Ph.D., Chancellor
Secretary to the Board of Trustees

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of the SAC 2011 Midterm Report on Accreditation	
Action:	Approval	

BACKGROUND

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

ANALYSIS

The Midterm Report is presented to the Board of Trustees for a second reading and approval.

RECOMMENDATION

It is recommended that the SAC 2011 Midterm Report as requested by the Western Association of Schools and Colleges be approved as presented.

Fiscal Impact:	None	Board Date: October 10, 2011
Prepared by:	Linda Rose, Ed.D., Vice President of Academic Affairs, SAC	
Submitted by:	Erlinda J Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

Santa Ana College



MIDTERM REPORT

October 15
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www.sac.edu



SANTA ANA COLLEGE

Midterm Report October 15, 2011

Submitted by:

**Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706-3398
www.sac.edu**

To:

**The Accrediting Commission
for Community and Junior Colleges
of the Western Association of
Schools and Colleges**

ACKNOWLEDGMENTS

Final Content Preparation/Document Preparation/Editing: Bonita Nahoum Jaros, Ph.D.

Desktop Publisher: David Styffe

Assistants in Document Preparation: Geni Lusk, Executive Secretary, Administrative Services;
Shannon Jackson, Executive Secretary, Student Services

Electronic Document Access: Hang Le, Administrative Secretary

Printing: RSCCD Publications Department

RSCCD Board of Trustees

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Andrew C. Hanson, Student Trustee, 2011-2012

Nathan Selvidge, Student Trustee 2010-2011

Rancho Santiago Community College District

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District

John Didion, Executive Vice Chancellor Human Resources & Educational Services

Peter Hardash, Vice Chancellor Business Operations & Fiscal Services

Nga Pham, Director of Research

Libby Fuller, Assistant to the Chancellor (Retired June 2011)

Debra Gerard, Assistant to the Chancellor (as of June 2011)

Santa Ana College

Erlinda J. Martinez, Ed.D., President

Norman Fujimoto, Vice President, Academic Affairs (Retired August 2011)

Linda Rose, Ed.D., Vice President, Academic Affairs (as of August 2011)

Sara Lundquist, Ph.D., Vice President, Student Services

Paul Foster, Vice President, Administrative Services

Ed Ripley, Vice President, School of Continuing Education (Retired August 2011)

James Kennedy, Interim Vice President, School of Continuing Education (Retired August 2011)

Bonita Nahoum Jaros, Ph.D., Accreditation Liaison Officer

Kennethia Vega, Assistant to the President

Santiago Canyon College

Juan Vázquez, President

Aracely Mora, Ed.D., Vice President Academic Affairs; Accreditation Liaison Officer

John Weispfenning, Ph.D., Dean of the Library and Division of Arts, Humanities & Social Sciences

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STATEMENT OF REPORT PREPARATION

After the ACCJC Team Visit of October 20-23, 2008, Santa Ana College received an *Evaluation Report* dated November 26, 2008, inclusive of commendations and recommendations for the college. Succeeding that report, Santa Ana College was issued the official Commission disposition in a letter dated February 3, 2009: **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, were addressed in the *Follow-Up Report*, which was followed by a two-member team visit on November 17, 2009. On January 6-8, 2010, the Commission took the following action for Santa Ana College: "...to accept the report, **remove Warning**, and reaffirm accreditation, with a requirement that Santa Ana College complete a Follow-Up Report" by October 15, 2010 addressing *District Recommendation 1*, related to integrated planning processes and budget. After receipt and scrutiny of the *Follow-Up Report* dated October 15, 2010, at the January 11-13, 2011 meeting, the Commission took the following action for Santa Ana College: "The Commission notes that Santa Ana College has resolved the issue noted in District Recommendation 1 from the 2008 comprehensive evaluation team on evaluating planning processes including integration of technology, staffing, and facilities master plans to ensure the budget is used as planning tool to achieve strategic goals." The required *Midterm Report*, due October 15, 2011, must address all seven recommendations of the 2008 ACCJC *Evaluation Report*, three for the college, four for the district.

Since the Rancho Santiago Community College District is a two-college district, the sister institution of Santa Ana College, Santiago Canyon College, also underwent an ACCJC site visit October 20-23, 2008. Santiago Canyon College was also issued a **Warning** with a *Follow-Up Report* due October 15, 2009. Four recommendations, one for the college and three for the district, were also addressed in the Santiago Canyon College *Follow-Up Report*. At the January 6-8, 2010 meeting of the Commission, SCC received the same disposition and requirement to address a parallel, but not identical, recommendation, *District Recommendation 3*, related to integrated planning and budget processes, in a *Follow-Up Report* also due October 15, 2010. At the January 11-13, 2011 meeting, the Commission took the following action for Santiago Canyon College: "The Commission notes that Santiago Canyon College has addressed the issue in District Recommendation 3 from the 2008 comprehensive evaluation team on evaluating planning processes including integration of technology, staffing, and facilities master plans to ensure the budget is used as a planning tool to achieve strategic goals." The *Midterm Report* for Santiago Canyon College should address one college recommendation and four district recommendations, three exactly the same as Santa Ana College and one parallel to the recommendation of Santa Ana College. As a result, each college continued to coordinate with the other, conferring together with the RSCCD Chancellor as needed. The District Budget Allocation and Planning Review Committee (BAPR), which has membership from both colleges as well as the district, continued to play a role in addressing the district recommendation related to planning and budget issued to both colleges and in receiving reports related to all the district recommendations.

College Responses and Response to Internal Plans of the Institutional Self Study 2008

At the September 22, 2010 and October 13, 2010 meetings of the Santa Ana College Institutional Effectiveness and Assessment Committee (IE&A), it was recommended that the process of writing the *Midterm Report* and of collecting documentation be as follows:

- A. The IE&A Committee will create timelines and ascertain that timelines are followed, documents are collected and all stakeholders are well informed of processes and outcomes. Most administrators of the IE&A Committee serve on the SAC President's Cabinet and other participatory governance committees; faculty and classified staff on the committee serve in Academic Senate and/or participatory governance leadership roles. As such, members of the IE&A also attend the District Human Resources Committee, the District Facility Planning Committee, the District Technology Advisory Group (TAG), and BAPR, which receives all district plans and has an ongoing item on the agenda to address the *Accreditation Report*. In addition, the IE&A is a consensus group. The chair of IE&A, who also serves as the Accreditation Liaison Officer (ALO), continually confers with the President of Santa Ana College and the ALO of SCC on all responses including the common District Responses.

Members of the Institutional Effectiveness and Assessment Committee with District and College Participatory Governance Group Affiliation:

Cecilia Arriaza, CSEA Representative (as of July 2011)

Carol Comeau, Dean of Science, Mathematics & Health Sciences: Member Teaching Learning Committee (as of August 2011)

Paul Foster, Vice President Administrative Services: Member SAC President's Cabinet; Member BAPR; Member BAPR Workgroup; Member District Facility Planning Committee; Co-Chair SAC Facilities Committee; Co-Chair, SAC Planning & Budget Committee; Member SAC Environmental Workgroup; Co-Chair SAC Safety and Security Committee; Member ADA Subcommittee; Member SAC Facilities Master Plan Subcommittee; Member Emergency Preparedness Subcommittee.

Norman Fujimoto, Vice President, Academic Affairs: Member President's Cabinet; Member SAC College Council; Member BAPR; Member District Human Resources Committee; Member District Technology Advisory Group; Member District Enrollment Management Committee (Retired August 2011)

Paula Garcia, CSEA Representative (through April 2011)

Raymond Hicks, Professor of ESL: President-Elect Academic Senate, SAC (President as of 7/11): Co-Chair BAPR; Member District Facility Planning Committee; Member BAPR Workgroup; Co-Chair SAC Facilities Committee

Bonita N. Jaros, Ph.D., IE&A Coordinator, **Chair:** Accreditation Liaison Officer, SAC; Alternate Member BAPR; Chair, Teaching Learning Committee (TLC); Chair, Curriculum and Instruction Council (Committee of the Academic Senate)

James Kennedy, Interim Vice President, School of Continuing Education (as of August 2011): Member President's Cabinet; Member SAC College Council

Sara Lundquist, Ph.D., Vice President, Student Services: Member President's Cabinet; Member SAC College Council; Co-Chair SAC Student Success Committee; Co-Chair BSI Strand A

Nga Pham, Director of Research, RSCCD: Member BAPR; Member BAPR Workgroup

Denise Phillips, CSEA Representative (as of May 2011)

Ed Ripley, Vice President, School of Continuing Education: Member President's Cabinet; Member SAC College Council; Alternate Member BAPR; Member BAPR Workgroup (Retired June 2011)

STATEMENT OF REPORT PREPARATION

Linda Rose, Ed. D., Vice President, Academic Affairs (as of August 2011): Member President's Cabinet, Member SAC College Council, Member BAPR; Member BAPR Workgroup

Sharon Whelan, Dean, Humanities & Social Sciences: Member Teaching Learning Committee; Member Curriculum & Instruction Council (Retired July 2011)

John Zarske, Professor of Mathematics: Academic Senate President, SAC (until July 2011); Member SAC College Council; Member SAC Planning and Budget Committee; Member District Human Resources Committee; Member BAPR Workgroup

The IE&A Committee determined workgroups for each college recommendation; a member of IE&A served as a facilitator/liaison for each workgroup. With regard to College Recommendation 2: Diversity Plan, President Martinez and Dr. Jaros conferred with ACCJC Vice President, Mr. G. Jack Pond, since Diversity Plans are under district aegis and SCC did not receive this recommendation. The response reflects the Commission's guidance.

District Responses

- A. An *ad hoc* district **Accreditation Oversight Group** was formed by Chancellor Raúl Rodríguez. The committee met in November 2010 to assign and coordinate the work for the district responses of the two colleges. Thereafter, the colleges coordinated as appropriate, and the college Presidents reported to Chancellor's Cabinet on a regular basis.

Membership:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD, **Chair**

Erlinda J. Martinez, Ed.D., President, Santa Ana College

Juan Vázquez, President, Santiago Canyon College

John Didion, Executive Vice Chancellor Human Resources & Educational Services, RSCCD

Nga Pham, Director of Research, RSCCD

Aracely Mora, Ed.D., Vice President, Academic Affairs; ALO, Santiago Canyon College

Bonita N. Jaros, Ph.D., IE&A Coordinator; ALO, Santa Ana College

- B. The **Budget Allocation and Planning Review Committee** (BAPR) serves as the district-wide participatory governance committee which provides information related to budget and planning for the RSCCD. BAPR receives all district-level plans for information. The BAPR Workgroup makes recommendations to BAPR. A workgroup dedicated to gathering information for the SAC and SCC district recommendation related to planning and budget integration was also formed.

Membership of the Budget Allocation and Planning Review Committee:

District:

Peter Hardash, **Co-Chair**, Vice Chancellor, Business Operations & Fiscal Services

Noemi Kanouse, Assistant Vice Chancellor, Fiscal Services (Retired February 2011)

John Didion, Executive Vice Chancellor, Human Resources & Educational Services

Steve Eastmond, Ph.D., President, FARSCCD

Marti Reiter, President, CSEA

Nga Pham, Director of Research

*Thao Nguyen, Budget Analyst

*Linda Melendez, Assistant to the Vice Chancellor, Business Operations & Fiscal Services

*Gina Huegli, Budget Analyst

* Support Staff—non-voting

Santa Ana College:

Erlinda J. Martinez, Ed.D., President

Norman Fujimoto, Vice President, Academic Affairs (Retired August 2011)

Linda Rose, Ed.D., Vice President, Academic Affairs (as of August 2011)

Paul Foster, Vice President, Administrative Services

Raymond Hicks, **Co-Chair BAPR**; President, Academic Senate (as of July 2011); Faculty Co-Chair SAC Facilities Committee

Jeff McMillan, Ph.D., Faculty Co-Chair Planning and Budget Committee

Esmeralda Abejar, Accountant

Ed Ripley, Vice President, School of Continuing Education (Alternate, Retired July 2011)

Bonita N. Jaros, Ph.D., IE&A Coordinator; ALO (Alternate)

John Zarske, Past-President, Academic Senate (as of July 2011) (frequent guest)

Santiago Canyon College:

Juan Vázquez, President

Steve Kawa, Vice President, Administrative Services

Morrie Barembaum, President, Academic Senate

Raul González del Río, Accountant

José Vargas, Vice President, School of Continuing Education

John Hernández, Ph.D., Vice President, Student Services (Alternate for Mr. Vargas)

John Smith, Faculty; Treasurer FARSCCD

Jared Kubicka-Miller, Faculty (Alternate for Mr. Smith)

- C. The Budget Allocation and Planning Review Committee Workgroup** (BAPR WG) reviews the *Budget Allocation Model* and other budget/planning issues in greater detail, as directed by BAPR. It reports regularly to BAPR and makes recommendations for action.

Membership of the Budget Allocation and Planning Review Committee

Workgroup:

Peter Hardash, **Chair**, Vice Chancellor, Business Operations & Fiscal Services, RSCCD

Paul Foster, Vice President, Administrative Services, SAC

Raymond Hicks, President, Academic Senate, SAC (frequent guest)

*Gina Huegli, Budget Analyst, RSCCD

Noemi Kanouse, Assistant Vice Chancellor, Fiscal Services, RSCCD (Retired February 2011)

Steve Kawa, Vice President, Administrative Services, SCC

Jeff McMillan, Ph.D., Faculty Co-Chair Planning and Budget Committee, SAC

*Thao Nguyen, Budget Analyst, RSCCD

RESPONSE TO DISTRICT RECOMMENDATION 1

Nga Pham, Director of Research, RSCCD

Ed Ripley, Vice President, School of Continuing Education, SAC (Retired July 2011)

José Vargas, Vice President, School of Continuing Education, SCC

John Zarske, President, Academic Senate, SAC (frequent guest)

* Support Staff—non-voting

The lead **writing team** consisted of Dr. Bonita N. Jaros (lead person for SAC), Dr. John Weispfenning (lead person for SCC), and Mr. John Didion and Ms. Nga Pham (district resources). Each response then had a workgroup as indicated within the report.

Dr. Jaros served as facilitator of a workgroup to amplify the response from the SAC and SCC *Follow Up Reports* of 2009 and 2010 regarding District Recommendation 1: Planning and Budget Integration; and College Recommendation 1: Planning and Budget integration (amplified from SAC *Follow Up Report* 2009). Dr. Mora and Dr. Weispfenning served as facilitators of a workgroup to reaffirm and update the response from the SAC and SCC *Follow-Up Reports* 2009 related to District Recommendation 2: Computer-based Student Attendance Recording System. Dr. Rodríguez drafted a response to District Recommendation 3: Communication Process between Trustees and District Employees. Mr. Didion, Ms. Pham, Dr. Mora and Dr. Jaros met to discuss District Recommendation 4: Board Self-Evaluation Processes. Mr. Didion and Ms. Pham served as a resource; Dr. Jaros and Ms. Pham organized the data and information and updated the response from the SAC and SCC *Follow-Up Reports* 2009. Dr. Martinez and Dr. Jaros worked with the Commission to develop a response to College Recommendation 2: Diversity Plan; Dr. Lundquist served as facilitator for College Recommendation 3: Communication with Classified Employees.

A timeline was established for all processes. As the committees continued their work, college-level progress was transmitted to SAC President's Cabinet, and the Presidents of the colleges also made regular reports in Chancellor's Cabinet. The Chancellor, the college Presidents, and/or the Academic Senate Presidents presented regular reports at Board of Trustees meetings. Dr. Jaros also met regularly with President Martinez, as the former utilized information from the initial draft, BAPR and BAPR Workgroup meetings, Board of Trustees meetings, and IE&A committee meetings, to create a more complete and tailored response for SAC.

As the responses to the recommendations were written, members of the respective college groups were also in regular communication. Dr. Jaros sent the minutes of the IE&A Committee meetings to the Chancellor's office as well as to each college President.

Dr. Jaros collected evidentiary documents for SAC with assistance from the office of the Vice President, Administrative Services and the office of the Vice President, Student Services. All district documents were collected by and shared between Dr. Weispfenning and Dr. Jaros for both *Midterm Reports*. When the reports were completed, Dr. Rose and Dr. Jaros edited the Santa Ana College *Midterm Report* draft in preparation for Board of Trustees approval.

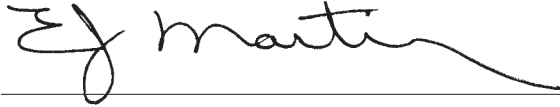
The Santa Ana College President communicated broadly to the college community via InsideSAC.net in May 2011 and later with forums sponsored by the IE&A Committee on behalf of President Martinez. The forums were held at the SAC campus on August 29, 2011 and at the School of Continuing Education (CEC campus) on August 30, 2011. The SAC President also sent out regular email communication, *Notes from the President*. The final draft version of the *Midterm Report* was posted on InsideSAC.net for the college

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community to review, and feedback was referred to Dr. Jaros. The IE&A Committee met for final review on August 24, 2011. The report was approved by President's Cabinet and College Council on August 31, 2011. The document was then presented to Chancellor's Cabinet for approval and BAPR for information.

The *Midterm Report* was submitted to the Board of Trustees for first reading on September 26, 2011. The Board of Trustees approved the *Midterm Reports* of Santa Ana College and Santiago Canyon College on October 10, 2011.

Respectfully Submitted,



Erlinda J. Martinez, Ed.D., President, Santa Ana College

Note: There are no Substantive Changes in *Progress, Pending, or Planned* at this time.

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 1 PLANNING & BUDGET INTEGRATION

The Team recommends that the district evaluate its planning processes, including the integration of technology, staffing and facilities master plans to ensure the budget is used as a planning tool to achieve its strategic goals. As part of this integration, the team recommends that the allocation model for resources be based on the plans, program reviews and the sustainability of the planning process and that outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.D.1, III.D.2, III.D.3.a, IV.B.3.b)

Workgroup:

John Didion, Executive Vice-Chancellor Human Resources & Educational Services, RSCCD

Paul Foster, Vice President, Administrative Services, Santa Ana College

Peter Hardash, Vice-Chancellor, Business Operations & Fiscal Services, RSCCD

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Nga Pham, Director of Research, RSCCD

I. Preparation and Coordination for the Midterm Report:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting of January 6-8, 2010, reviewed the *Follow-Up Report* submitted October 2009 by Santa Ana College and the report of the evaluation team which visited Tuesday, November 17, 2009. The Commission took action to accept the report, remove **Warning** and reaffirm accreditation with the requirement that SAC complete a *Follow-Up Report* addressing **District Recommendation 1**, due October 15, 2010. In January 2011, the Commission took action to accept SAC's *Follow-Up Report*. This *Midterm Report* is therefore an update from the *Follow-Up Report* submitted October 15, 2010.

The District Accreditation Oversight Group, chaired by Chancellor Raúl Rodríguez, met on November 2, 2010 to discuss the accreditation status of Santa Ana College and Santiago Canyon College and to prepare for the *Midterm Reports* due October 2011. A plan was established for the Santa Ana College and Santiago Canyon College common district responses (DR1.1—District Accreditation Oversight Group Notes, 11-02-10). Workgroups were formed to create responses to each recommendation and a timeline was established (DR1.2—Timelines Midterm Report 2011).

Since the college's submission of the *Follow-Up Report* to the Commission in October 2010, the faculty, staff and administration have continued to evaluate and improve the planning process through both district and college participatory governance groups, as detailed below.

II. Evaluation of Planning Processes: The Board of Trustees, the District, the College (Standards I.A.1; I.A.2; I.A.3; I.A.4; I.B.4; I.B.6; II.A.1; II.A.2.f; III.D.3 (f))

A. Board of Trustees Planning Retreat

On February 1, 2010, the Board of Trustees held its Annual Planning Retreat (DR1.3—BOT Minutes, 02-01-10). Based upon a recommendation developed as part of the October 2009 *Follow-Up Report*, this Annual Planning Retreat was moved from summer to February in order to afford the trustees an opportunity to develop and/or reaffirm their annual vision and district goals prior to the development of the district’s budget for the 2010-11 fiscal year (DR1.4—BOT Vision Statement and Goals 2010). At that retreat, the trustees reviewed the *Accountability Reporting for the Community Colleges* (ARCC) data for both colleges, as well as the district’s internal report, *12 Measures of Success* (DR1.5—12 Measures of Success).

The trustees also reviewed the current Budget Allocation Model as well as the timeline and process for the development of the 2010-2011 budget (DR1.6—RSCCD Budget Allocation Model; DR1.7—District Planning and Budgeting Timelines 2010-2011; DR1.8—BOT Minutes 07-26-10; DR1.9—BOT Self-Evaluation Timeline for 2010; DR1.10—District Planning Timelines 2010-2012; DR1.11a,b—BP 9022, BP 9022.5). As per BP 9022 (Board of Trustees Self Evaluation) and 9022.5 (Board of Trustees Annual Evaluation of District Goals), the Board of Trustees self-evaluation meeting was held November 8, 2010, and the self-evaluation process followed a designated timeline (DR1.12—BOT Self-Evaluation Meeting Minutes, 11-08-10).

Subsequently, to remain in compliance with BP 9022.5, the Board of Trustees annual planning retreat to review the District’s Vision and Goals for 2010-2011 and approve the Vision and Goals 2011-2012 was held on February 7, 2011 (DR1.13a—BOT Planning Retreat Agenda 02-07-11; DR1.13b—BOT Planning Retreat Minutes 02-07-11). Prior to approval of the Vision and Goals, the Board received the annual information about *Accountability Reporting for the Community Colleges* (ARCC) data for both colleges as well as the district’s internal report, *12 Measures of Success* (DR1.14—ARCC 2010; DR1.5—12 Measures of Success). At this meeting, there was also a review of progress toward the 2010-2011 Vision and Goals (DR1.13b Minutes BOT 02-07-11).

In addition, a community survey was conducted in January 2011 regarding the District’s Vision and Goals. The results were presented to the trustees at the annual planning meeting of February 7, 2011 prior to the trustees’ consideration of goals for 2011-2012 (DR1.15—Community Survey Instrument, Distribution List and Results). Results of an internal survey of the trustees’ assessment of board effectiveness was also reviewed (DR1.16—BOT Internal Survey and Results).

B. District-Level Integrated Planning

B.1 Strategic Plan

Shortly after his arrival to the district in August 2010, Chancellor Raúl Rodríguez identified the need for the district to develop a district-level strategic plan to integrate district-level planning efforts with the colleges’ budget and planning and to strengthen the already-existing college-level *Strategic Plans* of Santa Ana College and Santiago Canyon College. Two consultants from the *Community College Brain Trust*, Darroch Young, retired Chancellor of the Los Angeles Community College District, and Eva Conrad, retired President of Moorpark College, assisted

RESPONSE TO DISTRICT RECOMMENDATION 1

the district in that process during March through May 2011. The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the Colleges/District. Responses were compiled into seven strategic directions to guide college and district planning (DR1.17a—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11; DR1.17b—Planning Retreat Materials 05-06-11).

These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (DR1.17a—Strategic Planning Retreat Agenda —Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the district. The participants broke into four smaller groups and developed recommended steps and a sequence for a planning cycle, explicating each district goal with objectives, responsible party and timelines.

In addition, a new planning cycle was developed to integrate the various district and college plans (DR1.18—Strategic Plan 2011-2013 Draft—RSCCD Annual Planning Design—“limacon” p1).

The four versions created at the April 8, 2011 meeting were subsequently merged into one, and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat held on Friday, May 6, 2011 to refine the work begun at the April 8, 2011 retreat (DR1.19—Strategic Planning Retreat Agenda 05-06-11). The participants also reviewed potential strategic directions for the district that were drafted at the first planning session, as well as a list of potential metrics that were developed for each of the District’s eight goals. To assist the four break-out groups in developing a more comprehensive assessment plan, a document was created by a workgroup of district and college representatives designated by the Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal (DR1.20—District Goals Measurement Document). The strategic directions identified by each group formed the basis for the district’s *Strategic Plan*. The plan was presented to the Board of Trustees for information (DR1.18—RSCCD Strategic Plan 2011-2013 (Draft); DR1.21—BOT Docket, 07-25-11: Update on District Vision Statement and Goals for 2011-2012; DR1.22—BOT Minutes, 07-25-11). The draft was then vetted at the colleges for further input (DR1.23—SAC College Council Minutes, 08-10-11; DR1.24—IE&A Minutes 08-24-11).

The following SAC personnel participated in the Strategic Planning Retreats:

Irene Arrellano, Student

Steve Eastmond, President, Faculty Association of Rancho Santiago Community College District; Member BAPR

Paul Foster, Vice-President, Administrative Services

Norm Fujimoto, Vice President, Academic Affairs; Member President’s Cabinet; Member SAC College Council; Member BAPR; Member District Human Resources Committee; Member District TAG; Member District Enrollment Management Committee

Janet Grunbaum, CSEA Representative

Marti Guerra, Continuing Education Faculty Association

Raymond Hicks, President-Elect, Academic Senate; Co-Chair Facilities Committee; Professor of English

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer

Cherylee Kushida, Coordinator Distance Education

Sara Lundquist, Ph.D., Vice President, Student Services; Co-Chair Student Success Committee; Co-Chair BSI Strand A

Erlinda J. Martinez, Ed.D., President, Santa Ana College

Monica Porter, Secretary/Treasurer Academic Senate; Member SAC College Council; Associate Professor/Coordinator Speech Language Pathology Assistant Program

Ed Ripley, Vice-President, School of Continuing Education

Christina Romero, Foundation Director, Member SAC College Council

Evelyn Sanchez, Student

Sean Small, CSEA Representative; Member SAC College Council

John Zarske, President Academic Senate, Member SAC College Council; Professor of Mathematics

The *RSCCD Strategic Plan*, developed as a result of that effort, will provide the trustees and the entire district/college community with a theoretical framework to guide and inform future planning efforts (DR1.18—RSCCD Strategic Plan 2011-2013—Draft).

B.2 Budget and Planning

The District Budget Allocation and Planning Review Committee (BAPR) serves as the participatory governance committee dedicated to planning and budget synchrony between and among the colleges and district. BAPR, as well as the District Council, which is the Chancellor's forum for district-wide participatory governance, discussion and action, received reports related to the progress of the *Midterm Report*, with particular emphasis on the budget and planning recommendations for the district and the colleges. This reportage is the result of one of the recommendations of the Accreditation Oversight Committee 2010 to strengthen the planning aspects of BAPR (DR1.25—Minutes Oversight Committee, 03-15-10).

As a result of 2010 Oversight Committee recommendations, the following ongoing changes were made:

1. Commencing February 2010, there has been a standing accreditation item at BAPR (DR1.26a—BAPR Minutes 02-24-10; DR1.26b—BAPR Minutes 05-26-10; DR1.26c—BAPR Minutes 07-28-10; DR1.26d—BAPR Minutes 09-15-10; DR1.26e—BAPR Minutes 11-10-10; DR1.26f—BAPR Minutes 12-08-10; DR1.26g—BAPR Minutes 01-19-11; DR1.26h—BAPR Minutes 05-04-11).
2. The Human Resources Committee is convened bi-annually and results are reported to BAPR (DR1.27—2010 Oversight Committee Minutes 03-30-10).

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3. New updates of the *RSCCD Strategic Technology Plan 2010-2011* and *RSCCD Strategic Technology Plan 2011-2012* were presented to BAPR prior to development of Budget Assumptions (DR1.26g—BAPR Minutes 01-19-11).
4. A chart was created to explicitly demonstrate planning/budget integration: *District and College Participatory Governance Planning and Budget Processes Chart* (DR1.28). This chart serves to complement existing charts (DR1.29—RSCCD Planning and Budget Integration Processes Chart; DR1.27—Oversight Committee Minutes 03-30-10; DR1.30—District and College Participatory Governance Guidelines Manual; DR1.31—SAC Participatory Governance Schedule).

At the May 25, 2011 meeting of BAPR, it was also suggested that a Planning Workgroup of BAPR be formed in order to link all district planning groups continually (i.e., Technology Advisory Group (TAG), District Facility Planning Committee, and the Human Resources Committee) (DR1.32a—BAPR Minutes, 05-25-11; DR1.32b—BAPR Minutes, 06-08-11). At the June 8, 2011 meeting, however, it was recommended that instead of developing a sub-group apart from the BAPR WG, a few persons dedicated to planning at the colleges be added to the workgroup and that the workgroup would designate BAPR WG to work on specific tasks as needed. For example, the persons working on the SB361 model will continue to work on it separately. Others dedicated to oversight of the *RSCCD Strategic Plan* would work separately as well. Prior to making any recommendation to BAPR, however, the entire workgroup will come together for discussion. This will assure alignment of planning and budget and will insure that planning drives budget. Since BAPR has broad membership, the recommendation will continue to be properly vetted among district and college representatives who are also members of TAG, the District Facility Planning Committee, and the District Enrollment Management Committee (DEMC). It will then be approved by BAPR prior to sending a recommendation to the Chancellor (DR1.32b—BAPR Minutes 06-08-11; DR1.33—BAPR Agenda, 09-07-11).

Therefore, BAPR serves as a district-wide integrative liaison group for all district planning efforts prior to District Council approval of recommendations (DR1.34 RSCCD Strategic Technology Plan 2011-2012; DR1.28—District and College Participatory Governance Planning and Budget Processes Chart). For example, the Technology Advisory Group presented the 2011-2012 *Strategic Technology Plan* at the January 19, 2011 BAPR meeting, and it was unanimously approved (DR1.26g—BAPR Minutes 01-19-11).

To keep the college informed about district-level decisions related to budget at BAPR, SAC representatives of BAPR are also members of the SAC Planning and Budget Committee. In addition, Chancellor Raúl Rodríguez and Vice Chancellor, Business Operations & Fiscal Services, Peter Hardash have taken an active role in keeping the college community apprised of state and local budget issues by coming directly onto the SAC and SCC college campuses. An open budget forum at Santa Ana College as well as the Centennial Education Center was conducted in April 2011. Topics discussed were the 2011-2012 governor's proposed budget and the SB 361 budget model, which would serve as a model for BAM modification (DR1.35a—SAC Budget Forum Handouts, 04-05-11; DR1.35b—CEC Budget Forum Handouts, 04-12-11).

**B.2.a Review of the Budget Allocation Model:
(Standards III.D.1; III.D.2; III.D.3; IV.B.3 (b))**

On February 24, 2010, the Accreditation Oversight Committee discussed its action plan with the Budget Allocation Planning and Review (BAPR) Committee (DR1.26a—BAPR Minutes 02-24-10). BAPR has been the district’s participatory governance committee charged with making final recommendations to the Chancellor after formulating budget assumptions, reviewing budget projections, and developing district procedures relevant to budget and funding issues.

2010-2011 BAPR Membership

SANTA ANA COLLEGE	SANTIAGO CANYON COLLEGE	DISTRICT
Erlinda Martinez	Juan Vázquez	Peter Hardash
Norman Fujimoto (until Aug. 2011)	Steve Kawa	John Didion
Linda Rose (as of Aug. 2011)	Jose Vargas	Marti Reiter
Paul Foster	Raul Gonzalez del Rio	Steve Eastman
Esmeralda Abejar	Morrie Barembaum	Nga Pham
Ray Hicks	John Smith	Sean Small**
Jeff McMillan	John Hernandez*	Vacant
Bonita Jaros*	Jared Kubicka-Miller*	** - Alternate for Marti Reiter only
Ed Ripley*		
* - Alternate		

To amplify the mission of BAPR, the Oversight Committee made a recommendation to include accreditation as a standing agenda item for BAPR; this was approved (DR1.26a—BAPR Minutes, 02-24-10). In addition, it was recommended to have BAPR be the central committee which would receive all planning documents, in addition to budget documents, prior to District Council review (DR1.26a). Within the same discussion, the imperative to demonstrate concrete linkages between budget and planning was reaffirmed (DR1.26b-j—BAPR Minutes, 05-26-10; BAPR Minutes, 06-09-10; BAPR Minutes, 07-28-10; BAPR Minutes, 09-15-10; BAPR Minutes, 11-10-10; BAPR Minutes, 12-08-10; BAPR Minutes, 01-19-11; BAPR Minutes, 02-23-11; BAPR Minutes, 03-16-11; BAPR Minutes, 05-04-11).

A workgroup comprised of members of the Budget Allocation and Planning Review Committee (BAPR WG) continued to evaluate the current *Budget Allocation Model* and explore alternative models (DR1.36a-i—BAPR Workgroup Notes F10 and S11). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula is under development. This revised allocation model will provide greater operational discretion and flexibility to the colleges, which will facilitate the linkage of college planning priorities to budgetary allocations. A regular report of the BAPR Workgroup was then made at each BAPR meeting (DR1.26a-j; DR1.32a,b; DR1.33—BAPR Agenda, 09-07-11).

The membership of the BAPR Workgroup is comprised of membership from the district as well as the two colleges. Each segment is expected to make regular reports at the college level through the respective participatory governance bodies. At Santa Ana College this includes

RESPONSE TO DISTRICT RECOMMENDATION 1

College Council, the Planning and Budget Committee, the Institutional Effectiveness and Assessment Committee (IE&A), the Academic Senate, and CSEA.

Representatives from Santa Ana College attend the Budget Allocation and Planning Review Workgroup (BAPR WG). While the primary focus of Workgroup meetings for 2010-2011 has been evaluating the current district's budget allocation model, commencing July 2011, it was recommended the planning role of the BAPR WG be reinforced. There is consideration of Workgroup expansion to include persons who specialize in planning at the district and colleges. Dedicated specific budget and planning projects would therefore continue to be assigned to this group by BAPR. BAPR WG would continue to prepare a body of work for BAPR review.

2010-11 BAPR Workgroup Membership

SANTA ANA COLLEGE	SANTIAGO CANYON COLLEGE	DISTRICT
Paul Foster	Steve Kawa	John Didion**
Jeff McMillan	Jose Vargas	Peter Hardash
Linda Rose (as of August 2011)	Morrie Barembaum*	Thao Nguyen
Norm Fujimoto (retired July 2011)		Nga Pham
Jim Kennedy (as of August 2011)		Gina Huegli
Ed Ripley (retired June 2011)		Steve Eastmond*
Ray Hicks*		
John Zarske*		

*Frequent Guest

(Note: After a recommendation to expand BAPR WG is approved by BAPR and approved by the Chancellor, membership will be amplified for 2011-2012)

The BAPR Workgroup considered college-level concerns and also reviewed the models of 13 other multi-college districts (DR1.37—BAPR WG Notes, 07-14-10). The Santa Ana College Planning & Budget Committee forwarded concerns to the workgroup as follows:

- Colleges need more flexibility determining how to utilize dollars particularly with fixed/discretionary cost allocations.
- Transparency in the BAM: We need to have a clear understanding of how and why resources are allocated to the cost centers. There needs to be a flexible plan or formula for allocation of resources.
- A clear understanding of fixed costs vs. discretionary costs: How and when funds can move from discretionary to fixed and vice versa?
- As an incentive to save, colleges should be able to keep budget savings from year-to-year. Ending balances should be monitored because they should not be able to grow infinitely. There needs to be a balance between the District taking everything at the end of the year and colleges infinitely keeping everything.

- BAM needs to be perceived as a plan that fairly and equitably distributes resources.
- We need a definition and plan for annually reviewing the BAM.
- There needs to be a special account set up for payment of banked leave.

After consideration of all concerns, a list of issues for annual review was agreed upon. It includes:

- Fixed costs to each cost center by looking at FTES distribution, high cost programs and equitable service costs
- Relative cost of programs
- District operations, annual percentage distribution, and the centralized services provided to the colleges, itself, and the community
- Cost Centers that include SAC/SCC/DO
- Hiring needs that would impact other locations and long-term implications
- General fund as well as discretionary fund review

BAPR Workgroup recommendations relating to *General Model Guidelines* and *Allocation Process of the Budget Allocation Model* were presented to BAPR on July 28, 2010 (DR1.37—BAPR WG Notes, 07-14-10; DR1.26c—BAPR Minutes, 07-28-10). Since all the ramifications of operationalizing the recommendations required further dialogue at the college level, this item was brought to the appropriate participatory committees and then discussed again at the August 2010 BAPR meeting. The Workgroup continued refining the details of the recommendation throughout the 2010-2011 fiscal year (DR1.38—BAPR WG Notes, 08-11-10).

On October 6, 2010, Workgroup members learned that the Contra Costa Community College District adopted a new revenue allocation model due to a gap between revenue and expenditures identified during a self study. Contra Costa transitioned to an SB361 funding model that applies revenues to campuses based on the information provided on Exhibit C of the California Community Colleges Apportionment Report. The RSCCD budget has become disproportionate in recent years due to retirements that occurred during the District's mandatory hiring freeze. Therefore, a proposal is being formulated that there be no fixed or discretionary costs under the new SB361 Revenue Allocation Model, and that each college have full control of their respective budgets. It is projected that this will eliminate problems the colleges have experienced with fixed costs under the current RSCCD Budget Allocation Model. (DR1.36a—BAPR Workgroup Notes, 10-06-10).

Workgroup members reviewed a SB361 revenue allocation simulation that was developed using the Contra Costa CCD Budget Allocation Model at the December 1, 2010 BAPR WG meeting. The Vice-Chancellor, Business Operations & Fiscal Services, showed where numbers on the allocation model appear on Exhibit C of the California Community Colleges Apportionment Report. The Workgroup reviewed the Contra Costa Community College transition plan to an SB361 revenue allocation model. The Workgroup agreed to move the recommendation to the full BAPR committee to change the district budget allocation model to the new SB361 Revenue Allocation Model. A complete plan, including a transition plan to identify the mechanics and intermediary steps is under consideration (DR1.36b—BAPR Workgroup Notes, 12-01-10).

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In January 2011, Workgroup members thoroughly examined the list of expense accounts and discussed issues that could potentially arise if a new SB361 budget allocation model is adopted. Allocations, long-term planning, and accountability for the District Office and district-wide expenses have yet to be determined (DR1.36c—BAPR-Workgroup Notes, 01-05-11).

At the February 2011 meeting, Workgroup members received an SB361 Simulation of the actual 2009-2010 revenue and expense showing that both colleges and the district had positive ending balances. The BAPR WG agreed unanimously to proceed with the new model through spring and fall 2011. At the March 9, 2011 meeting, the Workgroup will formulate a recommendation for the Chancellor, demonstrating why the district should move to the new model. The Revenue Allocation Simulation shared with the two Academic Senates was distributed and discussed, reinforcing the transition to the new allocation model. The Workgroup formulated assumptions for the 2011-2012 tentative budget for the full committee to review (DR1.36d—Budget Allocation and Planning Review Committee-Workgroup Notes, 02-09-11 ; DR1.36e—BAPR Workgroup Notes, 03-09-11). Several questions have arisen, which has caused the Chancellor and BAPR to direct the BAPR WG to further investigate the ramifications and impact the new model would pose. It was agreed that averting potential problems is prudent. Analysis of specific SB361 guidelines, reserve responsibilities, and the advantages and disadvantages of the new budget allocation model continued from April through June 2011 (DR1.36f-i BAPR WG Notes, 04-06-11, 04-13-11, 05-11-11, 06-01-11).

With regard to specific SB361 guidelines, these were discussed at the April 6, 2011 BAPR WG meeting. Members analyzed each academic expense line and identified the expenditure and budget responsibilities for academic salaries and related costs (DR1.36f—Budget Allocation and Planning Review Committee-Workgroup Notes, 04-06-11). Budget Allocation discussions continued at the April 13, 2011 Workgroup meeting. Budget and reserve responsibilities under the new model were discussed, and questions about the Contra Costa model were also discussed (DR1.36g—Budget Allocation and Planning Review Committee-Workgroup Notes, 04-13-11).

Concerns about the new budget allocation model were further analyzed at the May 11, 2011 BAPR WG meeting. An RSCCD SB361 Revenue Allocation Model document will be developed to present arguments for moving to a new model with advantages and disadvantages regarding the new model (DR1.36h—Budget Allocation and Planning Review Committee-Workgroup Notes, 05-11-11).

Discussion of expenditure and budget responsibilities continued at the June 1, 2011 BAPR WG meeting. SAC faculty members volunteered to assist in the writing of the SB361 model (DR1.36i—Budget Allocation and Planning Review Committee-Workgroup Notes 06-01-11). Therefore, the BAPR WG continued analysis of the SB361 model through the summer 2011 and will continue through fall 2011 (DR1.39—BAPR Workgroup Notes 08-10-11).

Regarding budget assumptions, tentative budget and budget development, the Vice Chancellor of Budget Operations & Fiscal Services led discussion at each BAPR meeting as well. At each Board of Trustees meeting during spring 2010, the Vice Chancellor of Business Operations & Fiscal Services presented an update on the state budget situation and its implications for the development of the RSCCD budget (DR1.40a-i—Budget Updates to BOT).

On March 24, 2010, BAPR completed its review of *Budget Assumptions* and recommended assumptions for the development of the *RSCCD 2010-2011 Tentative Budget* to the Chancellor. Those assumptions were accepted by the Chancellor without modification and were approved by the Board of Trustees on April 12, 2010 (DR1.26f—BAPR Minutes, 03-24-10; DR1.41—BOT Minutes, 04-12-10).

Likewise, at each Board of Trustees meeting during the 2010-11 fiscal year, the Vice Chancellor of Business Operations & Fiscal Services presented an update on the state budget situation and its implications for the development of the RSCCD budget (DR1.40a-i—BOT Budget Updates). This not only kept the Board apprised of the latest state budget updates, but the fiscal implications for the RSCCD. For example, after the May Revise, projected state revenue numbers changed, which impacted the level of potential budget reductions required throughout the district. Prior fiscal measures initiated by the district have resulted in an increasing general fund balance, thus keeping the district fiscally sound (DR1.42a—RSCCD Budget Assumptions 2011-2012; DR1.42b—RSCCD Tentative Budget 2011-2012).

On May 4, 2011, BAPR completed its review of *Budget Assumptions* and recommended the assumptions for the development of the *RSCCD 2011-2012 Tentative Budget* to the Chancellor. Those assumptions were accepted by the Chancellor without modification and were approved by the Board of Trustees on May 23, 2011 (DR1.26j—BAPR Minutes, 05-4-11; DR1.43—BOT Minutes, 05-23-11).

B.2.b Technology, Staffing and Facilities Plans

• RSCCD Strategic Technology Plan

On April 14, 2010, the *RSCCD Strategic Technology Plan 2010-2011* was presented to BAPR after review by the District Council (DR1.44a—RSCCD Strategic Technology Plan 2010-2011; DR1.45—BAPR Minutes 04-14-10; DR1.46—District Council Minutes, 04-12-10). Following consultation with the Chancellor at the District Council, the plan was presented to the Board of Trustees on April 26, 2010, and was approved (DR1.47—BOT Minutes 04-26-10). In concert with reinforcing the planning integration role of BAPR, it was agreed that annual updates to the *RSCCD Strategic Technology Plan* will be developed and presented to BAPR prior to the approval of the annual budget assumptions so that any potential budgetary recommendations can be considered by BAPR and factored into the development of those budget assumptions. The 2011-2012 *Strategic Technology Plan* was approved by BAPR on January 19, 2011 and was reviewed by the District Council and presented to the Board of Trustees on February 22, 2011 (DR1.34—RSCCD Strategic Technology Plan 2011-2012; DR1.48—BOT Minutes, 01-18-11).

• Human Resources Staffing Plan

In fall 2010, the District Human Resources Committee met on September 22nd, and reviewed the District's staffing levels. The District had undergone significant staff reductions due to a multi-year hiring freeze and a classified/management reduction in force. The committee met twice to review data concerning the composition of the staff and status of vacant positions. The Chancellor accepted the recommendations and authorized the recruitment of 20 positions (DR1.49—District Human Resources Committee Minutes, 09-22-10). On April 20, 2011, the committee held its spring semester meeting and reviewed the progress of

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the 20 faculty recruitments. The committee also reviewed the current allocation of classified staff between the college and district office, as well as the allocation of classified staffing at the non-credit centers (DR1.50—District Human Resources Committee Minutes, 04-20-11). This committee will convene each semester to conduct a staffing review and provide staffing-related recommendations to BAPR prior to the development of the annual budget assumptions, positions due to the hiring freeze, and plans to reorganize and consolidate functions in light of the continuing financial crisis.

At the first meeting, September 22, 2010, the HR Committee also discussed faculty hiring. The committee district employment data from the last ten years (DR1.49—District Human Resources Committee Minutes, 09-22-10; DR1.51—FTF by College 2000-2009). The committee met a second time November 3, 2010 to vote and forward a recommendation to BAPR to split faculty hires between SAC and SCC according to FTES generation. SAC generates approximately 70% of the FTES district-wide, so it was recommended that SAC receive 70% of the 20 faculty being hired. SCC generates approximately 30% of the FTES district-wide, so it was recommended that SCC receive 30% of the 20 faculty being hired. BAPR approved the split and made a recommendation to the Chancellor who approved it (DR1.26e—BAPR Minutes, 11-10-10). As a result, SAC received 14 positions, and SCC received six. The committee met again on November 3, 2010 to review compliance with the fall 2010 full-time faculty obligation. The committee considered the District's need to replace 20 faculty vacancies for fall 2011 and reviewed the full-time/part-time faculty ratio at each college. As a result, the committee recommended that the 20 vacancies be allocated between the colleges based upon the current FTES ratio (70% SAC and 30% SCC). That recommendation was subsequently approved by BAPR and forwarded to the Chancellor.

In spring 2011, the HR Committee met April 20th to review the status of faculty hiring and discuss classified hiring. The committee reviewed progress of full-time faculty hiring and also discussed issues related to the operation of the district's applicant tracking system. The committee also reviewed the distribution of classified employees by site throughout the district and the allocation of classified staffing at the two non-credit centers. Due to the continued uncertainty in the state budget and the possibility of further budget cuts to RSCCD, a decision was made to continue a review of classified staffing at the fall 2011 meeting. At the fall meeting, the District's compliance with the full-time faculty obligation will also be reviewed.

• **Facilities**

District

The District Facility Planning Committee was reactivated fall 2010 and met November 2nd to review and identify district-wide facility plans (DR1.52a—District Facility Planning Committee Minutes 11-02-10; DR1.52b—District Facility Planning Committee Minutes, 12-01-10; DR1.52c—District Facility Planning Committee Minutes, 01-05-11; DR1.52d—District Facility Planning Committee Minutes, 02-09-11; DR1.52e—District Facility Planning Committee Minutes, 03-09-11; DR1.52f—District Facility Planning Committee Minutes, 04-13-11; DR1.52g—District Facility Planning Committee Minutes, 06-01-11).

2010-11 District Facility Planning Committee

SANTA ANA COLLEGE	SANTIAGO CANYON COLLEGE	DISTRICT
Paul Foster	Steve Kawa	Peter Hardash
Raymond Hicks	Eduardo Cervantes	Linda Melendez
Sean Small	Craig Nance	Marti Reiter
Sue Garnett/Jim Kennedy (CEC)	Patricia Alvano	Alex Oviedo
		Raúl Rodríguez (Ex Officio)

Committee members reviewed District Participatory Governance Guidelines to validate the role of the District Facility Planning Committee as an advisory group to BAPR. Recommendations for the five-year plan, state capital outlay projects, scheduled maintenance and the hazardous material mitigation program made at the District Facility Planning Committee are forwarded to BAPR. The committee consists of 12 members, four (4) members from each site. (DR1.52a—Minutes, District Facilities Planning Committee, 11-02-10).

Project updates were discussed at subsequent District Facility Planning Committee meetings held during the 2010-2011 fiscal year (DR1.52b—Minutes, District Facilities Planning Committee, 12-01-10; DR1.52c—Minutes, District Facilities Planning Committee, 01-05-11; DR1.52d—Minutes, District Facilities Planning Committee, 02-09-11; DR1.52e—Minutes, District Facilities Planning Committee, 03-09-11; DR1.52f—Minutes, District Facilities Planning Committee, 04-13-11; DR1.52g—Minutes, District Facilities Planning Committee, 06-01-11).

College

The SAC Facilities Committee formed a Facilities Master Plan Sub-committee in October 2009 (DR1.53—Minutes, SAC Facilities Committee, 09-21-10). The Facilities Master Plan Sub-committee met to begin formulating the contents to be incorporated into the updated SAC *Facilities Master Plan* (DR1.54—Notes, SAC Facilities Master Plan Sub-committee, 10-28-09). To commence their work, the Facilities Master Plan Sub-committee met in November 2009 to review Facilities Master Plans from other community colleges (DR1.55—Notes, SAC Facilities Master Plan Subcommittee, 11-11-09).

In February 2010, HMC Architects, Inc. were contracted to assist both colleges in updating the SAC and SCC *Facilities Master Plans*. These revised plans reflect current educational master plans as well as department planning portfolios (DR1.56—Draft Santa Ana College, *Facilities Master Plan* May 2011).

The Facilities Master Plan Sub-committee was expanded and became the core group to work with HMC Architects. A series of meetings was conducted throughout spring 2010 culminating in an open forum on June 2, 2010, at which time ideas formulated in the *Facilities Master Plan* Sub-committee were conveyed to the SAC community. SAC personnel reviewed the final draft document during the summer of 2011. A special SAC Facilities Committee Meeting during was held on August 16, 2011 to review and recommend the 2011 SAC Facilities Master Plan. Facilities Master Plans for both colleges. (DR1.57—Notes, SAC Facilities Master Plan Sub-committee, 12-03-10; DR1.58—SAC Facilities Committee, 08-16-11). The Facilities Master Plans of Santa Ana College and Santiago Canyon College were approved by BAPR

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on September 7, 2011 as a recommendation for Board of Trustees approval (DR1.33—BAPR Minutes, 09-07-11).

Facilities Master Plan Sub-Committee Membership:

Paul Foster, Vice President, Administrative Services, SAC; Facilities Committee Co-Chair

Norm Fujimoto, Vice President, Academic Affairs; SAC Facilities Committee Member

Raymond Hicks, President-Elect Academic Senate; SAC Facilities Committee Co-Chair

Bart Hoffman, Dean, Human Services and Technology; SAC Facilities Committee Member

Erlinda Martinez, Ed.D., President, Santa Ana College

Nadia Lopez, President, SAC Associated Student Government

Sara Lundquist, Ph.D., Vice President, Student Services

Ed Ripley, Vice President, School of Continuing Education, SAC Facilities Committee Member

Deborah Shepley, Principal, Community College Practice Leader, HMC Architects

Sheryl Sterry, Senior Education Facilities Planner, HMC Architects

Sylvia Turner, Dean, Fine and Performing Arts Division, SAC Facilities Committee Member

The architectural firm of Westberg and White was retained by the district to begin developing planning documents for SAC College Avenue improvements and for development of the soccer field. SAC administration called a SAC Project Coordination Meeting to combine architectural efforts and to discuss plans and timelines. The first meeting took place on July 28, 2010 (DR1.59 - Notes, SAC Project Coordination Meeting, 07-28-10). The District then contracted with Facilities Planning & Program Services, Inc. to coordinate the work of both HMC Architects and Westberg and White, as well as to act as a liaison between campus and District staff and Bernards Construction Management Services. Bernards was retained by the District to oversee the construction of several Measure E Bond projects through August 2011 to assist the architectural firms in the development of plans for College Avenue improvements and the new soccer field. The SAC Project Coordination Meeting then evolved into the Phase I Master Plan Improvement Meeting and began meeting bi-monthly beginning December 3, 2010.

Attendees included:

Ron Beeler, President, Facilities Planning & Program Services, Inc.

Jerry Neve, Project Manager, Bernards Management Services

Kelvin Okino, Vice-President of Management Services, Bernards Management Services

Sheryl Sterry, Senior Education Facilities Planner, HMC Architects

Deborah Shepley, Principal, Community College Practice Leader, HMC Architects

David Luzuriaga, Principal, LTI Engineering

David Berkson, Principal, SWA

Darryl Odum, RSCCD

Alex Oviedo, District Construction Supervisor, RSCCD

Paul Foster, Vice President of Administrative Services, Santa Ana College

Ron Jones, Interim Plant Manager, Santa Ana College

The Facilities Master Plan Timeline

The *Facilities Master Plan* includes Educational Plan Analysis and Forecast; Site and Facilities Analysis; Option Development; Solution Development; and Documentation & Final Approval based on a developed set of goals (DR1.60—HMC Timeline & Goals in IE&A Minutes 03-17-10; DR1.61—HMC Architects Handout 04-13-10; DR1.62—IE&A End-of-Year Report S10, Appendix E). Specific areas that have been reviewed include: vehicle flow, paths of travel, and the main entrance to the Santa Ana campus. On June 2, 2010, representatives of HMC Architects made a comprehensive presentation of the *Facilities Master Plan* to the college community outlining the details of a long-term plan (DR1.63a-c—Selected slides from HMC PowerPoint Presentation). In addition, the President of the college is also reviewing replacement options for the Marketplace Education Center and linkage to the *Bond Measure E*. These concepts are all based on data gleaned from enrollment to inform facilities planning, and infrastructure analysis. The Board of Trustees approved the *Five Year Construction Plan* for both colleges August 23, 2010 (DR1.64a—BOT Minutes 08-23-10, Item 5.26; DR1.64b—SAC Five-Year Plan 2010-2014).

Work on these component parts of the plan have culminated in a final draft that was presented to the SAC President in June 2011. This latest version was reviewed by the SAC community during the summer of 2011 (DR1.65—SAC College Council Minutes, 08-24-11; DR1.24—IE&A Minutes, 08-24-11). A special meeting of the SAC Facilities Committee was held in late August to review the document as a group and to formally recommend the document be approved by the Board of Trustees in fall 2011 (DR1.58c—Special Meeting SAC Facilities Committee, 08-16-11).

B.2.c Tangible Budget/Planning Alignment:

- Five million dollars in expenditure reductions were made to balance the Tentative Budget 2010- 2011 (DR1.66a).
- Evidenced by the Budget Assumptions recommended by BAPR, a 3% deficit to general apportionment (approximately \$4.5) was calculated (DR1.66a—RSCCD Budget Assumptions for Tentative Budget 2010-2011).
- Complete revenue analysis was conducted related to negative COLA; no enrollment growth funding; deficit to general apportionment; additional workload measures reduction of 2%. Then total is approximately \$3 million.
- A 5% reserve was included within the budget to offset future funding deficits from the state; this has been carried over into the 2010-2011 budget (DR1.66b—RSCCD Adopted Budget 2010-2011).
- Expenditures related to salaries and increased cost of benefits was carefully calculated.
- There was a hiring freeze for three years, which was somewhat lifted spring 2011.

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- There has been an ongoing employee step and columns freeze.
- Items have been moved from discretionary to fixed costs, e.g., Blackboard
- The Technology Advisory Group (TAG) reports to BAPR and is charged with a continual replacement plan for technology.
- The statewide Workload Reduction figures have been mirrored by the RSCCD in the credit and noncredit programs. (Most reductions occurred in non-credit.)
- Within the 2009-2010 budget, funds were reallocated so there would be appropriate funding for Adjunct faculty. (This is a result of Workload Reduction.)
- A decision was made to reduce the Older Adult Program in the School of Continuing Education (SAC) and the School of Continuing Education (SCC).
- Credit and Non-Credit Matriculation funds were moved to DSPS for SAC to offset statewide cuts which could have compromised federal regulations. (DR1.40h—Budget Report to BOT 06-20-10; DR1.66b—RSCCD Adopted Budget 2010-2011)
- Budget Assumptions recommended by BAPR include a 6% workload measure reduction from general apportionment (DR1.68b—RSCCD Budget Assumptions for Tentative Budget 2011-2012).
- A 5% reserve has been included within the budget to offset future funding deficits from the State; this has been carried over into the tentative budget for 2011-2012.
- Expenditures related to salaries and increased benefit costs have been carefully calculated.
- Employee step and column advances remain suspended. In addition, one-time revenue adjustments have increased the ending balance (e.g., \$4.5 million budgeted mid-year apportionment reduction—3% budget assumption reduction); however, it is clear this is onetime funding. Given the on-going California budget crisis, RSCCD will need to utilize this reserve to cover operating costs in order to avoid further general fund reductions.
- An additional 7.5% reduction in credit courses have been reduced for fall 2011 in anticipation of a further reduction in the workload measures.

Note: The colleges' budget and planning groups will send recommendations to the BAPR Workgroup after a firm decision about BAM changes are made.

In addition, one-time revenue adjustments have increased the ending balance (e.g., \$4.5 million budgeted mid-year apportionment reduction—3% budget assumption reduction); however, it is clear this is onetime funding. With this tentative budget, RSCCD was in a good position to adjust to any additional state revenue reductions without further cuts. Absent massive funding reductions from the state, RSCCD most likely will not need any further reductions in force (except for possibly categorical and stand-alone programs). This is the result of early planning and foresight (DR1.40h—Budget Report to BOT 06-20-11). All planning/budget information has been communicated to the Board of Trustees at board meetings by the Chancellor. The Vice Chancellor of Business Operations & Fiscal Services, who also serves as co-chair of BAPR, has also communicated to the Board of Trustees through a regular budget update (DR1.40a-h) The updates include: the adjusted cycle of budget and planning; the proposed state budget updates, including enrollment growth, COLA information, categorical funding cuts, suspension of grants

such as Competitive CalGrant, state apportionment deficit, the Legislative Analyst's Report, Tentative Budget Assumptions the *May Revise*, and all other revisions. BAPR recommendations for Tentative Budget Assumptions for 2010-2011 included a \$4.1 million necessary reduction district-wide. The Tentative Budget Assumptions were approved by the Chancellor and then approved by the Board of Trustees on April 12, 2010; the Tentative Budget was approved by the Board of Trustees on June 21, 2010 as a placeholder budget in order to continue meeting district obligations as of July 1, 2010 (DR1.41—BOT Minutes 04-12-10; DR1.67a—BOT Minutes 06-21-10). The RSCCD Adopted Budget was approved on October 11, 2010 since a state budget had not been approved. (DR1.67b—BOT Minutes 10-11-10).

Moreover, this cyclical process suggests that at the conclusion of the fiscal year, the budget will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of all collectively bargained commitments
- Maintenance of the 5% unrestricted reserve
- Progress toward the Board's Vision and District Goals

In the 2010-2011 academic year, the Vice Chancellor of Business Operations & Fiscal Service communicated to the Board of Trustees through a regular budget updates (DR1.40a-h—BOT Budget Updates).

The Tentative Budget Assumptions were approved by the Chancellor and then approved by the Board of Trustees on May 23, 2011; the Tentative Budget was approved by the Board of Trustees on June 20, 2011 as a placeholder budget in order to continue meeting district obligations as of July 1, 2011 (DR1.43—BOT Minutes, 05-23-11; DR1.68a—BOT Minutes, 06-20-11; DR1.68b—RSCCD Tentative Budget Assumptions 2011-2012; DR1.68c—RSCCD Tentative Budget 2011-2012). The 2011-2012 RSCCD Budget was approved by the Board of Trustees on September 12, 2011 (DR1.68d—RSCCD Adopted Budget 2011-2012; DR1.68e—BOT Summary, 09-12-11).

Moreover, this cyclical process suggests that at the conclusion of the fiscal year, the annual budget phase will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of all collectively bargained commitments
- Maintenance of the 5% unrestricted reserve
- Progress toward the Board's Vision and Goals

There is evidence that internal college planning/budget processes function effectively at both colleges. To insure that the needs of all entities are understood and duly considered within an integrated context of the whole, analysis of the SB 361 *Budget Allocation Model* is ongoing so that there is transparency and the needs of each entity does not compete with the Vision of the Board of Trustees and District Goals. There is a commitment to continue this work, which will provide needed flexibility to the colleges and insure the Vision and Goals of the Board are met.

III. Integrated College-Level Planning

At the college level, dialogue at SAC College Council May 26, 2010 addressed the issue of how district charts are integrated into existing mechanisms at the college, how the Santa Ana College Mission is inextricably connected to program review and strategic planning, and how the IE&A Committee has reviewed program review elements (DR1.69—College Council Minutes 05-12-10; DR1.70—SAC Mission; DR1.71—Santa Ana College Planning & Budget Processes Chart; DR1.72a,b—Strategic Plan Update S10; S11; DR1.73a,b—Strategic Plan Update with Budget Analysis S10, S11; DR1.74—Program Review Documents; InsideSAC.net—Department Index for Program Review Documents; DR1.62—IE&A End-of-Year Report S10, DR1.75—IE&A End-of-Year Report S11).

Santa Ana College is dedicated to continuous improvement based on program review analysis, as is evidenced by the *Annual Department Planning Portfolio* (DPP); the Academic, Student Services, Administrative Services and President's Cabinet Portfolio Program Review Model (DR1.74—InsideSAC.net—Department Index—Program Review; PR docs). All budget decisions, not subject to emergency decision-making, must demonstrate linkages to the DPPs and program review documents, which contain Direct-SLO Assessment as well as indirect statistical analysis (DR1.74—examples SAC.edu/Accreditation/evidence.htm; internally only: InsideSAC.net—department index—program review—Statistical Reports; DR1.73b—Strategic Plan Update with Budget Analysis S11; DR1.76a-e—SAC Planning and Budget Committee Minutes; DR1.76f—Planning and Budget Committee Agenda 10-04-11). Planning efforts and budget development are also integrated through the structure of the participatory governance model, which has the Institutional Effectiveness and Assessment (IE&A) Committee as a central participatory governance element in planning and information flow (DR1.71—Santa Ana College Planning and Budget Processes Chart; DR1.75—IE&A End-of-Year Report S11; DR1.77—Santa Ana College Participatory Governance Structure). The IE&A Committee is also responsible for Strategic Plan Updates and updating all documents in the *Educational Master Plan* (DR1.72b—Strategic Plan Update S11; DR1.73b—Strategic Plan Update with Budget/Facilities Analysis S11; DR1.78—Educational Master Plan and EMP Update S11).

On March 29, 2010, President Martinez held a *Budget Think Tank Meeting*, which included the President's Cabinet, the Executive Committee of the Academic Senate and CSEA classified staff leadership. The agenda addressed phases of a plan to manage the fiscal crisis of the state and therefore the district and college. Indicators related to 2010-2011 and 2011-2012 were discussed, and a preliminary possible non-exclusive course of action was created (DR1.79—Budget Think Tank Agenda). Facilities planning beyond the *Bond Measure E* planning has been vitalized at the college as a result of DPP and other analysis as well as the engagement of HMC Architects. On January 18, 2011, President Martinez held another joint retreat which included President's Cabinet, the Academic Senate Executive Committee and CSEA leadership to continue budget, facilities and governance discussions (DR1.80—Joint Retreat Agenda 01-18-11). It is the President's determination to continue annual inter-constituency discussions.

IV. Outcomes and Communication of Budget Processes: (Standards IIA.2.f, III.D.1; III.D.2; III.D.3.a; IV.B.3 (b))

In the planning agenda of the Santa Ana College *Institutional Self Study for Reaffirmation of Accreditation*, it is stated: "The college, through its governance committees and the Academic Senate will: identify and prioritize the most serious areas of concern related to the district's support to the college." In this regard, change related to budget processes has been made, and the district has been responsive to college concern.

This is demonstrated by the following:

- The planning segment of BAPR was reinforced during the 2010-11 fiscal year. There is a regular accreditation report; the agenda is expanded to include planning reports (DR1. 26a-j—BAPR Minutes).
- BAPR receives documents and reports from the other participatory governance committees of the district prior to District Council approval, creating a closer integration of all planning elements and more information dissemination among the constituency groups of the colleges and district (District Strategic Technology Plan was approved—DR1.45—BAPR Minutes, 04-14-10; DR1.26g—BAPR Minutes 01-19-11).
- Receipt of changes to plans by BAPR aligns better with Tentative Budget creation.
- District participatory governance charts and documents have been updated and created; they have been more closely integrated with college documents (charts, particularly timelines integration chart) (DR1.28—District and College Participatory Governance Planning & Budget Processes Chart).
- The BAPR Workgroup has reviewed the Budget Allocation Model and is currently drafting a BAM based on the SB361 model; BAPR WG plans to conduct review regularly (DR1.36a-i—BAPR Workgroup Notes S11; DR1.39—BAPR Workgroup Notes 08-10-11).

V. College-Wide Communication: (Standards II.A.2.f; III.D.2)

To keep the college community informed of budget and human resources issues, the Chancellor held forums at SAC and SCC (DR1.35a,b—Employee Forum SAC, 04-05-11). To keep the college-wide community informed about accreditation, on August 24, 2011 and August 31, 2011, the IE&A Coordinator/Accreditation Chair/ALO reported to College Council regarding the status of the *Midterm Report*; the Annual *ACCJC Financial Report* as well as the *ACCJC Annual Report*; and plans for fall 2011 submission to ACCJC. On August 29-30, 2011 college-wide forums were held to receive input (DR1.65—College Council Minutes, 08-24-11; DR1.81—College Council Minutes, 08-31-11).

On August 18, 2011, the college President disseminated the *Midterm Report* to the Chancellor and district leadership. The report was also made available to the SAC college-wide community via InsideSAC.net (<http://www.insidesac.net/> http://www.insidesac.net/academic/vice_president/accreditation/default.asp) Forums were held at SAC August 29 and at Centennial Education Center August 30, 2011 (DR1.82a—Forums; DR1.82b—email related to posting of Midterm Report; DR1.82c—Open Forums August 2011 Attendance). On August 24, 2011 the IE&A Committee conducted a review and approved the *Midterm Report* of Santa Ana College (DR1.24). After the colleges vetted the reports through their respective participatory governance structures, the status of the reports was shared at BAPR and sent to the Chancellor for approval (DR1.33—BAPR Agenda, 09-07-11). The Chancellor's Cabinet approved the *Midterm Reports* of Santa Ana College and Santiago Canyon College on September 1, 2011 (DR1.83—Chancellor's Cabinet Agenda, 09-01-11; DR1.81—SAC College Council Minutes, 08-31-11). On September 26, 2011 the Board of Trustees received the *Midterm Reports* of Santa Ana College and Santiago Canyon College for a first reading. The reports were approved on October 10, 2011 (DR1.84a—BOT Summary, 09-26-11; DR1.84b—BOT Summary, 10-10-11). After approval, a copy was placed in the Nealley Library for the entire college community and the community at large.

Note: Noteworthy is that President's Cabinet consists of the Vice Presidents, all of whom are members of the IE&A Committee. The VP of Administrative Services also co-chairs the Planning and Budget Committee as well as the Facilities Committee; the VP of Student Services co-chairs the Student Success Committee as well as the BSI Committee. Likewise, the Executive Committee of the Academic Senate is made up of the co-chair of the Planning and Budget Committee, the co-chair of the Facilities Committee, and the chair of the IE&A Committee/ALO. The President and Secretary/Treasurer of the Academic Senate serve on College Council. The CSEA classified leadership serves on College Council as well.

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EVIDENCE—DISTRICT RECOMMENDATION 1

Number	Name
DR1.1	District Accreditation Oversight Group Notes, 11-02-10
DR1.2	Timelines Midterm Report 2011
DR1.3	BOT Minutes, 02-01-10
DR1.4	BOT Vision Statement and Goals 2010
DR1.5	12 Measures of Success
DR1.6	RSCCD Budget Allocation Model
DR1.7	District Planning & Budgeting Timelines 2010-2011
DR1.8	BOT Minutes, 07-26-10
DR1.9	BOT Self-Evaluation Timeline for 2010
DR1.10	District Planning Timelines 2010-2012
DR1.11a,b	BP 9022 and BP 9022.5
DR1.12	BOT Self-Evaluation Meeting Minutes, 11-08-10
DR1.13a	BOT Planning Retreat Agenda, 02-07-11
DR1.13b	BOT Planning Retreat Minutes, 02-07-11
DR1.14	Accountability Reporting for the Community Colleges (ARCC) Report 2010
DR1.15	BOT Community Survey Instrument, Distribution List and Results
DR1.16	BOT Internal Survey and Results
DR1.17a	Strategic Directions for Planning in the RSCCD, 04-08-11; in Planning Retreat Materials, 04-08-11
DR1.17b	Planning Retreat Materials, 05-06-11
DR1.18	RSCCD Strategic Plan 2011-2013 Draft
DR1.19	Strategic Planning Retreat Agenda, 05-06-11
DR1.20	RSCCD District Goals Measurement Document
DR1.21	BOT Docket, 07-25-11: Update on District Vision Statement and Goals for 2011-2012
DR1.22	BOT Minutes, 07-25-11
DR1.23	College Council Minutes, 08-10-11
DR1.24	IE&A Minutes, 08-24-11
DR1.25	Minutes Oversight Committee, 03-15-10
DR1.26a	BAPR Minutes, 02-24-10
DR1.26b	BAPR Minutes, 05-26-10
DR1.26c	BAPR Minutes, 07-28-10
DR1.26d	BAPR Minutes, 09-15-10
DR1.26e	BAPR Minutes, 11-10-10
DR1.26f	BAPR Minutes, 12 08-10
DR1.26g	BAPR Minutes, 01-19-11

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DR1.26h	BAPR Minutes, 02-23-11
DR1.26i	BAPR Minutes, 03-16-11
DR1.26j	BAPR Minutes, 05-04-11
DR1.27	Oversight Committee Minutes, 03-30-10
DR1.28	District and College Participatory Governance Planning and Budget Processes Chart
DR1.29	RSCCD Planning and Budget Integration Processes Chart
DR1.30	District and College Participatory Governance Guidelines Manual
DR1.31	SAC Participatory Governance Schedule
DR1.32a	BAPR Minutes, 05-25-11
DR1.32b	BAPR Minutes, 06-08-11
DR1.33	BAPR Agenda, 09-07-11
DR1.34	RSCCD Strategic Technology Plan 2011-2012
DR1.35a,b	Employee Budget Forum Handouts
DR1.36a	BAPR WG Notes, 10-06-10
DR1.36b	BAPR WG Notes, 12-01-10
DR1.36c	BAPR WG Notes, 01-05-11
DR1.36d	BAPR WG Notes, 02-09-11
DR1.36e	BAPR WG Notes, 03-09-11
DR1.36f	BAPR WG Notes, 04-06-11
DR1.36g	BAPR WG Notes, 04-13-11
DR1.36h	BAPR WG Notes, 05-11-11
DR1.36i	BAPR WG Notes, 06-01-11
DR1.37	BAPR WG Notes, 07-14-10
DR1.38	BAPR WG Notes, 08-11-10
DR1.39	BAPR WG Notes, 8-10-11
DR1.40a	RSCCD Budget Update, 09-27-10
DR1.40b	RSCCD Budget Update, 10-11-10
DR1.40c	RSCCD Budget Update, 11-15-10
DR1.40d	RSCCD Budget Update, 01-18-11
DR1.40e	RSCCD Budget Update, 03-28-11
DR1.40f	RSCCD Budget Update, 05-10-11
DR1.40g	RSCCD Budget Update, 05-23-11
DR1.40h	RSCCD Budget Update, 06-20-11
DR1.40i	RSCCD Budget Update, 09-12-11
DR1.41	BOT Minutes, 04-12-10
DR1.42a	RSCCD Budget Assumptions 2011-2012
DR1.42b	RSCCD Tentative Budget 2011-2012

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DR1.43	BOT Minutes, 05-23-11
DR1.44	RSCCD Strategic Technology Plan 2010-2011
DR1.45	BAPR Minutes, 04-14-10
DR1.46	District Council Minute, 04-12-10
DR1.47	BOT Minutes, 04-26-10
DR1.48	BOT Minutes, 01-18-11
DR1.49	District Human Resources Committee Minutes, 09-22-10
DR1.50	District Human Resources Committee Minutes, 04-20-11
DR1.51	FTF by College 2000-2009
DR1.52a	District Facility Planning Committee Minutes, 11-02-10
DR1.52b	District Facility Planning Committee Minutes, 12-01-10
DR1.52c	District Facility Planning Committee Minutes, 01-05-11
DR1.52d	District Facility Planning Committee Minutes, 02-09-11
DR1.52e	District Facility Planning Committee Minutes, 03-16-11
DR1.52f	District Facility Planning Committee Minutes, 04-13-11
DR1.52g	District Facility Planning Committee Minutes, 06-01-11
DR1.53	Santa Ana College Facilities Committee Minutes, 09-21-10
DR1.54	SAC Facilities Master Plan Sub-committee Notes, 10-28-09
DR1.55	SAC Facilities Master Plan Sub-committee Notes, 11-11-09
DR1.56	Santa Ana College Facilities Master Plan May 2011
DR1.57	SAC Facilities Master Plan Sub-committee Notes, 12-03-10
DR1.58	SAC Facilities Committee, 08-16-11
DR1.59	Notes, SAC Project Coordination Meeting, 07-28-10
DR1.60	HMC Architects Timelines and Goals in Minutes, 03-17-10
DR1.61	HMC Architects Handout, 04-13-10
DR1.62	IE&A End-of-Year Report S10, Appendix E
DR1.63a,b,c	Selected Slides from HMC Architects PowerPoint Presentation
DR1.64a	BOT Minutes, 08-23-10, Item 5.26
DR1.64b	SAC Five-Year Plan 2010-2014
DR1.65	College Council Minutes, 08-24-11
DR1.66a	RSCCD Tentative Budget Assumptions 2010-2011
DR1.66b	RSCCD Adopted Budget 2010-2011
DR1.67a	BOT Minutes, 06-21-10
DR1.67b	BOT Minutes, 10-11-10
DR1.68a	BOT Minutes, 06-20-11
DR1.68b	RSCCD Tentative Budget Assumptions 2011-2012
DR1.68c	RSCCD Tentative Budget 2011-2012

DR1.68d	RSCCD Adopted Budget 2011-2012
DR1.68e	BOT Summary, 09-12-11
DR1.69	College Council Minutes, 05-12-10
DR1.70	Santa Ana College Mission Statement
DR1.71	SAC Planning & Budget Processes Chart
DR1.72a	Strategic Plan Update S10
DR1.72b	Strategic Plan Update S11
DR1.73a	Strategic Plan Update with Budget Analysis S10
DR1.73b	Strategic Plan Update with Budget/Facilities Analysis S11
DR1.74*	Program Review Documents
DR1.75	IE&A End-of-Year Report S11
DR1.76a	SAC Planning and Budget Committee Minutes, 09-07-10
DR1.76b	SAC Planning and Budget Committee Minutes, 10-05-10
DR1.76c	SAC Planning and Budget Committee Minutes, 11-02-10
DR1.76d	SAC Planning and Budget Committee Minutes, 03-01-11
DR1.76e	SAC Planning and Budget Committee Minutes, 09-06-11
DR1.76f	SAC Planning and Budget Committee Agenda, 10-04-11
DR1.77	SAC Participatory Governance Structure
DR1.78	Educational Master Plan & Update S11**
DR1.79	Budget Think Tank Agenda 03-29-10
DR1.80	Joint Cabinet-Leadership Retreat 01-18-11
DR1.81	College Council Minutes, 08-31-11
DR1.82a	Forums for Midterm Report
DR1.82b	email related to posting of Midterm Report
DR1.82c	Open Forums August 2011 Attendance
DR1.83	Chancellor's Cabinet Agenda, 09-01-11
DR1.84a	BOT Summary, 09-26-11
DR1.84b	BOT Summary, 10-10-11

Note: External jump drives with all evidentiary documents have been provided for each hard copy of this *Midterm Report*, or documents may be accessed directly at SAC.edu/Accreditation/evidence.htm. In the electronic version of the *Midterm Report*, documents are *hot linked*.

*Five examples of quadrennial capstone program review (PA/PR 19QT) are provided on the electronic evidence list. They may also be accessed at SAC.edu/Accreditation/evidence. All department DPPs, Program Review Documents, including Statistical Reports and semesterly Direct-SLO Assessment documents are available electronically on InsideSAC.net—Department Index/Program Review; however, this is an internal site.

**The SAC *Educational Master Plan 2007* is an aggregate document which contains multiple documents, and therefore, cannot be linked. It is updated annually. The original EMP and the EMP Spring 2011 Update are provided on disk.

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 2 COMPUTER-BASED STUDENT ATTENDANCE RECORDING SYSTEM

In order to maintain stable financial resources, the Team recommends that the District reviews its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations. (Standards III.D.1.b, III.D.2.a, III.D.2.g)

Workgroup:

Aracely Mora, Ed.D., Vice President, Academic Affairs; ALO, SCC

Norm Fujimoto, Vice President, Academic Affairs, SAC

John Weispfenning, Ph.D., Dean of the Library and the Division of Arts, Humanities & Social Sciences

Linda Miscovic, Associate Dean, Admissions and Records, SCC

Progress toward Recommendation

Santa Ana College and Santiago Canyon College worked collaboratively to satisfy this recommendation in their respective *Follow-Up Reports* in October 2009. Since the time those responses were prepared, the colleges have continued to refine and monitor their performance in this area.

Although a board policy on Course Repetition was being prepared at the time of the 2009 *Follow-Up Report*, continuing changes from the state Board of Governors have resulted in almost annual modifications to the number of course repetitions eligible for apportionment payments (DR2.1—Proposed Title 5 Repeatability 2011). In lieu of a board policy that would need to be regularly updated, the college has instituted policies and procedures that conform to current state regulations (DR2.2—Title 5 Repeatability 2009).

The XRPC report was created in the Datatel Colleague system specifically to track course repetitions (DR2.3—XRPC). This report tracks coursework taken back to 1986. Additionally, a registration rule was created in Datatel to prevent students from registering beyond two course attempts after the student receives a grade of W, D, F, CR, NC, P, or NP. Any two combinations of these grades are counted, which is stricter than the current California Title 5 regulations on course repeatability. Notably, the repetitions are counted district-wide, as opposed to counting repetitions within each college. This was done through a process of equating courses at the two colleges, to ensure students cannot exceed the maximum repetition by repeating the class at the other college in the District.

The Datatel Colleague system also has been configured to manage approved course repetitions that are not eligible for apportionment funding from the state. The Registrar or the Associate Dean of Admissions and Records identify the appropriate enrollments in a course section using the code NFR (non-funded repeat). A repetition is completed, but no state funding is requested or collected on this repeat. Repetitions completed under the NFR coding require the approval and signature of a dean.

The District has fulfilled the recommendations of the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship,"* by including the policy on the limitations of remedial course work in the college catalog and by tracking students taking remedial courses (DR2.4—Report on Audit

of Financial Statements, June 30, 2009, p. 62). A Datatel Colleague report has been developed to identify students who have reached the maximum-allowed 30 units of remedial coursework (DR2.5—Student Remedial Units Report). This report uses the credit types of BS (Basic Skills) and PBS (Pre-Basic Skills) to identify these courses and the enrolled students to prevent further enrollments once they reach the 30-unit limit. Each college's Curriculum Office identifies the remedial courses. This policy is printed in the college catalog (DR2.6—Santa Ana College Catalog, 2011-2012, p. 25). A waiver must be completed by the student, including those in Disabled Students Programs and Services, and signed by a counselor before the student is allowed further registrations. Alternatively, the student who has reached the 30-unit limit can be advised to pursue further remedial coursework at the colleges' noncredit centers.

EVIDENCE—DISTRICT RECOMMENDATION 2

Number	Name
DR 2.1	Proposed Title 5 Repeatability 2011
DR 2.2	Title 5 Repeatability 2009
DR 2.3	XRPC
DR 2.4	Report on Audit of Financial Statements, June 30, 2009
DR 2.5	Student Remedial Units Report
DR 2.6	Santa Ana College Catalog, 2011-2012, p 25

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 3 COMMUNICATION PROCESS BETWEEN TRUSTEES AND DISTRICT EMPLOYEES

The Team recommends that a set of written policies and regulations be created that establishes appropriate communication processes between the trustees and district employees. The Team further recommends that Board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.B.1.a, IV.B.3.a, IV.B.3.e, IV.B.3.f)

Workgroup:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Progress toward Recommendation

Several board policies are of particular relevance to this recommendation. One of these is BP9002 – Statement of Ethical Conduct (DR3.1). The purpose of the Statement of Ethical Conduct is to promote “trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff.” Toward that end, this policy outlines standards for the conduct of Trustees and defines some of the limits to their role as Trustees. This policy covers topics such as conflict of interest, civility, confidentiality, student and community interests, and transparent decision making.

Another Board Policy of relevance to District Recommendation 3 is BP7020 – Code of Ethics (DR3.2). This Board Policy is intended to apply to all employees as well as to the Board of Trustees. The first four items of this policy are of relevance to the relations between members of the Board of Trustees and district employees.

The policies mentioned above were in place prior to the accreditation visit of October 2008 and prior to the delivery of District Recommendation 3. In specific response to District Recommendation 3, the Board of Trustees has taken several specific actions. The Board of Trustees amended BP 9022 – Board of Trustees Self Evaluation on April 27, 2009 (DR3.3). This policy calls for a broad evaluation of the Board of Trustees by constituent groups. One section of the evaluation instrument is entitled, *Board Relations with the Chancellor, Presidents, Faculty, and Staff*. In this section, there are several items related to the role of the Board and whether or not the Board understands its role versus the role of others. The questionnaire also queries respondents about whether or not the Board follows communication procedures (DR3.4—BOT Vision–Goals Survey Results).

The information gathered in the Board of Trustees Self Evaluation questionnaire is provided to the Board of Trustees on an annual basis. This information is one method the Board of Trustees utilizes to demonstrate that it is following board policy and acting within the prescribed limits of their role as trustees. Toward that end, the information gleaned in the questionnaire informs the creation of board unit goals for the calendar year (DR3.5—BOT Goals 2010-2011). The current calendar year, 2011, will be the first year that the Board has implemented this step (DR3.6a—BOT Planning Retreat Docket, 02-07-11; DR3.6b BOT Planning Retreat Agenda, 02-7-11; DR3.7—BOT Planning Retreat Minutes, 02-17-11). The Board has selected three unit goals for 2011. The three unit goals are contained in a separate document, but they are briefly listed below:

1. *Regularly seek opinions of student trustees.*
2. *Understand our role in the collective bargaining process.*
3. *Follow proper communication procedures with staff.* (DR3.8—BOT Unit Goals)

The third board unit goal directly addresses the concerns expressed in District Recommendation 3. That is, it is the vehicle for the Board of Trustees to monitor adherence to a staff communication protocol on an ongoing basis. Although no issues with improper communications have been identified, putting proper communication forward as a unit goal increases the visibility and accountability on this issue.

The Board of Trustees hired a new Chancellor in June of 2010 with a starting date of August 2010. The new Chancellor requested a retreat with the Board of Trustees, which was held on September 18, 2010 (DR3.9—BOT-Chancellor Retreat Agenda, 09-18-10). Among other issues, the purpose of this retreat was to clarify the working relationship between the Board of Trustees and the new Chancellor. A summary of that retreat was prepared by the facilitator (DR3.9—BOT-Chancellor Retreat Agenda, 09-18-10; DR3.10—BOT-Chancellor Retreat Minutes, 09-18-10; DR3.11—Chancellor’s Goals). Item number two in that summary pertains to District Recommendation 3 as can be seen in the passage cited below:

2. *The Board of Trustees has one employee, the Chancellor. It is not appropriate for a board policy to ask staff and faculty to accomplish their ideas; the Chancellor does this for the Board.*

Action: *The Chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries. It is the intent of the RSCCD Board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the Chancellor.*

The understanding between the Board of Trustees and the Chancellor, which was documented in the summary of the retreat, was that the individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the Chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests; (2) so that the information can be shared with all of the trustees; (3) so that the Chancellor can ensure that proper responses are provided for the requests, and; (4) so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate. In this way, it is assumed that clear expectations and open boundaries contribute to an awareness of the proper role of trustees, administrators, and other employees when matters of appropriate communications are of concern.

Analysis

The existing board policies outline the ethical and expected communication interactions between members of the Board of Trustees and employees of the district. Several new board policies outline the self-evaluation process for the Board and procedures for follow-up, analysis, and continuous improvement. Specifically, the board self-evaluation process is now linked to a process where the Board adopts a unit plan, based upon constituent feedback, aimed at monitoring board behavior in selected areas. One of the selected areas for the 2011 calendar year has to do with the trustees following proper communication procedures with staff. The proper procedures were defined in a September 2010 retreat held by the Board of Trustees. These procedures will be reviewed periodically at regularly scheduled meetings of the Board of

RESPONSE TO DISTRICT RECOMMENDATION 3

Trustees (DR3.12—RSCCD BOT Policies Committee Agenda, 02-17-11; DR3.13—RSCCD BOT Policies Committee Minutes, 02-17-11; DR3.14—RSCCD BOT Minutes 03-14-11, Item 6.2: Board Policies First Reading; DR3.15—RSCCD BOT Docket, 03-28-11, Item 6.2; DR3.16—BOT Minutes 03-28-11, Item 6.2).

EVIDENCE—DISTRICT RECOMMENDATION 3

Number	Name
DR3.1	BP9002 – Statement of Ethical Conduct
DR3.2	BP7020 – Code of Ethics
DR3.3	BP 9022 – Board of Trustees Self Evaluation
DR3.4	BOT Vision-Goals Survey Results
DR3.5	BOT Goals 2010-2011 (ongoing for 2011-2012)
DR3.6a	BOT Planning Retreat Docket, 02-07-11
DR3.6b	BOT Planning Retreat Agenda, 02-17-11
DR3.7	BOT Planning Retreat Minutes, 02-07-11
DR3.8	BOT Unit Goals for 2011
DR3.9	BOT-Chancellor Retreat Agenda, 09-18-10
DR3.10	BOT-Chancellor Retreat Minutes, 09-18-10
DR3.11	Chancellor’s Goals
DR3.12	RSCCD BOT Policies Committee Agenda, 02-17-11
DR3.13	RSCCD BOT Policies Committee Minutes, 02-17-11
DR3.14	RSCCD BOT Minutes, 03-14-11, Item 6.2: Board Policies First Reading
DR3.15	RSCCD BOT Docket, 03-28-11, Item 6.2
DR3.16	BOT Minutes, 03-28-11, Item 6.2

RESPONSE TO ACCJC DISTRICT RECOMMENDATION 4 BOARD SELF-EVALUATION POLICY*

The Team recommends that the district review its board evaluation policy to ensure integrity and effectiveness, and that its self-assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement. (Standards IV.A.5, IV.B.1.g)

Workgroup:

Bonita N. Jaros, Ph.D., IE&A Coordinator; Accreditation Liaison Officer, SAC

Nga Pham, Director of Research, RSCCD

***Note:** As this recommendation was addressed in the Santa Ana College *Follow-Up Report* October 15, 2009, the response for this *Midterm Report* October 2011 will amplify the status of this recommendation. For clarity, however, and continuity, salient elements of the *Follow-Up Report* October 15, 2009 are repeated.

I. October 2009 Follow-Up Report Summary

The October 2009 Follow-Up Report Response to Santa Ana College District Recommendation 4/ Santiago Canyon College District Recommendation 6: Board Evaluation Policy was prepared collegially under the aegis of the District Board Self-Evaluation Task Force, a sub-group of the District Accreditation Steering Committee (DR4.1—Minutes 02-10-09). The Board of Trustees reviewed and revised its policies on board evaluation and successfully completed an evaluation cycle in the period February-August 2009. As such, the District and colleges put the processes in place to satisfy the requirements of this recommendation, and the Board demonstrated the capacity of the processes to lead to the desired outcomes. On February 10, 2009, then-Chancellor Edward Hernandez, Jr. convened a meeting of the District Accreditation Steering Committee, comprised of key district and college leaders from SAC and SCC, to plan the tasks of responding to the common district recommendations for Santa Ana College and Santiago Canyon College (DR4.1—District Accreditation Steering Committee Minutes, 02-10-09).

Regular reports of the District Board Self-Evaluation Task Force were made to the Board of Trustees by the Chancellor, the college Presidents and the Academic Senate Presidents of each college. The chair of the SAC Accreditation Committee kept in close contact with the Chancellor and attended board meetings. The chair of the SCC Accreditation Committee also attended board meetings and kept in contact with the chair of the SAC Accreditation Committee.

The first accreditation update to the Board of Trustees was at the February 23, 2009 meeting. In *Item 5.2 Accreditation*, the Board reviewed the material provided, including accreditation timelines, and the body discussed the process it would undertake to complete a board self-evaluation prior to the October 15, 2009 deadline established by the Commission (DR4.2—BOT Minutes, 02-23-09; DR4.3—Timeline for Accreditation Report/Visit). The Task Force on Board Self-Evaluation met on February 25, 2009 to review all Commission exigencies regarding Board Self-Evaluation; review the existing Board Policy 9022: Evaluation of the Trustees; analyze the standards of good practice regarding Board Self-Evaluation of other community colleges in the State of California; and make a recommendation to the Board that President of ACCJC, Barbara Beno, be invited to conduct a workshop (DR4.4—District Task Force on Board Self-

RESPONSE TO DISTRICT RECOMMENDATION 4

Evaluation Minutes, 02-25-09). On February 26, 2009, the Accreditation Steering Committee was apprised of these issues and recommendations.

The Task Force on Board Self-Evaluation met on March 4, 2009. Items and recommendations for the Board meeting of March 9, 2009 included: a chart related to Board Self-Evaluation for each district in the state; a recommended revision to BP9022: Evaluation of the Trustees; a recommendation to approve the workshop presentation of President Barbara Beno for March 23, 2009; a recommendation to create a survey. It was also determined that the task force would create a draft survey for the Board for the March 23, 2009 board meeting (DR4.5—District Task Force on Board Self-Evaluation Minutes, 03-04-09). At the March 9, 2009 meeting of the Board of Trustees, *Item 4.1 Accreditation* provided the above information. *Item 4.2 Presentation by Dr. Barbara Beno* was approved. *Item 4.3 Evaluation of the Trustees* was an information item related to the task force recommendations of BP9022 (DR4.6—BOT Minutes, 03-09-09).

The District Accreditation Steering Committee met March 17, 2009 to review the status of all recommendations. The Chancellor reported that the Board approved the workshop of President Barbara Beno for March 23, 2009; BP9022 would be an action item at the following meeting; the task force would create a survey for board review; and a follow-up PowerPoint presentation would be created for the April 13, 2009 board meeting (DR4.7—District Accreditation Steering Committee Minutes, 03-17-09).

At the March 23, 2009 board meeting, President of ACCJC, Barbara Beno, conducted a workshop *Accreditation and Trusteeship: What Every Board Should Know*. Item 2.6 Informational Presentation on Accreditation followed. *Item 6.3 BP9022—Evaluation of the Trustees* was postponed for further fact finding (DR4.8—BOT Minutes 03-23-09). The Board Policy Committee held a meeting on March 30, 2009 to review new or revised board policies. The amended BP9022—Evaluation of the Trustees was discussed for the first time at this committee. It was recommended that the amended policy be presented to the Board for a first reading at the April 13, 2009 board meeting (DR4.9—BOT Policy Committee Meeting Minutes 03-30-09).

At the April 13, 2009 board meeting, an informational PowerPoint presentation was conducted as a follow-up to President Barbara Beno's workshop on accreditation and trusteeship (*Item 2.6*) (DR4.10—BOT Accreditation PowerPoint Presentation). BP9022—Evaluation of the Trustees (*Item 6.2*) was also presented for a first reading (DR4.11—BOT Minutes 04-13-09). At the April 27, 2009 board meeting, BP9022—Board of Trustees Self-Evaluation was approved (DR4.12—BOT Minutes 04-27-09; DR4.13—BP9022). BP9022.5—Board of Trustees Evaluation of District Goals was presented for a first reading (DR4.12—BOT Minutes 04-27-09). BP9022.5 was approved at the board meeting of May 11, 2009 (DR4.14—BOT Minutes 05-11-09; DR4.15a,b,c—BP9022.5).

At the May 26, 2009 board meeting, the Board approved the accreditation recommendation regarding revised planning/budget processes and timelines (*Item 3.4*). The Board also scheduled a special meeting for June 8, 2009 for the purpose of meeting accreditation timelines relating to the Board's self-evaluation process (DR4.16—BOT Minutes, 05-26-09). The Task Force on Board Self-Evaluation met May 28, 2009 to create a recommendation regarding the board self-evaluation survey and timelines (DR4.17—District Task Force on Board Self-Evaluation Minutes, 05-28-09). At the special board meeting of June 8, 2009, the Board Policy Committee was directed to recommend to the full Board a self-evaluation instrument and process to be used for the Board's self-evaluation at the regularly scheduled meeting of June 22, 2009 (DR4.18—BOT Special Meeting Minutes, 06-08-09). At the June 22, 2009 board meeting, the Board Policy Committee recommended approval of the 2009 Board of Trustees Evaluation Survey and Process/Calendar

to be used in Board Self-Evaluation (*Item 6.4 Board Self-Evaluation/Process*). It was approved with an amendment. The discussion of self-evaluation results was scheduled for the July 27, 2009 board meeting (DR4.19—BOT Minutes 06-22-09). After approval of the board self-evaluation survey on June 22, 2009, a letter was sent to designated persons in accordance with BP9022 (DR4.20—BOT Evaluation Survey Letter; DR4.21a,b—Board Self-Evaluation Survey; DR4.13—BP9022).

The July 13, 2009 special meeting of the Board was held as a Planning Retreat to review:

- Board Vision and Goals
- *12 Measures of Success*
- Student learning outcomes/core competencies
- Enrollment management
- Annual report to the Board
- Other strategic initiatives

Board goals for 2009-2010 were established. (DR4.22a—Special BOT Planning Retreat Minutes 07-13-09; DR4.22b—BOT Minutes 07-13-09; DR4.23—BOT Planning Retreat PowerPoint Presentation; DR4.24a,b—RSCCD BOT Vision Statement and Goals 2009-2010).

On July 16, 2009 the accreditation chairs of Santa Ana College and Santiago Canyon College met to coordinate the district responses of the colleges' *Follow-Up Reports*. The Executive Vice Chancellor of Human Resources & Educational Services and the Vice Chancellor of Business Operations & Fiscal Services attended to discuss the responses to planning & budget and attendance recording.

At the July 27, 2009 board meeting, the results of the 2009 Board Self-Evaluation was received and reviewed (*Item 6.7—Receive and Review the RSCCD Board of Trustees Evaluation Survey*) (DR4.25—BOT Minutes 07-27-09). Fifty-four surveys were sent out internally and externally; fourteen responses were received and tallied by the Research Office (DR4.26—RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)). After discussion of the quantitative results as well as the written comments, the Board approved Item 6.7. The Board also determined that all the board members would fill out the survey and send it to the Board Secretary, who would then refer it to the Research Office for compilation of results (DR4.25—BOT Minutes 07-27-09).

As the final step in the board self-evaluation process, at the August 24, 2009 board meeting, the results of the Board's response to the Board Self-Evaluation was received and discussed (DR4.27—BOT Minutes 08-24-09—*Item 6.4*; DR4.28—RSCCD Board of Trustees Self-Evaluation Survey Results—Board Members). In-depth, public discussion ensued, revealing clearly that the members of the Board feel they have benefited from the entire self-evaluation process and that the concept of continuous improvement is an explicit annual goal.

The Board of Trustees received the reports for the first reading on September 28, 2009. As a result of months of collegial work, an additional item was included in the Board Self-Evaluation Processes: item 6.9 "Continuous Improvement Process," which established a continuous improvement process that would focus on areas of improvement and establish the process leading up to setting the District's goals and objectives for 2010 and beyond (DR4.29—BOT Minutes 09-28-09, Item 2.6, 6.7, 6.8, 6.9). The Board approved the *Follow-Up Report* of Santa Ana College and the *Follow-Up Report* of Santiago Canyon College on October 12, 2009 (DR4.30—BOT Minutes 10-12-09, Item 6.4)

II. Update 2010-2011

To better align with district budget timelines, the Board of Trustees revised the calendar for planning and self-evaluation as follows:

Board of Trustees Annual Self-Evaluation Timeline for 2010 Alternative Calendar

October 26, 2010	Board approves recommendations from the Board Policy Committee regarding the self-evaluation instrument and list of designated individuals who will receive a copy of the instrument.
October 26, 2010– November 4, 2010	Designated individuals provide input to the Board using the self-evaluation instrument
November 8, 2010	Board conducts annual self-evaluation meeting (Special Board Meeting)
November 9-12, 2010	Board members complete self-evaluation instrument.
November 15, 2010	Board reviews and discusses tabulated self-evaluation results.

A. Board Evaluation of Internal Operations

The board self-evaluation process was devised to analyze internal operations of the Board of Trustees. As a follow-up to the 2009 process, a survey was sent to selected community members and district staff (DR4.31—Survey to Community and District Staff (email online link); DR4.32—Results of Survey to Community and Staff). After reviewing the results of the community and staff survey, the Board conducted the same self-evaluation survey internally (DR4.33—Nov 2010 RSCCD Board of Trustees Self-Evaluation Report Results). Question categories included: Board Organization and Operation; Policy Role; Strategic Planning; Board Relations with the Chancellor, Presidents, Faculty and Staff; Community Relations Advocacy; Board Leadership, Ethics, and Standards of Conduct.

As a result of the comparison between 2009 and 2010, the Board of Trustees established internal goals in December 2010 for the body to utilize for continuous improvement (DR4.34—RSCCD Board of Trustees' Unit Goals for 2011). The three goals entailed: regularly seeking opinions of student trustees; understanding the board role in collective bargaining; following proper procedures in communicating with staff. The goal related to communicating with staff has been addressed (Please see Response to District Recommendation 3, page 34). In 2011, the Board continued to follow the procedures outlined by the Chancellor in September 2010, and will continue this process. The other two goals will be addressed and assessed over the course of the 2011-2012 year. Adjustments will be made as necessary.

B. Evaluation of District Goals

In January 2011, to maintain compliance with BP9022.5, members of the colleges and leaders from the student body as well as the community were invited to give input to the status of the achievement of goals (DR4.32). The results of the survey were shared with the Board and the public on February 7, 2011 at the annual Board of Trustees Planning Retreat (DR4.35—BOT Minutes 02-07-11).

The February 7, 2011 Annual Board of Trustees Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (DR4.36)
- 2010 Accountability Reporting for the Community Colleges (ARCC) (DR4.37)

- *12 Measures of Success*, February 2011 (DR4.38)
College Presidents and Chancellor: Progress towards Goals (DR4.35—Minutes 02-07-11; DR4.39—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (DR4.40)

District goals were reaffirmed for 2011-2012 (DR4.35—Annual Board of Trustees Planning Retreat Minutes 02-07-11; DR4.41—Plan to Plan 2011 PowerPoint Presentation; DR4.42—RSCCD BOT Vision and District Goals 2011-2012). In addition, a workgroup of district and college representatives was designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal in order to establish trend data for strategic planning (DR4.43—District Goals Measurement Document).

Shortly after his arrival to the district in August 2010, Chancellor Raúl Rodríguez identified the need for the district to develop a Strategic Plan. Two consultants from the Community College Brain Trust, Darroch Young, retired Chancellor of the Los Angeles Community College District, and Eva Conrad, retired President of Moorpark College, assisted the district in that process during March through May 2011.

The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the College/District. Responses were compiled into seven strategic directions to guide college and district planning (DR4.44—Strategic Directions for Planning in the Rancho Santiago Community College District 04-8-11).

These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (DR4.45—Strategic Planning Retreat Agenda 04-08-11; DR4.44—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the district. The participants broke into four smaller groups and developed recommended steps and sequence for a planning cycle, explicating each district goal with objectives, responsible party and timelines. In addition, a new planning cycle was developed to integrate the various district and college plans (DR4.46—RSCCD Annual Planning Design—“limacon” RSCCD Strategic Plan p1).

The four versions created at the April 8, 2011 meeting were subsequently merged into one and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat held on Friday, May 6, 2011 to refine the work begun at the April 8, 2011 retreat. (DR4.47—Strategic Planning Retreat Agenda 05-06-11). The participants also reviewed potential strategic directions for the district that were drafted at the first planning session, as well as a list of potential metrics that were developed for each of the Board’s eight goals. To assist the four break-out groups in developing a more comprehensive assessment plan, a document created by a workgroup of district and college representatives designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal (DR4.43—District Goals Measurement Document). The strategic directions identified by each group formed the basis for the district’s *Strategic Plan*, which was reviewed by BAPR and submitted to the Chancellor in September 2011 (DR4.47—Strategic Planning Retreat Agenda 05-06-11; DR4.48—RSCCD Strategic Plan 2011-2013).

The Board reviewed the District *Strategic Plan* on July 25, 2011 (DR4.49—BOT Minutes, 07-25-11). The RSCCD Strategic Plan will provide the trustees and the entire district/college community with a theoretical framework to guide and inform future planning efforts. The Board will continue to evaluate planning efforts cyclically (DR4.48).

RESPONSE TO DISTRICT RECOMMENDATION 4

EVIDENCE—DISTRICT RECOMMENDATION 4

Number	Name
DR4.1	District Accreditation Steering Committee Minutes, 02-10-09
DR4.2	BOT Minutes, 02-23-09
DR4.3	Timeline for Accreditation Report/Visit
DR4.4	District Task Force on Board Self-Evaluation Minutes, 02-25-09
DR4.5	District Task Force on Board Self-Evaluation Minutes, 03-04-09
DR4.6	BOT Minutes, 03-09-09
DR4.7	District Accreditation Steering Committee Minutes, 03-17-09
DR4.8	BOT Minutes, 03-23-09
DR4.9	BOT Policy Committee Meeting Minutes, 03-30-09
DR4.10	BOT Accreditation PowerPoint Presentation, 04-13-09
DR4.11	BOT Minutes, 04-13-09
DR4.12	BOT Minutes, 04-27-09
DR4.13	BP9022
DR4.14	BOT Minutes, 05-11-09
DR4.15a	BP9022.5
DR4.15b	email re BP9022.5
DR4.15c	Request for Approval BP9022.5
DR4.16	BOT Minutes, 05-26-09
DR4.17	District Task Force on Board Self-Evaluation Minutes, 05-28-09
DR4.18	BOT Special Meeting Minutes, 06-08-09
DR4.19	BOT Minutes, 06-22-09
DR4.20	Board of Trustees Evaluation Survey Letter
DR4.21a	Board Self-Evaluation Survey Email
DR4.21b	Board Self-Evaluation Form
DR4.22a	Special Board of Trustees Planning Retreat Agenda, 07-13-09
DR4.22b	BOT Minutes, 07-13-09
DR4.23	BOT Planning Retreat PowerPoint Presentation, 07-13-09
DR4.24a,b	RSCCD BOT Vision Statement and Goals 2009-2010
DR4.25	BOT Minutes, 07-27-09
DR4.26	RSCCD Board of Trustees Self-Evaluation Survey Results (Internal & External Respondents)
DR4.27	BOT Minutes, 08-24-09
DR4.28	RSCCD Board of Trustees Self-Evaluation Survey Results (Board Members)
DR4.29	BOT Minutes, 09-28-09
DR4.30	BOT Minutes, 10-12-09

RESPONSE TO DISTRICT RECOMMENDATION 4

- DR4.31 Survey to Community and District Staff November 2010 (email online link)
- DR4.32 BOT Survey Results of Survey to Community and Staff
- DR4.33 November 2010 RSCCD Board of Trustees Self-Evaluation Survey
- DR4.34 RSCCD Board of Trustees' Unit Goals for 2011
- DR4.35 Annual Board of Trustees Planning Retreat Minutes, 02-07-11
- DR4.36 2010-2011 Board Vision and District Goals
- DR4.37 2010 Accountability Reporting for the Community Colleges (ARCC)
- DR4.38 *12 Measures of Success*, February 2011
- DR4.39 Chancellor's Goals
- DR4.40 Results of Community and Staff Input of 2010-2011 District Goals
- DR4.41 Plan to Plan 2011 PowerPoint Presentation
- DR4.42 RSCCD BOT Vision and District Goals 2011-2012
- DR4.43 RSCCD District Goals Measurement Document
- DR4.44 Strategic Directions for Planning in the Rancho Santiago Community College District 04-8-11).
- DR4.45 Strategic Planning Retreat Agenda, 04-08-11
- DR4.46 RSCCD Annual Planning Design Strategic Plan p1 "limacon"
- DR4.47 Strategic Planning Retreat Agenda, 05-06-11
- DR4.48 RSCCD Strategic Plan 2011-2013 (SEE DR1.46 in entirety)
- DR4.49 BOT Minutes, 07-25-11

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 1

PLANNING AND BUDGET INTEGRATION

The Team recommends that the college evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality. As part of this integration, the Team recommends that the college resource allocation be based on plans, program reviews (DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (Standards I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2.f, III.B.2.d, III.D.1, III.D.2, III.D.3, IV.B.3.a, IV.B.3.b)

Workgroup:

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In addressing Response to ACCJC College Recommendation 1, the following categories were addressed:

- I. Evaluation of Processes
- II. Brief Historical Background
- III. Planning and Budget Integration, including
 - A. Governance;
 - B. Program Review
- IV. Evaluation of Outcomes for Subsequent Budget Development
- V. Communication of Outcomes*

* **Note:** As this recommendation was addressed in the Santa Ana College *Follow-Up Report* October 15, 2009, the response for this *Midterm Report*, October 2011 will amplify the status of this recommendation. For clarity, however, and continuity, salient elements of the 2009 *Follow-Up Report* response are repeated.

I. Evaluation of Processes (Standards: I.B.1, I.B.4, I.B.6)

The Santa Ana College Accreditation Workgroup of the Institutional Effectiveness and Assessment Committee (IE&A) conducted formal analysis of college and district planning and budget processes in preparation for Response to WASC Recommendations for the *Follow-Up Report* of October 2009 (CR1.1a-d—SAC Accreditation Workgroup Agendas and Minutes S09). As a result of research and dialogue at the workgroup level regarding college as well as district processes, and then through consultation with the college participatory governance committees, the Academic Senate, and the district Budget and Planning Review Committee (BAPR), changes were made to further juxtapose the college's planning and budget processes and to demonstrate clearer integration between strategic planning,

outcomes and budget development (CR1.2a—Participatory Governance Structure, CR1.2b—Governance Structure Presentation; CR1.3—Planning & Budget Processes Chart). This work has been ongoing through 2010 and 2011 (CR1.4a,b—IE&A End-of-Year Report S10; S11; CR1.5a-d—Planning and Budget Committee Minutes; CR1.6a-m—BAPR WG Notes). In addition, the Board of Trustees rescheduled the annual planning retreat to February to align with the district budgeting cycle, which is aligned with the state. Thus, budget is more clearly used as a planning tool to achieve strategic goals at the district as well as college level, and subsequent budget development is more aligned with subsequent strategic planning (CR1.7a—12 Measures of Success; CR1.7b—Alignment of Santa Ana College’s Goals and Vision Themes with RSCCD 12 Measures of Success and the Board of Trustees’ 2011-2012 Goals; CR1.8 Vision Themes Aligned to BOT Goals 2010-2012; CR1.9—RSCCD Planning Timelines 2010-2012; CR1.10a—RSCCD Adopted Budget Assumptions 2010-2011; CR1.10b—RSCCD Adopted Budget 2010-2011; CR1.10c—RSCCD Tentative Budget Assumptions 2012; CR1.10d—RSCCD Tentative Budget 2011-2012; CR1.11—RSCCD Revenue Allocation Model Simulation—SB361; CR1.12—SAC Strategic Plan Update S10 with Budget/Facilities Analysis; CR1.13—Strategic Plan with S11 Progress on Goals with Budget/Facilities Analysis).

II. Brief Historical Background: SAC Mission Statement and Vision Themes (Standards: I.A.1, I.A.3, I.B.4, II.A.1, IV.B.2.b, IV.B.3.a)

The *Mission Statement* and *Vision Themes* of Santa Ana College (CR1.14; CR1.15) are in alignment with the BOT *Vision Statement of the RSCCD* and the RSCCD Board of Trustees District Goals 2010-2012 (CR1.16; CR1.8). District and college participatory governance structures and functions mapping of district/operational responsibilities are an underpinning of goal planning at all levels (CR1.17—District and College Participatory Governance Chart; CR1.18—RSCCD Functions/Mapping of Responsibilities; CR1.8—SAC Vision Themes Aligned to RSCCD BOT Goals 2010-2012).

The mission of the college is reviewed annually and updated as needed. On April 13, 2007, as a result of ongoing dialogues at the department, division and service-area levels, the President of the college and the Institutional Effectiveness and Assessment Committee (IE&A) sponsored a planning retreat, with representation from all constituency groups, including students. The purpose was to review the mission of the college and develop vision themes, which would serve as the basis of a strategic planning document. Discussion was informed by review of the Board of Trustees *Vision Statement* of the RSCCD and Board of Trustees District Goals 2007-2009; community needs assessment based on demographic analysis, enrollment trends, and various student satisfaction surveys; workforce education needs; and evaluations of student learning outcomes. The existing *Facilities Master Plan* and *Technology Plan* were also considered. As a result, the mission statement was revised and six *Vision Themes* were created (CR1.15). The mission statement was approved by the Board of Trustees on November 19, 2007 (CR1.19—BOT Minutes 11-19-07). The *Vision Themes* document was then referred to the IE&A Committee, which led the college in the development of the *SAC Strategic Plan 2007-2015* (CR1.20). In addition to the development of the *Strategic Plan*, all college planning documents and budget documents were reviewed and revised through the participatory governance committees and then included in the *SAC Educational Master Plan* (CR1.21a; CR1.22b—EMP Update S11—disc only).

The Institutional Effectiveness and Assessment Committee (IE&A) was formed as the planning oversight committee of Santa Ana College with the concept that all planning efforts of the college will be integrated and that planning and budget will be aligned. As such, it is the gatekeeper of the Santa Ana College *Mission Statement*, the *Strategic Plan 2007-2015* and all annual updates and mid-plan reviews; Program Review

RESPONSE TO COLLEGE RECOMMENDATION 1

(I. Academic Portfolio Assessment/Program Review—PA/PR; II. Student Services Program Review; III. Administrative Services Program Review; IV. President’s Cabinet Portfolio); and the annual Department Planning Portfolios (DPP); and accreditation reports. The chair of the IE&A Committee ascertains that all updated documents are incorporated into the Santa Ana College *Educational Master Plan*, which contains all planning documents.

Prior to the formation of the IE&A Committee, historically, the Mission Statement was reviewed annually by the Curriculum and Instruction Council (C&I). Although the IE&A Committee conducts mission statement review in relation to the *Strategic Plan*, the C&I Council continues to review the Mission Statement in relation to the college-wide Core Competencies (CR1.14 Core Competencies with Mission Statement). The last review conducted by C&I was November 2, 2010; it was determined that no changes were necessary (CR1.22—Minutes C&I Council 11-02-10).

The *Strategic Plan* is updated every spring by the IE&A Committee. The EMP is also updated every spring by the IE&A Committee (CR1.23a—Strategic Plan Update S09; CR1.23b--Strategic Plan Update S10; CR1.23c—Strategic Plan Update S11; CR1.24—Sac Educational Master Plan Table of Contents; CR1.25a—EMP Update S09; CR1.25b—EMP Update S10; CR1.21b—EMP Update S11—disc only). The IE&A Committee also aggregates all program review efforts and makes recommendations to all other participatory governance groups through the IE&A End-of-Year Report (CR1.4b—IE&A End-of-Year Report S11).

III. Planning and Budget Integration

(Standards: I.B.6, II.A.1, II.A.2.f, II.B.2.b, II.D.3, IV.A.2, IV.A.5, IV.B.2.d, IV.B.3.a)

III. A. Governance Overview:

(Standards: IV.A.2, IV.B.3.a, IV.B.2.d, IV.B.3.b)

The organizational structure of the college includes formal mission-centered participatory governance committees, such as College Council, the Institutional Effectiveness and Assessment Committee (IE&A), the Planning and Budget Committee, the Facilities Committee, the Student Success Committee, the SAC Technology Advisory Committee (SACTAC), the Safety & Security Committee, and the Accreditation Committee (CR1.2a—SAC Participatory Governance Structure).

The integration of planning and budget at the college is an ongoing endeavor which flows through the governance structure of the college from the department level through the participatory governance committees to the President’s Cabinet level (CR1.2a—SAC Participatory Governance Structure, CR1.3—Planning & Budget Processes Chart). Integration continues to the district participatory governance level, when appropriate, as the Presidents of Santa Ana College and Santiago Canyon College (SCC) are members of Chancellor’s Cabinet and the Budget Allocation and Planning Review Committee (BAPR). There are also six representatives from each college on BAPR. The BAPR Workgroup is conducting ongoing review of the *Budget Allocation Model* (BAM). BAPR is considering expanding membership to include a more integrated bi-lateral function, one part of which will continue to work on budget issues, the other part of which would solidify the RSCCD Strategic Plan and work on planning issues (CR1.26a—BAPR Minutes, 06-08-11; CR1.26b—BAPR Agenda, 09-07-11). Also included in district-wide participatory governance are the District Human Resources Committee, the District Facility Planning Committee (DFPC), which coordinated the plans of SAC and SCC, and the District Technical

Advisory Group (TAG), which has developed an RSCCD Strategic Technology Plan (CR1.17—District & College Participatory Governance Chart; CR1.27—RSCCD Strategic Technology Plan 2011-2012).

Each SAC committee is responsible for the development, management and revision of planning and budget documents, all contained in the *Educational Master Plan* (CR1.24; CR1.1.4b—IE&A End-of-Year Report S11—contains the End-of-Year Reports of each governance committee). In addition, committees maintain oversight of goals, activities and timelines of the planning documents as appropriate; information flow to College Council and the IE&A Committee and other participatory governance groups as appropriate; and making recommendations for annual *Strategic Plan* updating (CR1.23a, 23b; CR1.28—Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A; CR1.29—Facilities Master Plan).

The governance bodies responsible for the planning/budget elements of the *Educational Master Plan* are:

1. IE&A—*Strategic Plan* (CR1.12—Strategic Plan with Progress on Goals and Budget Analysis; S10, CR1.13—Strategic Plan Update with Budget Analysis S11; CR1.20—SAC Strategic Plan 2007-2015; CR1.23b—Strategic Plan with Progress on Goals S11);
2. Facilities Committee—*Facilities Master Plan* (CR1.29; CR1.30a-d—HMC Facilities Handout, Maps, Project List and Project Goals). The goals of the Facilities Committee also include: Monitor efforts to maintain existing facilities and equipment; monitor efforts to maintain and improve campus appearance; work with IE&A and Environmental Workgroup to initiate green efforts on campus; complete and begin implementing the Facilities Master Plan; review the ADA Transition Plan and proceed with modifications to correct known deficiencies; create a plan to abate graffiti at SAC and review prevention alternatives (http://insidesac.net/support_services/adm_svr/facilities_committee.asp).
3. The Planning and Budget Committee—*District Planning Budgeting Timeline* (CR1.31a; CR1.31b—SAC Budget Committee Flowchart). The Planning and Budget Committee also reviews the tentative budget and the adopted budget of the district and disseminates the information.

4. SACTAC—*Technology Plan* (CR1.32—SACTAC Technology Strategic & Action Plan). In addition, the Teaching Learning Committee (TLC), a committee charged by the IE&A Committee, with a reporting link to IE&A and an informational link to the Curriculum and Instruction Council, is the oversight committee for the college-wide *Core Competencies* (CR.1.14), SLOs at the course and program levels, and analysis of the academic program review model (CR1.33a—Part I: Academic Program Review; CR1.33b—Direct Assessment of SLOs; CR1.34—Department Portfolio Database; CR1.35 PA/PR Meta-analysis TLC Minutes, 05-16-11). The TLC makes recommendations for annual strategic planning updates to the IE&A Committee from Academic Program Review PA/PR reports. The IE&A Committee then aggregates the program review reports of Student Services (CR1.36), Administrative Services (CR1.37) and President's Cabinet (CR1.38; CR1.39a,b,c—TLC Minutes/Report to IE&A Regarding Academic Program Review; CR1.39d-i—Examples of PA/PR Reports; CR1.4b—IE&A End-of Year Report S11). The TLC also makes recommendations for *Core Competencies* revisions to C&I. It recommended a change to *Core Competency 3: Information Management*, which was approved by the Curriculum

and Instruction Council on October 26, 2009 (CR1.14—Core Competencies as of 10-26-09 with Mission Statement). This core competency change was then infused into the Direct-SLO Analysis for the PA/PR review cycle.

The formal participatory governance structure is augmented with an annual Participatory Governance Retreat with President's Cabinet, the Academic Senate Executive Committee and CSEA representatives, in which the governance structure is reviewed and issues of concern are discussed (CR1.40a,b,c—Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreats, 02-03-09 & 06-09-09; 02-02-10; 01-18-11).

III.B.1 Budget

For two years, the unstable state budget crisis has challenged the District Office and both colleges of the district to meet all obligations, while trying to plan for the future. To that end, the SAC Planning and Budget Committee met on September 7, 2010 to discuss the state and district budget update, the District Budget Allocation Model and operational stabilization. The committee also adopted goals for the 2010-2011 fiscal year (CR1.5b—SAC Planning and Budget Committee Minutes, 09-07-10; CR1.41a—SAC Planning and Budget Committee Year-End Report, 05-03-11; CR1.41b—SAC Planning & Budget Committee Goals 2011-2012).

The SAC Planning and Budget Committee then met on November 2, 2010 to discuss details of the District's current budget process. Fundamental budget components were reviewed and concerns with the current District Budget Allocation Model were discussed. Requirements for meeting the full-time Faculty Obligation Number were also discussed. Campus personnel have been monitoring this calculation under the newly-proposed SB361 Revenue Allocation Model (CR1.5d—SAC Planning and Budget Meeting Minutes, 11-2-10).

Budget Update is a consistent agenda item for SAC's President's Cabinet and for SAC's College Council (CR1.42a,b—Examples: College Council Agenda 02-10-11; 03-9-11). Handouts were provided to College Council Committee members on April 27, 2011 showing (by means of the budget calendar) how SAC departmental planning incorporates into the local budget and becomes part of the district budget. Administrative Services is also developing a process anticipating the change to a pending SB 361 Revenue Allocation Model shift from the current district Budget Allocation Model (CR1.43a—SAC Budget Calendar 2011-2012; CR1.43b—SAC Budget Calendar 2012-2013; CR1.44—SAC College Council Minutes 04-27-11).

The SAC Planning and Budget Committee conducts meetings on a regular basis to discuss the most recent budget information and how the state budget crisis impacts local operations and make recommendations to the college President or to BAPR when appropriate. Regardless of the state situation, departments have continued the planning process. The College President attended the SAC Planning and Budget Committee on March 1, 2011. An overview of the budget cycle and the planning and budget process was presented at this meeting, along with a *Draft SAC Budget Calendar for 2011-2012*. It was also emphasized that departments should focus on completing Departmental Portfolio Plans since the DPP process is the vehicle used to identify college fiscal, facilities and staffing needs. In spite of the fact that there are morphing budget details from the District as a result of the unstable state budget, departments have been instructed to continue submitting annual portfolio plans including requests with spending implications (i.e.,

FTE, facilities, equipment) (CR1.45—SAC Planning and Budget Committee Minutes 03-01-11; CR1.43a—SAC Budget Calendar 2011-2012; CR1.43b—SAC Budget Calendar 2012-2013).

The SAC Planning & Budget Committee has been continually emphasizing a culture in which even in uncertain and poorly funded financial circumstances, planning for what is actually needed to achieve the college mission must drive the planning and budget development process (CR1.43b; CR1.43c—ITS Request; CR1.43d—Sample Budget Request DPP; CR1.43e—Administrative Services Example). This will continue even if funding is not likely to be readily available in the near future.

In spring 2011, the Vice President of Administrative Services investigated the functionality of the existing current electronic Departmental Planning Portfolio (DPP) System, which campus users access via InsideSAC.net. The system assigns a number to each Budget Request Application. The Vice President of Administrative Services is working with ITS to modify the system in order to allow Administrative Services to extract the budget requests for all departments into a combined summary report for SAC. After review campus review, an aggregate report would be submitted to BAPR for information.

Administrative Services will continue developing the process in order to implement the plan in time for the 2012-2013 Tentative Budget. This will require departments to complete Budget Request Applications by the end of the fall semester. The Vice Presidents of Academic Affairs, Student Services and the School of Continuing Education will review and prioritize requests. Administrative Services will compile and distribute the data to the Planning and Budget Committee for approval prior to submitting to College Council. The final planning document will be submitted to the district in time for BAPR review in April. This procedure will ensure that SAC planning is linked to the district budgeting process.

III.B.2. Facilities

The SAC *Facilities Master Plan* has been updated. The RSCCD engaged HMC Architects, and working with the Santa Ana College Facilities Committee, has created a 2011 Facilities Master Plan that was released to the President in May 2011 (CR1.29).

The 2011 Santa Ana College Facilities Master Plan has been created to serve as a guide for future campus development. It provides a graphic and narrative description of the college's strategy to support the initiatives of the Educational Master Plan, address the growth in enrollment that is anticipated in the next decade, and position the college to maximize funding opportunities (CR1.29).

The SAC Facilities Committee formed a Facilities Master Plan Subcommittee in October 2009 (CR1.46—Minutes, SAC Facilities Committee 09-21-10). The Facilities Master Plan Subcommittee met in October 2009 to begin formulating the contents to be incorporated into the updated SAC Facilities Master Plan (CR1.47—Notes, SAC Facilities Master Plan Subcommittee, 10-28-09). The Facilities Master Plan Subcommittee then met in November 2009 to review Facilities Master Plans from other community colleges (CR1.48—Notes, SAC Facilities Master Plan Subcommittee 11-11-09).

In February 2010, HMC Architects, Inc. was contracted to assist both colleges, SAC and SCC, in updating their respective Facilities Master Plans. These revised plans reflect current educational

master plans as well as department planning portfolios. The Facilities Master Plan Subcommittee was expanded and became the core group to work with HMC Architects. A series of meetings was conducted throughout spring 2010 culminating in an open forum on June 2, 2010, during which ideas formulated during the semester were conveyed to the SAC community (CR1.49a—Notes, SAC Facilities Master Plan Subcommittee Notes, 12-03-10). The Facilities Master Plans of both SAC and SCC were approved by BAPR on September 7, 2011, with a recommendation for Board of Trustees approval at the September 26, 2011 meeting (CR1.49b—BAPR Agenda 09-07-11).

IV. Program Review (Standards: II.A.1, II.A.2.f, II.B.3, II.D.3)

IV.A.1 Overview

Between the years 2002-2007, two major goals were accomplished at Santa Ana College:

1. The development, implementation and systematic assessment of college-wide *Core Competencies* (CR.1.14), which are in concert with the mission statement;
2. The development and implementation of institutional program review models for: I. Academic Affairs; II. Student Services; III. Administrative Services; and IV. President's Cabinet Portfolio (CR1.33a; CR1.33b CR1.50; CR1.51; CR1.52).

By spring 2008, all academic departments had completed an electronic Department Planning Portfolio (DPP) analysis of goals and activities with plans for improvement. Twenty-five percent of all academic departments had conducted a complete PA/PR cycle embedded within the DPP. (Since the academic PA/PR cycle is quadrennial, by spring 2009, 50% of all departments had conducted complete *Portfolio Assessment/Program Review*, and 75% had conducted *Portfolio Assessment/Program Review* by spring 2010. In spring 2011, 100% of all departments had conducted quadrennial capstone Portfolio Assessment/Program Review (PA/PR) (CR1.33a—See I: Academic Program Review Form F: PA/PR Department Cycle; CR1.53—Academic PA/PR Future Timelines). All units of Student Services, Administrative Services and President's Cabinet have successfully conducted four complete program review cycles within the department/unit portfolios (done annually) (www.INSIDEsac.net). The recursive cycle is ongoing, and the second cycle will commence spring 2012 (www.INSIDEsac.net).

As a result of the October 2008 ACCJC team visit, it was determined by the Commission that although good planning efforts were in place with several planning documents (*Strategic Plan, Technology Plan, Facilities Plan, Budget Development Calendar*), and the program review processes were functioning well, the linkage between the planning documents, program review processes, and budget development was not clearly expressed. Since the ACCJC team visit, more explicit linkages have been created for the Budget & Planning Processes at the college (CR1.3), clearly utilizing program review assessment and strategic planning for those processes. The *Educational Master Plan* (CR1.21a) contains the four program review models: I. Academic—Portfolio Assessment/Program Review; II. Student Services; III. Administrative Services; IV. President's Portfolio (CR1.33a; CR1.33b CR1.50; CR1.51; CR1.52), as well as all planning documents (CR1.54—Santa Ana College Educational Master Plan List of Planning Documents).

Program review is conducted at differing intervals, depending on the needs of the unit. Academic Portfolio Assessment/Program Review (PA/PR) is conducted quadrennially. The portfolios of Student Services are updated annually; complete program review is conducted triennially.

IV.A.2 The Academic Portfolio Assessment/Program Review Model

Fall 2007 the *Academic Portfolio Assessment/Program Review* model, a course-embedded approach for program-level review kept in alignment with the *Strategic Plan 2007-2015*, was created and juxtaposed with the existing Department Planning Portfolio (DPP). Departments systematically establish goals informed by the *Strategic Plan*, develop activities and timelines, and assess the status of goals for the purpose of continuous improvement annually (e.g., Academic DPP—www. InsideSAC.net). However, the full *Portfolio Assessment/Program Review* cycle, including the complete analysis of the *Direct-SLO Assessment* related to the college-wide *Core Competencies* and the *19-Question Template* (19QT) is conducted quadrennially and embedded within the DPP (CR1.33a, CR1.33b—I. Academic Program Review).

The purpose for *quadrennial* academic PA/PR review, in lieu of annual, is the imperative of Direct-SLO Assessment of the college-wide *Core Competencies*. A four-year analysis is essential for academic departments (i.e., instruction based) to properly analyze student learning outcomes at the course/program level. Important to note, however, is that even though the complete capstone academic PA/PR process is quadrennial, the annual Department Planning Portfolio (DPP) is forwarded to the division deans. The DPP, with annual goals, strategies and timelines, includes all requests with fiscal implications, thereby maintaining synchrony with the annual fiscal requests and budget development issued from the Student Services, Administrative Services and President's Cabinet portfolio reviews.

Therefore, each spring, every department embeds the Direct-SLO assessment portion of the program review into the DPP irrespective of when the department's full capstone PA/PR is due. Engaging in dialogue, departments commence the PA/PR process with a discussion of the college-wide *Core Competencies* (CR1.14) and *Vision Themes* (CR1.15), and the faculty create a timeline to determine how the course-level SLOs will be assessed within the context of the seven *Core Competencies* (CR1.14). To assess the individual core competency, individual instructors/departments select one major assignment/examination/demonstration to measure student learning. Instructors create/use a rubric to assess the performance. Individual instructors keep a record of the assessment and identify any needs or issues (CR1.33b—I. Academic PA/PR Form B). At a subsequent department meeting, discussion leads to a plan and timeline for appropriate strategies to improve teaching and learning, which is incorporated into the DPP. This may include curriculum changes, pedagogical discussions, concepts for professional development activities, facilities requests, faculty/staffing requests, supplies/technology/equipment, and all other requests with budget implications. Grant proposals or other ideas for income generation may also be an outcome of these discussions (CR1.55—Department/Division Requests for Equipment/Personnel—HSS S09). This repeats until all course-level SLOs in context of the *Core Competencies* are assessed. Academic DPPs also include department and division discussions about student demographics, enrollment patterns, grade distribution (i.e., indirect assessment data gleaned from research reports in the Academic Department Planning Portfolio) (CR1.7a—12 Measures of Success), and *Direct-SLO Assessment* (CR1.33b—Academic Portfolio Assessment/Program Review; www. InsideSAC.net Department Index).

In a quadrennial PA/PR reporting cycle, the 19QT is added to the portfolio. Departments which complete the PA/PR send the results to the division curriculum committee, which conducts a broader interdisciplinary dialogue. The *Vision Themes* and the *Strategic Plan* also inform

discussion, as overarching issues that go beyond a single department are formulated. The division curriculum committee certifies the reports, and they are sent to the Teaching Learning Committee (TLC) for even broader transdisciplinary dialogue regarding professional development, sharing of best practices as well as possible requests with budget implications such as facilities, technology, instructional equipment and human resources, all which affects the college broadly. The chair of the TLC sends a summary report, with direct references to *Strategic Plan* alignment, to the IE&A Committee (CR1.39a,b,c). There is also integration of college-wide professional development activities as a result of the program review efforts. The Academic Literacy/Basic Skills Coordinator serves on the TLC as does the IE&A Coordinator, who chairs the TLC. As a result of dialogue, the TLC has sponsored the “Best Practitioners’ 45-Minute How to...” (CR1.56—Best Practitioners’ Menu with Faculty Experts; CR1.57a—PA/PR Meeting Log 2009-2010; CR1.57b—Best Practitioners’ Log 2010-2011).

In spring 2011 one complete cycle of PA/PR capstone review had been conducted. As a result:

1. Every department has undergone a capstone review. The second full cycle commences spring 2012;
2. On May 17, 2011, the TLC conducted a meta-analysis of the PA/PR process and made suggestions for enhancements to the data-collection portions of the 19QT document (CR1.35—PA/PR Meta-analysis TLC Minutes 05-16-11).

Recommendations for Strengthening the PA/PR Process for the 2012-2016 Cycle

The goals of analyzing the effectiveness of academic program review in the second full cycle of PA/PR review, 2012-2016, are to enhance mechanisms for departments to improve the quality of the 19QT PA/PR capstone reports in order to increase student success college-wide. To that end a PA-PR Clinic will be held fall 2011, similar to one held May 24, 2010, but emphasizing the enhancements recommended by the TLC (CR1.35—TLC Minutes 05-16-11; CR1.58a—TLC/Basic Skills Strand D Recommendations for elements to be included in the PA/PR reports, Minutes 11-29-10; CR1.58b—TLC Minutes 01-31-11; CR1.58c—C&I Special Meeting PA/PR Clinic 05-24-10).

As a result of the statewide Basic Skills Initiative, assessment at the course level has been intensified, and a culture of evidence has been made more explicit. One reason is that Basic Skills Initiative work has been infused into the PA/PR process. This initiative has, therefore, propelled Santa Ana College to become more data driven. Departments are being trained to develop benchmarks and achievable goals for improvement in course success rates as well as semester-to-semester retention and to review trends. This must be explicitly demonstrated within the PA/PR process (CR1.59—S11 Convocation PowerPoint; CR1.58—Basic Skills Strands Document; CR1.60—BSI Strand A Minutes, 01-25-11; CR1.61—Basic Skills Goals; CR1.58b—TLC Minutes 01-31-11; CR1.62—Convocation 2011 Faculty Professional Development Needs Survey Results 02-09-11; CR1.63—Spring 2011 Professional Development Schedule).

The Winter Convocation January 2011 had its theme in BSI work. The President of the college issued an “audacious goal” of increasing success and persistence rates 10% by the college centennial in 2015 (CR1.63—Convocation Professional Development Schedules). After the plenary session of the Convocation, there were break-out sessions, at the end of which a survey was given to explore professional development needs for faculty (CR1.62—Convocation 2011 Faculty Professional Development Needs Survey Results 02-09-11). Six faculty development activities were planned for S11 as a result (CR1.63—Spring 2011 Professional Development Schedule).

Several professional development workshops dedicated to assessment, data collection, benchmarking and equity issues have supported this initiative: Logic Modeling for Student Success in the Community Colleges (based on an outcomes approach); the University of Southern California Center for Urban Education (increased success based on an equity model utilizing classroom and institution-level data); Data Coaching, presented by the RP Group (utilized by the Collaborative Inquiry Faculty Inquiry Group project—classroom-level data and analysis); USC Syllabus Project (CR1.23b—Strategic Plan Update S11 Vision Theme IA-Student Achievement: Literacy Across Disciplines).

Since the college is dedicated to enhancing data-driven assessment in the second cycle, the PA/PR 19QT document, underwent some revision to reflect this imperative (CR1.64—PA/PR/ Direct-SLO Assessment docs 05-17-11—Please see Addendum A: PA/PR Process in Cycle II- Guidelines for Use of Data; and Addendum B: The Quick “How to do Program Review” Guide for Faculty and Deans). In addition, the TLC determined that the members of the TLC would also serve as their respective division “program review coaches.” Together with the chair of the TLC, these representatives will attend department meetings and continue to demonstrate how to amplify and strengthen the use of direct and indirect data within the PA/PR model both in the quantitative and qualitative dimension (CR1.65—TLC Minutes 05-16-11). A professional development session will also be held fall 2011 for all TLC members and chairs whose respective department’s capstone PA/PR review will be due spring 2012. The deans are also welcome (CR1.66—Departments scheduled for capstone PA/PR review spring 2012).

To advance lines of communication, the Teaching Learning Committee (TLC) has an ongoing agenda item related to BSI work and sponsors faculty development opportunities, when appropriate. In addition, since the TLC has membership from all divisions, regular reports are made at division curriculum committee meetings. Two deans also serve on the TLC, which creates a bridge to the administration. Regular reports are made at the Deans’ Meetings. The chair of the TLC also makes regular reports to the Curriculum and Instruction Council and the Academic Senate.

The annual student services department planning portfolio analyses are directed to the Vice President of Student Services, who then sends a report to the IE&A Committee. A complete program review of all departments/units of student services is conducted triennially (CR1.50—II. Student Services PA/PR). Important to note, however, is that Special Services, EOPS and Sign Language programs, which are part of student services, have courses. Therefore, these programs participate in the Academic PA/PR process as well. Direct-SLO Assessment and the 19QT are sent through the Academic PA/PR process, and data is also included in the student services DPP.

Departmental surveys are completed by lead workers and forwarded to the Vice President of Administrative Services, who compiles the data, prepares the report, and forwards the finished document to the IE&A Committee.

In spring 2011, the Vice President of Administrative Services investigated the functionality of the existing current electronic Department Planning Portfolio System that campus users access via InsideSAC.net. The system assigns a number to each goal entered, so users can enter a Budget Request Application to each goal. The Vice President of Administrative Services is working with ITS to modify the system in order to allow Administrative Services to extract the budget requests for all departments, which will create a meta-view of all requests.

Annual DPPs are due April 1st and aggregated by the division deans who forward elements with fiscal impact to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews these

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reports, and according to the system developed by the Vice President of Administrative Services for the 2012-2013 budget, they will be referred to the Planning and Budget Committee. After approval of the Planning and Budget Committee, all requests with fiscal impact will be referred to College Council.

Commencing spring 2012, after priority decisions are made, the IE&A Committee will receive a written report from the Vice President of Academic Affairs in tandem with the Vice President of Administrative Services to close the loop of communication.

The Administrative Services division conducts a program review and updates the DPP annually. The 2010-2011 Administrative Services DPP is posted on InsideSAC.net and has been forwarded to the IE&A Committee (CR1.67—Administrative Services Portfolio S11 link: http://www.insidesac.net/support_services/adm_svr/default.asp). Activities and Goals for 2011-2012 have been posted in the Department Portfolio System. Supplemental details have been posted to the budget application request where appropriate. An executive summary together with a summary of division budget applications is presented each spring to the Planning and Budget Committee, the Facilities Committee and the Safety Committee (CR1.68—Administrative Services DPP Executive Summary, April 2011).

The IE&A Committee aggregates the program review reports from all units and creates an end-of-year report for all the participatory governance committees (CR1.4a,b—IE&A End-of-Year Report S10, S11). The IE&A committee also utilizes this information to aid in creating the *Strategic Plan Update S11* (CR1.23b). While the IE&A Committee is utilizing the information to inform *Strategic Plan* updating, the Vice Presidents of Student Services and Administrative Services also send the program review analyses to the other governance committees (i.e., Budget, Facilities, Student Success, Safety & Security, SACTAC) (CR1.69—Minutes of Special Meeting of Budget Committee, 4-28-09). Issues with fiscal implications, therefore, are communicated with these groups. The Planning and Budget Committee uses this information in concert with information received from the aggregated IE&A End-of-Year Report (CR1.4a,b). Recommendations are then sent to College Council. The President of the college makes all final decisions which are then communicated back to the governance committees as well as the college community through frequent updates.

Critical to these processes are the planning and budget development activities for academic programs in the annual Department Planning Portfolio (DPP) (www.insidesac.net – See Art Department and Nursing Department), and the annual Department Planning Portfolios for Student Services and Administrative Services. Any needs for faculty/staffing, facilities, technology or any budget-driven requests must be included in the DPP as a result of analysis and department/unit dialogue (CR1.55—Department/Division Requests for Equipment/Personnel—HSS S09; CR1.69—Minutes of Special Meeting of Planning and Budget Committee—4/28/09). These requests are reviewed by the division deans/program managers, who aggregate the priorities of the division/unit and refer them to the appropriate vice presidents. The vice presidents then analyze the requests and send the information to the governance committees, including the Budget Committee and the Facilities Committee, SACTAC, the Safety & Security Committee and the Student Success Committee as appropriate. The Planning and Budget Committee also receives the *Strategic Plan* update from the IE&A Committee (CR1.4a,b), which it utilizes to do budget analysis of the items in the *Strategic Plan* that were accomplished (CR1.12; CR1.13). It is also determined if activities shall be ongoing. The governance committees send their analyses and requests to College Council, which refers information and recommendations to the President. The President, in consultation with her cabinet,

makes final budget decisions, meets with the Planning and Budget Committee, as appropriate, and broadly communicates those decisions (CR1.70—President Martinez’s Communiqués about Budget). “Budget and Resources” was an agenda item at the SAC Leadership Retreat held on February 2, 2010 (CR1.40b Retreat Minutes). The current situation, future implications, SAC Planning and Budget Committee priorities, and pursuing resources for restoration were among the topics discussed. Stabilization was an agenda item for the shared governance joint retreat held on January 18, 2011 (CR1.40c—Leadership Retreat Agenda, 01-18-11).

To summarize, Academic PA/PR readily intersects with the program review models of Student Services, Administrative Services and President’s Cabinet Portfolio, as the analysis of all program review is conducted through the participatory governance structure. Therefore, all program reviews include indirect data from research reports, as well as direct qualitative analyses where appropriate. This then informs the program review analysis. These annual reports are sent to the IE&A Committee, which aggregates the themes from the analysis with direct reference to the *Strategic Plan*. Academic Program Review is sent to the IE&A Committee through the TLC (CR1.39a,b,c—Report from the TLC to IE&A). The *IE&A End-of-Year Report* is sent to all participatory governance committees, the Academic Senate and President’s Cabinet (CR1.4a,b—IE&A End-of-Year Report). This, in conjunction with the *Strategic Plan Update S11* (CR1.23b), is used for strategic planning, budget analysis of the previous year, and then budget development. Information gleaned from department/unit program review analysis plays a prominent role in the annual update of the *Strategic Plan* (CR1.23a,b).

All governance committees are apprised of the *Strategic Plan Update* and utilize the information for assessing achievement of goals of the respective documents overseen by the committee (i.e., Facilities Plan, Technology Plan, Budget Development Calendar), and development of future goals and activities. As a parallel activity, all participatory governance committees also conduct annual assessment of committee goals every spring (CR1.71—*Year-End Assessment of Committee Form*; CR1.4b—IE&A End-of-Year Report S11: SECTION III: End-of-Year Reports Participatory Governance). Of particular import is the analysis conducted by the Planning and Budget Committee, which provides an analysis of the budget implications in the attainment of the goals of the *Strategic Plan* (CR1.20). This demonstrates actual budgetary performance. In addition, synchronicity with district timelines and program reviews is demonstrated (CR1.72—RSCCD Strategic Plan and Framework; CR1.8—District/College Alignment to BOT Goals; CR1.9—RSCCD Planning Timelines 2010-2012; CR1.73—RSCCD Planning & Budget Integration Model; CR1.74—BOT and District Planning Timelines; CR1.75—SAC Planning Cycle Charts; CR1.76—District Planning Page with List of Documents).

V. Evaluation of Outcomes for Subsequent Budget Development (Standards: IIA.1, II.A.2.f, II.B.2.b, II.D.2, II.D.3, IV.B.3a, IV.B.3.b)

V.A Budget

The district is reviewing options for a new Budget Allocation Model based on the SB 361 revenue allocation model. This would replace the 12-year old budget allocation model that has been a source of controversy (CR1.11—2010-2011 Revenue Simulation Model SB361).

A budget component was developed within the Department Portfolio Planning system. With some minor adjustments, information submitted from departments can easily be downloaded by Administrative Services into a spreadsheet for use by President’s Cabinet. This program will then provide the information Administrative Services needs to prepare budget projections.

Departments must also be prepared to handle contracting resources (CR1.77—Planning and Budget Committee Minutes 06-01-10). The current budget crisis has severely reduced discretionary operating budgets. As the state continues to constrict and downsize community colleges, departments need to be prepared to recommend program and staff reductions to help ensure impact on the educational mission is minimized.

The California budget crisis has seriously impacted Santa Ana College programs. Individual discretionary budget line items in all SAC departments were reduced by 10% (with a cumulative SAC reduction of \$1,041,940) during the first round of budget reductions for the 2008-2009 tentative budget. SAC's funding was further reduced by \$4,308,272 for the 2008-2009 adopted budget. The district implemented a mandatory hiring freeze, which has resulted in deficits in human resources throughout the campus, which has further impacted operations. Actual Santa Ana College general fund costs have decreased from \$84.2 million in 2007-2008 to \$72.3 million in 2009-2010. The district is currently preparing additional reductions for the 2011-2012 adopted budget. In anticipation of a further workload reduction, SAC credit instruction has been reduced by 7.5% for fall 2011.

The state budget crisis also altered the preparation of the 2011-2012 Tentative Budget. Due to the lack of details from Sacramento, a rollover budget was proposed, which was approved by BAPR in May 2011 (CR1.78—BAPR Minutes 05-04-11). In the meantime, budget information was extracted from SAC department portfolio planning documents and summarized for review and recommendations for the 2011-2012 Adopted Budget, which was approved at the September 12, 2011 Board of Trustees meeting (CR1.79a—Adopted Budget 2011-2012; CR1.79b—BOT Summary, 09-12-11).

A sample Budget Request Application from the electronic DPP program within InsideSAC.net was presented at the April 27, 2011 College Council meeting (CR1.44—College Council Minutes). With only minor modifications, the current program will provide the basic information needed to effectively link planning and budgeting. Administrative Services will extract DPP budget data and compile a summary report for distribution to campus and district constituent groups. Administrative Services will continue refining the process with full implementation expected in spring 2012 for the 2012-2013 budget. Departments were reminded to continue submitting portfolio plans in light of the fact that there are no budget details for 2011-12 (CR1.44—SAC College Council Minutes 04-27-11).

After the IE&A Committee submitted the *Strategic Plan Update Spring 2011*, the Planning and Budget Committee added a column which aligned budget information to the completed activities of the *Strategic Plan* (CR1.20). After Planning and Budget Committee analysis, this information was given to the President, who created her priorities. The President's tentative budget is presented to the Planning and Budget Committee (CR1.45—Planning and Budget Committee Priorities in Minutes, 03-01-11; CR1.5a—Minutes Planning and Budget Committee, 05-05-09). The SAC planning and budget cycle is also synchronized with the district cycle (CR1.72—RSCCD Strategic Plan and Framework; CR1.7b—District/College Alignment to Goals; CR1.9—RSCCD Planning Timelines; CR1.75—SAC Planning Cycle Charts).

V.B Planning Update

The district hired consultants to lead stakeholders through basic planning strategies for the development of the district Strategic Plan. The process began with interviews on Friday, March 18, 2011. Participants were questioned about their current concerns and their vision for the future of the College/District. Responses were compiled into seven strategic directions to guide College and District planning. These directions (CR1.80a—Strategic Directions for Planning in the Rancho Santiago Community College District 04-08-11) were presented at a strategic planning retreat held on Friday, April 8, 2011 (CR1.80b—Strategic Planning Retreat Agenda 04-08-11). A summary and work session was held on Friday, May 6, 2011. (CR1.80c—Strategic Planning Retreat Agenda 05-06-11).

Board Vision and District Goals for 2011-2012 were approved on February 7, 2011. (CR1.81—BOT Minutes 02-07-11; CR1.16—BOT Vision and District Goals 2010-2011).

The February 7, 2011 annual Board Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (CR1.16)
- 2010 Accountability Reporting for the Community Colleges (ARCC) (CR1.82)
- *12 Measures of Success, February 2011* (CR1.7a)
- College Presidents and Chancellor: Progress towards Goals (CR1.83—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (CR1.84). (CR1.81—BOT Minutes 02-07-11)

In light of the severe funding reductions imposed by the state budget, a great deal of time has been dedicated to budget reduction district-wide. As a result, the Board of Trustees has dedicated a portion of each meeting (CR1.85a-h—Board of Trustees Budget update Presentations) to consider state and local budget information overall and review reduction alternatives proposed by the colleges and district operations. The District’s inability to rely on the state’s capacity to meet its constitutional budgetary timelines has caused us to place great emphasis locally on the budget priorities established through the college’s budget committee to maintain the integrity of the planning and budget processes during a period of historic volatility. BAPR WG began a complete review of the Budget Allocation Model in fall 2009. That process continues. The proposal will include a written implementation plan as well as a matrix identifying expenditure and budget responsibilities for each campus and the district (CR1.11—2010-2011 Revenue Allocation Model Simulation SB361).

VI. Communication of Outcomes
(Standards: IV.A.3, IV.A.4, IV.A.5, IV.B.2.e)

Information flows from departments to governance committees as cited above. The President receives the information all along from meetings with the IE&A Coordinator and regular meetings with the President’s Cabinet. Noteworthy is the cross-membership of the President’s Cabinet members with the IE&A Committee. Also, in addition to membership on the IE&A Committee, the Vice President of Administrative Services serves as the co-chair of the Planning and Budget Committee as well as the Facilities Committee and the Safety Committee; the Vice President of Student Services serves as the co-chair of the Student Success Committee; the Vice President of Academic Affairs serves as the co-chair of

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the Accreditation Committee (CR1.2a—Participatory Governance Structure). Also noteworthy is that the membership of the IE&A Committee includes the Institutional Effectiveness & Assessment Coordinator (serves as chair), the President and Past President or President-elect of the Academic Senate (also currently co-chair of the district BAPR and co-chair of the Facilities Committee), the Vice President of the School of Continuing Education, the RSCCD director of the Research Department, and two classified representatives appointed by CSEA. The President of the Academic Senate and the vice presidents also serve on College Council.

The chair of IE&A Committee also meets regularly with the President of the college and attends President's Cabinet meeting as needed. The President of the college is also a member of the Chancellor's Cabinet and district BAPR, which is an additional source of coordination and information. The President's exigency to communicate issues of import regularly is part of the culture at Santa Ana College (CR1.86—Chancellor's Budget Forum "Employee Forum" 04-05-11). The President communicated to members of College Council, the Board of Trustees, the college community and the public regarding Responses to ACCJC in the *Midterm Report* (CR1.87—President Martinez's Communiqués regarding Midterm Report). Between August 18-30, the *Midterm Report* was posted on the public drive of InsideSAC.net for all members of the college to review. Feedback was sent to the chair of the IE&A Committee. Open forums were held at SAC August 30 and at Centennial Education Center August 31, 2011 (CR1.88—Open Forums August 2011 Attendance). This was discussed with President's Cabinet and College Council August 24, 2011, and the document was approved on August 31, 2011 (CR1.89a,b). The respective accreditation chairs of Santa Ana College and Santiago Canyon College met to discuss editing for the district responses. Final editing was completed by September 10, 2011. The *Midterm Report* was placed on the Board of Trustees docket for a first reading on September 26, 2011, in tandem with the *Midterm Report* of Santiago Canyon College. The Board of Trustees approved both documents on October 10, 2011 (CR1.90a—BOT Minutes 09-26-11; CR1.90b—BOT Summary 10-10-11).

Evidence—College Recommendation 1

Number	Name
CR1.1a-d	Agendas and Minutes Accreditation Workgroup, 2/26; 3/1; 3/12; 4/2; 5/12
CR1.2a	Participatory Governance Structure
CR1.2b	Governance Structure Presentation
CR1.3	Planning & Budget Processes Chart
CR1.4a	IE&A End-of-Year Report S10
CR1.4b	IE&A End-of-Year Report S11
CR1.5a-d	Planning and Budget Committee Minutes (05-05-09; 09-07-10; 10-11-10; 11-15-10)
CR1.6a-m	BAPR Workgroup Notes (07-14-10; 08-11-10; 10-06-10; 12-01-10; 01-05-11; 02-09-11; 03-09-11; 04-06-11; 04-13-11; 05-11-11; 06-01-11; 07-13-11; 08-10-11)
CR1.7a	<i>RSCCD 12 Measures of Success</i>
CR1.7b	Alignment of SAC Vision Themes with <i>RSCCD 12 Measures of Success</i> to BOT Goals 2010-2012
CR1.8	SAC Vision Themes Aligned to BOT Goals 2010-2012
CR1.9	RSCCD Planning Timelines 2010-2012

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CR1.10a	RSCCD Adopted Budget Assumptions 2010-2011
CR1.10b	RSCCD Adopted Budget 2010-2011
CR1.10c	RSCCD Tentative Budget Assumptions 2011-2012
CR1.10d	RSCCD Tentative Budget 2011-2012
CR1.11	2010-2011 Revenue Allocation Model Simulation SB361
CR1.12	SAC Strategic Plan Update S10 with Budget/Facilities Analysis
CR1.13	SAC Strategic Plan Update S11 with Budget/Facilities Analysis
CR1.14	SAC Mission Statement with Core Competencies
CR1.15	SAC Vision Themes
CR1.16	BOT/Vision and District Goals 2010-2012
CR1.17	District and College Participatory Governance Chart
CR1.18	RSCCD Functions/Mapping of Responsibilities
CR1.19	BOT Minutes, 11-19-07
CR1.20	SAC Strategic Plan 2007-2015
CR1.21a	SAC Educational Master Plan 2007-2015 (disc only)
CR1.21b	SAC Educational Master Plan Update S11
CR1.22	C&I Council Minutes, 11-08-10
CR1.23a	SAC Strategic Plan with Progress on Goals S10
CR1.23b	SAC Strategic Plan Update with Progress on Goals S11
CR1.24	SAC Educational Master Plan Table of Contents
CR1.25a,b	SAC Educational Master Plan and Updates S10, S11 (disc only)
CR1.26a	BAPR Minutes, 06-08-11
CR1.26b	BAPR Minutes, 09-07-11
CR1.27	RSCCD Strategic Technology Plan 2011-2012
CR1.28	Agenda & Minutes IE&A Committee 9-03-08: Strategic Plan Cycle for IE&A
CR1.29	Facilities Master Plan HMC Architects
CR1.30a	HMC Architects Handout
CR1.30b	HMC Maps
CR1.30c	HMC Project List
CR1.30d	HMC Project Goals
CR1.31a	District Planning Budgeting Timeline
CR1.31b	SAC Budget Committee Flowchart
CR1.32	SACTAC Technology Strategies & Action Plan
CR1.33a	Part I: Academic Portfolio Assessment/Program Review
CR1.33b	Direct Assessment of SLOs
CR1.34	SAC Department Portfolio Template & Database
CR1.35	PA/PR Meta-analysis: TLC Minutes, 05-16-11

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CR1.36	Student Services Portfolio S11
CR1.37	Administrative Services Portfolio S11
CR1.38	President's Cabinet Portfolio S11
CR1.39a,b,c	TLC Minutes: Report to IE&A Regarding Academic PA/PR, 04-04-11; 04-18-11; 05-02-11
CR1.39d-i	Examples of PA/PR Reports
CR1.40a	Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership, February 3, 2009 & June 9, 2009
CR1.40b	Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreat, February 2, 2010
CR1.40c	Agenda President's Cabinet/Academic Senate Executive Committee/CSEA Leadership Retreat, January 18, 2011
CR1.41a	SAC Planning & Budget Committee Year-End Report, 05-03-11
CR1.41b	SAC Planning & Budget Committee Goals 2011-2012
CR1.42a,b	College Council Agenda, 02-10-11; 03-09-11
CR1.43a	SAC Budget Calendar 2011-2012
CR1.43b	SAC Budget Calendar 2012-2013
CR1.43c	ITS Request
CR1.43d	Sample Budget Request DPP
CR1.43e	Administrative Services Example
CR1.44	SAC College Council Minutes, 04-27-11
CR1.45	SAC Planning & Budget Committee Minutes, 03-01-11
CR1.46	SAC Facilities Committee Minutes, 09-21-10
CR1.47	SAC Facilities Master Plan Subcommittee Notes, 10-28-09
CR1.48	SAC Facilities Master Plan Subcommittee Notes, 11-11-09
CR1.49a	SAC Facilities Master Plan Subcommittee, 12-03-10
CR1.49b	BAPR Agenda 09-07-11
CR1.50	II. Student Services Program Review
CR1.51	III. Administrative Services Program Review
CR1.52	IV. President's Cabinet Portfolio (i.e., analysis of goals) 2008
CR1.53	Academic PA/PR Future Timelines
CR1.54	SAC Educational Master Plan List of Planning Documents
CR1.55	Department/Division Requests for Equipment/Personnel—HSS S09
CR1.56	"Best Practitioners' 45-Minute How To..." with Faculty Experts
CR1.57a	PA/PR Meeting Log 2009-2010
CR1.57b	PA/PR Meeting Log 2010-2011
CR1.58a	TLC Minutes, 11-29-10
CR1.58b	TLC Minutes, 01-31-11

CR1.58c	C&I Special Meeting PA/PR Clinic, 05-24-10
CR1.59	Winter 2011 Convocation PowerPoint
CR1.60	BSI Strand A Minutes, 01-25-11
CR1.61	BSI Long-Term Goals for SAC
CR1.62	Convocation 2011 Faculty Professional Development Needs Survey Results
CR1.63	Spring 2011 Professional Development Schedule
CR1.64	PA/PR and Direct SLO Assessment Documents, 05-17-11
CR1.65	TLC Minutes, 05-16-11
CR1.66	Department PA/PR Schedule for 2011-2012
CR1.67	Administrative Services DPP: InsideSAC.net
CR1.68	Administrative Services DPP Executive Summary, April 2011
CR1.69	Special Meeting Budget Committee, 04-28-09
CR1.70	President Martinez's Budget Communiqué
CR1.71	Year-End Assessment of Committee Form
CR1.72	RSCCD Strategic Plan and Framework
CR1.73	RSCCD Planning & Budget Integration Model
CR1.74	BOT & District Planning Timelines
CR1.75	SAC Planning Cycle Charts
CR1.76	District Planning Page with List of Documents
CR1.77	Planning & Budget Committee Minutes, 06-01-10
CR1.78	BAPR Minutes, 05-04-11
CR1.79a	RSCCD Adopted Budget 2011-2012
CR1.79b	BOT Summary, 09-12-11
CR1.80a	Strategic Directions for Planning in the RSCCD (See CR1.80b, p7)
CR1.80b	Strategic Plan Retreat Agenda, 04-08-11
CR1.80c	Strategic Plan Retreat Agenda, 05-06-11
CR1.81	BOT Minutes 02-07-11
CR1.82	Accountability Reporting for the Community College, SAC 2010
CR1.83	Chancellor's Goals
CR1.84	Results of Community and Staff Input of 2010-11 District Goals
CR1.85a	BOT Budget Update Presentation, 09-27-10
CR1.85b	BOT Budget Update Presentation, 10-11-10
CR1.85c	BOT Budget Update Presentation, 11-15-10
CR1.85d	BOT Budget Update Presentation, 01-18-11
CR1.85e	BOT Budget Update Presentation, 03-28-11
CR1.85f	BOT Budget Presentation, 05-10-11
CR1.85g	BOT Budget Presentation, 05-23-11

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- CR1.85h BOT Budget Presentation, 06-20-11
- CR1.86 Chancellor's Budget Forum "Employee Forum," 04-05-11
- CR1.87 President Martinez's Communiqué Regarding Open Forums for Midterm Report
- CR1.88 Open Forums August 2011 Attendance
- CR1.89a College Council Agenda/Minutes, 08-24-11
- CR1.89b College Council Agenda/Minutes, 08-31-11
- CR1.90a BOT Minutes, 09-26-11
- CR1.90b BOT Summary, 10-10-11

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 2 DIVERSITY PLAN

In order to fully meet standards II and III, the Team recommends that the college prepare and maintain an updated Diversity Plan. (Standards II.A.1.a, II.A.3.c, II.B.3.d, III.A.4.a, III.A.4.b)

On December 1, 2010, President Erlinda Martinez and ALO Bonita Jaros participated in a conference call with ACCJC Vice President G. Jack Pond to clarify the Commission's intent for this recommendation.

The following was concluded:

1. Federal and state regulations are not included in accreditation standards.
2. In consultation with the Commission, it was determined this recommendation has no direct link to Standard II. The college could not find citations with relevance to a recommendation connected to Standard II, nor was there any reference in the *Evaluation Report* of January 2009 to weakness regarding Diversity in the student body, curriculum (course level or program) or student services.
3. The only link to accreditation standards is related to Standard III.A.4.a. Since the recommendation is assigned at the district level, it is not feasible for Santa Ana College to develop a diversity plan.
4. The development of a diversity plan at the district level has been deferred until there is clear direction from the statewide System Office (i.e., State Chancellor's Office).
5. The college is in full compliance with accreditation standards.

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 3 COMMUNICATION WITH CLASSIFIED EMPLOYEES

The Team recommends that the college strengthen its communication with classified employees regarding governance committee vacancies and service opportunity processes, deliberations, and outcomes. (Standards III.A, IV.A.1)

Workgroup:

Sara Lundquist, Ph.D., Vice President, Student Services, SAC

Janet Grunbaum, CSEA Representative

Sean Small, CSEA Representative

Bonita N. Jaros, Ph.D., Institutional Effectiveness and Assessment Coordinator; Accreditation Liaison Officer, SAC

Progress toward Recommendation

The pinnacle for participatory governance at SAC is the College Council, which has two full-time classified employees serving as representatives to ensure that a voice is always present for classified employees in this consultation and decision-making venue. It is then of import that these representatives regularly share the deliberations, decisions and pending items of College Council with the entire classified staff. The participatory governance structure is reviewed at least once a year, and classified members have also been added in this venue to expand representation of these stakeholders in participatory governance committee work (CR3.1—2010-2011 Membership List for College Council; CR3.2a—College Council Minutes, 02-10-10; CR3.3b—College Council Minutes 03-09-11).

The bi-annual Strategic Planning Retreats, in which the SAC Cabinet and the Academic Senate consider possible changes to or improvements in the college's structure, resources, priorities and policies, have been expanded to include the two classified representatives that participate on the College Council. This action was taken to ensure that classified colleagues were included in the thinking and planning work that would carry forward into other governance venues and so that the group could benefit from classified perspectives (CR3.3a—Agenda 2010-2011 Cabinet-College Council Strategic Retreat; CR3.3b—Roster of Participants Cabinet-Leadership Strategic Retreat).

The college President has ensured that two-way communication is a regular part of the work life of classified employees at Santa Ana College and that they are connected to critical information about the college overall and the units they belong to organizationally. To accomplish this, the President has continued a series of Brown Bag lunches with the classified staff which are informal in nature and allow for dialogue across many college issues outside of the regular, more formal organizational and governance structures (CR3.4a—Promotional Materials President's Brown Bag Lunches; CR3.4b—Sample Evaluation Brown Bag Meeting with President, 03-16-11). As part of the process of preparing this report, classified staff expressed concerns about having less time to meet with the President to discuss issues than other groups at the college. As a result, the College Council representatives have been invited to participate in regular classified-specific meetings in the President's office. The first official meeting occurred with the two College Council classified employee representatives on August 25, 2011.

When critical developments at the college occur, larger college-wide and group-specific meetings are held to both inform and hear from the college community. Examples of such recent activities include the Winter Convocation, in which the President framed a critical set of mission-central challenges that require all members of our community to engage to help students succeed. After the Convocation, during the flexible calendar week, a special small group session on the subject was scheduled. The pre-semester period is one in which classified staff have less liberty to leave work locations as students are striving to solidify their upcoming semester of study (CR3.5—Classified Staff Development Invitation, March 16, 2011). Another example of such an activity was the recent Budget and Planning Committee joint event with the Academic Senate, in which classified representatives were invited. Subsequently, a college-wide budget and planning dialogue occurred with the RSCCD Chancellor (CR3.6—Joint Budget Committee/Academic Senate Meeting, 02-08-11; CR3.7—Employee Forum, 04-05-11).

The college President has also emphasized with her management team the importance of continual communication with classified staff, including the inclusion of classified staff in strategic planning at the program and department levels throughout the year. This is intended to utilize the professional expertise that classified staff have as they perform their regular work and to be receptive to their perspectives regarding institutional-level operations. Managers are encouraged to help classified staff participate in a range of related activities and to communicate with them in an on-going way about college issues as well as departmental and division-specific work (CR3.8a—SAC Management Council Meeting Agenda, 03-17-11, Classified Employee Communication; CR3.8b—College Council Minutes 04-27-11).

A Classified Professional Development committee and program has been officially reinstated at SAC in spite of the lack of fiscal resources to ensure that priority items could be addressed and that opportunities for classified staff to participate in general professional development could be maximized. There was a college-wide open-house which allowed classified staff to participate. The open house featured the work of the committee, upcoming offerings, and ways to get involved and have a voice at SAC (CR3.9a—Classified Professional Development Summary; CR3.9b—Example of Classified Staff Development Workshop Invitation).

With regard to participatory governance, in 2010-2011, the Planning and Budget Committee increased classified representation from two to “up to four” (CR3.2a; CR3.10 Participatory Governance Handbook, 02-10-10). In addition, in the end-of-year analysis of the Institutional Effectiveness and Assessment Committee, it was determined that classified representation should be increased to two representatives appointed by CSEA. One is designated from student services and one from academic affairs. This was reported to College Council and took effect summer 2011 (CR3.11—IE&A Minutes, 03-30-11).

In the dynamic environment that Santa Ana College has become over the last several volatile years and with a strong likelihood that this will continue, as the state’s financial situation remains precarious, the college leadership will continue to give attention and scrutiny to communication with classified staff and invite continuous input to the work of achieving the SAC Mission together.

Evidence—College Recommendation 3

Number	Name
CR3.1	Membership List for College Council 2010-2011
CR3.2a	College Council Minutes documenting the annual governance structure review and membership updating process, 02-10-10

RESPONSE TO COLLEGE RECOMMENDATION 3

- CR3.2b College Council Minutes, 03-09-11
- CR3.3a Agenda 2010-2011 Cabinet-Leadership Strategic Retreat, 01-18-11
- CR3.3b Roster of Participants 2010-2011 Cabinet-Leadership Strategic Planning Retreats
- CR3.4a Promotional Materials related to the President's Brown Bag Lunches
- CR3.4b Sample Evaluation of the Brown Bag meeting with the President, March 16, 2011
- CR3.5 Classified Staff Development Invitation, March 16, 2011
- CR3.6 Joint Budget Committee/Academic Senate Meeting, 02-8-11
- CR3.7 Employee Forum, April 5, 2011
- CR3.8a SAC Management Council Meeting Agenda, 03-17-11, Classified Employee Communication
- CR3.8b College Council Minutes, 04-27-11
- CR3.9a 2010-2011 Classified Professional Development Summary
- CR3.9b Example of Invitation to Classified Staff Development Workshop Invitation
- CR3.10 Participatory Governance Handbook, 02-10-10
- CR3.11 IE&A Minutes, 03-30-11

**PLANNING AGENDA OF THE SANTA ANA COLLEGE
REPORT OF THE INSTITUTIONAL SELF STUDY FOR ACCREDITATION 2008
(ANNOTATED VERSION FOR RESPONSE TO WASC RECOMMENDATIONS)**

Writing Team: IE&A Committee

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
Standard I:			
<p>1. The <i>Portfolio Assessment/ Program Review</i> will be ongoing and consistent with interdisciplinary dialogue leading to systematic and continuous improvement at the program level.</p>	<p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012.</p>	<p>Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A.</p>	<p>All departments have kept an annual Department Planning Portfolio (DPP) with annual goals and the status of those goals. These have been referred to the Division Deans, aggregated and then sent to the Vice President of Academic Affairs. (Included are facilities, FTE, equipment requests based on goals.) Quadrennial capstone review of the DPPs, including the Direct SLO Assessments of the seven Core Competencies and the 19 Question Template (19-QT) has been completed by all departments as of spring 2011. The Teaching Learning Committee (TLC) has reviewed all PA/PR documents, has aggregated the results in the <i>TLC End-of-Year Report</i> (which it refers to the Institutional Effectiveness and Assessment Committee (IE&A), and has made recommendations for slight revision in the PA/PR process. Core Competency 3, formerly “Information Competency” is now “Information Management” and includes: A. Information Competency; and B. Technology Competency. In addition, BSI work will be incorporated into the PA/PR reports in the second cycle 2012-2016 for all academic departments. More course-level data will be utilized demonstrating improvement in course completion rates as well as semester to semester persistence rates. A 10% goal has been set college-wide through the next PA/PR cycle for all departments.</p> <p>The annual Administrative Services Departmental Portfolio Plan and Annual Program Review was completed and submitted to IE&A in April 2011.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
2. All departments will complete a cycle of PA/PR by spring 2011.	To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012.	Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A.	One complete cycle of capstone quadrennial PA/PR analysis (including Direct-SLO Assessment and the 19-QT) has been completed by all academic departments as of spring 2011.
3. All departments will fully utilize the electronic Department Planning Portfolio process.		Under the aegis of the Technical Committee of C&I, all departments will utilize the electronic DPP. All departments will also submit all proposals on WebCMS in the 2008-09 academic year and ongoing.	All departments are utilizing the electronic Department Planning Portfolio. SAC has migrated from WebCMS to CurricUNET as of spring 2011. All new and revised courses and programs will be placed on CurricUNET by the faculty.
4. The Institutional Effectiveness and Assessment Committee will continue to provide the <i>Strategic Plan with Progress on Goals</i> document to the college President and appropriate governance committees every spring.		The IE&A committee will continue to follow the timeline established in 2007-08 to update the <i>Strategic Plan with Progress on Goals</i> every spring. The chair of IE&A will disseminate results and recommendations for change broadly. In addition, the <i>Strategic Plan with Progress on Goals</i> will be posted on the IE&A website on InsideSAC.net.	The IE&A Committee has provided the college President and all governance committees the <i>Strategic Plan with Progress on Goals</i> each spring. In addition, IE&A has provided the <i>IE&A End-of-Year Report</i> to each governance committee. This report aggregates information from all program review reports: Academic (referred by the TLC), Student Services, Administrative Services and President's Cabinet. IE&A also received the end-of-year reports from all the governance committees. The <i>Educational Master Plan</i> , which contains the <i>Strategic Plan 2007-2015</i> , is also updated to include this report and all governance committee end-of-year reports, under the aegis of the IE&A Committee.

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
5. The Institutional Effectiveness and Assessment Committee will continue to aggregate all program review documentation and advise the appropriate governance committees every spring.		Under the guidance of the IE&A Coordinator, the IE&A will receive all Program Review Reports and synthesize recommendations which will be referred to President's Cabinet, Facilities, Planning & Budget and SACTAC committees, the Academic Senate and College Council.	The IE&A Committee has received and reviewed all institutional program review documents and created the <i>IE&A End-of-Year Report</i> , which is included in the annual update of the <i>Educational Master Plan</i> and sent to all governance committees (including College Council) and constituency groups (including the Academic Senate, CSEA and FARSCCD).
6. The IE&A committee will update the <i>Strategic Plan</i> annually. Upon completion of the first eight-year cycle of the Strategic Plan, IE&A will conduct a thorough evaluation which it will forward to College Council.		Utilizing the <i>Strategic Plan with Progress on Goals</i> and the aggregate program review reports (Academic, Student Services, Administrative Services, President's Cabinet), the IE&A committee will make recommendations to College Council. In 2015, a thorough college-wide evaluation will be conducted. As the <i>Strategic Plan</i> will be continually updated and revised, the evaluation will include efficacy of format.	In 2015, a thorough review will be conducted utilizing the BOT Vision and Goals as a guide for the SAC Mission Statement as well as the Vision Themes, which serve as the general heading of each section of the <i>Strategic Plan</i> . The SAC Mission Statement undergoes annual review apart from Strategic Plan Review, and remains in alignment with the Board of Trustees Vision Statement and Goals on an ongoing basis. In spring 2012 a Mid-Plan Planning Retreat will be held to review the strategies of the Strategic Plan. The Vision Themes will be maintained.

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>7. In 2008-2009, under the aegis of IE&A, SAC will engage in a college-wide dialogue to evaluate the effectiveness of the <i>Strategic Plan</i> and to determine how that plan and its processes have affected the various departments, disciplines, programs and student learning.</p>		<p>Under the aegis of IE&A, a survey will be created and sent to all governance committees, President's Cabinet, College Council and the Academic Senate, IE&A will aggregate the results and provide them to the college community via the President of the college and the chairs of the governance committees.</p>	<p>The <i>Strategic Plan</i> was updated S08, S09, S10 and S11. At that time collegial dialogue occurred at all levels in workgroups as well as governance groups, and the <i>Strategic Plan</i> was revised as needed. Data was collected as needed.</p> <p>It was determined by the IE&A committee that discussion at the governance level, including College Council and the Academic Senate would be more beneficial than a survey. At least one IE&A member serves on all governance groups, President's Cabinet, the Academic Senate, and CSEA.</p> <p>The <i>Strategic Plan Update</i>, in concert with the <i>IE&A End-of-Year Report</i> is also included in the <i>Educational Master Plan Update</i> each spring.</p> <p>The Vision Themes serve as heading for each major section of the <i>Strategic Plan</i>.</p> <p>In March and April, under the guidance of outside consultants, district-wide RSCCD Strategic Planning sessions were held which yielded an RSCCD Strategic Plan. A college-level matrix demonstrating alignment with RSCCD <i>12 Measures of Success</i>, RSCCD Goals, the Vision Themes of the SAC <i>Strategic Plan 2007-2015</i> and the status of the activities to meet those goals was developed.</p> <p>As a result of these activities the IE&A Committee recommended to the college President that the <i>Midterm Review and Update of the SAC Strategic Plan 2007-2015</i> be held March 2012.</p> <p>The Santa Ana College <i>Annual Report</i> has also been organized by Vision theme with administrative areas as sub-themes. The Vision Themes also are posted on agendas of governance committees.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>8. The TLC will continue to sponsor training for faculty in direct SLO assessment, rubric development, best practices and other topics salient to student learning.</p>		<p>The TLC will sponsor faculty development and training activities (e.g., Best Practitioners Fair spring 2009) for faculty in direct SLO assessment, rubric development, best practices and other topics salient to student learning commencing spring 2009. The IE&A coordinator will meet with individual departments to discuss PA/PR, SLO assessment and rubric development commencing fall 2008. A log will be posted on the TLC website on InsideSAC.net.</p>	<p>The TLC has sponsored faculty development and training activities related to PA/PR, rubric development for course-level assessment, writing across the curriculum, Classroom Assessment Techniques (CATS). In addition, at this time, BSI and the Student Success Committee is also conducting faculty development activities related to faculty inquiry group activities, e.g., utilizing Reading Apprenticeship to increase student success and persistence rates; a collaborative inquiry FIG with interdisciplinary colleagues working together. In addition to the FIGs, professional development activities sponsored by Strand C of BSI include Data Coaching, Logic Modeling, Center for Urban Education Equity issues, Reading Apprenticeship training, On Course. Training in data collection at the course level is the emphasis, with the goal of increased success rates and increased semester-to-semester persistence rates. The BSI coordinator serves on the TLC; regular reports are also made to the Academic Senate.</p>
<p>9. The TLC will evaluate the effectiveness of the PA/PR model with regard to <i>Direct Assessment of SLOs</i>, and recommendations for model clarification will be made if needed.</p>		<p>The TLC will evaluate the PA/PR model every spring commencing spring 2009 and make recommendations as appropriate to the IE&A committee. If changes are recommended, prior to incorporating them, there will be broad-based dialogue at the Academic Senate and the division curriculum committees, which will report to C&I.</p>	<p>The TLC has evaluated the Core Competencies and the PA/PR. Recommendations to change Core Competency 3 were approved by the TLC and then the Curriculum and Instruction Council. In addition, recommendations to incorporate BSI into the PA/PR have been actualized spring 2011. More course-level data will be expected in the second cycle of PA/PR commencing spring 2012.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
Standard IIA:			
1. The Vice President of Academic Affairs and the Facilities Committee will consider alternatives to house the Writing Center, Math Study Center, Tutoring Center and Student Success Center in close proximity.		The Facilities Committee will consider incorporating housing the Writing Center, math Study Center, Tutoring center and Success Center in the Johnson Center. This concept may also be incorporated into a Title V grant proposed for spring 2009.	As SAC did not receive the Title V grant, alternative plans have been underway. Discussion of a <i>Teaching Learning Commons</i> is being investigated by several groups, including Strand A of BSI, the Academic Senate, the IE&A Committee and the TLC. The Facilities Committee will receive recommendations after all stakeholders have been in consultation as to how to repurpose space for consolidated function for increased student success. The English Department is in the process of seeking grants to expand and relocate the Writing Center.
2. All departments will complete PA/PR by 2011.	To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/PR cycles and completed by 2012.	Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The TLC will evaluate the process every year commencing spring 2009 and report any recommended changes to the process to IE&A.	All departments completed a cycle of capstone academic PA/PR by spring 2011. The TLC made a decision to evaluate the process after one complete cycle had occurred. Evaluation was conducted spring 2011 and recommendations were referred to IE&A with information to C&I.

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>3. President's Cabinet, College Council and the Planning & Budget Committee will coordinate the process of prioritizing requests with fiscal implications from the DPP, student services portfolio and the administrative services portfolio.</p>	<p>The team recommends that the college evaluate its planning processes, including the integration of staffing, technology and facilities master plans, to ensure the budget is used as planning tool to achieve its strategic goals and that the outcomes from these activities be formally and broadly communicated to ensure quality. As part of this integration, the Team recommends that the college resource allocation be based on plans, program reviews (Department Planning Portfolios, or DPPs), and actual budgetary performance. This requires that the college evaluate the outcomes of its planning/ budget process and use that data in subsequent budget development.</p>	<p>President's Cabinet and College Council will utilize information from the <i>Strategic Plan Progress on Goals</i> and the program review reports from IE&A in addition to information received from the DPP from the Vice Presidents of Academic Affairs and Student Services to integrate staffing, technology and facilities master plans. This information will be sent to the Budget Committee for prioritization in the 2008-09 academic year.</p>	<p>Review has occurred at College Council and President's Cabinet. The budget planning process will continue to be reviewed annually by the Planning & Budget Committee and College Council.</p> <p>The District BAPR is also reviewing the recommendations of the BAPR Workgroup related to a new Budget Allocation Model based on SB361.</p> <p>A budget component already exists in the automated Department Portfolio Planning system, and with some minor adjustments, will be the primary tool VPAS uses to compile and sort requests into a presentable format for President's Cabinet, College Council and the Planning & Budget Committee.</p>
<p>4. All departments will complete the direct and indirect assessment portion of the COR using multiple measures by 2011 utilizing the PA/ PR model.</p>	<p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/ PR cycles and completed by 2012.</p>	<p>Under the aegis of the TLC and the guidance of the IE&A Coordinator, all departments will complete one complete cycle of the PA/PR by Spring 2011. The process will then be ongoing for all departments to undergo systematic, continuous improvement. The IE&A Coordinator will meet with individual departments to review SLOs on the COR and the multiple measures used to assess the SLOs for the annual DPP as well as the quadrennial PA/PR commencing fall 2008.</p>	<p>See I.1</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
Standard IIB:			
<p>1. Lead faculty, staff and administration will continue to develop and refine student services SLOs, especially assessment strategies as the planning and program review cycle continues.</p>	<p>To meet proficiency level for the next visit, all discipline program reviews must be conducted through established PA/ PR cycles and completed by 2012.</p>	<p>Under the guidance of the Vice President of Student Services, program review will be conducted annually and all departments will have conducted a complete program review by spring 2012. IE&A will be apprised if all outcomes so the committee may make appropriate recommendations to all other governance entities and utilize the information for updating the <i>Strategic Plan</i>.</p>	<p>Student Services SLO's have received continuous attention since their inception. The VPSS is the primary trainer for the student services leadership team and has established a quarterly review process that consists of two group meetings for the teams in each department and two private meetings to do a customized case review of each specific portfolio with a focus on the specific framing of the student learning outcomes, the assessment of those learning outcomes and the application of the insights resulting from the assessment process to the planning portfolio overall. Evidence related to this continuous work includes the following:</p> <ul style="list-style-type: none"> VPSS meeting agendas indicating the topic was scheduled to be addressed. VPSS calendar reflecting individual meetings with division leaders on the subject. Departmental meetings with staff to frame and refine and discuss SLO's. Revised charts displaying the life cycle and timeline for portfolios and program effectiveness review in student services. Drafts of portfolios to reflect revisions and improvements as the work advances.

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>2. Lead faculty, staff and administration will conduct an assessment of the cluster of student success committees and task forces to glean recommendations from participants that will inform design and functioning for the subsequent program year.</p>		<p>Under the guidance of the Vice President of Student Services,</p>	<p>The SAC Student Success Committee and the sub-groups that report to it met in the 2009-2010 year and again in the 2010-2011 year to review the overall student success structure at the college and ways to refine and coordinate related work to yield the most elegant and efficient structure for thinking about and acting on strategies to improve student success. Evidence that documents this work includes:</p> <ul style="list-style-type: none"> Student Success Committee agendas/ minutes/support materials Basic Skill Task Force Agendas and minutes Cabinet/Academic Senate/College Council retreat agendas Participatory Governance Handbook revisions and updates
Standard IIC:			
<p>1. Library administration will work with the Facilities Committee to develop a plan to expand space for additional individual seating and group study rooms for students.</p>		<p>Under the guidance of the Vice President of Academic Affairs and the co-chairs of the Facilities Committee, the Facilities Committee will review all possibilities for expanding space for additional seating and group study rooms for students in the Library in spring 2009.</p>	<p>Office space has been rearranged to create additional group student study rooms.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>2. Library administration, in consultation with the Budget Committee, will establish a predictable materials base-budget that is not dependent upon lottery or block grant subsidies and is protected from inflation; is sufficient to serve general education classes and vocational programs; includes provisions for enrollment growth and support for new programs.</p>			<p>Budgetary issues remain due to decreased state funding.</p>
<p>3. The Success Center will seek additional ongoing funds for the renewal of licenses and up-to-date software programs.</p>			<p>PLATO software has become a “fixed cost” of the district.</p>
<p>4. The library department will expand its current library instruction program to include customized, course-specific, assignment-based library instruction.</p>		<p>Under the guidance of the Vice President of Academic Affairs acting as the dean of the Library, and under the aegis of the TLC, the annual Library DPP goals and updates, in addition to the quadrennial PA/PR, will be utilized for all recommendations flowing from the faculty and staff of the Library commencing spring 2009.</p>	<p>The hiring freeze has prevented expansion of the instructional program; however, a Library Faculty member was hired for fall 2011.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
5. Library administration will work with the Facilities Committee to develop a plan for providing greater seating capacity in its mediated classroom to meet the needs of the LIS and LT programs and library workshops.		Under the guidance of the Vice President of Academic Affairs and the co-chairs of the Facilities Committee, the Facilities Committee will review all possibilities for providing greater seating capacity in the mediated classroom of the Library to meet the needs of LIS and LT programs and library workshops in spring 2009.	Seating is at the maximum; more square footage is needed.
6. President's cabinet will investigate appropriate reorganization within the current administrative structure or create an appropriate-level administrative position for the library who will report directly to the Vice President of Academic Affairs.		Under the guidance of the President, President's Cabinet will investigate appropriate reorganization within the current administrative structure or create an appropriate-level administrative position for the library who will report directly to the Vice President of Academic Affairs in spring 2009.	There has been a hiring freeze; however, a reorganization is being investigated.
7. The President's Cabinet will also investigate restoring the library faculty complement to its 2001 status.			A position for one librarian was filled for fall 2011.
8. The Success Center will work with ITS to provide 24/7 remote access to students via the Success Center's web page.			The Success Center web page is on www.sac.edu under "Students/student services," which is available 24/7.

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

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<p>9. The Vice President of Academic Affairs and the associate dean of information and learning resources, in conjunction with faculty leaders in learning resources departments, will develop a plan for all departments to collaborate easily when volume licensing is available.</p>			<p>The ILR retired in 2010 and was not replaced due to the workforce reduction. Volume licensing is being investigated by the district TAG.</p>
Standard IIIA:			
<p>1. The TLC will continue its work on student learning outcomes assessment and will continue to sponsor faculty development activities related to SLOs.</p>		<p>The TLC will sponsor activities (e.g., Best Practitioners fair spring 2009) for faculty in direct SLO assessment, rubric development, best practices and other topic salient to student learning commencing spring 2009. The IE&A coordinator will meet with individual departments to discuss PA/PR, SLO assessment and rubric development commencing fall 2008. A log will be posted on the TLC website on InsideSAC.net.</p>	<p>See I.1</p>
<p>2. FARSCCD/CEFA and the district will incorporate student learning outcomes and assessment in the evaluation process through the negotiation process.</p>	<p>Student progress toward achieving SLOs should be a component of faculty/staff evaluations. (This item was part of the exit interview remarks)</p>	<p>After a thorough review of the legality and appropriateness of this recommendation, FARSCCD is in the process of negotiating that SLOs be a component of faculty evaluation within the self-evaluation portion of the evaluation process (affirmatively voted upon by the faculty 11/25/08).</p>	<p>Participation in SLO assessment and other assessment activities has been incorporated into the self-evaluation portion of the faculty evaluation process.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>3. Based on current and anticipated future needs of both the credit and non-credit divisions, appropriate administrators and faculty leaders will review the needs of the college's growing and changing student population annually to provide appropriate hiring recommendations to the district. The President of Santa Ana College and the President of the Academic Senate will assess the prioritization process to ensure that they appropriately address staffing needs.</p>		<p>Under the guidance of the Vice President of Academic Affairs, the Vice President of the School of Continuing Education and the Academic Senate President, and with the help of the district Research Department, an analysis of student demographic information will be utilized for hiring recommendations. The President of the college and the President of the Academic Senate will assess the prioritization process commencing spring 2009.</p>	<p>Due to fiscal restraints and the need to cut the budget, the college had a hiring freeze for workload reduction up to July 2010, when the freeze was lifted to stabilize operations. Decisions of hiring of classified staff and managers occurs at the local level. The Faculty Priorities Committee has met to create a priority list. This is referred to the college President and then to the Chancellor, who considers the FON. SAC hired 15 faculty for fall 2011.</p>
<p>4. The college will offer appropriate staff development activities for classified and academic staff that will ensure they are kept informed of policies and procedures, as well as workshops and seminars that improve the work environment, support the college mission and goals, improve the skills of employees, and continue to integrate student learning outcomes and assessment into programs.</p>	<p>To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity. (remark of exit interview)</p> <p>The team recommends that the college strengthen its communication with classified employees regarding governance service opportunities, processes, deliberations, and outcomes.</p>	<p>Under the aegis of the IE&A Committee, the associate dean of ILR and the IE&A coordinator will consult with classified staff to ascertain the type of staff development activities needed for classified staff. Under the aegis of the TLC, the FDC and the chair of TLC will continue to develop activities for faculty that support the college mission and integrate SLOs, outcomes and assessment of programs. This will be initiated spring 2009 and be ongoing.</p>	<p>Fall 2010 the Administrative Services department along with the maintenance staff participated in a seminar that focused on balancing work and home.</p> <p>The VP of Academic Affairs held a focus group with classified staff to determine the type of staff development desired and to seek feedback regarding staff development activities that have been offered, e.g., Heart to Heart; Excel training; Word training; safety issues.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
5. The associate dean of information and learning resources and a representative of CSEA will review the process and availability of professional development activities for classified staff for effectiveness.		To commence spring 2009.	A Classified Committee for Staff Development was developed; this committee reports to the VP of Academic Affairs and the VP of Student Services. Members are appointed by CSEA.
Standard IIIB:			
1. College Council and district administration will explore the possibility of another bond to carry out the facility plans that were established by <i>Measure E</i> and the failed <i>Measure O</i> .		After consultation with the President of SCC, the President of SAC will work with the Chancellor in any way deemed appropriate by the BOT and the Chancellor to explore the possibility of another bond measure. Since this is not a SAC-only initiative, timelines need to be established at the district level.	Discussion has occurred, and the college President has provided a recommendation to the Chancellor for Board of Trustees consideration.
2. President's Cabinet, the Planning and Budget Committee and the RSCCD will explore other funding options for maintenance operations and custodial services.		2009	

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<p>3. The Vice President of Administrative Services and the Interim Plant Manager will establish, implement and maintain a plan which itemizes the scheduled maintenance plan.</p>	<p>The Facilities Committee to consult with district Planning Department to develop a process to clearly identify the total cost of ownership of major capital outlay and construction of facilities at the college.</p>	<p>2009</p>	<p>The Vice President of Administrative Services and the interim plant manager are developing a scheduled maintenance plan that includes monitoring to ensure the vital infrastructure systems remain fully operational. The fire alarm system was the first system to be thoroughly evaluated. Personnel worked with the vendor to validate monitoring, testing, and on-going maintenance at all three sites. The vendor is also providing understandable documentation listing deficiencies after each test. Corrections are being made on a timely basis. Preventative maintenance plans are being developed for backup generators, fire sprinklers, emergency lights, fire water lines, elevators, the energy management system, high voltage, plumbing, gas, heating, ventilation, air conditioning, sewer systems, storm drains, and irrigation systems. A current list of infrastructure and preventative maintenance items has been prepared for distribution at shared governance committees this spring. Restoring the Director position is essential to the full implementation of a successful preventative maintenance program.</p>
<p>4. The Academic Senate will appoint a DSPS faculty member to the Facilities Committee and the Safety and Security Committee as a representative. This appointment will also be added to the <i>Facilities Master Plan</i> and the re-established Safety and Security Committee.</p>		<p>Spring 2009</p>	<p>The Associate Dean of Disabled Student Program and Services is a member of the 2010-11 SAC Facilities Committee. A faculty member was appointed co-chair of the Safety Committee in 2009. The associate dean of DSPS became a member of the Facilities Committee February 10, 2010. The ADA Subcommittee of the Facilities Committee was established on August 14, 2008 and continues to meet monthly. Paul Foster, co-chair of the Facilities Committee and a member of the ADA Subcommittee also attends Facilities Master Plan meetings.</p>

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SELF STUDY PLANNING AGENDA	TEAM RECOMMENDATION THE TEAM RECOMMENDS THE DISTRICT/COLLEGE:	PERSONS RESPONSIBLE / IMPLEMENTATION SCHEDULE	CURRENT STATUS
<p>5. The college President and the Vice President of Administrative Services will communicate more directly to faculty and staff regarding facility issues.</p>	<p>To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.</p>	<p>To commence spring 2009.</p>	<p>The Vice President of Administrative Services established a SAC Facilities Coordination Meeting (FCM) in Sept 2009. This weekly meeting includes the VPAS, the interim plant manager, the lieutenant and sergeant of campus security, the construction services from district facilities planning and the construction manager with Bernards, the construction management firm overseeing SAC projects. The purpose of the meeting is to share information so the campus remains informed. Whenever possible, the VPAS notifies campus users of shut downs that could impact operations.</p> <p>Information collected at the weekly FCM is also used for reports provided to the President for her weekly update to the Board, for President's Cabinet, and for shared governance committees.</p>
<p>6. The IE&A Committee and the Facilities Committee will communicate the expectations and requirements of the co-chair positions for sub-committees that report to these governance committees.</p>		<p>Under the guidance of the chair of IE&A, the chairs of committees (Environmental Workgroup) will be apprised of all requirements and responsibilities of goals and activities as well as reporting to IE&A. (done fall 2008)</p>	<p>The Environmental Subcommittee was established as a subcommittee of IE&A but after an evaluation of its activities, it was moved under the Facilities Committee. Significant documents presented at the Environmental Subcommittee are now being posted on Inside SAC.</p> <p>The Facilities Committee has reviewed goals and discussed co-chair requirements with the full committee. Also, the Environmental Workgroup was moved under the Campus Facilities Committee in Fall 2010.</p>

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<p>7. SAC College Council and the RSCCD will explore opportunities for the funding of facilities, equipment and supplies.</p>	<p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p>	<p>The President of the college will discuss with the Chancellor ways in which this recommendation may be handled spring 2009. In addition BAPR will develop a planning workgroup to investigate the links between integrated planning and budget to commence spring 2009.</p>	<p>Non-Resident tuition provides the campus with between \$125,000 and \$150,000 per year for capital projects. According to the state's budget and accounting manual, capital project funds can be used for improvements or to extend the life of existing capital facilities, including major repair and remodeling projects, initial equipping of buildings and significant capital equipment purchases. During the last year capital projects that have been funded with non-resident tuition include: asbestos abatement, major plumbing repairs, storm drain connections, and high voltage maintenance.</p> <p>Measure E funds are being used for major sewer line improvements this winter.</p> <p>SAC received \$377,352 in one-time Mandated Costs funds that was included in our allocation at P1, the end of February 2011. This "Mandated Cost payment" from the state is to offset outstanding mandated costs claims from prior years. This was included in AB1610 which was a trailer bill in the 2010-11 state budget. These are one-time funds that are unrestricted and based on 2009-2010 P2 FTES at a rate of \$17.78 per FTES.</p> <p>Grants are continually investigated.</p> <p>Processes will be reviewed under the new SB361 Allocation Model, when adopted.</p>

RESPONSE TO SELF-IDENTIFIED ISSUES IN THE PLANNING AGENDA SELF STUDY 2008

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<p>8. The President of SAC will request that RSCCD administration identify a formula for “the total cost of ownership” concept, which is then made explicit.</p>	<p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college’s <i>Strategic Plan</i>.</p>	<p>The President of the college will discuss with the Chancellor ways in which this recommendation may be handled. In addition BAPR will develop a planning workgroup to investigate the links between integrated planning and budget to commence spring 2009.</p>	<p>BAPR WG members continue discussing ways to integrate planning and budgeting. The foremost change is in the budget model that is expected to become a SB361 Revenue Allocation model.</p> <p>SB361 became law in 2006 replacing funding parameters in the California Education Code. The goal of SB 361 was to equalize funding for credit FTES, bring simplicity to the funding formula, and provide enhanced funding for qualifying noncredit FTES.</p> <p>The State Chancellor’s Office prepares an Exhibit C document for every district within the California Community College system. To develop a simulation, District Fiscal Services used the Exhibit C document for the Second 2009-2010 Principal Apportionment that was released on June 17, 2010.</p> <p>Exhibit C shows the following base funding amounts: FTES > 20,000 = \$4,428,727 (SAC) FTES < 10,000 = \$3,321,545 (SCC)</p> <p>Adding the factors into the equation, and subtracting out current year expenses, shows that SAC would receive approximately \$2m more and SCC would receive approximately (\$1m) less. SCC will be funded at a higher rate when they reach 10k FTES (now at 8800). There will be a transition period to allow SCC to adjust.</p> <p>The amount District Operations will receive has yet to be determined. Ongoing discussions prior to implementation will establish initial guidelines for evaluating District Operations and address how often the district should be evaluated.</p> <p>Under this new allocation method, each site will receive a lump sum amount and be responsible for developing and managing their budgets. This new model will end the discussions about fixed and variable costs associated with the current Budget Allocation Model.</p>

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			The District Office will no longer take care of things like COLA, Growth, and benefit increases. Each site will have to factor these amounts into their budgets each year. Each cost center would have a separate reserve (likely at a percentage mandated by the District with an additional prudent reserve established by each college).
9. College Council and RSCCD administration will explore the possibility of another bond to carry out the facility plans that were established by <i>Measure E</i> .		After consultation with the President of SCC, the President of SAC will work with the Chancellor in any way deemed appropriate by the BOT and the Chancellor to explore the possibility of another bond measure. Since this is not a SAC-only initiative, timelines need to be established at the district level.	Measure E funds have been used to acquire property, build buildings, and repair campus infrastructure; however, much more work is needed, especially at SAC. HMC Architects were contracted to update the SAC Facilities Master Plan, which is in the final stage of competition. The new plan has four phases ending in 2020, and assumes the passage of a bond measure in 2012. Initial discussions are underway proposing a bond measure
Standard III C:			
1. <i>Datatel</i> implementation management will include student electronic mail as part of the full implementation of the system.			Personal email is collected in the registration process with the intention of receiving better returns on surveys. A user's group met in December 2010 to discuss how data can be extracted from existing records to create position control documents.
2. The associate dean of ILR and the Institutional Research Department will further refine technology questions on student satisfaction surveys.		To commence spring 2009.	
3. The ILR training program will focus on pedagogy.			There has been continued training held in the center for Learning and Instruction (CLI), through BSI, the Distance Education office and the Teaching Learning Committee.

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4. The associate dean of ILR and district ITS will explore collaborative ventures such as a joint Help Desk.			The Associate Dean of ILR retired June 2010 and was not replaced. A common Help desk is being developed at the District Office; a SAC Help Desk will also be available.
5. The district ITS will provide readily accessible and accurate inventory records.			This is currently available.
6. The associate dean of ILR, SACTAC, the Vice President of Academic Affairs and district ITS will develop a replacement plan for technology equipment.	To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i> .		A SACTAC and TAG plan has been developed to replace technical equipment; this is contained in the Strategic Technology Plan.
7. President's Cabinet will study feasibility of reassigning district ITS personnel stationed at SAC to a SAC vice president.			President's Cabinet has initiated review of these functions and has requested three SAC leads to meet and provide recommendations in bullet format to President's Cabinet.
8. SACTAC and the Facilities Committee will develop a plan for upgrading and expanding technology facilities.	To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i> .		This is being addressed in the Facilities Master Plan update. TAG has a plan in place regarding wireless and other needs, e.g., switches. TAG received input from SACTAC.

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<p>9. Technology goals from the DPP will be forwarded to SACTAC division representatives, through the division deans, so that DPP plans will be infused into the college-wide <i>Technology Plan</i>.</p>		<p>Under the aegis of the Vice Presidents of Academic Affairs and Student Services and the guidance of the academic deans and student services managers, all DPP technology goals/requests will be forwarded to division SACTAC representatives commencing spring 2009. PA/PR technology analyses will continue to be forwarded to IE&A via the TLC.</p>	<p>All requests from the DPPs are aggregated and are sent to SACTAC, if there are college-wide implications. SACTAC reports to IE&A at the end of the academic year.</p>
Standard IIID:			
<p>1. The President of the college will request dialogue to occur at Chancellor's Cabinet regarding the issue of dwindling state resources in a context of increasing fixed costs, which negatively impacts the resources available for discretionary funds available to the colleges.</p>	<p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p> <p>To review BAM so resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the district use outcomes of budget process and use data in subsequent budget development.</p>		<p>This is ongoing at all levels.</p>

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<p>2. The President of the college will include more discussion and input from all concerned constituencies regarding the nature of fixed expenditures, the impact of fixed and discretionary expenditures and funding priorities on the district and local college levels through College Council and regularly-published reports.</p>			<p>The SAC Planning and Budget Committee reviewed budget components and discussed fixed and variable costs during the fall 2010 semester (see Oct 5 2010 minutes).</p>
<p>3. The college and district will continue to seek ways to operate efficiently as well as pursue alternate sources of revenue through the DPP at the department level, the Budget Committee at the college level, and BAPR at the district level.</p>	<p>The college and district to use allocation model for resources based on plans and program reviews and sustainability of planning process.</p>		<p>The SAC Planning and Budget Committee set goals for 2010-11 (see Sept 7, 2010 minutes).</p>
<p>4. The SAC Budget Committee will conduct an annual review to ascertain that budget allocation is aligned with the <i>Strategic Plan</i> of the college.</p>	<p>The team further recommends the college evaluate outcomes of budget development process and use data in subsequent budget development.</p>	<p>To commence spring 2009.</p>	<p>The SAC Planning and Budget Committee met in May 2009. The SAC Planning and Budget Committee set goals for 2010-11 (see Sept 7, 2010 minutes).</p>

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<p>5. The vice presidents will send DPP/ student services portfolio budget priorities received from the division deans and student services managers to IE&A for information and alignment with the <i>Strategic Plan</i>, and the Budget Committee for prioritization. The Budget Committee will also be supplied the status of the <i>Strategic Plan</i> every spring by the chair of IE&A.</p>	<p>To evaluate its planning processes, including integration of Technology, Staffing, and Facilities Master Plans to ensure budget is used as a planning tool for budget allocation to fulfill the college's <i>Strategic Plan</i>.</p> <p>To use the allocation model for resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the college use outcomes of budget process and use data in subsequent budget development.</p>		<p>The Vice President of Administrative Services has updated division plan. The administrative services departmental portfolio plan and annual program review was completed and posted on Inside SAC on April 1, 2011. A draft executive summary along with a spreadsheet of the budget applications posted within the budget component of the DPP has been presented to President's Cabinet and is will be presented for discussion at SAC Facilities, SAC Safety and Security, SAC Planning and Budget, College Council and District Facilities Planning.</p>
<p>6. BAPR will conduct an annual self review of its effectiveness together with a review of the ongoing effectiveness of the Budget Allocation Model in an environment that is conducive to voicing concerns and suggesting change without apprehension. The model developed by the BAPR workgroup should be utilized in concert with existing processes.</p>	<p>Review BAM so resources based on plans and program reviews and sustainability of planning process.</p> <p>The team further recommends the district use outcomes of budget process and use data in subsequent budget development</p>	<p>BAPR will conduct a review of the BAM. Since BAPR is a district committee, the timeline must be developed at the committee.</p>	<p>A planning workgroup will be created to investigate the links between integrated planning and budget to commence spring 2009. The planning workgroup will also develop a program review model.</p> <p>The BAPR WG reviewed budget allocation models from several districts and recommended to the full BAPRC on December 8, 2010, that RSCCD move toward adopting a SB361 model similar to the one used by the Contra Costa College District. The Work Group will analyze a RSCCD simulation and look at specific scenarios. It has already been agreed that a transition plan will be necessary so neither campus suffers as a result. The Work Group has expressed hope that there is time to make this transition in time for the 2011-12 budget cycle.</p>

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Standard IVA			
1. The President of the college, the President of the Academic Senate and representatives of CSEA will continue to review the participatory governance framework and its operational flow annually.	The college will evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.	Spring 2009 and ongoing annually.	A participatory governance retreat has been held bi-annually since January 2009 and includes President's Cabinet, the Academic Senate Executive Committee and Classified leaders appointed by CSEA.
2. The college President will conduct regularly-scheduled classified forums to facilitate communication among this constituency group.	To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.		The President held a Brown Bag luncheon with Classified staff on Wednesday, January 12, 2011 to discuss goals, vision, and to provide a Master Plan update.
3. The college President and all constituency group leaders will continue to review and refine the governance framework and its operational flow.	To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.		Membership is reviewed at least annually by Planning and Budget, Facilities, and Safety & Security.

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4. The college President will ascertain that the roles and responsibilities of relatively new administrators are clearly defined and understood.			There are six new managers. The President of the college has directed supervising managers to review job descriptions and responsibilities. September 2011, the President followed up at Management Council to ascertain it was accomplished.
Standard IVB:			
1. The college President will continue to meet with the Academic Senate Executive Board and classified staff leaders regarding participatory governance structures.	To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.	Ongoing every spring.	See IVA.2
2. The IE&A will continue to update the <i>Strategic Plan</i> and review its effectiveness in meeting the college's goals, objectives and mission statement.		Utilizing the <i>Strategic Plan with Progress on Goals</i> and the aggregate program review reports (Academic, Student Services, Administrative Services, President's cabinet), the IE&A committee will make recommendations to College Council. In 2015, a thorough college-wide evaluation will be conducted. As the <i>Strategic Plan</i> will be continually updated and revised, the evaluation will include efficacy of format.	See I.2

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3. The President of the college will make information regarding budget issues readily available on a regular basis, especially in these times of fiscal constraint.	To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.	Spring 2009 and ongoing.	“Budget Update” appears on every College Council and SAC Management meeting agenda. The President has scheduled a brown bag luncheon with classified employees on January 12, 2011 and budget will be discussed at that time.
4. To enhance communication, the President will ensure that budget requests brought to President’s Cabinet by the vice presidents from the DPP are shared with the Planning and Budget Committee.	The team recommends that the district evaluate its planning processes, including integration of staffing, technology and facilities master plans to ensure the budget is used as planning tool to achieve its strategic goals. AS part of this integration, the Team recommends that the allocation model for resources be based on the plans, program reviews and sustainability of the planning process and that the outcomes from these activities be formally and broadly communicated to ensure quality. This requires that the District evaluate the outcomes of the budget process and use that data in subsequent budget development.	Spring 2009 and ongoing.	The Cabinet is working with priorities established by the Planning & Budget Committee for the contracting fiscal environment the colleges and district have experienced for the last two three years.
5. In meetings of all governance committees at the college and district levels, constituents should:			See District Response 1/College Response 1: Planning and Budget integration
<ul style="list-style-type: none"> • identify issues related to the delineation of functions between the district and the colleges that remain unclear, unknown, problematic, or less than optimally functional --SAC continues pursuing this objective, which is evidenced in SAC Planning and Budget minutes, in BAPRC minutes and in BAPRC WG notes. 			
<ul style="list-style-type: none"> • create a plan for clarifying and optimizing the functions related to these issues 			

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<ul style="list-style-type: none"> • create a timeline for completion of these plans 			
<ul style="list-style-type: none"> • operationalize the plans 			
<ul style="list-style-type: none"> • widely communicate the results to the aforementioned district committees and to the appropriate governance bodies at the colleges.-- “Budget Update” appears on every College Council and SAC Management meeting agenda. The President has scheduled a brown bag luncheon with classified employees on January 12, 2011 and budget will be discussed at that time. Budget is often discussed at division and department meetings. 			
<p>6. The college, through its governance committees and the Academic Senate will:</p>	<p>To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.</p>		<p>The new SB 361 Revenue Allocation Model will disseminate resources to the colleges. This will impact current structures at all three entities, the colleges and the district. The colleges and district will have to investigate which services reside at the colleges and which at the district level.</p>
<ul style="list-style-type: none"> • identify and prioritize the most serious areas of concern related to the district’s support to the college 			
<ul style="list-style-type: none"> • present them at the district level through the appropriate governance and operational venues, including the Chancellor’s Cabinet, District Management Council, the District Facility Planning Committee, the Human Resources Committee, the Budget Allocation and Planning Review Committee, the Technology Committee, meetings of the Chancellor with the Academic Senate Presidents from Santa Ana College and Santiago Canyon College, and meetings of the Board of Trustees 			
<p>7. In response, the Chancellor’s Cabinet should:</p>			<p>The new Chancellor has developed goals which have been vetted through the Board of Trustees. Updates to the Board are ongoing. Please see evidentiary document DR4.39 of District Response 4. In addition, the Chancellor holds employee forums at the colleges as major budget/employee issues arise, e.g., Employee Forum 04-05-11. (Please see evidentiary document CR1.84 from College Recommendation 1.)</p>
<ul style="list-style-type: none"> • create a plan for addressing the identified and prioritized areas of concern 			
<ul style="list-style-type: none"> • create a timeline for completion of these plans 			
<ul style="list-style-type: none"> • operationalize the plans 			
<ul style="list-style-type: none"> • widely communicate the results to the aforementioned district committees and to the appropriate governance bodies at the colleges. 			

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8. The President of the college will elicit clear information about staffing rationale and disseminate this information to SAC constituency group leaders through College Council.		Ongoing commencing spring 2009.	This is evidenced in the Department Planning Portfolio and Annual Program Review
9. The Chancellor's Cabinet will continue to evaluate district/system role delineation and governance to assure effectiveness of the decision-making structures and processes.	To evaluate mechanisms established that facilitate dialogue regarding the functions between the district and the colleges so that all members of the college community, especially classified staff, understand the responsibilities of each entity.		This is a continuing discussion as a result of pending adoption of the new SB 361 Allocation Model and the new Chancellor.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of the SCC 2011 Midterm Report on Accreditation	
Action:	Approval	

BACKGROUND

Santiago Canyon College has prepared a Midterm Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. The Midterm Report is due to ACCJC in mid-October.

ANALYSIS

The Midterm Report is presented to the Board of Trustees for second reading.

RECOMMENDATION

It is recommended that the SCC 2011 Midterm Report as requested by the Western Association of Schools and Colleges be approved as presented.

Fiscal Impact:	None	Board Date: October 10, 2011
Prepared by:	Aracely Mora, Vice President of Academic Affairs	
Submitted by:	Juan Vázquez, President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Santiago Canyon College

2011 **midterm report**

Submitted to the Accrediting Commission
for Community and Junior Colleges

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Santiago Canyon College

Midterm Report

Submitted by:

Santiago Canyon College
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To:

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

Submitted:

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STATEMENT ON REPORT PREPARATION AND ACCREDITATION HISTORY

The Santiago Canyon College Midterm Accreditation Report 2011 is the result of a year-long collaborative process that involved the faculty, staff, administration, and students of the College. Against a backdrop of fiscal challenges resulting from the ongoing state and national budget crises, the report documents the progress of the College in completing the Planning Agendas identified in the 2005 Self Study and the 2008 Abbreviated Self Study. In addition, the Midterm Report updates the work done by the College on the Team and Commission Recommendations that resulted from the 2008 Abbreviated Self Study, the 2009 Follow-Up Report, and the 2010 Follow-Up Report.

Santiago Canyon College (SCC) was first accredited as a separate institution by the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges in 2000. As scheduled, SCC submitted a full Institutional Self Study in 2005. The Commission's desire to align the accreditations of colleges in multi-college districts resulted in SCC's submission of an Abbreviated Self Study in 2008 at the same time as its sister college in the Rancho Santiago Community College District (RSCCD), Santa Ana College (SAC) submitted its Self Study. Based on Team and Commission recommendations, the college was placed on warning in 2009, which resulted in the preparation of the 2009 Follow-Up Report. While the Commission accepted the 2009 Follow-Up Report and removed the Warning sanction, the college was mandated to prepare and submit a 2010 Follow-Up Report, which the Commission accepted in January 2011.

The RSCCD Accreditation Oversight Group, chaired by Chancellor Raúl Rodríguez, met on November 2, 2010, to discuss the accreditation status of Santiago Canyon College and Santa Ana College and to prepare for the Midterm Reports due October 2011. A plan was established for the Santiago Canyon College and Santa Ana College common district responses (RP 1—District Accreditation Oversight Group Notes 11 02 2010). Workgroups were formed to create responses to each recommendation and a timeline was established (RP 2—Timelines Midterm Report 2011).

On the campus of Santiago Canyon College, preparations for this Midterm Report began in fall 2010 with regular meetings of the Accreditation Committee. At its Sept. 30, 2010, meeting, the Accreditation Committee discussed the timeline and process for developing the Midterm Report (RP 3—Accreditation Committee Minutes 09 30 2010). The following individuals participated on the Accreditation Committee in 2010-2011:

Aracely Mora, Vice President, Academic Affairs (co-chair)
John Weispfenning, Dean, Arts, Humanities and Social Sciences/Library (co-chair)
Ruth Babeshoff, Dean, Counseling and Student Support Services
Morrie Barembaum, faculty, Astronomy, and President of the Academic Senate
Curt Childress, Director, Information Technology Services
Steven Deeley, faculty, Business
Cecilia Diaz, classified staff, Counseling

Caroline Durdella, Assistant Dean, Institutional Effectiveness and Assessment
Tricia Evans, Dean, Career Technical Education
Tiffany Garbis, classified staff, Curriculum Office
John Hernandez, Vice President, Student Services
Steve Kawa, Vice President, Administrative Services
Nadine McKelvey, classified staff, Admissions and Records
Roland Pajarito, student
Marcelo Pimentel, faculty, Philosophy, and chair of the Student Learning
Outcomes and Assessment Resource Committee
Narges Rabii, faculty, History
Craig Rutan, faculty, Physics, and chair of the Curriculum and Instruction Council
Martin Stringer, Interim Dean, Business, Mathematics and Sciences
Alex Taber, faculty, Economics, and chair of the Educational Master Planning
Committee
Leigh Ann Unger, classified staff, Admissions and Records
Melody Vaught, classified staff, Office of the VPAA
Mary Walker, faculty, Continuing Education Division/Orange Education Center
Lana Wong, faculty, Library

As several of the Team and Commission Recommendations dealt with district-level matters, those responses were coordinated with Rancho Santiago Community College District and Santa Ana College personnel. The following individuals participated in those efforts:

Raúl Rodríguez, Ph.D., Chancellor, RSCCD
John Didion, Executive Vice-Chancellor Human Resources & Educational
Services, RSCCD
Peter Hardash, Vice-Chancellor, Business Operations & Fiscal Services, RSCCD
Paul Foster, Vice President, Administrative Services, SAC
Bonita N. Jaros, Ph.D., IE&A Coordinator, Accreditation Liaison Officer, SAC
Nga Pham, Director of Research, RSCCD

To help develop SCC's responses, the SCC Accreditation Committee assigned six subgroups to respond to specific planning agendas in the following areas: (1) Student Learning Outcomes and Curriculum, (2) Budget, (3) Planning, (4) Student Services, (5) Human Resources and Faculty Development, and (6) Library/Technology/Facilities (RP 4—Accreditation Committee Minutes 10 07 2010). The Committee assigned members to the sub-groups and recommended names of others from the campus to serve:

SLOs and Curriculum

Aracely Mora, Vice President, Academic Affairs
Craig Rutan, faculty, Physics, and chair of the Curriculum and Instruction Council
Laney Pryor, faculty, Mathematics
Maureen Roe, faculty, English
Tiffany Garbis, classified staff, Curriculum Office

Budget

Steve Kawa, Vice President, Administrative Services
Steven Deeley, faculty, Business

Planning

John Weispfenning, Dean, Arts, Humanities and Social Sciences/Library
Alex Taber, faculty, Economics, and chair of the Educational Master Planning
Committee
Leigh Ann Unger, classified staff, Admissions and Records
Randy Scott, faculty, Mathematics

Student Services

John Hernandez, Vice President, Student Services
Ruth Babeshoff, Dean, Counseling and Student Support Services

Human Resources and Faculty Development

Tricia Evans, Dean, Career Technical Education
Mary Walker, faculty, Continuing Education Division/Orange Education Center
Nooshan Shekarabi, faculty, Political Science, and chair of the Faculty
Development Committee

Library/Technology/Facilities

Martin Stringer, Interim Dean, Business, Mathematics and Sciences
Lana Wong, faculty, Library
Curt Childress, Director, Information Technology Services

These six subcommittees gathered information and evidence, outlined the planning agenda responses, and reported to the Accreditation Committee. The majority of their work was done in the period from November 2010-March 2011 (RP 5—Accreditation Committee Minutes 11 18 2010; RP 6—Accreditation Committee Minutes 12 09 2010). The Accreditation Committee coordinated the submissions and supervised the writing and editing of the Midterm Report from April-August 2011 (RP 7—Accreditation Committee Minutes 02 24 2011; RP 8—Accreditation Committee Minutes 03 10 2011; RP 9—Accreditation Committee Minutes 08 25 2011). The respective accreditation chairs of SCC and Santa Ana College met to discuss editing for the district responses. Final editing was completed by Sept. 10, 2011.

As part of its work, the Accreditation Committee led the College's periodic review of its Mission Statement. Through a series of meetings over four months, the Accreditation Committee developed a revised Mission Statement that retained inclusivity while simplifying the structure of the statement (RP 5—Accreditation Committee Minutes 11 18 2010; RP 6—Accreditation Committee Minutes 12 09 2010; RP 7—Accreditation Committee Minutes 02 24 2011). In March 2011, the Accreditation Committee recommended the following as the Santiago Canyon College Mission Statement (RP 8—Accreditation Committee Minutes 03 10 2011; RP 10—Mission Statement Recommendation Email 03 11 2011):

Santiago Canyon College
Mission Statement

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

Source: RP 11—Mission Statement 04 12 2011

The Mission Statement was considered by the Academic Senate, the President's Classified Advisory Group, the Associated Student Government, and the College Council. The Mission Statement was approved by all four bodies and became official once it was approved by the College Council on April 12, 2011 (RP 12—College Council Minutes 04 12 2011).

The Midterm Report itself was submitted for approval through the collegial governance system of the college, including the Academic Senate (RP 13a—Academic Senate Minutes 08 17 2011; RP 13b—Academic Senate Minutes 08 30 2011), the College Council (RP 14—College Council Minutes 09 13 2011). The RSCCD Board of Trustees then considered and approved the Midterm Report for submission (RP 15a—Board of Trustees Summary 09 26 2011; RP 15b—Board of Trustees Summary 10 10 2011).

Santiago Canyon College is operating in 2011 in very different circumstances than those envisioned during the preparation of the 2008 Abbreviated Self Study. In 2008, SCC was one of the fastest growing community colleges in the nation (*Community College Week*, Nov. 30, 2008). The recession that began in 2007 has brought decreases in state funding, reductions in class offerings, and a slight decline in head-count enrollment. Nonetheless, we are pleased that Santiago Canyon College continues to meet the Accreditation Standards. This Midterm Report documents that the work done by the College since 2008 is substantial, and the College continues to improve its effectiveness, efficiency, and accountability.



Juan A. Vázquez
President
Santiago Canyon College

COMMISSION RECOMMENDATION

Commission Recommendation 1 (I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2f, III.B.2d, III.D.1, III.D.2, III.D.3, IV.B.3a, IV.B.3b)

The Commission recommends that the college complete a meaningful analysis of its planning process to ensure that program reviews are of sufficient quality and currency to be used as the basis for decision making, and that results of program review, the educational master plan, and the human resource, technology, fiscal, and facilities plans are integrated into the institution's resource allocation model.

Progress Toward Recommendation

This recommendation was fully addressed in the College's 2009 Follow-Up Report, which was accepted by the Commission as it removed the College from Warning and reaffirmed accreditation (PA 3.1—2009 Follow-Up Report; CR 1.1—ACCJC Letter 01 29 2010). Although this recommendation has been met, it is worth noting that the resulting adjustments have been put into practice and are being integrated. The Academic Program Review Template has been modified to include specific prompts related to facilities, personnel, and technology needs (PA 3.3—Academic Program Review Template). An Executive Summary has been developed for wide distribution of the major findings of each program review (PA 3.6—Program Review Executive Summary Template). An annual goal assessment report is in place to measure units' annual progress (PA 3.7—Activity Evaluation Report Template).

Several departments piloted the new program review template in 2010-2011, with all departments scheduled to complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011). In addition, the Educational Master Planning Committee (EMPC) has instituted meetings with departments to discuss program review findings (CR 1.2—EMPC Progress Report).

The EMPC worked in spring 2011 to formulate a template for an Administrative Services Program Review, which will be implemented and completed by the end of fall 2011 (PA 3.10a—Draft Administrative Services Program Review). The EMPC has developed the framework and processes for completing the 2012-2016 Educational Master Plan, scheduled to be published in 2012 (PA 3.11a—EMPC Minutes 04 28 2011; PA 3.11b—EMPC Minutes 05 12 2011; PA 3.11c—Plan for EMP 2012-2016).

A new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). The initiation of the Budget Committee in 2011-2012 and its working relationship with the EMPC will ensure a link between budget and planning (PA 52.4—SCC Budget Committee). The committee is also tasked with evaluating budget performance for the concluding fiscal year. The SCC Budget Committee is a shared governance committee with faculty, classified, and administration representatives (PA 52.4—SCC Budget Committee; PA 52.5—Proposed Collegial Governance Structure 2011).

TEAM RECOMMENDATIONS

Team Recommendation 1

In accordance with the recommendations of the 2005 team, the college is encouraged to continue to work with the district in incorporating SLOs into the evaluation processes for faculty members and others directly responsible for monitoring SLOs and achieving them. (III.A.1c)

Progress Toward Recommendation

This recommendation has been met. Beginning in 2010-2011, Student Learning Outcomes (SLOs) have been included in the faculty evaluation process. In the mandatory self-evaluation submitted as part of the evaluation process, faculty are required to address “participation in the improvement of student learning related to student outcomes” as a standard of evaluation (TR 1.1—Contract Probationary Tenure Review Packet, see p. 4; TR 1.2—Tenured Faculty Evaluation Packet, see p. 3).

Team Recommendation 2

In accordance with the recommendations of the 2005 team, the college, with the support of the district, should examine the budget allocation model and ensure that the college identifies all discretionary general and categorical funds that are available to support the needs of the college. (III.D.1a)

Progress Toward Recommendation

This recommendation has been met. SCC representatives, including the vice president of Administrative Services, the vice president of Continuing Education, and the president of the Academic Senate, are participating in the Rancho Santiago Community College District’s (RSCCD) Budget Allocation and Planning Review (BAPR) Committee’s review of the current budget allocation model. The three SCC representatives also are part of the district BAPR Work Group (BAPR WG) that is evaluating the current budget allocation model and exploring alternative models (TR 2.1a-h—BAPR Work Group Notes). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula, is being developed. This revised allocation model is designed to provide greater operational discretion and flexibility over both fixed and discretionary costs to SCC and Santa Ana College (SAC), which will facilitate the linkage of college planning priorities to budgetary allocations and performance. A regular report of the progress of the BAPR Work Group was made at each BAPR meeting (TR 2.2a-h; TR 2.3—BAPR Minutes 05 25 2011). In spring 2011, the Work Group recommended to the BAPR Committee a change in the district budget allocation model to the new SB361 Revenue Allocation Model. A transition plan is being developed to identify the mechanics and intermediate steps of the change (TR 2.1b— BAPR Work Group Notes 12 01 2010). The alternative budget allocation model is discussed further in the response to Team Recommendation 3.

Team Recommendation 3

The team recommends that the district evaluate its planning processes, including the integration of technology, staffing, and facilities master plans, to ensure the budget is used as a planning tool to achieve both district and college strategic goals. As part of this integration, the team recommends that the district resource allocation model be based on the plans, program reviews, and actual budgetary performance. This requires that the district evaluate the outcomes of its planning/budget process and use that data in subsequent budget development. (I.A.1, I.A.3, I.B.4, I.B.6, II.A.1, II.A.2f, III.B.2d, III.D.1, III.D.2, III.D.3, IV.B.3a, IV.B.3b)

Progress Toward Recommendation

This recommendation has been met. Since the College's submission of the Follow-Up Report to the Commission in October 2010, the faculty, staff, and administration have continued to evaluate and improve the planning process through both Rancho Santiago Community College District (RSCCD) and College participatory governance groups.

At the RSCCD Board of Trustees annual planning retreat February 7, 2011, the board reviewed the District's Vision and Goals for 2010-2011 and approved the Vision and Goals for 2011-2012 (TR 3.1a—BOT Planning Retreat Agenda 02 07 2011; TR 3.1b—BOT Planning Retreat Minutes 02 07 2011). Prior to approval of the Vision and Goals, the board received the annual Accountability Reporting for the Community Colleges (ARCC) data for both colleges as well as the District's internal report, 12 Measures of Success (TR 3.2—2010 ARCC Report; TR 3.3—12 Measures of Success).

In addition, a community survey was conducted in January 2011 regarding the District's Vision and Goals. The results were presented to the trustees at the annual planning meeting of February 7, 2011, prior to the trustees' consideration of goals for 2011-2012 (TR 3.4—Community Survey Instrument, Distribution List and Results).

Strategic Plan

To integrate district-level planning efforts with the colleges' budget and planning and to strengthen the college-level plans of Santiago Canyon College and Santa Ana College, shortly after his arrival to the District in August 2010, Chancellor Raúl Rodríguez identified the need for the District to develop a district-level strategic plan. Two consultants from the *Community College Brain Trust*, Darroch Young, retired chancellor of the Los Angeles Community College District, and Eva Conrad, retired president of Moorpark College, assisted the District in that process from March through May 2011. The process began with personal interviews of college leadership on Friday, March 18, 2011. Participants were questioned about their concerns and vision for the future of the colleges and District. Responses were compiled into seven strategic directions to guide college and District planning. These directions were presented at a strategic planning retreat held on Friday, April 8, 2011 (TR 3.5—Strategic Planning Retreat Agenda 04 08 2011). Based upon the input received during the staff interviews, the consultants recommended that the retreat participants develop a simpler planning model for the

District. The participants broke into four smaller groups to develop recommended steps and sequencing for an annual planning cycle, explicating each District goal with objectives, the responsible party, and timelines. In addition, a new planning cycle was developed to integrate the various District and college plans (TR 3.6—RSCCD Annual Planning Design).

The four versions created by the small groups at the April 8, 2011, meeting were subsequently merged into one, and a draft planning cycle was presented to the participants at a follow-up strategic planning retreat, Friday, May 6, 2011 (TR 3.7—Strategic Planning Retreat Agenda 05 06 2011). The participants refined the cycle and reviewed potential strategic directions for the District, as well as a list of potential metrics that were developed for each of the District’s eight goals. To assist the break-out groups in developing a more comprehensive assessment plan, a document was created by a work group of District and college representatives designated by Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District goal (TR 3.8—District Goals Measurement Document). The strategic directions identified by each of the four groups formed the basis for the District’s Strategic Plan, which is scheduled for approval in fall 2011 (TR 3.7—Strategic Planning Retreat Agenda 05 06 2011; TR 3.9—RSCCD Strategic Plan; SCC was represented in the planning process by the vice president of Academic Affairs, the vice president of Student Services, the vice president for Administrative Services, the president of the Academic Senate, the vice president of the Academic Senate, the secretary/treasurer of the Academic Senate, an additional faculty member, and a classified employee.

The resulting RSCCD Strategic Plan will provide the trustees, the District, and the colleges with a framework to guide and inform future planning efforts (TR 3.9—RSCCD Strategic Plan).

Budget and Planning

The District Budget Allocation and Planning Review (BAPR) Committee serves as the participatory governance committee dedicated to planning and budget synchrony between and among the colleges and the District. BAPR, as well as the District Council, which is the chancellor’s forum for district-wide participatory governance, discussion, and action, received periodic reports related to the progress of the colleges’ Midterm Reports, with particular emphasis on the budget and planning recommendations for the District and the colleges. This reportage is the result of one of the recommendations of the Accreditation Oversight Committee to strengthen the planning aspects of BAPR (TR 3.10—Oversight Committee Minutes 03 15 2010).

As a result of 2010 Accreditation Oversight Committee recommendations, the following ongoing changes were made:

- Commencing February 2010, accreditation has been a standing agenda item at BAPR (TR 3.11a-h—BAPR Minutes February 2010-May 2011).

- The Human Resources Committee is convened bi-annually and results are reported to BAPR (TR 3.12—Oversight Committee Minutes 03 30 2010).
- New updates of the RSCCD Strategic Technology Plan 2010-2011 and RSCCD Strategic Technology Plan 2011-2012 were presented to BAPR prior to development of Budget Assumptions (TR 3.11g—BAPR Minutes 01 19 2011).
- A chart was created to explicitly demonstrate planning and budget integration (TR 3.13—District and College Participatory Governance Planning and Budget Processes). This chart complements existing charts (TR 3.14—RSCCD Planning and Budget Integration Processes; TR 3.12—Oversight Committee Minutes 03 30 2010; TR 3.15—District and College Participatory Governance Guidelines; TR 3.16—SCC Annual Planning Processes).

At the June 8, 2011, BAPR meeting, it was recommended that instead of developing a sub-group apart from the BAPR Work Group (WG), a few persons dedicated to planning at the colleges be added to the work group, which would be assigned to work on specific tasks as needed. For example, the persons working on the SB361 model will continue to work on it separately. Others dedicated to oversight of the district Strategic Plan would work separately as well. Prior to making any recommendation to BAPR, however, the entire work group will come together for discussion. This will assure alignment of planning and budget. The broad membership of BAPR ensures recommendations will be fully discussed by District and college representatives who are also members of the District's Technology Advisory Group (TAG), the District Facility Planning Committee, and the District Enrollment Management Committee (DEMC) prior to sending recommendations to the chancellor (TR 3.18—BAPR Minutes 06 08 2011). This proposal was approved at the July 20, 2011, meeting of BAPR (TR 3.19—BAPR Minutes 07 27 2011).

As such, BAPR serves as the District-wide liaison to integrate all District planning efforts prior to District Council approval of recommendations (TR 3.20—RSCCD Strategic Technology Plan 2011-2012; TR 3.13—District and College Participatory Governance Planning and Budget Processes). For example, the Technology Advisory Group presented the 2011-2012 Strategic Technology Plan at the Jan. 19, 2011, BAPR meeting, and it was unanimously approved (TR 3.11g—BAPR Minutes 01 19 2011).

To keep the College informed about District-level decisions related to budget at BAPR, SCC representatives of BAPR are also members of the SCC College Council. In addition, Chancellor Raúl Rodríguez and Vice Chancellor of Business Operations and Fiscal Services Peter Hardash have taken an active role in keeping the college community apprised of state and local budget issues by coming directly onto the SCC and SAC college campuses. An open budget forum at Santiago Canyon College was conducted in April 2011. Topics discussed were the 2011-2012 governor's proposed budget and the SB 361 budget model, which would serve as a model for Budget Allocation Model modification (TR 3.21—Employee Budget Forum Handout).

Review of the Budget Allocation Model

On February 24, 2010, the Accreditation Oversight Committee discussed its action plan with the Budget Allocation Planning and Review (BAPR) Committee (TR 3.11a—BAPR Minutes 02 24 2010). BAPR has been the District’s participatory governance committee charged with making final recommendations to the chancellor after formulating budget assumptions, reviewing budget projections, and developing District procedures relevant to budget and funding issues.

2010-2011 BAPR Membership

Santa Ana College	Santiago Canyon College	District
Erlinda Martinez	Juan Vazquez	Peter Hardash
Norman Fujimoto	Steve Kawa	John Didion
Paul Foster	Jose Vargas	Marti Reiter
Esmeralda Abejar	Raul Gonzalez del Rio	Steve Eastman
Ray Hicks	Morrie Barembaum	Nga Pham
Jeff McMillan	John Smith	Sean Small **
Bonita Jaros *	John Hernandez *	Vacant
Ed Ripley *	Jared Kubicka-Miller *	
* - Alternate		** - Alternate for Marti Reiter only

To amplify the mission of BAPR, the Accreditation Oversight Committee made a recommendation to have BAPR as the central committee to receive all planning documents, in addition to budget, prior to District Council review (TR 3.11a—BAPR Minutes 02 24 2010). Within the same discussion, the imperative to demonstrate concrete linkages between budget and planning was reaffirmed (TR 3.11b-h—BAPR Minutes May 2010-May 2011).

A work group comprised of members of the Budget Allocation and Planning Review Committee continued to evaluate the current budget allocation model and explore alternative models (TR 3.22a-h—BAPR Work Group Notes Fall 2010 and Spring 2011). As a result of those efforts, a revised budget allocation model, patterned after the SB361 community college funding formula is being developed. This revised allocation model will provide greater operational discretion and flexibility to the colleges, which will facilitate the linkage of college planning priorities to budgetary allocations. A regular report of the BAPR Work Group was then made at each subsequent BAPR meeting (TR 3.11a-h; TR 3.17; TR 3.18; TR 3.19—BAPR Minutes).

The BAPR Work Group considered college-level concerns and also reviewed the models of 13 other multi-college districts (TR 3.23—BAPR Work Group Notes 07 14 2010). After consideration of all concerns, a list of issues for annual review was agreed upon. It included:

- Distribution of fixed costs to each cost center by looking at FTES distribution, high cost programs, and equitable service costs
- Relative cost of programs
- District operations' annual percentage distribution and the centralized services provided to itself, the colleges, and the community
- Cost centers that include SCC, SAC, and the District Office
- Hiring needs that would impact other locations and long-term implications
- General fund as well as discretionary fund review

2010-11 BAPR Work Group Membership

Santa Ana College	Santiago Canyon College	District
Paul Foster	Steve Kawa	John Didion**
Bonita Jaros**	Jose Vargas	Peter Hardash
Jeff McMillan	Morrie Barembaum*	Thao Nguyen
Norm Fujimoto (retired July 2011)		Nga Pham
Linda Rose**		Gina Huegli
Ray Hicks*		Steve Eastmond*
John Zarske*		
*Frequent Guest		
(**added 2011-2012)		

BAPR Work Group recommendations relating to general model guidelines and the allocation process of the budget allocation model were presented to BAPR on July 28, 2010 (TR 3.23—BAPR Work Group Notes 07 14 2010; TR 3.11c—BAPR Minutes 07 28 2010). The ramifications of operationalizing the recommendations were then presented at the colleges and then discussed again at the August BAPR meeting. The Work Group continued refining the details of the recommendation throughout 2010-2011 (TR 3.24—BAPR Work Group Notes 08 11 2010).

On October 6, 2010, Work Group members learned that the Contra Costa Community District adopted a new revenue allocation model due to a gap between revenue and expenditures identified during a self study. Contra Costa transitioned to an SB361 funding model that applies revenues to campuses based on the information provided on Exhibit C of the California Community Colleges Apportionment Report. For RSCCD, the allocation of fixed costs to the District would not continue under the new SB361 Revenue Allocation Model, and each college will have full control of its respective fixed and discretionary budgets. It is projected that this will eliminate problems the colleges have experienced with fixed costs under the current RSCCD budget allocation model (TR 3.22a—BAPR Work Group Notes 10 06 2010).

Work Group members reviewed a SB361 revenue allocation simulation that was developed using the Contra Costa CCD Budget Allocation Model, as well as the Contra Costa transition plan. The Work Group agreed to move the recommendation to the full BAPR Committee to change the district budget allocation model to the new SB361 Revenue Allocation Model. A transition plan is being developed to identify the mechanics and intermediary steps (TR 3.22b—BAPR Work Group Notes 12 01 2010). In January 2011, Work Group members thoroughly examined the list of expenditure accounts and discussed issues that could potentially arise if the new SB361 budget allocation model is adopted. Allocations, long-term planning, and accountability for the District Office and district-wide expenses have yet to be determined (TR 3.22c—BAPR Work Group Notes 01 05 2011).

At the February 2011 meeting, Work Group members received a SB361 simulation of the actual 2009-2010 revenues and expenses showing that both colleges and the District had positive ending balances (TR 3.22d—BAPR Work Group Notes 02 09 2011).

The BAPR Work Group agreed unanimously to proceed with the new model at the March 9, 2011, meeting. The revenue allocation simulation shared with the two academic senates was distributed and discussed. The Work Group formulated assumptions for the 2011-2012 tentative budget for the full committee to review at a later date (TR 3.22e—BAPR Work Group Notes 03 09 2011). The chancellor and BAPR directed the BAPR Work Group to further investigate the ramifications and impact of the new model. It was agreed that averting potential problems is prudent. Therefore, the BAPR Work Group continued its analysis of the SB361 model (TR 3.25a—BAPR Work Group Notes 07 13 2011; TR 3.25b—BAPR Work Group Notes 08 10 2011).

Analysis of specific SB361 guidelines, reserve responsibilities, and the advantages and disadvantages of the new budget allocation model continued from April through June 2011 (TR 3.22f—BAPR Work Group Notes 04 06 2011; TR 3.22g—BAPR Work Group Notes 04 13 2011; TR 3.22h—BAPR Work Group Notes 05 11 2011; TR 3.22i—BAPR Work Group Notes 06 01 2011).

In 2009-2010, the vice chancellor of Budget Operations and Fiscal Services led discussion at the spring BAPR meetings regarding budget assumptions, tentative budget, and budget development, and updated the Board of Trustees at each meeting on the state budget and its implications for the development of the RSCCD budget. On March 24, 2010, BAPR completed its review of budget assumptions and recommended assumptions for the development of the RSCCD 2010-2011 Tentative Budget to the chancellor. Those assumptions were accepted by the chancellor without modification and were approved by the Board of Trustees on April 12, 2010 (TR 3.11f—BAPR Minutes 03 24 2010; TR 3.27—BOT Minutes 04 12 2010).

The vice chancellor of Business Operations and Fiscal Services continued his presentations on the state budget at the Board of Trustees meetings in 2010-2011 (TR 3.26a-h—RSCCD Budget Updates). This kept the board apprised of the latest state budget updates, and fiscal implications for RSCCD. For example, after the May 2011 Revise, projected state revenue changed, which impacted the level of potential budget

reductions required throughout the district. Previous fiscal steps initiated by the District have resulted in an increasing general fund balance, thus keeping the District fiscally sound (TR 3.28a—RSCCD Budget Assumptions 2011-2012; TR 3.28b—RSCCD Tentative Budget 2011-2012). On May 4, 2011, BAPR completed its review of the budget assumptions and recommended the assumptions for the development of the RSCCD 2011-2012 Tentative Budget to the chancellor. Those assumptions were accepted by the chancellor without modification and were approved by the Board of Trustees on May 23, 2011 (TR 3.11h—BAPR Minutes 05 04 2011; TR 3.29—BOT Minutes 05 23 2011).

Technology, Staffing, and Facilities Plans

On April 14, 2010, the RSCCD Strategic Technology Plan 2010-2011 was presented to BAPR after review by the District Council (TR 3.30—RSCCD Strategic Technology Plan; TR 3.31—BAPR Minutes 04 14 2010; TR 3.32—District Council Minutes 04 12 2010). Following consultation with the chancellor at the District Council, the plan was presented to the Board of Trustees and was approved on April 26, 2010 (TR 3.33—BOT Minutes 04 26 2010). In concert with reinforcing the planning integration role of BAPR, it was agreed that annual updates to the RSCCD Strategic Technology Plan will be developed and presented to BAPR prior to the approval of the annual budget assumptions so that its costs can be factored into the development of the budget assumptions. The 2011-2012 Strategic Technology Plan was approved by BAPR Committee on January 19, 2011, and was reviewed by the District Council and presented to the Board of Trustees on Feb. 22, 2011 (TR 3.34—BOT Minutes 01 18 2011).

The District Human Resources Committee met on September 22, 2010, and reviewed the District's staffing levels. The District had undergone significant staff reductions due to a multi-year hiring freeze and a reduction in force for classified and management employees. The committee met to review data and make recommendations concerning the composition of the staff and faculty to the chancellor, who accepted the recommendations and authorized the recruitment of the 20 faculty positions (TR 3.35—District Human Resources Committee Minutes 09 22 2010). The committee reviewed District employment data from the last ten years (TR 3.35—District Human Resources Committee Minutes 09 22 2010; TR 3.37—FTF by College 2000-2009). The committee met again on November 3, 2010, to review compliance with the fall 2010 full-time faculty obligation. The committee reviewed the full-time/part-time faculty ratio at each college. As a result, the committee recommended that the 20 vacancies be allocated between the colleges based upon the current Full-Time Equivalent Student (FTES) ratio (70% SAC and 30% SCC). BAPR recommended the allocation to the chancellor who approved it (TR 3.11e—BAPR Minutes 11 10 2010). As a result, SCC received six positions, and SAC received 14.

On April 20, 2011, the District Human Resources Committee met and reviewed the progress of the 20 faculty recruitments. The committee also reviewed the current allocation of classified staff between the colleges and District Office, as well as the allocation of classified staffing at the non-credit centers (TR 3.36—District Human Resources Committee Minutes 04 20 2011). Due to the continued uncertainty in the state

budget and the possibility of further budget cuts to RSCCD, a decision was made to continue a review of classified staffing at the fall 2011 meeting. At the fall meeting, the District’s compliance with the full-time faculty obligation also will be reviewed.

The District Facility Planning Committee (DFPC) was reactivated fall 2010 and met November 2, 2010, to review and identify district-wide facility plans. (TR 3.38a—District Facility Planning Committee Minutes 11 02 2010; TR 3.38b—District Facility Planning Committee Minutes 12 01 2010; TR 3.38c—District Facility Planning Committee Minutes 01 05 2011; TR 3.38d—District Facility Planning Committee Minutes 02 09 2011; TR 3.38e—District Facility Planning Committee Minutes 03 09 2011; TR 3.38f—District Facility Planning Committee Minutes 04 13 2011; TR 3.38g—District Facility Planning Committee Minutes 06 01 2011).

2010-2011 District Facility Planning Committee

Santa Ana College	Santiago Canyon College	District
Paul Foster	Steve Kawa	Peter Hardash
Raymond Hicks	Eduardo Cervantes	Linda Melendez
Sean Small	Craig Nance	Marti Reiter
Sue Garnett	Jim Kennedy	Alex Oviedo

Committee members reviewed District Participatory Governance Guidelines to validate the role of the District Facility Planning Committee (DFPC) as an advisory group to BAPR. The DFPC recommendations for the five-year plan, state capital outlay projects, scheduled maintenance and the hazardous material mitigation program are forwarded to BAPR. The DFPC consists of 12 members, four members from each college and the District (TR 3.38a—District Facilities Planning Committee Minutes 11 02 2010).

Project updates were discussed at subsequent DFPC meetings held during 2010-2011 (TR 3.38b—District Facilities Planning Committee Minutes 12 01 2010; TR 3.38c—District Facilities Planning Committee Minutes 01 05 2011; TR 3.38d—District Facilities Planning Committee Minutes 02 09 2011; TR 3.38e—District Facilities Planning Committee Minutes 03 09 2011; TR 3.38f—District Facilities Planning Committee Minutes 04 13 2011; TR 3.38g—District Facilities Planning Committee Minutes 06 01 2011). Information on SCC’s facilities planning and the development of the SCC Facilities Master Plan can be found later in this document in the response to Planning Agenda 40.

Tangible Budget/Planning Alignment

The Rancho Santiago Community College District (RSCCD) is in a good position to adjust to additional state revenue reductions having taken the following steps since 2009:

- \$5 million in expenditure reductions were made to balance the Tentative Budget 2010- 2011.

- A 3 percent deficit (approximately \$4.5 million) to general apportionment was anticipated (TR 3.40—BAPR Minutes 06 09 2010).
- Complete revenue analysis was conducted related to: negative COLA; no enrollment growth funding; deficit to general apportionment; additional workload measures reduction of 2 percent. The total of these factors is approximately \$3 million.
- Hiring was frozen for three years; some staff and faculty hiring was conducted spring 2011.
- Items have been moved from college-budgeted discretionary to district-budgeted fixed costs, e.g., Blackboard.
- The Technology Advisory Group (TAG) directly reports to BAPR and is charged with maintaining a replacement plan for technology.
- The statewide Workload Reduction figures have been mirrored by the RSCCD in the credit and noncredit programs with most reductions occurring in non-credit.
- Within the 2009-2010 budget, funds were reallocated so there would be appropriate funding for adjunct faculty.
- A decision was made to reduce the Older Adult program in the School of Continuing Education (SAC) and the Division of Continuing Education (SCC).
- Budget Assumptions for 2011-2012 recommended by BAPR include a 6 percent workload measure reduction from general apportionment (TR 3.28a—RSCCD Budget Assumptions 2011-2012).
- A 5 percent reserve has been included within the budget to offset future funding deficits from the state; this has been carried over into the tentative budget for 2011-2012.
- Expenditures related to salaries and increased benefit costs have been carefully calculated.
- Step and column advances remain suspended for classified and administrative employees; step advances remain suspended for faculty. In addition, one-time revenue adjustments have increased the District's ending balance. Given the ongoing California budget crisis, RSCCD will utilize these funds to bridge delayed apportionment payments from the state.
- An additional 7.5 percent reduction in credit courses has been instituted as part of the additional workload reduction by the state.

In 2010-2011, the vice chancellor of Business Operations and Fiscal Service communicated to the Board of Trustees through regular budget updates (TR 3.26a-h—RSCCD Budget Updates). The Tentative Budget Assumptions were approved by the chancellor and then approved by the Board of Trustees on May 23, 2011; the Tentative Budget was approved by the Board of Trustees on June 20, 2011, as a placeholder budget in order to continue meeting district obligations as of July 1, 2011 (TR 3.29—BOT Minutes 05 23 2011; TR 3.39—BOT Minutes 06 20 2011).

In this cyclical process, at the conclusion of the fiscal year, the annual budget phase will be evaluated based upon the budget assumptions and the following organizational outcomes:

- Generation of anticipated FTES
- Satisfaction of collectively bargained agreements
- Maintenance of the 5 percent unrestricted reserve
- Progress toward the Board Vision and Goals

There is evidence that planning and budget processes function effectively at both colleges. To insure that the needs of all entities are understood and duly considered within an integrated context of the whole, analysis of the proposed SB361 Budget Allocation Model is ongoing to ensure there is transparency and the needs of each entity do not compete with the Board of Trustees Vision and Goals.

Team Recommendation 4 (III.D.1b, III.D.2a, III.D.2g)

In order to maintain stable financial resources, the team recommends that the district review its computer-based student attendance recording system to ensure that repeated courses are being appropriately reported for state apportionment funding consistent with existing regulations.

Progress Toward Recommendation

This recommendation has been met. Santiago Canyon College and Santa Ana College worked collaboratively to satisfy this recommendation in their 2009 Follow-Up Reports. Since the time those responses were prepared and accepted by the Commission, the colleges have continued to refine and monitor their performance in this area.

Although a board policy on course repetition was being prepared at the time of the 2009 Follow-Up Report, continuing changes from the California Board of Governors have resulted in almost annual modifications to the number of course repetitions eligible for state apportionment payments (TR 4.1—Proposed Title 5 Repeatability 2011). In lieu of a board policy that would need to be regularly updated, the colleges have instituted policies and procedures that conform to current state regulations (TR 4.2—Title 5 Repeatability 2009).

The XRPC report was created in the Datatel Colleague system specifically to track course repetitions (TR 4.3—XRPC). This report tracks coursework taken back to 1986. Additionally, a registration rule was created in Datatel to prevent students from registering beyond two course attempts after the student receives a grade of W, D, F, CR, NC, P, or NP. Any two combinations of these grades are counted, which is stricter than the current California Title 5 regulations on course repeatability. Notably, the repetitions are counted district-wide, as opposed to counting repetitions within each college. This was done through a process of equating courses at the two colleges, to ensure students cannot exceed the maximum repetition by repeating the class at the other college in the District.

The Datatel Colleague system also has been configured to manage approved course repetitions that are not eligible for apportionment funding from the state. The registrar or

the associate dean of Admissions and Records identify the appropriate enrollments in a course section using the code NFR (non-funded repeat). A repetition is completed, but no state funding is requested or collected on this repeat. Repetitions completed under the NFR coding require the approval and signature of a dean.

The District has fulfilled the recommendations of the independent auditor's *Finding 08-2 Minimum Conditions – "Standards of Scholarship,"* by including the policy on the limitations of remedial course work in the college catalogs and by tracking students taking remedial courses (TR 4.4—Report on Audit of Financial Statements, June 30, 2009, p. 62). A Datatel Colleague report has been developed to identify students who have reached the maximum-allowed 30 units of remedial coursework (TR 4.5—Student Remedial Units Report). This report uses the credit types of BS (Basic Skills) and PBS (Pre-Basic Skills) to identify these courses and the enrolled students to prevent further enrollments once they reach the 30-unit limit. Each college's Curriculum Office identifies the remedial courses. This policy is printed in the college catalogs (TR 4.6—2011-2012 Catalog, p. 26). A waiver must be completed by the student, including those in Disabled Students Programs and Services, and signed by a counselor before the student is allowed further registrations. Alternatively, the student who has reached the 30-unit limit can be advised to pursue further remedial coursework at the colleges' noncredit centers. District-wide in spring 2011, only 20 currently-enrolled students were identified as having surpassed the 30-unit limit.

Team Recommendation 5 (IV.B.1a, IV.B.3a, IV.B.3e, IV.B.3f)

The team recommends that a set of written policies and regulations be created that establish appropriate communication processes between the trustees and district employees. The team further recommends that board adherence to these regulations and procedures be assessed within a systematic culture of evidence and cycle of continuous improvement.

Progress Toward Recommendation

Description

This recommendation has been met. Several Board Policies are of particular relevance to this recommendation. One of these is BP 9002 – Statement of Ethical Conduct (TR 5.1). The purpose of the Statement of Ethical Conduct is to promote "trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff." Toward that end, this policy outlines standards for the conduct of Trustees and defines some of the limits to their role as Trustees. This policy covers topics such as conflict of interest, civility, confidentiality, student and community interests, and transparent decision making.

Another Board Policy of relevance is BP 7020 – Code of Ethics (TR 5.2). This Board Policy is intended to apply to all employees as well as to the Board of Trustees. The first

four bullets of this policy are of relevance to the relations between members of the Board of Trustees and district employees.

The policies mentioned above were in place prior to the accreditation visits of October 2008 and prior to the delivery of Team Recommendation 5. To respond to Team Recommendation 5, the Board of Trustees has taken several specific actions. The Board of Trustees amended BP 9022 – Board of Trustees Self Evaluation on April 27, 2009 (TR 5.3). This policy calls for a broad evaluation of the Board of Trustees by constituent groups. One section of the evaluation instrument, “Board Relations with the Chancellor, Presidents, Faculty, and Staff,” contains several items related to the role of the board and whether or not the board understands its role versus the role of others. The questionnaire also queries respondents about whether or not the board follows communication procedures (TR 5.4—BOT Vision-Goals Survey Results).

The information gathered in the Board of Trustees Self Evaluation questionnaire is provided to the Board of Trustees on an annual basis. This information is one method the Board of Trustees utilizes to demonstrate it is following board policy and acting within the prescribed limits of their role as trustees. Toward that end, the information gleaned in the questionnaire informs the creation of board unit goals for the calendar year (TR 5.5—BOT Goals 2011-2012). The current calendar year, 2011, will be the first year that the board has implemented this step (TR5.6a—BOT Planning Retreat Docket 02 07 2011; TR 5.6b—BOT Planning Retreat Agenda 02 07 2011; TR 5.7—BOT Planning Retreat Minutes). For 2011, the board has selected three unit goals (TR 5.8—BOT Unit Goals):

1. Regularly seek opinions of student trustees.
2. Understand our role in the collective bargaining process.
3. Follow proper communication procedures with staff.

The third board unit goal directly addresses the concerns expressed in Team Recommendation 5. That is, it is the vehicle for the Board of Trustees to monitor adherence to a staff communication protocol on an ongoing basis. Although no issues with improper communications have been identified, putting proper communication forward as a unit goal increases the visibility and accountability on this issue.

The Board of Trustees hired a new chancellor in June 2010 with a starting date of August 2010. The new chancellor requested a retreat with the Board of Trustees, which was held September 18, 2010 (TR 5.9—BOT-Chancellor Retreat Agenda 09 18 2010). Among other things, the purpose of this retreat was to clarify the working relationship between the Board of Trustees and the new chancellor. A summary of that retreat was prepared by the facilitator (TR 5.10—BOT-Chancellor Retreat Minutes 09 18 2010; TR 5.11—Chancellor’s Goals). Item number two in that summary pertains to Team Recommendation 5 as can be seen in the passage cited below:

2. The Board of Trustees has one employee, the chancellor. It is not appropriate for a board to ask staff and faculty to accomplish their ideas; the chancellor does this for the board.

Action: The chancellor is comfortable with board members seeking information from staff; staff will advise the CEO of these contacts and board queries. It is the intent of the RSCCD board not to micromanage. They do not want to create an additional workload for district employees, staff. Questions and the information sought by an individual trustee will be reported to the trustees as a whole, often asked through the chancellor.

The understanding between the Board of Trustees and the chancellor, which was documented in the summary of the retreat, was that the individual members of the Board of Trustees have a right to seek information from staff. However, the other members of the Board of Trustees and the chancellor have to be informed of such requests for at least four reasons: (1) so as to ensure that staff members are not overburdened with information requests; (2) so that the information can be shared with all of the trustees; (3) so that the chancellor can ensure that proper responses are provided for the requests, and; (4) so that such requests are openly shared and scrutinized to ensure that they are transparent and appropriate. In this way, it is assumed that clear expectations and open boundaries contribute to an awareness of the proper role of trustees, administrators, and other employees when matters of appropriate communications are of concern.

Analysis

The existing board policies outline the ethical and expected communication interactions between members of the Board of Trustees and employees of the district. Several new board policies outline the self evaluation process for the board and procedures for follow-up, analysis, and continuous improvement. Specifically, the board self evaluation process is now linked to a process where the board adopts a unit plan, based upon constituent feedback, aimed at monitoring board behavior in selected areas. One of the selected areas for the 2011 calendar year has to do with the trustees following proper communication procedures with staff. The proper procedures were defined in a September 2010 retreat held by the Board of Trustees. These procedures will be reviewed periodically at regularly scheduled meetings of the Board of Trustees (TR 5.12a—RSCCD BOT Policies Committee Agenda 02 17 2011; TR 5.12b—RSCCD BOT Policies Committee Minutes 02 17 2011; TR 5.13—BOT Minutes 03 14 2011, Item 6.2; TR 5.14—BOT Docket 03 28 2011, Item 6.2; TR 5.15—BOT Minutes 03 28 2011, Item 6.2).

Team Recommendation 6 (IV.A.5, IV.B.1g)

The team recommends that the district review its board evaluation policy/regulation to ensure integrity and effectiveness, and that its assessment results are widely communicated and applied within a systematic culture of evidence and cycle of continuous improvement.

Progress Toward Recommendation

This recommendation has been met. Since the 2009 Follow-Up Report, the Board of Trustees adopted the following calendar for planning and self-evaluation to better align with district budget timelines:

Board of Trustees 2010 Self-Evaluation Timeline

October 26, 2010	Board approves recommendations from the Board Policy Committee regarding the self-evaluation instrument and list of designated individuals who will receive a copy of the instrument.
October 26, 2010- November 4, 2010	Designated individuals provide input to the board using the self-evaluation instrument
November 8, 2010	Board conducts annual self-evaluation meeting (Special Board Meeting)
November 9-12, 2010	Board members complete self-evaluation instrument.
November 15, 2010	Board reviews and discusses tabulated self-evaluation results.

The board self evaluation process was devised to analyze internal operations of the Board. As a follow-up to the 2009 process, a survey was sent to selected community members and district staff (TR 6.1—Survey to Community and District Staff; TR 6.2—Results of Survey to Community and Staff). After reviewing the results of the community and staff survey, the board conducted the same self-evaluation survey internally (TR 6.3—BOT Self-Evaluation Report Results). Question categories included: Board Organization and Operation; Policy Role; Strategic Planning; Board Relations with the Chancellor, Presidents, Faculty and Staff; Community Relations Advocacy; and Board Leadership, Ethics, and Standards of Conduct.

As a result of the comparison between 2009 and 2010, the Board of Trustees established internal goals in December 2010 to utilize for continuous improvement (TR 6.4—RSCCD BOT Unit Goals for 2011). The three goals entailed: regularly seeking opinions of student trustees; understanding the board role in collective bargaining; and following proper procedures in communicating with staff. The goal related to communicating with staff has been addressed (see the response to Team Recommendation 5). In 2011, the board continued to follow the procedures outlined by the chancellor in September 2010, and will continue this process. The other two goals will be addressed and assessed over the course of 2011-2012. Adjustments will be made as necessary.

In January 2011, to maintain compliance with BP9022.5, individuals from the colleges, leaders from the student body, as well as community members were invited to give input to the status of the achievement of goals (TR 6.2). The results of the survey were shared with the board and the public on February 7, 2011, at the annual Board of Trustees Planning Retreat (TR 6.5—Annual BOT Planning Retreat Minutes 02 07 2011).

The February 7, 2011, Annual Board of Trustees Planning Retreat was held to review:

- 2010-2011 Board Vision and District Goals (TR 6.6)
- 2010 Accountability Reporting for the Community Colleges (TR 6.7)
- 12 Measures of Success, February 2011 (TR 6.8)
- College Presidents and Chancellor: Progress towards Goals (TR 6.5—Annual Planning Retreat Minutes 02 07 2011; TR 6.9—Chancellor’s Goals)
- Results of Community and Staff Input of 2010-2011 District Goals (TR 6.10)

District goals were reaffirmed for 2011-2012 (TR 6.5—Annual BOT Planning Retreat Minutes 02 07 2011; TR 6.11—Plan to Plan 2011 PowerPoint Presentation; TR 6.12—RSCCD BOT Vision and District Goals 2011-2012). In addition, a work group of district and college representatives was designated by the Chancellor’s Cabinet to define quantitative and/or qualitative measures to evaluate each District Goal in order to establish trend data for strategic planning (TR 6.13—District Goals Measurement Document).

Shortly after his arrival to the District in August 2010, Chancellor Raúl Rodríguez identified the need for the District to develop a strategic plan, which was discussed in the response to Team Recommendation 3.

Scheduled for approval in fall 2011, the Strategic Plan (TR 6.14) will provide the trustees and the entire district and college communities with a framework to guide and inform future planning efforts. The Board will continue to evaluate planning efforts cyclically.

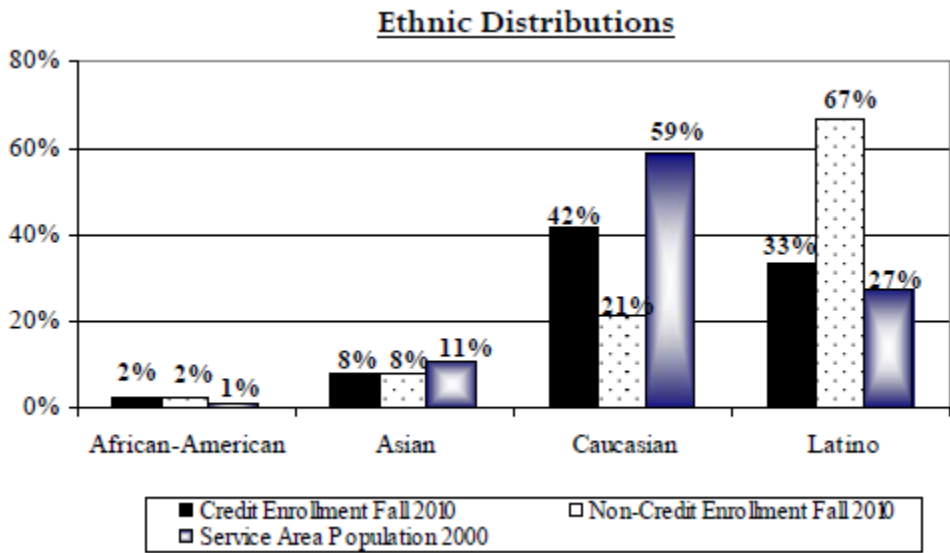
PLANNING AGENDAS

Planning Agenda 1

SCC will continue to analyze the needs of its students and the community based on the growth of the student population, the demographics of the students and the reason they indicate they are coming to SCC, local labor and industry needs, and the make-up of the community. The Institution will add new programs and services as needed. (I.A)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College (SCC) keeps its programs current and relevant for its students, including those seeking basic skills or remediation, personal enrichment, career training, or transfer preparation, as well as workers in need of advanced skills, certification, or professional development. The Rancho Santiago Community College District (RSCCD) Office of Research periodically surveys students (PA 1.1—SCC Student Survey). By combining surveys with other research measures, the Office of Research is able to track the responsiveness of the College’s programs (PA 1.2—12 Measures of Success). A recent survey of students who transferred from the College indicated that 86 percent of the respondents had a goal of transfer (PA 1.3—2010 Transfer Student Report, page 12). In career technical education, Technical Advisory Committees provide necessary expertise to help maintain the currency of the curriculum, teaching methods, and resources (PA 1.4—Master Technical Advisory Committee 2011). In addition to the Technical Advisory Committees, Career Technical Education programs complete a state-mandated job market confirmation (PA 20.1a—Electrician 2008 Report; PA 20.1b—Gemology 2008 Report; PA 20.1c—Human Development Childcare 2008 Report). Through these means, SCC remains responsive to the needs of its service area.



(Source: PA 1.2—12 Measures of Success)

Since the 2008 Abbreviated Institutional Self Study was completed, SCC has added an Office of Institutional Effectiveness and Assessment (IE&A), employing an assistant dean and a research specialist who are tasked with compiling and analyzing research data to assist with planning and effectiveness measures. Funded by a Title V grant awarded in 2010, the Office of IE&A will allow the College to enhance its research efforts and effectiveness.

The College has enhanced and/or added the following services since 2008:

- Admissions and Records shifted to fully online registration beginning summer 2009, and in spring 2011 students were able to “add” themselves to classes with instructor-provided codes. More than 3,400 adds were processed, representing a success rate of 92 percent (PA 1.5—Add Codes Email).
- Counselor visitations were instituted to: (a) evening Career Technical Education classes to provide assistance with petitions for certificate and degrees, and to offer follow-up counseling services; (b) pre-collegiate mathematics classes to provide information and to offer follow-up counseling; (c) pre-collegiate English classes to provide career information with optional follow-up Career Odyssey (mini-career research) in the Career Services Center (PA 1.6a—Counselor Handouts; PA 1.6b—Career Odyssey).
- Transfer Center staff class visitations were added to provide transfer information and to invite students to access workshops, field trips, and transfer fairs (PA 1.7—Transfer Center Handouts).

In the areas of curriculum, the following changes were implemented:

- New course-to-course articulation agreements between the Surveying program and Cal Poly Pomona’s Civil Engineering-Geospatial Major (PA 1.8—Cal Poly Pomona Articulation Email 01 14 2011).
- California State University’s Systemwide Credit for External Examinations Coded Memorandum AA-2010-09 credit granting policy for CSU General Education certification (PA 1.9—2011-2012 catalog, pp. 44-45).
- IGETC Standards, version 1.2, section 7.2 International Baccalaureate credit granting policy for IGETC certification (PA 1.10—2011-2012 Catalog, p.46; PA 1.11—CIC Minutes 10 25 2010).
- Participation in and implementation of SB1440, California Education Code §§66745-66749, Transfer Model Curricula (TMC) Associate Degrees for Transfer. SCC has approved two TMC degrees, in Communication Studies and Sociology (PA 1.12a—2011-2012 Catalog Addendum; PA 1.12b—CIC Minutes 03 14 2011; PA 1.12c—CIC Minutes 04 18 2011).
- Added coursework in microbiology and organic chemistry to meet student demand and take advantage of new laboratory facilities.
- Added awards to meet student educational and vocational needs. For a complete list of degrees, certificates of achievement, and certificates added since 2008, see the response to Planning Agenda 19.

Planning Agenda 2

SCC will use appropriate activities to ensure that the collaborative spirit of the college continues and remains focused on the same priorities. At the same time, SCC will use its five-year SLO plan for training faculty and staff to develop appropriate SLOs for their respective programs and courses. The Title III funding received effective fall 2005 will help realize this plan by supporting training of a core of teachers to assist with the development of SLOs for future programs and courses. (I.B.1)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College used funds from its Title III grant to train faculty and staff to develop Student Learning Outcomes (SLOs) for programs and courses. More than 80 faculty members participated in training over the five-year period, while 41 faculty received in-depth training (PA 2.1—Title III APR 2010 Year 5 Final Report, p. 2). The chair of the Student Learning Outcomes and Assessment Review Committee (SLOARC) participated in numerous division, committee, and all-college meetings to discuss SLOs and assessment (PA 2.2—Title III Final Results Overview Spring 2010). A number of training materials and documents were created, including two manuals, web pages, PowerPoint presentations, and a quarterly electronic newsletter (PA 2.3—SLO Short Implementation Manual; PA 2.4—SLO Handbook; PA 2.5—SLO Web Pages; PA 2.6—Intro to SLOs Presentation; PA 2.7—SLO Assessment Presentation; PA 2.8—SLO Blast).

More than 18 workshops were sponsored with the Title III funding, the most recent being a major workshop on Program Student Level Outcomes in September 2010 (PA 2.9—Program SLO Workshop). The outcome of the training on SLOs and assessment, as well as the number of faculty trained, support the conclusion that SCC has satisfied this planning agenda.

In addition to the work done on training faculty in Academic Affairs, a similar effort has been underway to train Student Services staff, beginning in 2006 (PA 2.10—Student Services SLOs; PA 2.11—Spring 2006 Student Services Meeting). More than 15 student services program leaders and staff participated in an audio conference on “Getting Started with Assessment in Student Affairs” in June 2006, which provided critical assessment information about appropriate assessment methodologies. In July 2006, program leaders held an additional one-day retreat to finalize the SLO implementation framework, which produced several documents including an organizational framework flow chart, a time frame and timelines, an SLO mapping grid, and an Annual SLO Report Template (PA 2.12—Flow Chart; PA 2.13—Retreat Timelines; PA 2.14—SLO Mapping Grid; PA 2.15—SLO Report Template). January 19, 2007, an in-service training was presented on “Completing Our SLO Framework Through Assessment” (PA 2.16—Assessment Inservice).

Planning Agendas 3, 4 and 5

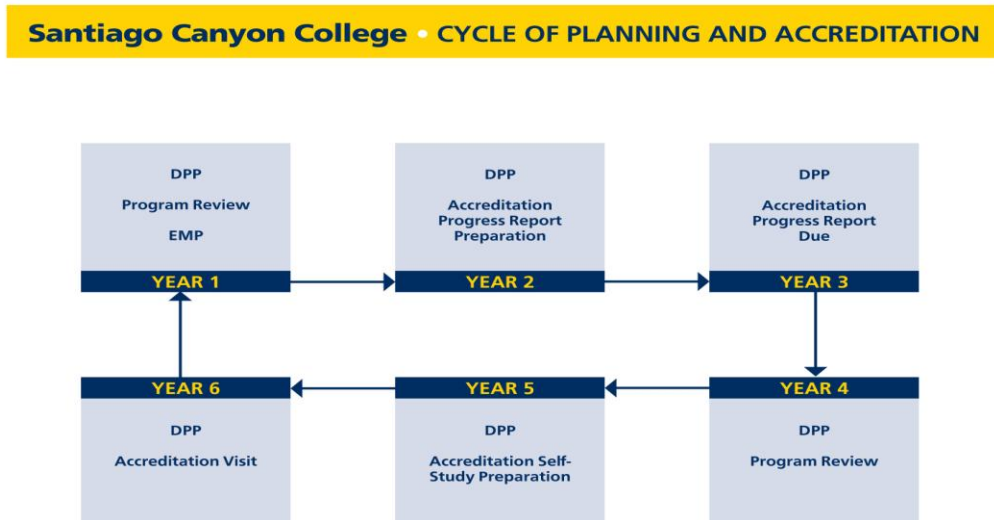
Prior to the next EMP revision, the college will evaluate its global process toward meeting the established goals and objectives of the five-year plan (2002-2005). (I.B.3)

Upon completion of the first five-year cycle of the EMP, a thorough evaluation will be made. (I.B.6)

In 2006-2007, SCC will engage in a college-wide dialogue to evaluate the effectiveness of the EMP during its first five-year cycle and to determine how the process affected the various departments, disciplines, and programs. (I.B.7)

Progress Toward Planning Agendas

This planning agenda has been met. Santiago Canyon College’s dynamic and complex planning processes are captured through three complementary means. First, Santiago Canyon College periodically publishes an Educational Master Plan (EMP) document to provide a “snapshot” of College and unit planning. EMPs were published in 2002 and 2007, with the next document to be published in 2012. Beyond the EMP, the planning process at SCC encompasses two other important elements: the Department Planning Portfolio (DPP) database and the Program Review, both of which are completed by all units of the College. The EMP historically has been published on a five-year schedule but is transitioning to a six-year schedule to align with the accreditation cycle; the DPP is updated regularly during the year; and the Program Review is performed on a three-year schedule (PA 3.1—2009 Follow-Up Report, page 18).



(Source: PA3.1—2009 Follow-Up Report, Appendix C)

As the College began planning the 2007 EMP, it held a college-wide retreat in September 2006 at its Orange Education Center. The findings of that retreat were that the first EMP had been an effective document, and many of the goals had been completed. The retreat also suggested that the focus of the second EMP would be assessment of progress (PA 3.2—Abbreviated Institutional Self-Study Fall 2008, pp. 125-126).

Since the 2008 Abbreviated Institutional Self-Study, several steps were taken to enhance SCC's planning processes. As reported in the 2009 Follow-Up Report, these steps included:

- Strengthening the linkages between planning, budgeting, and evaluating effectiveness, including clarifying and refining relationships between collegial governance bodies, clarifying and refining timelines and relationships involving the EMP, DPP, Program Review, accreditation, assessment, and budget allocation.
- Reviewing and updating the standardized data provided to units as the basis for planning and decision making; writing specific prompts related to facilities, technology, and personnel in the Academic Program Review (PA 3.3—Academic Program Review Template).
- Creating three categories for the prioritization of requests: critical, necessary, and enhancement and improvement (PA 3.4—DPP Activity Prioritization Report).
- Formulating guidelines for the Academic Program Review, for the DPP, and for writing measureable goals (PA 3.5—DPP Guidelines).
- Developing an Executive Summary of the Program Review for wider distribution of the major findings (PA 3.6—Program Review Executive Summary Template).
- Creating an annual DPP goal assessment report to measure units' annual progress (PA 3.7—Activity Evaluation Report Template).
- Having a member of the Educational Master Planning Committee (EMPC) serve on the College Council to report on the work of the committee (PA 3.8—College Council Minutes, 05 11 2010).

All of these documents and activities have been successfully implemented.

The EMPC is the shared governance committee with primary responsibility for the oversight of College planning processes. The EMPC hosted representatives of 35 campus units to discuss the findings of their program reviews from 2008-2011. Since the 2009 Follow-Up Report, the EMPC has continued to refine the connections between planning and evaluation of effectiveness. The revised Academic Program Review was piloted by several departments in spring 2011 with all departments scheduled to complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011). The EMPC also worked in spring 2011 to formulate a template for an Administrative Services Program Review, which will be implemented and completed by the end of fall 2011 (PA 3.10a—Draft Administrative Services Program Review; PA 3.10b—Administrative Services Program Review 2008-2011). Finally, the EMPC has developed the framework and processes for completing the 2012-2016 Educational Master Plan, scheduled to be published in 2012 (PA 3.11a—EMPC Minutes 04 28 2011; PA 3.11b—EMPC Minutes 05 12 2011; PA 3.11c—Plan for EMP 2012-2016).

Planning Agendas 6, 7, 8 and 9

SCC will implement the Title III five-year plan by meeting the timelines established in the 5-year Student Learning Outcomes (SLO) plan. This will ensure the systematic implementation of appropriate SLOs and assessment into all programs and courses. Following the steps outlined in the five-year plan, SCC expects to have SLOs, including the assessment component, implemented in all course outlines and programs by 2010. (II.A.1c)

SCC will follow its five-year SLO plan, which establishes student learning outcomes throughout the curriculum. The SCC Curriculum Council and Student Learning Outcome Committee will design a course outline that reflects written student learning outcomes in all courses. (II.A.2a)

SCC has a five-year plan to establish student learning outcomes and assessment methods for all degree and certificate programs, including vocational/occupational programs. (II.A.2b)

SCC will complete its five-year SLO plan to establish student learning outcomes at the program and course level and will relate the assessment component to the synthesis of learning for students in all programs. (II.A.2c)

Progress Toward Planning Agendas

Santiago Canyon College is making good progress on meeting these four planning agendas and will be at the proficiency level in Institutional Effectiveness in Student Learning Outcomes by fall 2012. College-wide, SCC has 972 courses in all divisions (PA 6.1—2011-2012 Catalog). Of these, all 972, or 100 percent, have SLOs, and 52.8 percent of the courses have produced assessments by Sept. 23, 2011 (PA 6.2—SLO Assessment Counts by Division). While the Student Learning Outcomes and Assessment Review Committee (SLOARC) emphasized the development and achievement of course SLOs and course assessment through 2009-2010, the focus in 2010-2011 was adjusted to encompass program SLOs and program-level assessment (PA 2.9—Program SLO Workshop; PA 6.3—Flex Calendar Spring 2011, see January 18, 10:30 a.m.; PA 6.4—Summer SLO Institute). To support the work of faculty in assessing program SLOs, the SLOARC developed a Program Assessment Planning Guide (PA 6.5—Program Assessment Guide).

All academic departments and disciplines have outcomes that are published (PA 6.6—Educational Master Plan 2007-2012, pages 78, 96, 98, and 102). In addition, the College has outcomes attached to its degree and certificate awards. As of August 2011, 77.2 percent of the College's degrees and certificates had at least one stated outcome (PA 6.7—Program Outcomes Count). Outcomes on degree and certificate awards have been mapped to the college outcomes (PA 6.8—Program Outcomes Matrix). The College has mapped the relationship between course, program, award, and institutional SLOs (PA

6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix).

Assessment of program outcomes is underway. Mathematics, Physics, Psychology, and Reading have completed assessments of program outcomes (PA 6.9—Program Outcomes Assessment). In addition, program outcome assessment is now part of the academic program review (PA 3.3—Academic Program Review Template, see part IV, page 3; PA 6.10a—Economics Program Review; PA 6.10b—Mathematics Program Review). All academic departments are scheduled to complete the program review cycle by the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011).

The SCC Course Outline of Record (COR) has been revised to include SLOs (PA 7.1—CIC Minutes 09 13 2010). Following the implementation of the CurricUNET in fall 2010, the COR was transferred to an electronic format, retaining the section on student learning outcomes as the sixth section of the outline (PA 7.2—COR Philosophy 110H).

The SLO coordinator worked closely with the college’s vocational faculty in 2010-2011. Although vocational faculty did not receive Title III stipends to incorporate SLOs into their courses, they participated in training events hosted by Title III funds. This indicates Title III funding helped the College succeed in providing a sustainable foundation with respect to the design and implementation of SLOs across all areas of the College curriculum, not just those targeted in the grant application (PA 8.1a—SLO Workshop Spring 2009; PA 8.1b—SLO Coordinator Emails).

Planning Agenda 10

Recognizing the growing importance technology has in education, the SCC Technology Committee will examine the potential for expanding on-line education and seek ways in which technology in the classroom can provide more diverse, effective teaching modalities to enhance instruction and provide for different student learning styles.
(II.A.2d)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. SCC has made significant progress toward improving the quality of online offerings and the services provided for them at the College. While the continuing state budget situation has limited the expansion of online education, SCC has continued to explore and pilot new technologies and methods to enhance online instruction including the development of a “Distance Ed Toolbox” for faculty use in 2009-10 (PA10.1—Distance Ed Toolbox). While Turnitin.com has been available for several years to SCC English faculty, the district Technology Advisory Group is considering a recommendation to purchase the plagiarism software for all faculty.

SCC upgraded its CMS to Blackboard, version 9.1, during summer 2011 (PA10.2—Flex Calendar Fall 2011, see August 16, 10:30 a.m.). Training on distance education-related

topics is routinely available for faculty during Flex Week (PA 10.2—Flex Calendar Fall 2011, see August 15, 9 a.m. and August 17, 3:30 p.m.) as well other times (PA10.3—Blackboard Workshops Email). A staff member was assigned the responsibility for assisting faculty with Blackboard, beginning spring 2010 (PA 10.4—Distance Education Update 01 15 2010).

Students have benefitted from the addition of a help desk in 2009, currently managed through the director of the Tutoring Center (PA 10.5—Distance Ed Update Email 02 05 2009). Additionally, workshops for students to help them navigate the upgrade to Blackboard 9.1 have been scheduled for fall 2011 (PA 10.6—Blackboard Workshops Flyer).

Regarding classroom technology, all classrooms in the new Science Center, which opened fall 2010, contain managed mediated teaching stations, which include digital projectors, document cameras, system controllers, computers, and sound systems. Similar technology is planned for all classrooms in the Humanities Building, opening fall 2013.

Planning Agenda 11

The student learning outcomes of the program review model will be enhanced to focus more on the achievement of SLOs. (II.A.2e)

Progress Toward Planning Agenda

This planning agenda has been met. A revised Academic Program Review template, including prompts on course and program-level student learning outcomes (PA 11.1—Academic Program Review Template, parts IV and V), has been approved through the college's shared governance processes (PA 11.2—Academic Senate Minutes 11 16 2010), and was piloted by several departments during spring 2011, including Economics and Mathematics (PA 6.10a—Economics Program Review 2011; PA 6.10b—Mathematics Program Review 2011). All academic departments will complete program review before the end of fall 2011 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b—EMPC Minutes 02 10 2011).

Planning Agendas 12, 14, 15 and 16

SCC will establish SLOs at the course and program level in the next five years in order to assess student learning based on identified, measurable outcomes. Those assessments will be used to improve student learning outcomes. (II.A.2f)

SCC will follow its five-year SLO plan, supported by Title III funding, to establish SLOs within all courses. (II.A.2h)

SCC will follow its adopted five-year plan to establish SLOs at the program level and will then award degrees and certificates based on student achievement of a program's stated learning outcomes. (II.A.2i)

SCC will follow its adopted five-year plan to establish SLOs at the program and course level. When this is accomplished, the general education SLOs and the individual course and program SLOs will be fully integrated and compatible. (II.A.3a)

Progress Toward Planning Agendas

Santiago Canyon College is making good progress on meeting these four planning agendas, and will have SLOs fully in place and assessed by fall 2012. For progress toward the achievement of course and program SLOs and assessment, please see the previous response to Planning Agendas 6, 7, 8, and 9. The Curriculum and Instruction Council (CIC) and Office of Institutional Effectiveness and Assessment will continue to encourage faculty to work on their course revisions during quadrennial review and complete the development of program SLOs, using the new CurricUNET system (PA 12.1—Quadrennial List 2011; PA 12.2—Missing SLOs and Assessments Email 07 12 2011). Additionally, the CIC Chair will work with the division deans and the vice president of Academic Affairs to let department chairs know of courses that have only one SLO to which they can add a second SLO using a streamlined approval process in CurricUNET (PA 12.3—CIC Chair Email 04 20 2011).

All existing course outcomes have been mapped to the College's outcomes. For all courses that are part of the SCC General Education pattern (Plan A), percentages are used to indicate how "extensively" or "moderately" course and College outcomes coincide or whether a "not applicable" response is warranted (PA 12.4—Course SLO Matrix).

Outcomes on degree and certificate awards have been mapped to College outcomes (PA 6.8—Program Outcomes Matrix). The College has mapped the relationship between course, program, award, and institutional SLOs to ensure alignment (PA 6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix). SCC also has General Education SLOs, which function as institutional SLOs, and the College maps the relationship between course outcomes, program outcomes, and the general education outcomes (PA 6.5—Program Assessment Guide, see page 3).

Overall, SCC is on schedule to meet these planning agendas by fall 2012.

Planning Agenda 13

As SLOs for math courses and programs are completed, the department will develop assessment criteria to measure the effectiveness of student learning. (II.A.2g)

Progress Toward Planning Agenda

This planning agenda has been met, and ongoing assessment and program evaluation are part of the regular operation of the Mathematics Department. All mathematics courses have at least two SLOs (PA 13.1a—SLO Assessment for Credit Courses 09 23 2011). As of January 2011, more than 87.1 percent of mathematics course SLOs have been assessed (PA 13.1b—Mathematics SLO Assessment Report 02 02 2011):

- 33.87% of course SLOs have been assessed once
- 25.81% of course SLOs have been assessed twice
- 27.42% of course SLOs have been assessed more than twice
- 12.9% of course SLOs have yet to be assessed.

Mathematics has three program outcomes, which were published in the 2007 Educational Master Plan, and those outcomes have been assessed (PA 6.6—2007 Educational Master Plan, p.78; PA 6.9—Program Outcomes Assessment). Mathematics also has completed the new program review model that incorporates the analysis of course SLO data to assess the program. (PA 6.10b—Mathematics Program Review 2011)

Planning Agenda 17

SCC will continue to enhance the alignment among its general education outcomes in Plan A (SCC catalog) and general education courses. (II.A.3b)

Progress Toward Planning Agenda

This planning agenda has been met, and the Curriculum and Instruction Council continues to review new courses to determine their alignment with the college's general education plan. Since the 2008 Abbreviated Self Study, the following courses have been added to Plan A:

- **2008 -2009 Catalog:** Chicano Studies 101 (Area D), Philosophy 114 (Area C), Philosophy 120 (Area C), Exercise Science 173 (Area F2), Exercise Science 175 (Area F2), Sign Language 111 (Area C), and Sign Language 116 (Area D) (PA 17.1—2008-2009 Plan A)
- **2009-2010 Catalog:** Astronomy 112 (Area A), Chemistry 210 (Area A), Computer Science 100H (Area E2), Counseling 113 (Area F1), and Mathematics 287 (Area E2) (PA 17.2—2009-2010 Plan A)
- **2010-2011 Catalog:** Mathematics 081 (Area E2) (PA 17.3—2010-2011 Plan A)
- **2011-2012 Catalog:** Human Development 221 (Area D) (PA 17.4—2011-2012 Plan A)

All courses in Plan A have at least one student learning outcome (PA 6.2—SLO Assessment Counts by Division). All course outcomes, including those in Plan A, as well as program, award, and institutional SLOs have been mapped (PA 6.5—Program Assessment Guide; PA 6.7—Program Outcomes Count; PA 6.8—Program Outcomes Matrix).

Planning Agenda 18

To help students develop an increased awareness of “understanding and awareness of environmental issues” as well as “understand the way science develops and to analyze scientific data,” the college will ensure that these outcomes are addressed in appropriate courses. (II.A.3c)

Progress Toward Planning Agenda

This planning agenda has been met, and these specific outcomes will continue to be addressed in the science curriculum. The following courses have student learning outcomes specifically dealing with the collection and analysis of scientific data:

- Astronomy: 109, 110, 112, 140 (PA 18.1—Astronomy Lab Survey)
- Biology: 109L, 211, 212, 214, 229, 249, 259 (Same as Environmental Science 259) (PA 18.2—Biology Lab Survey)
- Chemistry: 119, 210, 219, 229, 249, 259 (PA 18.3—Chemistry Lab Survey)
- Physical Science: 115 (PA 18.4—Physics Lab Survey)
- Physics: 109, 210, 211, 217, 227, 237, 279, 289 (PA 18.4—Physics Lab Survey)

Courses in the following disciplines discuss the listed environmental topics with students:

- **Astronomy** (PA 18.1—Astronomy Lab Survey)
 - Solar influences on the environment
 - Asteroid impacts
 - Greenhouse effect
 - Erosion
 - Nuclear fusion and fission
- **Biology/Environmental Studies** (PA 18.2—Biology Lab Survey)
 - Evolution of higher organisms through natural selection
 - Interrelationship between the organism and its environment
 - Study of chaparral plants and their ecological role
 - Effects of temperature, osmotic pressure, desiccation, pH, and radiation on microbes
 - Study of ecological concepts, including biotic zones, ecosystem components, population dynamics, and energy acquisition
 - Use impact on developed nations
 - Nature and extent of our air and water resources
 - Water conservation practices
 - Current problems and practices in waste management
 - Distribution, availability, and prospects for land use
- **Chemistry** (PA 18.3—Chemistry Lab Survey)
 - Proper handling and disposal of hazardous materials
- **Physics/Physical Science** (PA 18.4—Physics Lab Survey)
 - Sources of energy
 - Heat transfer
 - Thermodynamic properties of materials
 - Global warming and the greenhouse effect

- Nuclear fusion and fission
- Hydrogen fuel cells

Planning Agenda 19

SCC will continue to increase the number of degrees and certificates which students can earn at SCC. (II.A.4)

Progress Toward Planning Agenda

This planning agenda has been met. SCC continues to increase the number of degrees and certificates it offers (PA 19.1a—New Degrees Certificates 2007; PA 19.1b—New Degrees Certificates 2008-2010). A degree audit function has been developed and is now active in Datatel Colleague. Since 2008, the following degrees have been added:

- Associate in Arts in Communication Studies for Transfer
- Associate in Arts in Sociology for Transfer
- Liberal Arts: Arts, Humanities and Communication
- Liberal Arts: Mathematics and Sciences
- Liberal Arts: Multi-Cultural Studies
- Liberal Arts: Social and Behavioral Sciences
- Apprenticeship Electricity, Intelligent Transportation Systems Electrician Option
- Electrician, General Electrician Option
- Apprenticeship Carpentry, Pile Driver Option
- Apprenticeship Carpentry, Plastering Option

Certificates of Achievement have been added in the following:

- Apprenticeship Electricity, Intelligent Transportation Systems Electrician Option
- Electrician, General Electrician Option
- Apprenticeship Carpentry, Pile Driver Option
- Apprenticeship Carpentry, Plastering Option
- California State University General Education Breadth
- Intersegmental General Education Transfer Curriculum General Education Breadth

Locally-awarded Certificates have been added in the following:

- Computer Science, Applied Robotics and Embedded Programming
- Human Development, Basic Early Childhood Infant/Toddler
- Human Development, Basic Early Childhood Preschool
- Human Development, The School Age Child
- Education – After School Program Assistant
- Education – After School Program Associate Teacher
- Project Management
- Public Works – Sustainable Building Code Option
- Real Estate Appraisal
- Real Estate Salesperson

Planning Agenda 20

SCC's vocational and occupational programs will continue to work with advisory groups and the district's research department to analyze employment needs, and will adjust its course and program offerings as appropriate. (II.A.5)

Progress towards Planning Agenda

This planning agenda has been met through a variety of means and processes, many of which were detailed in the response to Planning Agenda 1. Every two years, vocational programs examine labor market trends and enrollment trends to ensure that the programs offered meet student expectations and labor market needs. This examination is conducted as part of the Technical Advisory Committee (TAC) meetings (PA 1.4—Master Technical Advisory Committee 2011) and District and College research (PA 1.1—SCC Student Survey), which is then reported to the state (PA 20.1a—Electrician 2008 Report; PA 20.1b—Gemology 2008 Report; PA 20.1c—Human Development and Childcare Report 2008).

Labor market needs are constantly addressed and are reflected in curriculum revisions, new course development, the schedule of courses offered, and locations served. For example, in the Public Works Program, which leads to a certificate, courses are offered at a County of Orange facility to serve the training and advancement needs of county employees, as well as others interested in careers in public works or in emerging areas such as Geographical Information Systems (GIS) and project management tracking. All CTE programs have an active Technical Advisory Committee composed of management and labor representatives that meet at least once annually. All the TACs meet for a presentation before breaking into program groups. Disciplines with meetings that are ongoing are Water Utility Science, Survey and Mapping Sciences, Public Works and the state group of Child Development Professionals as its state license requirements undergo revision and transfer programs are revised (PA 20.2—Career Ed Technical Advisory Committees).

Planning Agenda 21

The SCC Student Services Council will review, assess, and possibly revise the Transfer Planning Guide, and will analyze whether to incorporate this information as a section in the catalog. Requests will be made to include the cost of publishing extra copies of the Transfer Planning Guide to ensure that all prospective transfer students receive a copy. (II.A.6a)

Progress Toward Planning Agenda

This planning agenda has been met. The application of technology has both transformed and advanced the manner in which SCC disseminates up-to-date information pertaining to UC, CSU, and independent college course articulation and programs, transfer planning resources and services, and transfer admission practices. The following methods have

been adopted as effective means of providing prospective transfer students with essential information:

- General education plans for CSU (Plan B), UC (Plan C), and the UC/SCC Transfer Course Agreement are available on the Transfer/Articulation website and in the college catalog (PA 21.1a—SCC Plan B; 21.1b—SCC Plan B Catalog; PA 21.2a—SCC Plan C; PA 21.2b—SCC Plan C Catalog; PA 21.3a—SCC UC Articulation; PA 21.3b—SCC UC Articulation Catalog).
- Articulation Transfer Guides for specific majors and universities are available on the Transfer/Articulation website (PA 21.4—SCC USC Articulation).
- Easy-access web links to UC, CSU, and independent colleges are available on the Transfer/Articulation website (PA 21.5—Transfer Web Links).
- Guides for external exams, such as Advanced Placement (AP), International Baccalaureate (IB) and College-Level Examination Program (CLEP) are readily accessible on the Transfer Articulation website and in the college catalog (PA 21.6a—SCC AP Guide; PA 21.6b—SCC AP Guide Catalog; PA 21.7a—CLEP and IB Exam Guide; PA 21.7b—SCC CLEP Guide Catalog; PA 21.7c—SCC IB Guide Catalog).
- UC and CSU transfer educational planning worksheets are available on the Transfer/Articulation website and are disseminated at Transfer Center workshops and events, career planning classes, new student orientations, parent orientations, and by counselors during academic counseling sessions and workshops (PA 21.1a—SCC Plan B; PA 21.2a—SCC Plan C).
- Articulation agreements are accessible on ASSIST.org, a website used to educate students on course-to-course agreements between SCC and CSU/UC and courses needed for major preparation (PA 21.8—Assist.org Website).

Transfer announcements, including details on activities, opportunities and deadlines, are broadcast to students, staff, and faculty through weekly emails and the use of social media such as Facebook and Twitter (PA 21.9—Transfer Center Activities).

Planning Agenda 22

The student services departments/programs of SCC will continue to participate in college-wide activities to ensure that the programs and services they offer contribute to students' ability to successfully reach their educational goals. (II.B.1)

Progress Toward Planning Agenda

This planning agenda has been met. All previous activities outlined in the 2008 Abbreviated Self Study remain in place and continue to demonstrate the various ways in which Student Services departments and units fully participate in College activities and initiatives to ensure that the programs and services offered contribute to students' ability to successfully reach their educational goals.

Since 2008, Student Services programs continue to support this planning agenda. All of the programs have defined expected student learning outcomes (SLOs) and have

identified appropriate assessment methodologies for their expected student learning outcomes. All programs have completed three full cycles of assessing student learning outcomes (PA 2.10—Student Services SLOs). Annual SLO reports can be viewed on the Student Services webpage (PA 22.1—Career Services SLO Report 2010-2011). Implementation of assessment plans and SLO measurement will continue on an on-going basis; this framework is intended to be utilized in guiding, assessing, and improving all student services departments and units and to ensure that program goals, activities, and outcomes are evaluated on an on-going basis to ensure that decisions for program improvement, planning, and budgeting are shaped by the results of assessment.

Program reviews allow departments and units to evaluate progress on goals and program effectiveness and inform future decision making as well as providing an overview of the progress achieved in Student Services departments and units. The departments comprising Student Services will complete their third round of program review in 2011-2012 (PA 3.9a—EMPC Minutes 01 27 2011; PA 3.9b EMPC Minutes 02 10 2011). The program review template includes a description of services, along with the mission and vision of each and provides quantitative and qualitative data from services provided, as well as information on staff, budget, and facilities (PA 22.2—Student Services Program Review Template). This data is described and analyzed for each department and unit (PA 22.3—Career Services Program Review; PA 22.4—Admissions and Records Program Review; PA 22.5—Counseling Program Review). Following the submission of the program review, each department meets with the Educational Master Planning Committee to discuss the findings of the review (CR 1.2—EMPC Progress Report).

Planning Agenda 23

The catalog will be reviewed annually by the Catalog Task Force to ensure that it meets the needs and expectations of students and provides accurate and appropriate information, academic program requirements, and major policies affecting students.
(II.B.2d)

Progress Toward Planning Agenda

This planning agenda has been met, and the framework for continuing these tasks has been incorporated into the College's yearly duties. The SCC Catalog is produced annually (PA 6.1—2011-2012 Catalog). The catalog task force meets once or twice each year (PA 23.1—Catalog Task Force Minutes 01 13 2011). At the most recent meeting, catalog production timelines were set (PA 23.2—Catalog Production Timeline 2011-2012). In 2010-2011, the following individuals served on the Catalog Task Force:

- Craig Rutan – Curriculum and Instruction Council Chair/Co-Chair of Catalog Task Force
- Ruth Babeshoff – Dean of Counseling and Student Support Services/Co-Chair of Catalog Task Force
- Lucy Carr-Rollitt – Disabled Students Program and Services Coordinator
- Leigh Ann Unger – Graduation Specialist
- Denise Pennock – Registrar

- Lori Fasbinder – Dean of Continuing Education
- Tiffany Garbis – Support Services Assistant
- Debra Brooks – Professor of Geology
- Linda Miskovic – Associate Dean of Admissions and Records
- Leonor Aguilera – Articulation Officer
- Irene Scroggins – Administrative Secretary

Planning Agenda 24

SCC will continue to expand and improve its student services to support the needs of current and future students by carefully analyzing and evaluating students' responses to the various types of student satisfaction surveys conducted by the district's research department and various student service departments.

Future plans include analysis and expansion of intercollegiate athletics to include additional sport teams for men and women.

With the hiring of the articulation officer and the acquisition of additional staff and space for the Transfer Center and the Pathways to Teaching Program, expanded transfer services will be possible. Current plans include the development of course curriculum for future teachers, and the possibility of an associate degree in education is being studied.

The outreach department is currently making plans to expand its activities beyond high school and community outreach by working collaboratively with SCC's career education division to develop relationships with businesses and industries. (II.B.3a)

Progress Toward Planning Agenda

This planning agenda has been met. While expansion of student services has paused for the time being due to the economy, the College continues to improve its student services. In addition to service area outcomes (i.e., tracking utilization of services, student satisfaction surveys, etc.), Student Services utilizes a student learning outcome framework to assess annually the impact of a program or service on student learning, as was previously discussed in the responses to Planning Agendas 2 and 22.

Due to fiscal constraints, the College has reduced its spending on athletics through the suspension of the women's golf program. As a result, the College currently has eight intercollegiate athletic teams (four men and four women). Construction is underway on the new Santiago Canyon College athletic and aquatics complex. The project broke ground in April 2009 and is anticipated to be completed in June 2012 (PA 40.1—SCC Facilities Master Plan 2011). The Exercise Science Department Planning Portfolio (DPP) reflects a vision to add coaches and teams to expand athletic offerings once the new athletic facility is completed (PA 24.1—Exercise Science DPP). The new softball complex was completed and dedicated in January 2009. The athletic programs at Santiago Canyon College continue to enjoy considerable success. The program has won

conference championships in women's soccer (2007, 2008, 2009 and 2010) and women's golf (2009). Additionally, the women's soccer team won state and national championships in 2009, and a men's golfer was the state champion in 2010. Four of the College's athletes have achieved All-American status since 2009. The athletic program has incorporated a questionnaire on the online admissions application system to solicit student responses to meet their needs for athletic offerings at the College (PA 24.2—SCC Online Admissions).

Articulation is sustained through the efforts of a full time articulation officer. Through the submission of new and existing courses to university partners, enhanced lower-division transfer preparation is available to SCC students. Additionally, with more new students coming to SCC with test results from external examinations, such as Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB), the articulation officer found it essential to develop specific guides to indicate the application of test results toward associate degree, CSU, and/or IGETC general education course completion (PA 21.6a—SCC AP Guide; PA 21.7a—CLEP and IB Exam Guide).

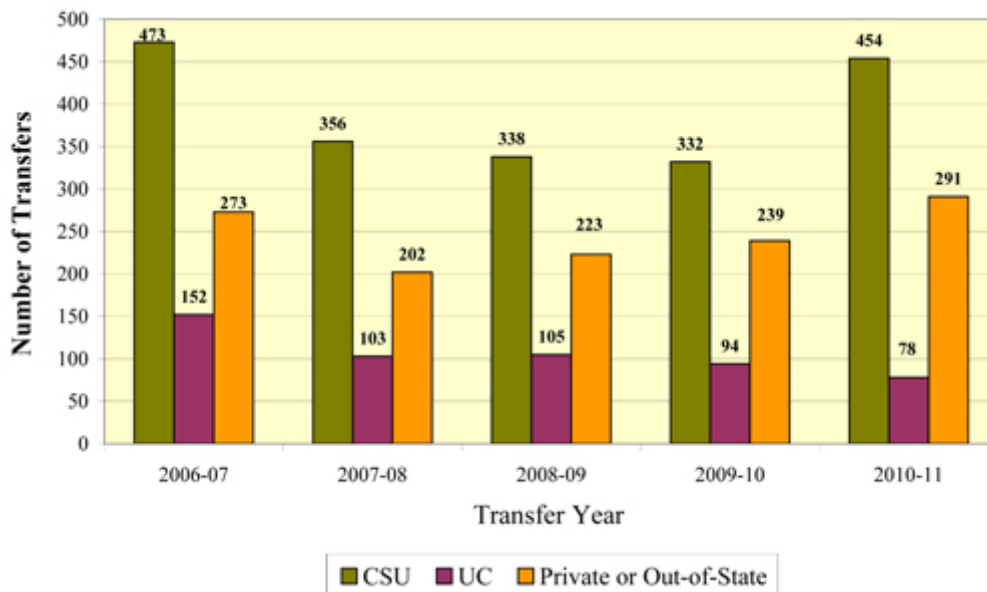
To meet the lower division transfer preparation needs of future teachers, SCC's new Elementary Education A.A. degree, approved by the RSCCD Board of Trustees and the State Chancellor's office, was offered for the first time in fall 2008 (PA 6.1—2011-2012 Catalog, see pp. 62-63). A special education paraprofessional certificate was also developed to train paraprofessionals to work with persons with disabilities and to serve as major preparation for transfer to CSU Fullerton's Human Services major. Pathways to Teaching program staff also offer the Annual Future Teacher's Conference for SCC students interested in pursuing a teaching career (PA 24.3—Future Teachers Conference Agenda 2011). In July 2010, the California Department of Education awarded SCC a Tech Prep Demonstration Site Grant, in partnership with Villa Park High School and industry partners to develop a program of study in the finance and business CTE sector that creates a pathway for students that leads to a CTE teaching credential (PA 24.4—Tech Prep Grant).

Financial constraints over the past three years, a reduction in personnel through attrition (positions defunded once they were vacated), and a reduction in force (eliminating permanent positions) have drastically altered the staffing and focus in the Outreach Department. In 2008-2009, outreach staff consisted of a full-time coordinator, two full-time outreach specialists and three half-time staff. Currently the department employs two full-time outreach specialists. As a result of the financial and personnel shifts, several previous initiatives have been suspended including outreach and development of relationships with business and industry. The primary focus of the department has shifted to supporting high school outreach efforts, primarily to the College's key feeder high schools within the Orange Unified School District (OUSD) and in support of the Early Decision program. The Early Decision program provides high school seniors first priority in selecting and registering for fall classes, offers application workshops and assessment testing at the student's high school, and provides on-campus orientation, advisement, and priority registration during the month of May. The equivalent program,

Early Welcome, provides non-OUSD students an opportunity to receive priority registration for the fall semester and receive on-campus orientation and advisement. Both these programs are coordinated by the Outreach Department in close partnership with Admissions and Counseling (PA 24.5—Early Decision/Early Welcome).

Santiago Canyon College lost three classified staff assigned to the Transfer Center when state categorical and RSCCD funding was reduced in 2009. However, remaining staff increased the use of work-study students in the program office and employed creative and efficient ways to meet the needs of transfer-directed students. A 23.8 percent increase in SCC transfer to four-year institutions from 2009-2010 to 2010-2011 marks the positive impact of the work done on behalf of university transfer.

SCC Transfers to 4-Year Institutions



(Source: RSCCD Research)

Planning Agenda 25

The college will strengthen its Cross Culture Resource center through the addition of additional staffing and funds as resources permit. Other areas targeted for further development in the next few years are: student leadership training, service learning opportunities, and health education events. (II.B.3b)

Progress Toward Planning Agenda

This planning agenda has been modified. Since 2008, drastic budget and staff reductions have limited the ability to carry out several student life initiatives, including the five-year plan to develop a Multicultural and Leadership Resource Center (MLRC). In the summer of 2008 with the resignation of the designated part-time dedicated staff position in the Multicultural and Leadership Resource Library, the position was first frozen, then defunded, as part of the District’s cost reduction strategy. In summer 2009, a district-

wide reduction in force (RIF) reduced personnel in the Office of Student Life and Leadership by 1.475 FTE, leaving only the full-time coordinator, which resulted in suspending the MLRC plan. Other grant funded co-curricular opportunities were also suspended when the designated grants expired. For example, funding for the AmeriCorps Foster Youth Mentoring Program expired in October 2007, and funding for the AmeriCorps Teaching Reading and Math Partnership Program grant expired in January 2008. SCC students attempted to mitigate the loss of these programs by forming a student organization, the AmeriCorps Service Club, which remained active through spring 2010 and provided community service projects. The AmeriCorps Service Club was recognized by its peers for its contributions and was awarded the coveted Inter-Club Council “Club of the Year” award for two consecutive years (2007-2008 and 2008-2009). Another initiative referenced in the 2008 Abbreviated Self Study, the Peer Health Education Program, was subsidized through the High-Risk Drinking Prevention grant through the County of Orange Health Care Agency; those efforts ceased when funding expired in June 2009. The College applied, unsuccessfully, for a Kaiser Permanente Community Benefit grant in the summer of 2010 to reintroduce the peer health initiative; SCC will continue to seek external grants in areas of service learning and community engagement.

An initiative that has continued in spite of reduced resources is the Student Leadership Institute (SLI), a joint partnership with CSU Fullerton that offers a non-degree certificate in University Leadership (PA 25.1—Student Leadership Institute). Since its inception in fall 2006, approximately 260 SCC students have completed the requirements for the Leadership Certificate. Following the 2009 reduction in force (RIF), the Office of Student Life and Leadership has operated SLI with support provided by a graduate intern.

Additionally, the Associated Student Government (ASG) remains an active organization on campus and is represented on several of the college’s collegial governance bodies (PA 25.2—ASG Town Hall Meeting; PA 25.3—Annual Book Run; PA 25.4—Voter Registration Drive).

Planning Agenda 26

The counseling department has requested additional full-time contract counseling faculty and additional funding for hourly (part-time) counseling through its discipline, department, and program document, now called the Department Planning Portfolio (DPP), a component of the Educational Master Plan (EMP). (II.B.3c)

Progress Toward Planning Agenda

This planning agenda has been met. However, the ongoing budget situation, combined with staff changes and the 2009 reduction in force, have challenged the Counseling Department. Two full-time contract counselors retired; the full-time contract articulation officer resigned; District general funds for part-time hourly counseling were eliminated; and matriculation funding was cut by more than 50 percent. To help ameliorate these staffing and funding challenges, administrative reassignments of faculty were made and a

variety of categorically funded resources were utilized to help support counseling services for students:

- One counselor from the non-credit Orange Education Center was reassigned to fill the credit articulation officer/counselor position.
- One faculty member from Exercise Science with a counseling faculty service area was reassigned to a counselor position.
- Basic Skills Initiative funding provided substantial support for hourly counseling initiatives related to basic skills (PA 26.1—BSI Counseling).
- The College Assistance Migrant Program (CAMP) grant provides funding for a 15 hours/week counselor (PA 26.2—CAMP Counseling).
- CalWORKs funding enables SCC to provide year-round counseling for students, while matriculation funding supports new student orientation, advisement, and follow-up counseling services.
- The Tech Prep Demonstration Site grant provided backfill counselor funding for the contract counselor reassigned to serve as the grant project director for fall 2010 and spring 2011 (PA 26.3—Tech Prep Grant Counseling).
- The Title III grant funded a 19 hours/week counselor through September 2010.
- The new Hispanic-Serving Institutions Title V grant began funding a part-time STEM counselor for 20 hours/week, beginning spring 2011.

Planning Agenda 27

The lack of student involvement in many of the college's special programs and service and enrichment activities will be reevaluated and addressed by student services and instruction personnel. (II.B.3d)

Progress Toward Planning Agenda

This planning agenda has been met. Several activities outlined in the 2008 Abbreviated Self Study are currently in place and continue to increase student participation and involvement. For example, Discover SCC: Orientation to College Life provides incoming freshmen with an overview of the programs and services offered at Santiago Canyon College. (PA 27.1—Discover SCC). Led by trained student orientation leaders, the program allows new students to connect with peers and boosts their confidence about starting college. Approximately 300 students participate annually; the half-day program includes workshops on College programs and services, small group activities, and interactive campus tours. Participants over the years consistently indicate the program increased their: (1) familiarity with College programs and services; (2) knowledge of where to seek academic and support assistance; and (3) understanding of the importance of utilizing counseling and support resources. In March 2009 this program was selected for the Innovative New Program award by the American College Personnel Association's (ACPA) Commission for Student Development in the Two-Year College.

The Office of Student Life and Leadership and the Associated Student Government (ASG) continue to develop educational and social programming for students. Activities include celebration of diversity and cultural months, Battle of the Bands, Town Hall

Meetings and other events to engage SCC students in campus life (PA 25.2—ASG Town Hall Meeting; PA 25.3—Annual Book Run; PA 25.4—Voter Registration Drive; PA 27.2—Battle of Bands).

In 2007, SCC obtained a U.S. Department of Education five-year federal grant to establish CAMP (College Assistance Migrant Program) for freshmen students from migrant and seasonal farm working backgrounds; the program is designed to increase the number of migrant students at SCC and assist them during their first year of college to attain academic and educational goals. The program serves a cohort of 40 students per year and recruits from rural areas of Riverside, San Diego, and Orange counties (PA 27.3—CAMP Newsletter).

Since 2008, the Financial Aid program has continued to expand. The 2008 Abbreviated Self Study included a table to compare the increase in student financial aid between 2005-2006 and 2006-2007. As demonstrated in the table below, there have been significant increases since that time in: total financial aid awarded; in the number of students who apply, complete their files and are awarded; and in Pell Grant awards.

Financial Aid Awards 2006-2010

Academic Year	Financial Aid Awarded	Number of Students Applying	Students Completing Files	Number of Students Awarded	Number of Pell Grants Awarded
2006-2007	\$2,122,596	2,153	934	768	549
2009-2010	\$5,767,190	3,546	1325	1256	1142
Change	\$3,644,594	1,393	391	488	593
Percentage Increase	171.70%	64.70%	41.86%	63.54%	108.01%

Other enrichment activities since 2008 include:

- Career Services expanded services for job searches and employment preparation in 2008-2009.
- The Transfer Center increased the capacity and quantity of transfer workshop sessions in fall 2010 to increase student awareness and transfer success. This effort increased attendance by 172 students, an increase of 62 percent from fall 2009 to fall 2010.
- As a student retention effort, the Counseling Department implemented mandatory academic probation intervention workshops for students who fell below a 2.0 GPA after accumulating 12 units. In 2009-2010, counselors held 58 workshops providing more than 750 students with transcript review, educational planning, and academic success strategies.
- Health and Wellness Center student usage increased by 160 percent from 2005-2006 to 2009-2010.

- In 2009-2010, the number of students participating in Disabled Students Programs and Services (DSPS) increased by 20 percent in spite of categorical funding cuts of almost 40 percent.

Planning Agenda 28

In the summer and fall 2005, SCC will be revising and updating its current Matriculation Plan, which requires the evaluation and testing and course placement practices to ensure that its placement practices are as effective as possible. (II.B.3e)

Progress Toward Planning Agenda

This planning agenda has been met. Since the review and revision of the College's Matriculation Plan in fall 2005, SCC has continued to utilize assessment instruments approved by the California Community College State Chancellor's Office and to evaluate testing and course placement practices to ensure that they are as effective as possible (PA 28.1—CCC Assessment Instruments 2009). SCC shares common assessments and practices with Santa Ana College. The RSCCD Research Office engages in studies to evaluate testing and course placement practices on behalf of both colleges. RSCCD Research studies in this area since 2008 include:

- RSCCD Student and Teacher Ratings of Appropriateness of Course Placement Using Multiple Measures, October 2008 (PA 28.2—Multiple Measures 2008)
- RSCCD Gain/Loss in Retest Math Scores (same level), October 2009 (PA 28.3—Math Test-Retest 2009)
- RSCCD Instructor Ratings of Appropriateness of Placement of Waivered Students, Spring 2010, April 2010 (PA 28.4—Appropriateness of Placement Waivered 2010)
- RSCCD Validation of TELD Placements, Fall 2010 (PA 28.5—TELD Ratings of Placement 2010)
- RSCCD Instructor and Student Ratings of Appropriateness of Placement by CTEP, Spring 2011 (PA 28.6—Appropriateness of Placement CTEP 2011)

Planning Agenda 29

SCC student services departments and programs will continue to engage in on-going review of its programs and services to evaluate their impact on students. As appropriate, these reviews will be analyzed to determine their impact on student learning and will help determine where additional improvements and/or changes are needed. (II.B.4)

Progress Toward Planning Agenda

This planning agenda has been met. Evaluation and planning processes for all Student Services departments and units have been established and operationalized to occur on an on-going basis. The latest annual cycle of SLO assessment was completed in 2010-2011 (PA 22.1—Career Services SLO Report 2010-2011). The SLO annual report is due at the

end of each year and serves as the basis for evaluating student learning to determine where improvements are needed and/or to affirm effective practices.

In addition to the annual SLO assessment, Student Services departments and units completed a triennial program review covering 2006-2009. The program review template is broken down into seven sections: Signature Page, Program Description, Organizational Chart, Student Learning Outcomes, Data, Data Analysis, and Findings/Future Direction (PA 22.2—Student Services Program Review Template). In spring 2010, a graduate student from California State University Fullerton’s Educational Leadership Program conducted a fieldwork internship as an external reviewer under the direction of the vice president of Student Services to evaluate each program review and to ensure compliance with established criterion. Using a rubric that had been developed by Student Services leaders, the graduate intern reviewed drafts of every program review to ensure that appropriate information was included in each section, and to determine whether or not the criteria were included, organized and analyzed correctly (PA 29.1a—Vision and Mission Matrix; PA 29.1b—Program Accomplishments Matrix; PA 29.1c—SLO Matrix). In many cases, recommendations were made and forwarded to each department or unit as suggested edits prior to finalizing and submitting their program reviews. Additionally, all Student Service departments and units presented their program reviews to the College’s Educational Master Planning Committee (EMPC) during the spring and fall of 2010 (CR 1.2—EMPC Progress Report). Another cycle of program review is planned for fall 2011.

Planning Agenda 30

Planning for the educational equipment and materials for the new library is an on-going staff project, and SCC is strategically positioned to offer state-of-the-art technology to its students, staff and faculty. Staff is evaluating radio frequency identification technology (RFID) to improve materials management and security, and evaluating various “smartboard” technologies for the bibliographic instruction classroom and the technology training classroom

Best Books for College Libraries (five volumes) has been purchased and the library faculty members plan to use it as a major tool to evaluate and build the library collection.

In conjunction with the district’s Information Technology Services (ITS) personnel, a proposal for a wireless network throughout the college to facilitate use of personal laptops and wireless devices is being developed.

Finally, librarians are committed to attending at least one professional conference during the next academic year to continue to explore new technologies that support student learning. (11.C.1.a)

Progress Toward Planning Agenda

This planning agenda has been met. An RFID system was implemented in 2006 (PA 30.1—Library RFID Purchase). Wireless service has been added to the college, and laptops are available for checkout from the library circulation desk for wireless use in the library (PA 30.2—SCC Wireless Map). From 2008 through December 2010, librarians participated in 42 conferences, workshops, and online webinars to explore new technologies to support student learning (PA 30.3a—Librarian Professional Development Activities 2008-2010; PA 30.3b—Friedenrich Professional Development; PA 30.3c—Geissler Professional Development; PA 30.3d—Ho Professional Development; PA 30.3e—Sproat Professional Development; PA 30.3f—Varela Professional Development; PA 30.3g—Wong Professional Development)

Planning Agenda 31

When the new dean is hired, policies, procedures and programs will be reviewed in order to assess whether additional services need to be offered to students, staff, and faculty. Additionally, library faculty will begin to develop specific student learning outcomes designed for structured library bibliographic instruction sessions. (11.C.1.b)

Progress Toward Planning Agenda

This planning agenda has been met. A dean with oversight responsibilities for the library was hired in 2007. Since mid-2008, the following policies/procedures have been developed and/or revised:

- Circulation: Closing Procedures [revision] (PA 31.1a)
- Collection Management Policy and Procedures [revision] (PA 31.1b)
- E-Reference Policy and Procedures [revision] (PA 31.1c)
- Fine Review (PA 31.1d)
- Library Research Instruction by Appointment [revision] (PA 31.1e)
- Photography and Filming in the Library (PA 31.1f)
- Photography Request Guidelines (PA 31.1g)

Student learning outcomes for library bibliographic instruction (i.e., library non-credit instruction) were revised during fall 2008 (PA 31.2—Library SLOs). The library began offering chat reference to support students in multiple locations in 2009 (PA 31.3—Library Chat Webpage). This service was used more than 1,450 times in its first two years (PA 31.4—Library Chat Usage 2009-2011).

Planning Agenda 32

The significant increase in bibliographic instruction sessions highlights the need for additional librarians as well as for extended coverage at the reference desk during evening hours when a bibliographic instruction session has been scheduled. The hiring of an additional librarian in fall 2005 will be a key factor in initiating dialogue about innovative scheduling that will best benefit students. In addition, librarians need to

continue to use the library's DPP as a vehicle for charting and documenting the need for additional librarians.

In an on-going attempt to improve services and provide adequate resources in a fluctuating economic climate, librarians will continue to explore grant opportunities. This will entail research on grant writing, attendance at grant writing seminars, and mentoring by other faculty members.

In order to better inform the campus community about the scope of library services and library resources, librarians will develop a template for use in bibliographic instruction. Such a template will ensure consistency in the delivery of instruction and will be developed collaboratively with faculty from other departments. (11.C.1.c)

Progress Toward Planning Agenda

This planning agenda has been met. In addition to the staffing of three librarian positions by the time of the 2008 Abbreviated Self Study, an instructional technologies/reference librarian position was requested unsuccessfully for 2011-2012 to fill a position vacant due to a retirement in spring 2010 (PA 32.1—Librarian Request 2010). The ongoing budget situation has limited the possibility of supporting attendance at grant writing seminars. Since 2008, staffing resources have not allowed mentoring by individuals with grant writing experience. A template is in use for bibliographic instruction sessions (PA 32.2—Library BI Template).

Planning Agenda 33

The increase in the number of computers and users in the new (library) facility will necessitate enhanced security measures to protect the privacy of the user and to protect the library from inappropriate use of the computers. Options being considered by the library include installing a system requiring students to swipe an identification card to activate computer access. (11.C.1.d)

Progress Toward Planning Agenda

This planning agenda has been met. Santiago Canyon College purchased SynchronEyes for the library instruction laboratory, implemented the VNC computer observation program, and utilized a positive attendance login program that both verifies student identity and quantifies student usage of library computers (PA 33.1—CI Track).

Planning Agenda 34

The SCC library will maintain appropriate contracts and remain aware of possible new technologies that will require additional contracted services. (11.C.1.e)

Progress Toward Planning Agenda

This planning agenda has been met. Since 2008, the following contracted services have been added to the library:

- The online catalog has been enhanced with a cover enhancement feature from Syndetic Solutions (PA 34.1—Syndetic Solutions 2008).
- An additional copier for student use has been placed on the second floor (PA 34.2—Xerox Lease Agreement 2010).
- Reciprocal privileges for students and faculty are being pursued with the Leatherby Libraries at Chapman University (PA 34.3—Letter to Dean of Leatherby Libraries 09 14 2010)

Planning Agenda 35

A workshop on the purpose and proper implementation of evaluations will be held to ensure that all supervisors adhere to the completion of evaluations according to timelines established through Board policy, administrative regulations, and the contracts of various employee groups. (III.A.1b)

Progress Toward Planning Agenda

This planning agenda has been met. A district-wide workshop was held for managers, Sept. 19, 2008, on the purpose and proper implementation of evaluations (PA 35.1—Faculty Evaluation Workshop 2008). Almost 30 managers received training on board policy, administrative regulations, and faculty and staff contracts. (PA 35.2—Faculty Evaluation Workshop Sign-in).

Planning Agenda 36

SCC will continue to address SLO topics and the role faculty, staff, and administration play in incorporating student learning outcomes into the evaluation process. (III.A.1c)

Progress Toward Planning Agenda

This planning agenda has been met. Student learning outcomes (SLOs) have been included in the faculty evaluation process, as of 2010-2011. In the mandatory self-evaluation submitted as part of the evaluation process, faculty are required to address “participation in the improvement of student learning related to student outcomes” as a standard of evaluation (PA 36.1—Contract Probationary Tenure Review Packet, see p. 4; PA 36.2—Tenured Faculty Eval Packet, see p. 3).

Planning Agenda 37

Based on current and anticipated future needs of both credit and non-credit divisions of the institution, SCC will review the needs of its growing and changing student population

annually to provide appropriate hiring recommendations to the district. Emphasis will be placed on ensuring that the non-credit division has adequate full-time faculty. (III.A.2)

Progress Toward Planning Agenda

This planning agenda has been met. While the continuing constraints of the state budget have limited hiring since the 2008 Abbreviated Self Study, SCC has continued to generate hiring recommendations each year. In spring 2011, six new faculty were hired in the credit division as replacements for retirements and resignations that have occurred since 2007. The new faculty were hired in the disciplines of art, biology, chemistry (two positions), and music; a faculty psychologist also was hired to counsel students in the Health and Wellness Center (PA 37.1—Faculty Hire Recommendations 2010). The following process is used to generate faculty hiring recommendations for both the credit and non-credit divisions of the college:

1. The Academic Senate develops its list of prioritized recommendations, based on recommendations from the departments and divisions, both credit and non-credit.
2. The president reviews the list with the vice presidents.
3. If there is a different recommendation from the vice presidents, the president meets with the vice presidents and the Senate leadership.
4. The president forwards the recommendations to the District chancellor.
5. The chancellor reviews, may modify, then approves or denies the recommendations.

In developing its faculty hiring recommendations, the College considers available research, such as the student and community demographic measures, done by the RSCCD Research Department (PA 1.2—12 Measures of Success, see Measure 1).

Planning Agenda 38

The district's Human Resource Department will assess the college's personnel to ensure employment equity and diversity consistent with the district mission. SCC will continue to promote the diversity of faculty and staff according to its student population. (III.A.4b)

Progress Toward Planning Agenda

This planning agenda has been met and continues to be met through annual reports on equity and diversity compiled by the District's Human Resources and Research departments. Embracing and engaging diversity is a key element of the district's mission (PA 38.1—RSCCD Vision and Goals 2011).

SCC continues to promote diversity in its faculty, staff, and administration. Statements of non-discrimination are included in all position announcements (PA 38.3—Classified Position Announcement). Annually, the District submits an EEO District Performance Report to the state chancellor as part of the Equal Employment Fund (PA 38.4—Faculty

Staff Diversity Report 2009; PA 38.5—Faculty Staff Diversity Report 2010). An overview of the activities of district Human Resources and Educational Services is available in its annual reports (PA 38.6—HRES Annual Report 2007-2008; PA 38.7—HRES Annual Report 2008-2009; PA 38.8—HRES Annual Report 2009-2010).

Student and Employee Diversity at SCC

	Non-white	Female
Students - Credit	47%	53%
Students – Non-Credit	78%	52%
Faculty	31%	68%
Classified Staff	60%	67%
Administrators/Management	48%	44%

(Sources: PA 1.2—12 Measures of Success, pp. 14-15;
PA 38.2—Enrollment Trends 2006-2010).

Planning Agenda 39

The college will offer appropriate staff development activities for classified and academic staff that will ensure they are kept informed of up to date policies and procedures, as well as workshops and seminars that improve the work environment, support the college mission and goals, improve the skills of employees, and continues the dialogue regarding the infusion of student learning outcomes. (III.A.5a)

Progress Toward Planning Agenda

This planning agenda has been met through a continuing program of staff development activities. Staff development is a priority in maintaining an informed and motivated staff. The College and the District continue to provide staff development for the classified and academic staff related to the mission of the College and the support of student learning.

Since the 2008 Abbreviated Self Study, Flex week programming continues to be the primary venue for staff development. Training for staff has occurred on Datatel Colleague, Powerpoint, Microsoft Outlook and Office 2007, Cisco digital telephones, web page design, advanced web page design, students in crisis, advising student organizations, students with hidden disabilities, creating safe spaces for LGBT students, and the district’s online process for submitting print requests (PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011). The Career Technical Education Division has sponsored a series of workshops for CTE faculty and staff, funded by Perkins/VTEA (PA 39.6—CTE Perkins-VTEA Staff Development).

Rancho Santiago Community College District began the New Faculty Institute in August 2011 as an orientation program for the six new full-time faculty hired at SCC and the 14 new full-time faculty hired at Santa Ana College (PA 39.7—New Faculty Institute).

Planning Agenda 40

To follow the facilities plans of the district and SCC to continue to build-out the SCC campus to meet student and staff requirements as the enrollment increases. (III.B.1a)

Progress Toward Planning Agenda

This planning agenda has been met as the College added facilities and has updated its Facilities Master Plan (PA 40.1—SCC Facilities Master Plan 2011), which is planned for Board approval in fall 2011. Specific progress on the campus build-out has occurred with the following facilities:

- Maintenance and Operations Building, constructed and awaiting final approval
- Science Center, occupied fall 2010
- Parking lot, with 1,000 spaces, opened December 2010
- Athletic and Aquatics Complex, under construction, occupancy projected for June 2012
- Humanities Building, under construction, occupancy projected for summer 2013

Future construction, dependent upon funding availability, is projected to include:

- Performing Arts Center
- Student Services Building
- Observatory
- Student Center and Instructional Building
- Instructional Building
- Central Plant

Planning Agenda 41

The college president and vice president of administrative services will continue to request additional funds to support the new facilities and expected enrollment growth. This effort needs to be supported by all SCC constituencies, especially the college representatives on the Budget Allocation and Review Committee (BAPR). The district and SCC administrators need to continue their efforts with the City of Orange and Orange County Transit Authority (OCTA) to provide a sidewalk to the Orange Education Center (OEC) and bus service on Batavia Street. The goal is to have a sidewalk constructed on Batavia Street by the end of the 2005 calendar year. Initial contacts with OCTA have been made and additional efforts will be made throughout the year until a satisfactory public transportation solution is reached. (III.B.1b)

Progress Toward Planning Agenda

This planning agenda has been met. The president and vice president of Administrative Services have requested and received funds to support new facilities. SCC received two custodial positions and an additional science laboratory technician to service the Science Center, which was occupied fall 2010 (PA 41.1—College Council Minutes 07 27 2010). The president, supported by SCC's other representatives to the district Budget Allocation

and Planning Review (BAPR) Committee, secured an additional \$1.0 million to the 2010-2011 discretionary budget (PA 51.5—BAPR Minutes 05 26 2010). This increased discretionary funding to \$7.1 million, rather than the \$6.1 million in the original tentative budget planning. By comparison, the adopted budget the previous year, 2009-2010, included \$6.4 million in discretionary accounts.

While not successful in getting OCTA to provide a bus route on Batavia in front of the Orange Education Center (OEC), the College was able to work with the City of Orange to install a sidewalk from OEC to the corner of Batavia and Katella where there is a bus stop.

Planning Agenda 42

The college will continue to seek supplemental funding to ensure that all new buildings have the equipment and supplies needed. (III.B.2a)

Progress Toward Planning Agenda

This planning agenda has been met. The previous response to Planning Agenda 41 detailed the \$1.0 million added to the SCC discretionary budget accounts in 2010-2011. In addition, the College consolidated the remaining construction projects scheduled under Measure E in 2010 to take advantage of the weak construction market and lower costs. This consolidation provided adequate funding for equipment for the Science Center, and it should allow necessary equipment for the Athletic and Aquatics Center, the Humanities Building, and the Maintenance and Operations Building.

Planning Agenda 43

The SCC Facilities Committee has initiated the process of looking at short and long term plans for the ancillary services. The committee has also initiated the development of interim plans for space as it becomes available when constituencies move out of their existing facilities into a new building. It is the goal to have the plans completed and submitted to the College Council by the fall of 2005.

Working in collaboration with the district and the SCC master plan architect, the Facilities Committee will explore additional parking during the major construction period of the next five to ten years. (III.B.2b)

Progress Toward Planning Agenda

This planning agenda has been met with the development of the Facilities Master Plan, which includes reallocation of existing space (PA 40.1—SCC Facilities Master Plan 2011, pp. 71-81.) The addition of the new 1,000-space parking lot in December 2010 should allow the campus to meet projected parking demand for the next five to ten years, depending on the pace of enrollment growth (PA 40.1—SCC Facilities Master Plan 2011,

p. 54). This parking lot completed the build-out of parking lots on the campus. Future additional parking needs will require a parking structure.

Planning Agenda 44

The institution provides quality training in the effective application of its information technology to students and personnel. (III.C.1b)

Progress Toward Planning Agenda

This planning agenda has been met through the depth and breadth of information technology training provided by the College to students and personnel. The primary venue for faculty and staff development is Flex week, held in the week prior to each new semester. Since 2008, Flex Week training has included office software used by faculty and staff, classroom technology, distance education technology, and more (PA 44.1—Flex Week Technology Training). Additional technology training, not offered during Flex Week, has included training staff on specific elements of the Datatel Colleague enterprise software and on SharePoint software for authoring web pages. Faculty training on the upgrade to Blackboard 9.1 began during fall 2011 (PA 10.3—Blackboard Workshops Email).

In addition to technology education provided by the SCC curriculum, students have other technology training available. Students can receive individual assistance with Blackboard through the Distance Education Helpdesk (PA 10.5—Distance Ed Update Email 02 05 2009). The Academic Success Center is hosting workshops for students to assist them in the transition to Blackboard 9.1 during fall 2011 (PA 10.6—Blackboard Workshops Flyer).

Planning Agenda 45

The director of academic support will create a plan identifying specific hardware that needs to be replaced, with a timeframe that will ensure the college is keeping its infrastructure maintained and current. The plan will include upgrading or replacement of administrative computers, classroom computers, academic file servers, and network equipment. It will also include a proposed budget amount for yearly planning purposes.

The college will continue to seek alternative funding sources to assist SCC in completing its plans for upgrading or replacing current technology. (III.C.1c)

Progress Toward Planning Agenda

This planning agenda has been met. The SCC Technology Plan 2007-2012 set forth a time frame for hardware replacement; however the continuing state budget crisis has limited the district's and college's ability to meet the timeline (PA 45.1—SCC Technology Plan). At the same time, the Measure E bond has funded technology for new facilities, including the Science Center, which opened fall 2010. In the Science Center,

bond-funded technology includes computers and printers for offices and classrooms; laptops for student classroom use; projectors, document cameras, speakers, instructor stations, and controllers in classroom and laboratories; and networking equipment.

Where appropriate, categorical and grant funding has been used to purchase technology. For example, the Title 5 grant has funded technology and equipment purchases in the new STEM Supplemental Instruction Lab (PA 45.2—SI Lab).

The SCC Technology Committee, and the director of ITS, are scheduled to update the Technology Plan in 2012.

Planning Agenda 46

The college will continue to use FCCC for its software licenses and purchases when possible, but because FCCC doesn't offer all the products the college needs, other sources must be used as well.

Information Technology Services (ITS) will continue to provide SCC with the standard Microsoft products, but will allow other licenses that are useful to SCC.

The district will continue to monitor the technology of SCC. (III.C.1d)

Progress Toward Planning Agenda

This planning agenda has been met. The College uses FCCC for software licenses and purchases when appropriate. Additional products, such as Adobe and Turnitin.com, have been purchased through other providers. Information Technology Services (ITS) renews the Microsoft campus agreement annually to provide the latest Microsoft products.

The Datatel Colleague implementation in 2009 supports student information, financial operations, and human resources districtwide. ITS is a centralized function at RSCCD, so ITS personnel based at SCC are District employees, rather than College employees. As such, the District continues to monitor technology at SCC through its personnel assigned to the campus. At the same time, the onsite ITS staff are members of the SCC “team” who meet the technology support needs of the campus (PA 45.1—SCC Technology Plan 2007-2012, p. 6).

Planning Agenda 47

The college has requested that the director of academic support create a plan that identifies all computing systems and the timeframe for replacement or enhancement. This will help the college keep its computers maintained and current while providing the necessary budget amount for yearly planning. As part of the plan, there will be a section to assess the effective use of current technology resources. This section will be used as a basis for improved use of technology resources.

Furthermore, as new buildings are being designed, the technology infrastructure will be part of the design. (III.C.2)

Progress Toward Planning Agenda

This planning agenda has been met. For specific activities that have been completed, please see the response to Planning Agenda 45. The campus director of Information Technology Systems (ITS) participates in the planning of facilities design. To maximize the effective use of available technology resources, a robust program of staff development technology training has been implemented (see the response to Planning Agenda 44; PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011).

Planning Agenda 48

SCC will continue to seek and develop additional external financial resources to meet its expenditure requirements, especially in regard to equipping and furnishing new facilities. (III.D.1b)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. The president has been working with the Community Foundation of Orange (CFO), which led to a November 2010, resolution by the CFO to support a joint use Performing Arts Center (PA 48.1—CFO Resolution 11 17 2010). A final project proposal (FPP) for the Performing Arts Center has been approved by the State Chancellor's Office. The FPP commits the college to provide 50 percent of the project funding. The support of the CFO will assist the College in raising the necessary local funding. In September 2010, college representatives also had preliminary conversations with Orange Lutheran High School to consider a joint venture in constructing a baseball field on the SCC campus (PA 48.2—OLHS Meeting Notes 09 16 2010).

Planning Agendas 49 and 50

CPAC (now College Council) is the forum where constituents are involved in the major recommendations that are forwarded to the college president. Consequently, it is the responsibility of College Council representatives to ensure that all divisions are in alignment with the EMP or be aware of any deviation from the EMP that is being proposed because of lack of funds. If necessary, College Council needs to request additional funding from the district to help it meet the DPP expectations outlined in the EMP.

SCC representatives on the BAPR must continue to pursue answers to the budget concerns and questions raised by SCC's constituents. The BAPR representatives will

strive to improve the budget process to ensure that SCC can continue to offer high quality educational programs. (III.D.1d)

SCC representatives on the BAPR must continue to pursue answers to budget concerns and questions raised by SCC's constituents. The BAPR representatives will strive to ensure the budget process to ensure that SCC can continue to offer high quality education programs. (III.D.2c)

Progress Toward Planning Agendas

These planning agendas have been met by College Council, the Educational Master Planning Committee (EMPC), and SCC representatives on the district Budget Allocation and Planning Review (BAPR) Committee. A representative from the EMPC now sits on the College Council to improve communication between the two bodies (PA 3.8—College Council Minutes 05 11 2010). In addition, a new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). With the initiation of the Budget Committee in 2011-2012 and its working relationship with the Educational Master Plan Committee, the allocation of funds will be aligned with the EMP (PA 52.4—SCC Budget Committee).

SCC representatives were instrumental in having BAPR approve the recommendation to allocate an additional \$1 million to the 2010-2011 SCC discretionary budget (PA 51.5—BAPR Minutes). For a discussion of SCC's role in the ongoing review of the district's Budget Allocation Model, please see the response to Team Recommendation 2.

Planning Agenda 51

An end to the state budget crisis does not appear imminent. Therefore, the college and district must continue to look for alternative ways of operating more efficiently as well as pursue alternative sources of revenue, including partnerships and additional grants. Efforts have been taken in this area, but need to be enhanced and sustained for the next few years. (III.D.2g)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing. The continuing weak economy has challenged the College to operate more efficiently. With the reduction in force in 2009, SCC has increased the workload of many positions including classified and administrative positions (PA 51.1—Board of Trustees Minutes 06 22 2009, see p. 8, item 3.9). A reduction in the number of sections offered has resulted in improved efficiency through substantially increased average class size.

SCC Average Class Size 2007-2010

<i>semester</i>	<i># of sections</i>	<i># of enrollments</i>	<i>average class size</i>
Fall 2007	1,266	32,003	25.28
Fall 2008	1,036	30,393	29.34
Fall 2009	728	25,089	34.46
Fall 2010	720	24,652	34.24

(Source: RSCCD Research, August 2011)

SCC was awarded a U.S. Department of Education Title V grant in 2010 to enhance and expand the capacity to serve Hispanic and low-income students (PA 51.2—Title V Letter). The \$3.23 million, five-year grant is designed to help student success in the fields of science, technology, engineering, and mathematics (STEM). Over the life of the grant, the college plans to use the Title V funding for the following:

- Hiring a part-time STEM counselor to create and implement innovative advising to support currently enrolled STEM students.
- Increasing the number of first-year students interested in STEM fields.
- Retaining and transferring STEM majors.
- Establishing a Science Learning Center with faculty developed activities, tutors, and materials.
- Providing science and math supplemental instruction opportunities for students.
- Establishing a new A.S. degree in engineering.
- Establishing the Office of Institutional Effectiveness and Assessment to support faculty in the collection and analysis of data to increase student success.
- Providing ongoing training, coaching, and mentoring for faculty to integrate student learning outcomes assessment into programs and courses.

SCC is a participant in the Kaleidoscope Project to develop and implement a set of fully open general education courses across eight colleges serving at-risk students. The project is designed to reduce textbook costs and allow collaborative improvement of course design to improve student success (PA 51.3a—Kaleidoscope Overview; PA 51.3b—Kaleidoscope Proposal). Other colleges in the partnership include: Santa Ana College, Cerritos College, Chadron State College, College of the Redwoods, Mercy College, Palo Verde College, and Tompkins Cortland College. SCC faculty in mathematics and biology are involved in the project (PA 51.3c—What's New 09 02 2011).

Through a partnership with California State University Fullerton and two other community colleges, SCC received \$139,212 in July 2011 for an 18-month Teacher Pathway Partnership (PA 51.4—Teacher Pathway Partnership). The funding will provide short-term education leading to employment and positioning for additional education for a co-hort of 20-30 at-risk students. The low-income, basic skills students began with a college readiness summer bridge program, followed by courses in English, mathematics, counseling, and human development.

The Orange Education Center was approved as an official “Center” by the state, and an additional \$1 million annual allocation to the District began in 2009-2010 (PA 51.5—BAPR Minutes 05 26 2010). The District budget allocation model is under review by the District BAPR Committee. SCC representatives are participating to ensure the College allocation is fair but also provides more involvement with all the College expenditures, both fixed and discretionary. For additional discussion of the budget allocation model review, please see the response to Team Recommendation 3. Finally, the new SCC Budget Committee will also be looking at ways to more efficiently utilize financial resources (PA 52.4—SCC Budget Committee). Recent community partnerships are detailed in the response to Planning Agenda 48.

Planning Agenda 52

To alleviate any mistrust on how funds are expended, College Council will continue to allocate a portion of each meeting specifically to review the college budget and ensure consensus on how funds are allocated and spent within the college. This will also help ensure budget planning is consistent in alignment with the EMP. (III.D.3)

Progress Toward Planning Agenda

This planning agenda has been met. Budget updates and information are a standing item on the College Council’s agendas (PA 52.1—College Council Minutes 11 09 2010; PA 52.2—College Council Minutes 06 28 2011). In addition, a new Budget Committee was approved by the College Council in May 2011 (PA 52.3—College Council Minutes 05 24 2011). With the initiation of the Budget Committee in 2011-2012 and its working relationship with the Educational Master Planning Committee, the allocation of funds should be transparent to all constituents and ensure there is a link between budget and planning (PA 52.4—SCC Budget Committee). The Budget Committee is also tasked with evaluating budget performance for the concluding fiscal year. The SCC Budget Committee is a shared governance committee with faculty, classified and administration representatives (PA 52.4—SCC Budget Committee; PA 52.5—Proposed Collegial Governance Structure 2011).

Planning Agenda 53

With the exception of how information is transmitted to SCC constituencies from the Board of Trustees meeting, there is no need to change the current format of participation and decision making processes. The president will develop a system for enhancing his weekly reports to the college to include important Board information and decisions. (IV.A.1)

Progress Toward Planning Agenda

This planning agenda has been met, as noted in the 2008 Abbreviated Self Study. The president’s weekly newsletters include information about the Board of Trustees with links to the online board agendas, dockets, and minutes (PA 53.1—What’s New 01 28

2011; PA 53.2—What’s New 09 09 2011). The president continues to keep various constituencies of the campus informed through meetings and emails (PA 53.3—All College Meeting Email 10 07 2009; PA 53.4—2010-2011 SCC Planning Process Email 09 15 2010).

Planning Agenda 54

Collegewide budget meetings will be held twice each year to communicate expenditures and revenue information to the college constituents. (IV.B.2d)

Progress Toward Planning Agenda

This planning agenda has been met and continues to be met through ongoing activities. In addition to the budget information conveyed at the all-faculty and staff convocations, held Fridays during Flex Weeks (PA 39.1—Flex Calendar Fall 2008; PA 39.2—Flex Calendar Spring 2009; PA 39.3—Flex Calendar Fall 2009; PA 39.4—Flex Calendar Spring 2010; PA 39.5—Flex Calendar Fall 2010; PA 6.3—Flex Calendar Spring 2011; PA 10.2—Flex Calendar Fall 2011) , the vice president of Administrative Services hosted open sessions on the budgets in 2008 and 2009 (PA 39.1—Flex Calendar Fall 2008, see 10:30 a.m., Aug. 19; PA 39.2—Flex Calendar Spring 2009, see 11 a.m., Feb. 3; PA 39.3—Flex Calendar Fall 2009, see 1 p.m., Aug. 27).

As an example of the information conveyed through the all-faculty and staff convocation, during the spring 2010 meeting, the vice president of Administrative Services explained the district Budget Allocation and Planning Review (BAPR) Committee was considering significant changes to the current budget allocation model, including the allocation of fixed costs to the district’s colleges. If adopted, the colleges would have more financial flexibility, but also would be accountable for funding all contractual obligations, such as faculty and classified salaries. College faculty and staff were encouraged to raise concerns and ask questions of their representatives on the committee. More detail about the proposed model can be found in the response to Team Recommendation 3.

Planning Agenda 55

SCC’s leadership team will work through Budget Allocation and Planning Review Committee (BAPR) to seek changes as to how the SCC allocations are decided to ensure that SCC has the fiscal support it needs to sustain its anticipated growth and development. As state funds allow, SCC will request a larger proportion of the district funds allocated to the individual colleges. (IV.B.3c)

Progress Toward Planning Agenda

This planning agenda has been met and is ongoing, as the college works with the district Budget Allocation and Planning Review (BAPR) Committee to move toward a new budget allocation model. In the model under discussion, the majority of funds, fixed and discretionary, would be allocated to the colleges (TR 3.23—BAPR Work Group Notes 07

14 2010). If this model is approved, it should provide SCC with greater fiscal flexibility. BAPR has acknowledged SCC's concerns that the transition to a new budget allocation model must not significantly impact programs at the colleges, and the transition plan must incorporate a process for adjustment and implementation (TR 3.22b—BAPR Work Group Notes 12 01 2010). More detail about this specific proposal can be found in the response to Team Recommendation 3.

APPENDIX A LIST OF EVIDENCE

Report Preparation

- RP 1—District Accreditation Oversight Group Notes 11 02 2010
- RP 2—Timelines Midterm Report 2011
- RP 3—Accreditation Committee Minutes 09 30 2010
- RP 4—Accreditation Committee Minutes 10 07 2010
- RP 5—Accreditation Committee Minutes 11 18 2010
- RP 6—Accreditation Committee Minutes 12 09 2010
- RP 7—Accreditation Committee Minutes 02 24 2011
- RP 8—Accreditation Committee Minutes 03 10 2011
- RP 9—Accreditation Committee Minutes 08 25 2011
- RP 10—Mission Statement Recommendation Email 03 11 2011
- RP 11—Mission Statement 04 12 2011
- RP 12—College Council Minutes 04 12 2011
- RP 13a—Academic Senate Minutes 08 17 2011
- RP 13b—Academic Senate Minutes 08 30 2011
- RP 14—College Council Minutes 09 13 2011
- RP 15a—Board of Trustees Summary 09 26 2011
- RP 15b—Board of Trustees Summary 10 10 2011

Commission Recommendation

- CR 1.1—ACCJC Letter 01 29 2010
- CR 1.2—EMPC Progress Report

Team Recommendations

- TR 1.1—Contract Probationary Tenure Review Packet
- TR 1.2—Tenured Faculty Evaluation Packet

- TR 2.1a—BAPR Work Group Notes 10 06 2010
- TR 2.1b—BAPR Work Group Notes 12 01 2010
- TR 2.1c—BAPR Work Group Notes 01 05 2011
- TR 2.1d—BAPR Work Group Notes 02 09 2011
- TR 2.1e—BAPR Work Group Notes 03 09 2011
- TR 2.1f—BAPR Work Group Notes 04 06 2011
- TR 2.1g—BAPR Work Group Notes 04 13 2011
- TR 2.1h—BAPR Work Group Notes 05 11 2011
- TR 2.2a—BAPR Minutes 02 24 2010
- TR 2.2b—BAPR Minutes 05 26 2010
- TR 2.2c—BAPR Minutes 07 28 2010
- TR 2.2d—BAPR Minutes 09 15 2010
- TR 2.2e—BAPR Minutes 11 10 2010
- TR 2.2f—BAPR Minutes 12 08 2010

TR 2.2g—BAPR Minutes 01 19 2011
 TR 2.2h—BAPR Minutes 05 04 2011
 TR 2.3—BAPR Minutes 05 25 2011

TR 3.1a—BOT Planning Retreat Agenda 02 07 2011
 TR 3.1b—BOT Planning Retreat Minutes 02 07 2011
 TR 3.2—2010 ARCC Report
 TR 3.3—12 Measures of Success
 TR 3.4—Community Survey Instrument, Distribution List and Results
 TR 3.5—Strategic Planning Retreat Agenda 04 08 2011
 TR 3.6—RSCCD Annual Planning Design
 TR 3.7—Strategic Planning Retreat Agenda 05 06 2011
 TR 3.8—District Goals Measurement Document
 TR 3.9—RSCCD Strategic Plan
 TR 3.10—Oversight Committee Minutes 03 15 2010
 TR 3.11a—BAPR Minutes 02 24 2010
 TR 3.11b—BAPR Minutes 05 26 2010
 TR 3.11c—BAPR Minutes 07 28 2010
 TR 3.11d—BAPR Minutes 09 15 2010
 TR 3.11e—BAPR Minutes 11 10 2010
 TR 3.11f—BAPR Minutes 12 08 2010
 TR 3.11g—BAPR Minutes 01 19 2011
 TR 3.11h—BAPR Minutes 05 04 2011
 TR 3.12—Oversight Committee Minutes 03 30 2010
 TR 3.13—District and College Participatory Governance Planning and Budget Processes
 TR 3.14—RSCCD Planning and Budget Integration Processes
 TR 3.15—District and College Participatory Governance Guidelines
 TR 3.16—SCC Annual Planning Processes
 TR 3.17—BAPR Minutes 05 25 2011
 TR 3.18—BAPR Minutes 06 08 2011
 TR 3.19—BAPR Minutes 07 27 2011
 TR 3.20—RSCCD Strategic Technology Plan 2011-2012
 TR 3.21—Employee Budget Forum Handout
 TR 3.22a—BAPR Work Group Notes 10 06 2010
 TR 3.22b—BAPR Work Group Notes 12 01 2010
 TR 3.22c—BAPR Work Group Notes 01 05 2011
 TR 3.22d—BAPR Work Group Notes 02 09 2011
 TR 3.22e—BAPR Work Group Notes 03 09 2011
 TR 3.22f—BAPR Work Group Notes 04 06 2011
 TR 3.22g—BAPR Work Group Notes 04 13 2011
 TR 3.22h—BAPR Work Group Notes 05 11 2011
 TR 3.22i—BAPR Work Group Notes 06 01 2011
 TR 3.23—BAPR Work Group Notes 07 14 2010
 TR 3.24—BAPR Work Group Notes 08 11 2010
 TR 3.25a—BAPR Work Group Notes 07 13 2011
 TR 3.25b—BAPR Work Group Notes 08 10 2011

TR 3.26a—RSCCD Budget Update 09 27 2010
TR 3.26b—RSCCD Budget Update 10 11 2010
TR 3.26c—RSCCD Budget Update 11 15 2010
TR 3.26d—RSCCD Budget Update 01 18 2011
TR 3.26e—RSCCD Budget Update 03 28 2011
TR 3.26f—RSCCD Budget Update 05 10 2011
TR 3.26g—RSCCD Budget Update 05 23 2011
TR 3.26h—RSCCD Budget Update 06 20 2011
TR 3.27—BOT Minutes 04 12 2010
TR 3.28a—RSCCD Budget Assumptions 2011-2012
TR 3.28b—RSCCD Tentative Budget 2011-2012
TR 3.29—BOT Minutes 05 23 2011
TR 3.30—RSCCD Strategic Technology Plan 2010-2011
TR 3.31—BAPR Minutes 04 14 2010
TR 3.32—District Council Minutes 04 12 2010
TR 3.33—BOT Minutes 04 26 2010
TR 3.34—BOT Minutes 01 18 2011
TR 3.35—District Human Resources Committee Minutes 09 22 2010
TR 3.36—District Human Resources Committee Minutes 04 20 2011
TR 3.37—FTF by College 2000-2009
TR 3.38a—District Facility Planning Committee Minutes 11 02 2010
TR 3.38b—District Facility Planning Committee Minutes 12 01 2010
TR 3.38c—District Facility Planning Committee Minutes 01 05 2011
TR 3.38d—District Facility Planning Committee Minutes 02 09 2011
TR 3.38e—District Facility Planning Committee Minutes 03 09 2011
TR 3.38f—District Facility Planning Committee Minutes 04 13 2011
TR 3.38g—District Facility Planning Committee Minutes 06 01 2011
TR 3.39—BOT Minutes 06 20 2011
TR 3.40—BAPR Minutes 06 09 2010

TR 4.1—Proposed Title 5 Repeatability 2011
TR 4.2—Title 5 Repeatability 2009
TR 4.3—XRPC
TR 4.4—Report on Audit of Financial Statements, June 30, 2009
TR 4.5—Student Remedial Units Report
TR 4.6—2011-2012 Catalog, p. 26

TR 5.1—BP 9002 Statement of Ethical Conduct
TR 5.2—BP 7020 Code of Ethics
TR 5.3—BP 9022 Board of Trustees Self Evaluation
TR 5.4—BOT Vision-Goals Survey Results
TR 5.5—BOT Goals 2011-2012
TR 5.6a—BOT Planning Retreat Docket 02 07 2011
TR 5.6b—BOT Planning Retreat Agenda 02 07 2011
TR 5.7—BOT Planning Retreat Minutes 02 07 2011
TR 5.8—BOT Unit Goals

TR 5.9—BOT-Chancellor Retreat Agenda 09 18 2010
TR 5.10—BOT-Chancellor Retreat Minutes 09 18 2010
TR 5.11—Chancellor’s Goals
TR 5.12a—RSCCD BOT Policies Committee Agenda 02 17 2011
TR 5.12b— RSCCD BOT Policies Committee Minutes 02 17 2011
TR 5.13—BOT Minutes 03 14 2011
TR 5.14—BOT Docket 03 28 2011, Item 6.2
TR 5.15—BOT Minutes 03 28 2011

TR 6.1—Survey to Community and District Staff
TR 6.2—Results of Survey to Community and Staff
TR 6.3—BOT Self-Evaluation Report Results
TR 6.4—RSCCD BOT Unit Goals for 2011
TR 6.5—Annual BOT Planning Retreat Minutes 02 07 2011
TR 6.6—2010-2011 Board Vision and District Goals
TR 6.7—2010 ARCC Report
TR 6.8—12 Measures of Success, February 2011
TR 6.9—Chancellor’s Goals
TR 6.10—Results of Community and Staff Input of 2010-2011 District Goals
TR 6.11—Plan to Plan 2011 PowerPoint Presentation
TR 6.12—RSCCD BOT Vision and District Goals 2011-2012
TR 6.13—RSCCD District Goals Measurement Document
TR 6.14—RSCCD Strategic Plan

Planning Agendas

PA 1.1—SCC Student Survey
PA 1.2—12 Measures of Success
PA 1.3—2010 Transfer Student Report
PA 1.4—Master Technical Advisory Committee 2011
PA 1.5—Add Codes Email
PA 1.6a—Counselor Handouts
PA 1.6b—Career Odyssey
PA 1.7—Transfer Center Handouts
PA 1.8—Cal Poly Pomona Articulation Email 01 14 2011
PA 1.9—2011-2012 Catalog, pp. 44-45
PA 1.10—2011-2012 Catalog, p. 46
PA 1.11—CIC Minutes 10 25 2011
PA 1.12a—2011-2012 Catalog Addendum
PA 1.12b--CIC Minutes 03 14 2011
PA 1.12c—CIC Minutes 04 18 2011

PA 2.1—Title III APR 2010 Year 5 Final Report
PA 2.2—Title III Final Results Overview Spring 2010
PA 2.3—SLO Short Implementation Manual
PA 2.4—SLO Handbook
PA 2.5—SLO Web Pages

PA 2.6—Intro to SLOs Presentation
 PA 2.7—SLO Assessment Presentation
 PA 2.8—SLO Blast
 PA 2.9—Program SLO Workshop
 PA 2.10—Student Services SLOs
 PA 2.11—Spring 2006 Student Services Meeting
 PA 2.12—Flo Chart
 PA 2.13—Retreat Timelines
 PA 2.14—SLO Mapping Grid
 PA 2.15—SLO Report Template
 PA 2.16—Assessment Inservice

PA 3.1—2009 Follow-Up Report
 PA 3.2—Abbreviated Institutional Self-Study Fall 2008, pp. 125-126
 PA 3.3—Academic Program Review Template
 PA 3.4—DPP Activity Prioritization Report
 PA 3.5—DPP Guidelines
 PA 3.6—Program Review Executive Summary Template
 PA 3.7—Activity Evaluation Report Template
 PA 3.8—College Council Minutes 05 11 2010
 PA 3.9a—EMPC Minutes 01 27 2011
 PA 3.9b—EMPC Minutes 02 10 2011
 PA 3.10a—Draft Administrative Services Program Review
 PA 3.10b—Administrative Services Program Review 2008-2011
 PA 3.11a—EMPC Minutes 04 28 2011
 PA 3.11b—EMPC Minutes 05 12 2011
 PA 3.11c—Plan for EMP 2012-2016

PA 6.1—2011-2012 Catalog
 PA 6.2—SLO Assessment Counts by Division
 PA 6.3—Flex Calendar Spring 2011
 PA 6.4—Summer SLO Institute
 PA 6.5—Program Assessment Guide
 PA 6.6—Educational Master Plan 2007-2012, pp. 96, 98, 102, 78
 PA 6.7—Program Outcomes Count
 PA 6.8—Program Outcomes Matrix
 PA 6.9—Program Outcomes Assessment
 PA 6.10a—Economics Program Review 2011
 PA 6.10b—Mathematics Program Review 2011

PA 7.1—CIC Minutes 09 13 2010
 PA 7.2—COR Philosophy 110H

PA 8.1a—SLO Workshop Spring 2009
 PA 8.1b—SLO Coordinator Emails

PA 10.1—Distance Ed Toolbox
PA 10.2—Flex Calendar Fall 2011
PA 10.3—Blackboard Workshops Email 07 21 2011
PA 10.4—Distance Education Update 01 15 2010
PA 10.5—Distance Ed Update Email 02 05 2009
PA 10.6—Blackboard Workshops Flyer

PA 11.1—Academic Program Review Template
PA 11.2—Academic Senate Minutes 11 16 2010

PA 12.1—Quadrennial List 2011
PA 12.2—Missing SLOs and Assessments Email 07 12 2011
PA 12.3—CIC Chair Email 04 20 2011
PA 12.4—Course SLO Matrix

PA 13.1a—SLO Assessment for Credit Courses 09 23 2011
PA 13.1b—Mathematics SLO Assessment Report 02 02 2011

PA 17.1—2008-2009 Plan A
PA 17.2—2009-2010 Plan A
PA 17.3—2010-2011 Plan A
PA 17.4—2011-2012 Plan A

PA 18.1—Astronomy Lab Survey
PA 18.2—Biology Lab Survey
PA 18.3—Chemistry Lab Survey
PA 18.4—Physics Lab Survey

PA 19.1a—New Degrees Certificates 2007
PA 19.1b—New Degrees Certificates 2008-2010

PA 20.1a—Electrician 2008 Report
PA 20.1b—Gemology 2008 Report
PA 20.1c—Human Development Childcare 2008 Report
PA 20.2—Career Ed Technical Advisory Committees

PA 21.1a—SCC Plan B
PA 21.1b—SCC Plan B Catalog
PA 21.2a—SCC Plan C
PA 21.2b—SCC Plan C Catalog
PA 21.3a—SCC UC Articulation
PA 21.3b—SCC UC Articulation Catalog
PA 21.4—SCC USC Articulation
PA 21.5—Transfer Web Links
PA 21.6a—SCC AP Guide
PA 21.6b—SCC AP Guide Catalog

PA 21.7a—CLEP and IB Exam Guide
PA 21.7b—SCC CLEP Guide Catalog
PA 21.7c—SCC IB Guide Catalog
PA 21.8—Assist.org Website
PA 21.9—Transfer Center Activities

PA 22.1—Career Services SLO Report 2010-2011
PA 22.2—Student Services Program Review Template
PA 22.3—Career Services Program Review
PA 22.4—Admissions and Records Program Review
PA 22.5—Counseling Program Review

PA 23.1—Catalog Task Force Minutes 01 13 2011
PA 23.2—Catalog Production Timeline 2011-2012

PA 24.1—Exercise Science DPP
PA 24.2—SCC Online Admissions
PA 24.3—Future Teacher Conference Agenda 2011
PA 24.4—Tech Prep Grant
PA 24.5—Early Decision/Early Welcome

PA 25.1—Student Leadership Institute
PA 25.2—ASG Town Hall Meeting
PA 25.3—Annual Book Run
PA 25.4—Voter Registration Drive

PA 26.1—BSI Counseling
PA 26.2—CAMP Counseling
PA 26.3—Tech Prep Grant Counseling

PA 27.1—Discover SCC
PA 27.2—Battle of Bands
PA 27.3—CAMP Newsletter

PA 28.1—CCC Assessment Instruments 2009
PA 28.2—Multiple Measures 2008
PA 28.3—Math Test-Retest 2009
PA 28.4—Appropriateness of Placement Waivered 2010
PA 28.5—TELD Ratings of Placement 2010
PA 28.6—Appropriateness of Placement CTEP 2011

PA 29.1a—Vision and Mission Matrix
PA 29.1b—Program Accomplishments Matrix
PA 29.1c—SLO Matrix

PA 30.1—Library RFID Purchase

PA 30.2—SCC Wireless Map
PA 30.3a—Librarian Professional Development 2008-2010
PA 30.3b—Friedenrich Professional Development
PA 30.3c—Geissler Professional Development
PA 30.3d—Ho Professional Development
PA 30.3e—Sproat Professional Development
PA 30.3f—Varela Professional Development
PA 30.3g—Wong Professional Development

PA 31.1a—Circulation Closing Procedures
PA 31.1b—Collection Management Policy and Procedures
PA 31.1c—E-Reference Policy and Procedures
PA 31.1d—Fine Review
PA 31.1e—Library Research Instruction by Appointment
PA 31.1f—Photography and Filming Policy
PA 31.1g—Photography Request Guidelines
PA 31.2—Library SLOs
PA 31.3—Library Chat Webpage
PA 31.4—Library Chat Usage 2009-2011

PA 32.1—Librarian Request 2010
PA 32.2—Library BI Template

PA 33.1—CI Track

PA 34.1—Syndetic Solutions 2008
PA 34.2—Xerox Lease Agreement 2010
PA 34.3—Letter to Dean of Leatherby Libraries 09 14 2010

PA 35.1—Faculty Evaluation Workshop 2008
PA 35.2—Faculty Evaluation Workshop Sign-in

PA 36.1—Contract Probationary Tenure Review Packet
PA 36.2—Tenured Faculty Eval Packet

PA 37.1—Faculty Hire Recommendations 2010

PA 38.1—RSCCD Vision and Goals 2011
PA 38.2—Enrollment Trends 2006-2010
PA 38.3—Classified Position Announcement
PA 38.4—Faculty Staff Diversity Report 2009
PA 38.5—Faculty Staff Diversity Report 2010
PA 38.6—HRES Annual Report 2007-2008
PA 38.7—HRES Annual Report 2008-2009
PA 38.8—HRES Annual Report 2009-2010

PA 39.1—Flex Calendar Fall 2008
PA 39.2—Flex Calendar Spring 2009
PA 39.3—Flex Calendar Fall 2009
PA 39.4—Flex Calendar Spring 2010
PA 39.5—Flex Calendar Fall 2010
PA 39.6—CTE Perkins-VTEA Staff Development
PA 39.7—New Faculty Institute

PA 40.1—SCC Facilities Master Plan 2011

PA 41.1—College Council Minutes 07 27 2010

PA 44.1—Flex Week Technology Training

PA 45.1—SCC Technology Plan 2007-2012
PA 45.2—SI Lab

PA 48.1—CFO Resolution 11 17 2010
PA 48.2—OLHS Meeting Notes 09 16 2010

PA 51.1—Board of Trustees Minutes 06 22 2009
PA 51.2—Title V Letter
PA 51.3a—Kaleidoscope Overview
PA 51.3b—Kaleidoscope Proposal
PA 51.3c—What’s New 09 02 2011
PA 51.4—Teacher Pathway Partnership
PA 51.5—BAPR Minutes 05 26 2010

PA 52.1—College Council Minutes 11 09 2010
PA 52.2—College Council Minutes 06 28 2011
PA 52.3—College Council Minutes 05 24 2011
PA 52.4—SCC Budget Committee
PA 52.5—Proposed Collegial Governance Structure 2011

PA 53.1—What’s New 01 28 2011
PA 53.2—What’s New 09 09 2011
PA 53.3—All College Meeting Email 10 07 2009
PA 53.4—2010-2011 SCC Planning Process Email 09 15 2010

APPENDIX B
Glossary of SCC Planning and Accreditation Terminology

Acronyms

ACCJC	Accrediting Commission for Community and Junior Colleges.
ARCC	Accountability Reporting for the Community Colleges: Report used to document the performance of the California Community Colleges.
BAPR	Budget Allocation and Planning Review: Committee charged with oversight of budget and planning for the district. Includes representatives of the District Office and both colleges.
BAPR WG	Budget Allocation and Planning Review Work Group: Group tasked with specific budget and planning activities; reports to the BAPR Committee.
DPP	Department Planning Portfolios: Database used to gather and update planning information, including vision, mission, goals, and needs.
EMP	Educational Master Plan: Document that includes departments' and programs' five-year plans, vision, mission, goal statements, and their current and future roles in the SCC instructional paradigm. The first Educational Master Plan covered the period 2001-2006, while the second covered the period 2007-2012. To align planning processes with the six-year accreditation cycle, the third EMP will cover the period 2012-2016, while the fourth EMP will cover the full six-year period 2016-2022.
EMPC	Educational Master Planning Committee: Group charged with oversight of the development of the SCC Educational Master Plan, Program Reviews, and the annual Department Planning Portfolios.
FTES	Full-Time Equivalent Student.
RSCCD	Rancho Santiago Community College District.
SAC	Santa Ana College.
SCC	Santiago Canyon College.
SLO	Student Learning Outcome: General student <i>achievement goals</i> that describe <i>what a student should learn to do</i> outside of the class as a result of learning experiences that take place within a class.
SLOARC	Student Learning Outcome and Assessment Review Committee.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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Check Registers Submitted for Approval
Checks Written for Period 09/17/11 thru 09/30/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52016	General Fund Unrestricted	47,777.00	0.00	47,777.00	92*0292017	92*0292041
52023	General Fund Unrestricted	29,573.00	0.00	29,573.00	92*0292064	92*0292077
52049	General Fund Unrestricted	4,771.75	0.00	4,771.75	92*0292188	92*0292194
52050	General Fund Unrestricted	25,712.52	0.00	25,712.52	92*0292195	92*0292195
52051	General Fund Unrestricted	15,698.58	0.00	15,698.58	92*0292196	92*0292198
52052	General Fund Unrestricted	1,527.65	0.00	1,527.65	92*0292199	92*0292202
52053	General Fund Unrestricted	2,277.52	0.00	2,277.52	92*0292203	92*0292203
52054	General Fund Unrestricted	11,232.14	0.00	11,232.14	92*0292204	92*0292216
52055	General Fund Unrestricted	21,109.84	0.00	21,109.84	92*0292217	92*0292223
52056	General Fund Unrestricted	760.30	0.00	760.30	92*0292224	92*0292227
52057	General Fund Unrestricted	7,851.08	0.00	7,851.08	92*0292230	92*0292231
52058	General Fund Unrestricted	815.40	0.00	815.40	92*0292232	92*0292232
52059	General Fund Unrestricted	10,548.00	0.00	10,548.00	92*0292235	92*0292235
52060	General Fund Unrestricted	31,773.60	0.00	31,773.60	92*0292236	92*0292236
52061	General Fund Unrestricted	2,013.08	0.00	2,013.08	92*0292237	92*0292238
52062	General Fund Unrestricted	31,083.84	0.00	31,083.84	92*0292239	92*0292241
52063	General Fund Unrestricted	299,618.52	0.00	299,618.52	92*0292242	92*0292242
52066	General Fund Unrestricted	726.28	0.00	726.28	92*0292264	92*0292264
52067	General Fund Unrestricted	26.13	0.00	26.13	92*0292265	92*0292265
52068	General Fund Unrestricted	5,751.63	0.00	5,751.63	92*0292272	92*0292275
52069	General Fund Unrestricted	2,517.51	0.00	2,517.51	92*0292278	92*0292286
52070	General Fund Unrestricted	12,813.27	0.00	12,813.27	92*0292288	92*0292294
52071	General Fund Unrestricted	2,114.18	0.00	2,114.18	92*0292295	92*0292305
52073	General Fund Unrestricted	9,562.87	0.00	9,562.87	92*0292314	92*0292314
52075	General Fund Unrestricted	165.88	0.00	165.88	92*0292325	92*0292325
52076	General Fund Unrestricted	51,677.94	0.00	51,677.94	92*0292328	92*0292334
52085	General Fund Unrestricted	21,378.34	0.00	21,378.34	92*0292361	92*0292389
52086	General Fund Unrestricted	76,100.00	0.00	76,100.00	92*0292390	92*0292473
52087	General Fund Unrestricted	69,586.23	0.00	69,586.23	92*0292474	92*0292557
52088	General Fund Unrestricted	8,600.00	0.00	8,600.00	92*0292558	92*0292600
52090	General Fund Unrestricted	1,221.55	0.00	1,221.55	92*0292605	92*0292611
52091	General Fund Unrestricted	221,613.32	0.00	221,613.32	92*0292612	92*0292615
52092	General Fund Unrestricted	3,806.10	0.00	3,806.10	92*0292616	92*0292629
52095	General Fund Unrestricted	1,070.25	0.00	1,070.25	92*0292637	92*0292640
52100	General Fund Unrestricted	48,415.83	0.00	48,415.83	92*0292653	92*0292737
52101	General Fund Unrestricted	62,602.68	0.00	62,602.68	92*0292738	92*0292821
52102	General Fund Unrestricted	58,796.00	0.00	58,796.00	92*0292822	92*0292905
52103	General Fund Unrestricted	62,329.69	0.00	62,329.69	92*0292906	92*0292989
52104	General Fund Unrestricted	57,520.35	0.00	57,520.35	92*0292990	92*0293073
52105	General Fund Unrestricted	62,631.00	0.00	62,631.00	92*0293074	92*0293157
52106	General Fund Unrestricted	59,159.00	0.00	59,159.00	92*0293158	92*0293241

Check Registers Submitted for Approval
 Checks Written for Period 09/17/11 thru 09/30/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52107	General Fund Unrestricted	65,600.00	0.00	65,600.00	92*0293242	92*0293325
52108	General Fund Unrestricted	55,778.44	0.00	55,778.44	92*0293326	92*0293409
52109	General Fund Unrestricted	71,722.69	0.00	71,722.69	92*0293410	92*0293486
52112	General Fund Unrestricted	2,733.11	0.00	2,733.11	92*0293501	92*0293508
52113	General Fund Unrestricted	1,570.17	0.00	1,570.17	92*0293509	92*0293517
52114	General Fund Unrestricted	12,210.81	0.00	12,210.81	92*0293518	92*0293523
52115	General Fund Unrestricted	3,075.71	0.00	3,075.71	92*0293524	92*0293528
52120	General Fund Unrestricted	1,163.00	0.00	1,163.00	92*0293536	92*0293536
52122	General Fund Unrestricted	12,933.75	0.00	12,933.75	92*0293538	92*0293545
52123	General Fund Unrestricted	921.82	0.00	921.82	92*0293546	92*0293552
52124	General Fund Unrestricted	3,308.21	0.00	3,308.21	92*0293553	92*0293555
52125	General Fund Unrestricted	973.32	0.00	973.32	92*0293556	92*0293560
52127	General Fund Unrestricted	1,522.50	0.00	1,522.50	92*0293566	92*0293573
52128	General Fund Unrestricted	12,673.48	0.00	12,673.48	92*0293574	92*0293574
52130	General Fund Unrestricted	694.00	0.00	694.00	92*0293579	92*0293579
52132	General Fund Unrestricted	700.17	0.00	700.17	92*0293584	92*0293584
52133	General Fund Unrestricted	2,326.19	0.00	2,326.19	92*0293588	92*0293589
52134	General Fund Unrestricted	299.50	0.00	299.50	92*0293590	92*0293593
52136	General Fund Unrestricted	30,550.00	0.00	30,550.00	92*0293600	92*0293601
52137	General Fund Unrestricted	2,167.02	0.00	2,167.02	92*0293602	92*0293608
52138	General Fund Unrestricted	15,174.20	0.00	15,174.20	92*0293609	92*0293609
52144	General Fund Unrestricted	9,823.00	0.00	9,823.00	92*0293624	92*0293626
52145	General Fund Unrestricted	2,493.65	0.00	2,493.65	92*0293627	92*0293635
52146	General Fund Unrestricted	4,252.12	0.00	4,252.12	92*0293637	92*0293640
52147	General Fund Unrestricted	2,085.00	0.00	2,085.00	92*0293641	92*0293644
52148	General Fund Unrestricted	792.32	0.00	792.32	92*0293646	92*0293650
52149	General Fund Unrestricted	3,000.00	0.00	3,000.00	92*0293653	92*0293653
52150	General Fund Unrestricted	1,789.27	0.00	1,789.27	92*0293656	92*0293660
52151	General Fund Unrestricted	94,688.68	0.00	94,688.68	92*0293661	92*0293663
52152	General Fund Unrestricted	1,616,999.25	0.00	1,616,999.25	92*0293664	92*0293665
52154	General Fund Unrestricted	18,333.99	0.00	18,333.99	92*0293668	92*0293673
52155	General Fund Unrestricted	902.50	0.00	902.50	92*0293674	92*0293677
52156	General Fund Unrestricted	21,072.36	0.00	21,072.36	92*0293678	92*0293705
52157	General Fund Unrestricted	17,110.00	0.00	17,110.00	92*0293706	92*0293727
52162	General Fund Unrestricted	14,866.95	0.00	14,866.95	92*0293742	92*0293747
Total Fund 11 General Fund Unrestricted		<u>3,550,637.03</u>	<u>0.00</u>	<u>3,550,637.03</u>		

Check Registers Submitted for Approval
 Checks Written for Period 09/17/11 thru 09/30/11

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52055	General Fund Restricted	21,716.00	0.00	21,716.00	92*0292219	92*0292222
52056	General Fund Restricted	91.72	0.00	91.72	92*0292226	92*0292226
52057	General Fund Restricted	3,346.25	0.00	3,346.25	92*0292228	92*0292229
52058	General Fund Restricted	568.61	0.00	568.61	92*0292233	92*0292234
52065	General Fund Restricted	10,423.34	0.00	10,423.34	92*0292247	92*0292255
52066	General Fund Restricted	1,569.77	0.00	1,569.77	92*0292256	92*0292263
52067	General Fund Restricted	796.47	0.00	796.47	92*0292266	92*0292271
52068	General Fund Restricted	5,229.63	0.00	5,229.63	92*0292276	92*0292277
52069	General Fund Restricted	14.40	0.00	14.40	92*0292287	92*0292287
52072	General Fund Restricted	818.44	0.00	818.44	92*0292306	92*0292313
52074	General Fund Restricted	23,312.14	0.00	23,312.14	92*0292315	92*0292324
52075	General Fund Restricted	503.50	0.00	503.50	92*0292326	92*0292327
52076	General Fund Restricted	1,373.82	0.00	1,373.82	92*0292335	92*0292335
52089	General Fund Restricted	7,487.62	0.00	7,487.62	92*0292601	92*0292603
52090	General Fund Restricted	788.46	0.00	788.46	92*0292604	92*0292610
52093	General Fund Restricted	568.78	0.00	568.78	92*0292630	92*0292633
52094	General Fund Restricted	9,154.00	0.00	9,154.00	92*0292634	92*0292636
52110	General Fund Restricted	427.90	0.00	427.90	92*0293487	92*0293493
52111	General Fund Restricted	2,352.54	0.00	2,352.54	92*0293494	92*0293500
52112	General Fund Restricted	1,192.03	0.00	1,192.03	92*0293502	92*0293506
52114	General Fund Restricted	2,650.00	0.00	2,650.00	92*0293522	92*0293522
52122	General Fund Restricted	0.00	0.00	0.00	92*0293539	92*0293543
52123	General Fund Restricted	408.94	0.00	408.94	92*0293547	92*0293551
52124	General Fund Restricted	4,996.91	0.00	4,996.91	92*0293554	92*0293554
52126	General Fund Restricted	275.48	0.00	275.48	92*0293561	92*0293565
52131	General Fund Restricted	9,021.56	0.00	9,021.56	92*0293580	92*0293582
52132	General Fund Restricted	883.32	0.00	883.32	92*0293583	92*0293587
52144	General Fund Restricted	2,823.52	0.00	2,823.52	92*0293622	92*0293623
52145	General Fund Restricted	276.82	0.00	276.82	92*0293631	92*0293633
52146	General Fund Restricted	2,416.57	0.00	2,416.57	92*0293636	92*0293636
52148	General Fund Restricted	768.69	0.00	768.69	92*0293645	92*0293651
52149	General Fund Restricted	5,653.00	0.00	5,653.00	92*0293652	92*0293655
52160	General Fund Restricted	1,825.51	0.00	1,825.51	92*0293731	92*0293736
52161	General Fund Restricted	1,017.97	0.00	1,017.97	92*0293737	92*0293741
52163	General Fund Restricted	2,756.63	0.00	2,756.63	92*0293748	92*0293754
Total Fund 12 General Fund Restricted		127,510.34	0.00	127,510.34		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52064	Child Development Fund	1,027.95	0.00	1,027.95	92*0292243	92*0292246
52077	Child Development Fund	1,649.71	0.00	1,649.71	92*0292336	92*0292342
52078	Child Development Fund	3,010.00	0.00	3,010.00	92*0292343	92*0292344
52096	Child Development Fund	2,161.27	0.00	2,161.27	92*0292641	92*0292646
52097	Child Development Fund	4,173.97	0.00	4,173.97	92*0292647	92*0292650
52116	Child Development Fund	2,096.84	0.00	2,096.84	92*0293529	92*0293531
52117	Child Development Fund	10,159.04	0.00	10,159.04	92*0293532	92*0293533
52135	Child Development Fund	3,174.38	0.00	3,174.38	92*0293594	92*0293599
52139	Child Development Fund	3,527.40	0.00	3,527.40	92*0293610	92*0293612
52140	Child Development Fund	898.74	0.00	898.74	92*0293613	92*0293616
52153	Child Development Fund	24,493.95	0.00	24,493.95	92*0293666	92*0293667
52158	Child Development Fund	972.39	0.00	972.39	92*0293728	92*0293729
Total Fund 33 Child Development Fund		<u>57,345.64</u>	<u>0.00</u>	<u>57,345.64</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52083	Capital Outlay Projects Fund	7,101.75	0.00	7,101.75	92*0292358	92*0292359
52098	Capital Outlay Projects Fund	293.62	0.00	293.62	92*0292651	92*0292651
52119	Capital Outlay Projects Fund	2,140.00	0.00	2,140.00	92*0293535	92*0293535
Total Fund 41 Capital Outlay Projects Fu		<u>9,535.37</u>	<u>0.00</u>	<u>9,535.37</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52079	Bond Fund, Measure E	14,846.36	0.00	14,846.36	92*0292345	92*0292348
52080	Bond Fund, Measure E	39,208.50	0.00	39,208.50	92*0292349	92*0292351
52081	Bond Fund, Measure E	49,930.74	0.00	49,930.74	92*0292352	92*0292354
52082	Bond Fund, Measure E	11,357.74	0.00	11,357.74	92*0292355	92*0292357
52118	Bond Fund, Measure E	5,325.00	0.00	5,325.00	92*0293534	92*0293534
52121	Bond Fund, Measure E	31,275.01	0.00	31,275.01	92*0293537	92*0293537
52141	Bond Fund, Measure E	217,394.90	0.00	217,394.90	92*0293617	92*0293618
52142	Bond Fund, Measure E	162,808.11	0.00	162,808.11	92*0293619	92*0293620
Total Fund 42 Bond Fund, Measure E		<u>532,146.36</u>	<u>0.00</u>	<u>532,146.36</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52084	Property and Liability Fund	28,124.47	0.00	28,124.47	92*0292360	92*0292360
52129	Property and Liability Fund	46,430.20	0.00	46,430.20	92*0293575	92*0293578
52143	Property and Liability Fund	14,009.40	0.00	14,009.40	92*0293621	92*0293621
52159	Property and Liability Fund	1,444.70	0.00	1,444.70	92*0293730	92*0293730
Total Fund 61 Property and Liability Fund		<u><u>90,008.77</u></u>	<u><u>0.00</u></u>	<u><u>90,008.77</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
52164	Workers' Compensation Fund	1,577.89	0.00	1,577.89	92*0293755	92*0293755
Total Fund 62 Workers' Compensation Fu		<u><u>1,577.89</u></u>	<u><u>0.00</u></u>	<u><u>1,577.89</u></u>		

52099	Student Financial Aid Fund	225.37	0.00	225.37	92*0292652	92*0292652
Total Fund 74 Student Financial Aid Fund		<u>225.37</u>	<u>0.00</u>	<u>225.37</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,550,637.03
Total Fund 12 General Fund Restricted	127,510.34
Total Fund 33 Child Development Fund	57,345.64
Total Fund 41 Capital Outlay Projects Fund	9,535.37
Total Fund 42 Bond Fund, Measure E	532,146.36
Total Fund 61 Property and Liability Fund	90,008.77
Total Fund 62 Workers' Compensation Fund	1,577.89
Total Fund 74 Student Financial Aid Fund	<u>225.37</u>
Grand Total:	<u><u>4,368,986.77</u></u>

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

To: Board of Trustees	Date: October 10, 2011
Re: Approval of Additional Construction Management Services for various Santiago Canyon College Construction Projects – Seville Construction Services, Inc.	
Action: Request for Approval	

BACKGROUND

On November 16, 2009, the Board of Trustees awarded a contract to Seville Construction Services, Inc. for construction management services for the construction of the Santiago Canyon College's Humanities Building, Athletics/Aquatics Complex and the construction of several site improvement projects (new student parking lot and entry roads). These projects are being constructed using the multi-prime delivery method. Total cost of construction for these projects is approximately \$37 million.

ANALYSIS

The original proposal schedule estimated a completion of projects within 28 months. Updated project schedules now estimate a completion of projects by March 2013. Additional services are needed in order to enable Seville Construction Services to provide continuous construction management services for the following Santiago Canyon College projects: Athletics/Aquatics Complex, Humanities Building, site improvements, Science Center and the M&O building closeouts.

The additional services include but are not limited to the following: extension of construction manager and project management for the Athletics/Aquatics Complex for the period of October 2011 through May 2012; extension of the construction manager and project management for the site improvements from June 2012 through November 2012; extension of the construction manager and project management team for the Humanities building from February 2012 through March 2013; closeout of the Science Center and M&O facility and additional general conditions.

Total additional costs for these services for the term of the various projects construction schedules is estimated to be \$2,362,640. The original contract for construction management services for these projects is \$3,031,485; additional services which were Board approved in June 2010 increased the contract amount to \$3,606,614. The revised contract amount is \$5,969,254.

RECOMMENDATION

It is recommended that the Board of Trustees approve the request for additional services for Seville Construction Services, Inc. in the amount of \$2,362,640 as presented.

Fiscal Impact: \$2,362,640	Board Date: October 10, 2011
Prepared by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



Seville Construction Services, Inc.
Rancho Santiago Community College
District
Construction Management Team

Santiago Canyon College Project Office
8045 East Chapman Ave
Orange, CA 92869

t. 714. 639. 9570
f. 714. 639. 0103

www.sevillecs.com

August 15, 2011

Peter Hardash
Vice Chancellor for Business Operations
and Business Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

Dear Peter,

Thank you for your continued support and understanding of this additional service request. It will enable SCS to provide continuous, uninterrupted services for the projects at Santiago Canyon College:

- Athletics and Aquatics Complex
- Humanities Building
- Site Improvements
- Science Building closeout
- M&O Facility closeout

Attached is our request for agency construction management services to be added as an amendment to the existing service agreement / purchase order.

The request is for an extension of SCS's contract to include:

1. Extending the construction manager and project management team for Athletics and Aquatics Complex from October 2011 through May 2012;
2. Extending the construction manager and project management team for Site Improvements from June 2012 through November 2012;
3. Extending the construction manager and project management team for Humanities Building from February 2012 through March 2013;
4. Science Building and M&O Facility Closeout;



5. Additional General Conditions.

Note: There is no additional increase in personnel.

The attached Exhibit A, dated 8/15/11, comprised of a staffing plan and general conditions spreadsheet provides the length of service and fee in the amount of \$2,362,640 (staffing and general conditions combined).

Thank you again for your support and for entrusting SCS with these projects. We will diligently pursue them to successful completion as your advocate.

If you have any questions contact me at 626-375-5909.

Very sincerely yours and respectfully,



Jim Rogers
Vice President / Project Executive

Cc: Roger Banuelos
Judy Johnson

Attachment

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Adoption of Resolution No. 11-44 – Authorizing the Issuance of RSCCD 2011 General Obligation Refunding Bonds	
Action:	Request for Approval and Resolution Adoption	

BACKGROUND

On November 5, 2002, voters in the District authorized the issue of \$337,000,000 of general obligation bonds (Measure E) to finance property acquisitions, planning, infrastructure creation and enhancements, new capital construction projects, equipment acquisitions, and remodeling projects. In April 2003, the District issued Series 2003A Bonds in the amount of \$96,125,000 and began implementing the District’s Capital Construction Plan. In March 2005, the District issued a second bond issuance in the amount of \$119,999,867 as a 2005 Series B issuance. In August 2005, the District issued \$53,559,298 in refunding (refinancing) of Series A bonds at lower interest rates.

Due to current market conditions of low interest rates and a decrease in the total assessed valuation of property in the District, there is an opportunity to refinance an additional portion of its existing general obligation bonds, Series 2003A and possibly a portion of 2005 Series B. The objective of the refunding financing is to refinance existing higher interest rate bonds at lower current interest rates (savings similar to refinancing a home mortgage at lower interest rates). This refinancing or refunding will reduce total debt service on the bonds to the taxpayers. All savings from the refunding will be for the benefit of the taxpayers who pay for the bonds. The extent to which the refinancing will accomplish these goals will depend on market interest rates at the time the financing (pricing).

ANALYSIS

It is recommended that a portion of our Series 2003A General Obligation Bonds of approximately \$17 million and possible a portion of the 2005 Series B bonds are authorized under Government Code 53550 for refunding, not to exceed a total of \$36 million from both series. It is estimated that this refunding will provide taxpayers with aggregate debt service net savings of approximately \$435,000 to \$900,000. There is no cost to the district to refinance these bonds. All issuance costs are included in the refinancing of the bonds.

The attached Resolution authorizes the District to issue general obligation refunding bonds not to exceed \$36 million and authorizes District staff to carry out actions necessary to implement the refinancing. As part of the actions necessary to implement the refinancing the district is required to enter into a Purchase Contract for the refunding on these bonds. We have attached documents for your review. In addition, attached is a timetable for the

refunding and the Interested Parties List. Pricing of the refunding bonds is scheduled for October 18, 2011. Closing for the refunding is expected on November 1, 2011. The lower tax rates will be affective on the 2012-2013 property tax statements.

Kinsell, Newcomb, & DeDios, Inc. are the underwriters on this refunding. Bond counsel is David Casnocha of Stradling Yocca Carlson & Rauth.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 11-44, authorizing the issuance of the Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds, not to exceed \$36 million and approve refunding a portion of the District's Series 2003A General Obligation Bond and 2005 Series B bonds. It is further recommended that the Board authorize the Vice Chancellor Business Operations/Fiscal Services to sign all required documents on behalf of the District.

Fiscal Impact:	No cost to the district	Board Date: October 10, 2011
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 11-44

RESOLUTION AUTHORIZING THE ISSUANCE OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (ORANGE COUNTY, CALIFORNIA) 2011 GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, a duly called election was held in the Rancho Santiago Community College District, Orange County, State of California (hereinafter referred to as the "District"), on November 5, 2002 (the "Authorization") and thereafter canvassed pursuant to law;

WHEREAS, at such election there was submitted to and approved by a vote of more than fifty-five percent of the qualified electors of the District a question as to the issuance and sale of general obligation bonds of the District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$337,000,000, payable from the levy of an *ad valorem* tax against the taxable property in the District;

WHEREAS, pursuant to the Authorization, on March 31, 2003 the District issued \$96,125,000 of Rancho Santiago Community College District (Orange County, California) General Obligation Bonds, Election of 2002, Series 2003A (the "Series 2003A Bonds");

WHEREAS, pursuant to the Authorization, on March 10, 2005 the County issued on behalf of the District an aggregate principal amount of \$119,999,867.25 Rancho Santiago Community College District (Orange County, California) General Obligation Bonds, Election of 2002, Series B (the "Series B Bonds" and together with the Series 2003A Bonds, the "Prior Bonds");

WHEREAS, on August 23, 2005 the County issued on behalf of the District an aggregate principal amount of \$53,559,298.50 of Rancho Santiago Community College District (Orange County, California) 2005 General Obligation Refunding Bonds (the "2005 Refunding Bonds"), the proceeds of which were used to advance refund a portion of the District's Series 2003A Bonds;

WHEREAS, pursuant to Section 53550 *et seq.* of the Government Code, the District is authorized to issue general obligation refunding bonds (the "Refunding Bonds") to refund all or a portion of the outstanding Series 2003A Bonds and Series B Bonds (so refunded, the "Refunded Bonds");

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District, and whereas the indebtedness of the District, including this proposed issue of Refunding Bonds, is within all limits prescribed by law; and

WHEREAS, this Board desires to appoint professionals related to the issuance of the Refunding Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, ORANGE COUNTY, CALIFORNIA, AS FOLLOWS:

SECTION 1. Purpose. To advance refund all or a portion of the outstanding principal amount of the Prior Bonds and to pay all necessary legal, financial, and contingent costs in connection therewith, the District hereby authorizes the issuance of the Refunding Bonds in one or more series, to be styled as the "Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds," in an aggregate principal amount not-to-exceed \$36,000,000, with appropriate series designations if more than one series is issued. Additional costs authorized to be paid from the proceeds of the Refunding Bonds are all of the authorized costs of issuance set forth in Section 53550(e) and (f) and Section 53587 of the Government Code.

SECTION 2. Paying Agent. The Board does hereby authorize the appointment Wells Fargo Bank, National Association as Paying Agent (defined herein) for the Refunding Bonds on behalf of the District.

SECTION 3. Terms and Conditions of Sale. The Refunding Bonds are hereby authorized to be sold at a negotiated sale upon the direction of the Chancellor of the District (the "Chancellor") or the Vice Chancellor for Business Operations and Fiscal Services of the District (the "Vice Chancellor"). The Refunding Bonds shall be sold pursuant to the terms and conditions set forth in the Purchase Contract, as described below. The Board estimates that the costs associated with the issuance of the Refunding Bonds, including compensation to the Underwriter (defined herein) and any such costs to be paid pursuant to the Purchase Contract, will equal approximately 0.75% of the principal amount of the Refunding Bonds.

SECTION 4. Approval of Purchase Contract. The form of Purchase Contract (the "Purchase Contract") by and between the District and Kinsell, Newcomb & DeDios, Inc. (the "Underwriter"), for the purchase and sale of the Refunding Bonds, substantially in the form on file with the Secretary to or Clerk of the Board, is hereby approved and the Chancellor, the Vice Chancellor, and such other officer or employee of the District as the Chancellor or Vice Chancellor may designate (collectively, the "Authorized Officers"), each alone, are hereby authorized to execute and deliver the Purchase Contract, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the maximum interest rates of the Refunding Bonds shall not exceed the maximum rate permitted by law, and the Underwriter's discount, excluding original issue discount thereon and any costs of issuance of the Refunding Bonds, shall not exceed 0.55% of the aggregate principal amount of the Refunding Bonds issued. The Authorized Officers, each alone, are further authorized to determine the principal amount of the Refunding Bonds to be specified in the Purchase Contract for sale by the District up to \$36,000,000 and to enter into and execute the Purchase Contract with the Underwriter, if the conditions set forth in this Resolution are satisfied.

SECTION 5. Certain Definitions. As used in this Resolution, the terms set forth below shall have the meanings ascribed to them (unless otherwise set forth in the Purchase Contract):

(a) "Authorization" means the authorization received by the District to issue the Series 2003A Bonds and Series B Bonds at an election held on November 5, 2002.

(b) "Act" means Sections 53550 *et seq.* of the California Government Code.

(c) "Bond Insurer" means any insurance company which issues a municipal bond insurance policy insuring the payment of Principal of and interest on the Refunding Bonds.

(d) "Bond Payment Date" means, unless otherwise provided by the Purchase Contract, March 1 and September 1 of each year commencing March 1, 2012 with respect to the interest on the

Refunding Bonds, September 1 of each year commencing September 1, 2012 with respect to the Principal payments on the Refunding Bonds.

(e) **“Code”** means the Internal Revenue Code of 1986, as the same may be amended from time to time. Reference to a particular section of the Code shall be deemed to be a reference to any successor to any such section.

(f) **“Depository”** means, initially, DTC, and thereafter the securities depository acting as Depository pursuant to Section 6(c) hereof.

(g) **“DTC”** means The Depository Trust Company, New York, New York, 55 Water Street, New York, New York 10041, Tel: (212) 855-1000 or Fax: (212) 855-7320, a limited purpose trust company organized under the laws of the State of New York, in its capacity as Depository for the Refunding Bonds.

(h) **“Escrow Agent”** means Wells Fargo Bank, National Association, or any other successor thereto, in its capacity as escrow agent for the Refunded Bonds.

(i) **“Escrow Agreement”** means the Escrow Agreement relating to the Refunded Bonds, by and between the District and the Escrow Agent.

(j) **“Federal Securities”** means securities as permitted, in accordance with the authorizing resolutions of the County pursuant to which the Series 2003A Bonds and Series B Bonds were issued, respectively, to be deposited with the Escrow Agent for the purpose of defeasing the Series 2003A Bonds and Series B Bonds.

(k) **“Information Services”** means Financial Information, Inc.’s “Financial Daily Called Bond Service; Standard & Poor’s J.J. Kenny Information Services’ Called Bond Service; or Mergent Inc.’s Called Bond Department.

(l) **“Nominee”** means the nominee of the Depository, which may be the Depository, as determined from time to time pursuant to Section 6(c) hereof.

(m) **“Outstanding”** means, when used with reference to the Refunding Bonds, as of any date, Bonds theretofore issued or thereupon being issued under this resolution except:

(i) Refunding Bonds canceled at or prior to such date;

(ii) Refunding Bonds in lieu of or in substitution for which other Refunding Bonds shall have been delivered pursuant to Section 8 hereof; or

(iii) Refunding Bonds for the payment or redemption of which funds or Government Obligations in the necessary amount shall have been set aside (whether on or prior to the maturity or redemption date of such Refunding Bonds), in accordance with Section 19 of this Resolution

(n) **“Owners”** or **“Registered Owner”** means the registered owner of a Bond as set forth on the registration books maintained by the Paying Agent pursuant to Section 6 hereof.

(o) **“Participants”** means those broker-dealers, banks and other financial institutions from time to time for which the Depository holds book-entry certificates as securities depository.

(p) **“Paying Agent”** means Wells Fargo Bank, National Association, or any successor financial institution, acting as paying agent, verification agent, transfer agent, bond registrar for the Refunding Bonds.

(q) **“Principal”** or **“Principal Amount”** means, with respect to any Current Interest Bond, the principal or principal amount thereof.

(r) **“Record Date”** means the fifteenth day of the month preceding each Bond Payment Date.

(s) **“Securities Depository”** means The Depository Trust Company, 55 Water Street, New York, New York 10041, Tel: (212) 855-1000 or Fax: (212) 855-7320 with Cede & Co. as its nominee.

(t) **“Term Bonds”** means those Refunding Bonds for which mandatory sinking fund redemption dates have been established in the Purchase Contract.

SECTION 6. Terms of the Refunding Bonds.

(a) **Denomination, Interest, Dated Dates.** The Refunding Bonds shall be issued as bonds registered as to both principal and interest, in the denominations of \$5,000 or any integral multiple thereof. The Refunding Bonds will be initially registered to “Cede & Co.,” the nominee of the DTC.

Each Refunding Bond shall be dated the date of delivery of the Refunding Bonds or such other date as shall appear in the Purchase Contract (the “Date of Delivery”), and shall bear interest at the rates set forth in the Purchase Contract from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated as of a day during the period from the 16th day of the month next preceding any Bond Payment Date to that Bond Payment Date, inclusive, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before the first Record Date, in which event it shall bear interest from the Date of Delivery. Interest on the Refunding Bonds shall be payable on the respective Bond Payment Dates and shall be computed on the basis of a 360-day year of twelve 30-day months.

No Refunding Bond attributable to the refunding of the Series 2003A Bonds shall mature later than September 1, 2024. No Refunding Bond attributable to the refunding of the Series B Bonds shall mature later than September 1, 2024.

(b) **Redemption.**

(i) **Optional Redemption.** The Refunding Bonds shall be subject to optional redemption prior to maturity as provided in the Purchase Contract.

(ii) **Mandatory Redemption.** Any Refunding Bonds issued as Term Bonds shall be subject to mandatory sinking fund redemption as provided in the Purchase Contract.

In the event that a portion of any Term Bond is optionally redeemed pursuant to Section 6(b)(i) hereof, the remaining sinking fund payments shall be reduced proportionately or as otherwise directed by the District, in integral multiples of \$5,000, in respect to the portion of such Term Bond optionally redeemed.

(iii) **Selection of Refunding Bonds for Redemption.** Whenever provision is made in this Resolution for the redemption of Refunding Bonds and less than all Outstanding Refunding

Bonds are to be redeemed, the Paying Agent, upon written instruction from the District, shall select Refunding Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent shall select Refunding Bonds for redemption by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, the Purchase Contract may provide that, within a maturity, Refunding Bonds shall be selected for redemption on a "Pro Rata Pass-Through Distribution of Principal" basis in accordance with DTC procedures, provided further that, such pro-rata redemption is made in accordance with the operational arrangements of DTC then in effect.

With respect to redemption by lot, the portion of any Refunding Bond to be redeemed in part shall be in the Principal Amount of \$5,000 or any integral multiple thereof.

(iv) Notice of Redemption. When redemption is authorized or required pursuant to Section 6(b)(i) hereof, the Paying Agent, upon written instruction from the District, shall give notice (a "Redemption Notice") of the redemption of the Refunding Bonds. Such Redemption Notice shall specify: the Refunding Bonds or designated portions thereof (in the case of redemption of the Refunding Bonds in part but not in whole) which are to be redeemed; the date of redemption; the place or places where the redemption will be made, including the name and address of the Paying Agent; the redemption price; the CUSIP numbers (if any) assigned to the Refunding Bonds to be redeemed, the bond numbers of the Refunding Bonds to be redeemed in whole or in part and, in the case of any Refunding Bond to be redeemed in part only, the Principal Amount of such Refunding Bond to be redeemed; and the original issue date, interest rate or Accretion Rate and stated maturity date of each Refunding Bond to be redeemed in whole or in part. Such Redemption Notice shall further state that on the specified date there shall become due and payable upon each Refunding Bond or portion thereof being redeemed at the redemption price thereof, together with the interest accrued to the redemption date thereon, and that from and after such date, interest with respect thereto shall cease to accrue.

The Paying Agent shall take the following actions with respect to such Redemption Notice:

(A) At least 30 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Refunding Bonds designated for redemption by registered or certified mail, postage prepaid, at their addresses appearing on the Bond Register.

(B) At least 30 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service to each of the Securities Depository.

(C) At least 30 but not more than 60 days prior to the redemption date, such Redemption Notice shall be given by (i) registered or certified mail, postage prepaid, or (ii) overnight delivery service to one of the Information Services.

Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Refunding Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Refunding Bonds shall bear or include the CUSIP number identifying, by issue and maturity, the Refunding Bonds being redeemed with the proceeds of such check or other transfer. Such redemption notices may state that no representation is made as to the accuracy or correctness of the CUSIP numbers printed therein or on the Refunding Bonds.

(v) Partial Redemption of Refunding Bonds. Upon the surrender of any Refunding Bond redeemed in part only, the Paying Agent shall execute and deliver to the Owner thereof a new Refunding Bond or Refunding Bonds of like tenor and maturity and of authorized denominations equal in transfer amounts to the unredeemed portion of the Refunding Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner, and the District shall be released and discharged thereupon from all liability to the extent of such payment.

(vi) Effect of Notice of Redemption. Notice having been given as aforesaid, and the moneys for the redemption (including the interest accrued to the applicable date of redemption) having been set aside in the District's Debt Service Fund, the Refunding Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Refunding Bonds to be redeemed as provided in Section 6(b)(i) hereof, together with interest accrued to such redemption date, shall be held by the Paying Agent so as to be available therefor on such redemption date, and if notice of redemption thereof shall have been given as aforesaid, then from and after such redemption date, interest with respect to the Refunding Bonds to be redeemed shall cease to accrue and become payable. All money held by or on behalf of the Paying Agent for the redemption of Refunding Bonds shall be held in trust for the account of the Owners of the Refunding Bonds so to be redeemed.

All Refunding Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Section 6 shall be cancelled upon surrender thereof and be delivered to or upon the order of the District. All or any portion of a Refunding Bond purchased by the District shall be cancelled by the Paying Agent.

(vii) Refunding Bonds No Longer Outstanding. When any Refunding Bonds (or portions thereof), which have been duly called for redemption prior to maturity under the provisions of this Resolution, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be held by the Paying Agent irrevocably in trust for the payment of the redemption price of such Refunding Bonds or portions thereof, and, accrued interest thereon to the date fixed for redemption, all as provided in this Resolution, then such Refunding Bonds shall no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

(c) Book-Entry System.

(i) Election of Book-Entry System. The Refunding Bonds shall initially be delivered in the form of a separate single fully-registered bond (which may be typewritten) for each maturity date of such Refunding Bonds in an authorized denomination. The ownership of each such Refunding Bond shall be registered in the register of bonds ("Bond Register") maintained by the Paying Agent in the name of the Nominee, as nominee of the Depository and ownership of the Refunding Bonds, or any portion thereof may not thereafter be transferred except as provided in Section 6(c)(i)(4).

The District and the Paying Agent shall have no responsibility or obligation to any Participant or to any person on behalf of which such a Participant holds an interest in such the Refunding Bonds. Without limiting the immediately preceding sentence, the District and the Paying Agent shall have no responsibility or obligation with respect to: (i) the accuracy of the

records of the Depository, the Nominee, or any Participant with respect to any ownership interest in the Refunding Bonds; (ii) the delivery to any Participant or any other person, other than an Owner as shown in the Bond Register, of any notice with respect to the Refunding Bonds, including any notice of redemption; (iii) the selection by the Depository and its Participants of the beneficial interests in the Refunding Bonds to be prepaid in the event the District redeems the Refunding Bonds in part; (iv) or the payment by the Depository or any Participant or any other person, of any amount with respect to principal, premium, if any, or interest on the Refunding Bonds. The District and the Paying Agent may treat and consider the person in whose name each the Refunding Bond is registered in the Bond Register as the absolute Owner of such the Refunding Bond for the purpose of payment of principal of and premium and interest on and to such Refunding Bond, for the purpose of giving notices of redemption and other matters with respect to such Refunding Bond, for the purpose of registering transfers with respect to such Refunding Bond, and for all other purposes whatsoever. The Paying Agent shall pay all principal of and premium, if any, and interest on the Refunding Bonds only to or upon the order of the respective Owner, as shown in the Bond Register, or his respective attorney duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of principal of, and premium, if any, and interest on the Refunding Bonds to the extent of the sum or sums so paid. No person other than an Owner, as shown in the Bond Register, shall receive a certificate evidencing the obligation to make payments of principal of, and premium, if any, and interest on the Refunding Bonds. Upon delivery by the Depository to the Owner and the Paying Agent, of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the provisions herein with respect to the Record Date, the word "Nominee" in this Resolution shall refer to such nominee of the Depository.

(1) Delivery of Letter of Representations. In order to qualify the Refunding Bonds for the Depository's book-entry system, the District and the Paying Agent shall execute and deliver to the Depository a Letter of Representations. The execution and delivery of a Letter of Representations shall not in any way impose upon the District or the Paying Agent any obligation whatsoever with respect to persons having interests in the Refunding Bonds other than the Owners, as shown on the Bond Register. By executing a Letter of Representations, the Paying Agent shall agree to take all action necessary at all times so that the District will be in compliance with all representations of the District in such Letter of Representations. In addition to the execution and delivery of a Letter of Representations, the District and the Paying Agent shall take such other actions, not inconsistent with this Resolution, as are reasonably necessary to qualify the Refunding Bonds for the Depository's book-entry program.

(2) Selection of Depository. In the event (i) the Depository determines not to continue to act as securities depository for the Refunding Bonds, or (ii) the District determines that continuation of the book-entry system is not in the best interest of the beneficial owners of the Refunding Bonds or the District, then the District will discontinue the book-entry system with the Depository. If the District determines to replace the Depository with another qualified securities depository, the District shall prepare or direct the preparation of a new single, separate, fully registered bond for each maturity date of such the Refunding Bond, registered in the name of such successor or substitute qualified securities depository or its Nominee as provided in subsection (4) hereof. If the District fails to identify another qualified securities depository to replace the Depository, then the Refunding Bonds shall no longer be restricted to being registered in such Bond Register in the name of the Nominee, but shall be registered in whatever name or names the Owners transferring or exchanging such Refunding Bonds shall designate, in accordance with the provisions of this Section 6(c).

(3) Payments to Depository. Notwithstanding any other provision of this Resolution to the contrary, so long as all Outstanding Refunding Bonds are held in book-entry and registered in the name of the Nominee, all payments by the District or Paying Agent with respect to principal of and premium, if any, or interest on the Refunding Bonds and all notices with respect to such Refunding Bonds shall be made and given, respectively to the Nominee, as provided in the Letter of Representations or as otherwise instructed by the Depository and agreed to by the Paying Agent notwithstanding any inconsistent provisions herein.

(4) Transfer of Refunding Bonds to Substitute Depository.

(A) The Refunding Bonds shall be initially issued as described in the Official Statement. Registered ownership of such Refunding Bonds, or any portions thereof, may not thereafter be transferred except:

(1) to any successor of DTC or its Nominee, or of any substitute depository designated pursuant to Section 6(c)(i)(4)(A)(2) ("Substitute Depository"); provided that any successor of DTC or Substitute Depository shall be qualified under any applicable laws to provide the service proposed to be provided by it;

(2) to any Substitute Depository, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC (or its successor) is no longer able to carry out its functions as depository; provided that any such Substitute Depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

(3) to any person as provided below, upon (a) the resignation of DTC or its successor (or any Substitute Depository or its successor) from its functions as depository, or (b) a determination by the District that DTC or its successor (or Substitute Depository or its successor) is no longer able to carry out its functions as depository.

(B) In the case of any transfer pursuant to Section 6(c)(i)(4)(A)(1) or (2), upon receipt of all Outstanding Refunding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent designating the Substitute Depository, a single new Refunding Bond, which the District shall prepare or cause to be prepared, shall be executed and delivered for each maturity of Refunding Bonds then Outstanding, registered in the name of such successor or such Substitute Depository or their Nominees, as the case may be, all as specified in such written request of the District. In the case of any transfer pursuant to Section 6(c)(i)(4)(A)(3), upon receipt of all Outstanding Refunding Bonds by the Paying Agent, together with a written request of the District to the Paying Agent, new Refunding Bonds, which the District shall prepare or cause to be prepared, shall be executed and delivered in such denominations and registered in the names of such persons as are requested in such written request of the District, provided that the Paying Agent shall not be required to deliver such new Refunding Bonds within a period of less than sixty (60) days from the date of receipt of such written request from the District.

(C) In the case of a partial redemption of any Refunding Bonds evidencing a portion of the principal maturing in a particular year, DTC or its successor (or any Substitute Depository or its successor) shall make an appropriate notation on such Refunding Bonds indicating the date and amounts of such reduction in principal, in form acceptable to the Paying Agent, all in accordance with the Letter of Representations. The Paying Agent shall not be liable for such Depository's failure to make such notations or errors in making such notations.

(D) The District and the Paying Agent shall be entitled to treat the person in whose name any Refunding Bond is registered as the Owner thereof for all purposes of this Resolution and any applicable laws, notwithstanding any notice to the contrary received by the Paying Agent or the District; and the District and the Paying Agent shall not have responsibility for transmitting payments to, communicating with, notifying, or otherwise dealing with any beneficial owners of the Refunding Bonds. Neither the District nor the Paying Agent shall have any responsibility or obligation, legal or otherwise, to any such beneficial owners or to any other party, including DTC or its successor (or Substitute Depository or its successor), except to the Owner of any Refunding Bonds, and the Paying Agent may rely conclusively on its records as to the identity of the Owners of the Refunding Bonds.

SECTION 7. Execution of Refunding Bonds. The Refunding Bonds shall be signed by the President of the Board of Trustees of the District, by his or her manual or facsimile signature and countersigned by the manual or facsimile signature of the Secretary to or Clerk of the Board, all in their official capacities. No Refunding Bond shall be valid or obligatory for any purpose or shall be entitled to any security or benefit under this Resolution unless and until the certificate of authentication printed on the Refunding Bond is signed by the Paying Agent as authenticating agent. Authentication by the Paying Agent shall be conclusive evidence that the Refunding Bond so authenticated has been duly issued, signed and delivered under this Resolution and is entitled to the security and benefit of this Resolution. There shall be attached to each Refunding Bond the legal opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, and, immediately preceding such legal opinion, a certificate executed with the facsimile signature of the Secretary to or Clerk of the Board of Trustees, said certificate to be in substantially the following form:

The following is a true copy of the opinion rendered by Stradling Yocca Carlson & Rauth, a Professional Corporation in connection with the issuance of, and dated as of the date of the original delivery of, the bonds. A signed copy is on file in my office.

(Facsimile Signature)
[Secretary/Clerk], Board of Trustees

SECTION 8. Paying Agent; Transfer and Exchange. So long as any of the Refunding Bonds remain Outstanding, the District will cause the Paying Agent to maintain and keep at its designated office all books and records necessary for the registration, exchange and transfer of the Refunding Bonds as provided in this Section. Subject to the provisions of Section 9 below, the person in whose name a Refunding Bond is registered on the Bond Register shall be regarded as the absolute Owner of that Refunding Bond for all purposes of this Resolution. Payment of or on account of the principal of and premium, if any, and interest on any Refunding Bond shall be made only to or upon the order of that person; neither the District nor the Paying Agent shall be affected by any notice to the contrary, but the registration may be changed as provided in this Section. All such payments shall be valid and effectual to satisfy and discharge the District's liability upon the Refunding Bonds, including interest, to the extent of the amount or amounts so paid.

Any Refunding Bond may be exchanged for Refunding Bonds of like tenor, maturity and transfer amount upon presentation and surrender at the designated office of the Paying Agent, together with a request for exchange signed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Refunding Bond may be transferred on the Bond Register only upon presentation and surrender of the Refunding Bond at the designated office of the Paying Agent together with an assignment executed by the Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete,

authenticate and deliver a new Refunding Bond or Refunding Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the transfer amount of the Refunding Bond surrendered and bearing or accruing interest at the same rate and maturing on the same date.

If manual signatures on behalf of the District are required in connection with an exchange or transfer, the Paying Agent shall undertake the exchange or transfer of Refunding Bonds only after the new Refunding Bonds are signed by the authorized officers of the District. In all cases of exchanged or transferred Refunding Bonds, the District shall sign and the Paying Agent shall authenticate and deliver Refunding Bonds in accordance with the provisions of this Resolution. All fees and costs of transfer shall be paid by the requesting party. Those charges may be required to be paid before the procedure is begun for the exchange or transfer. All Refunding Bonds issued upon any exchange or transfer shall be valid obligations of the District, evidencing the same debt, and entitled to the same security and benefit under this Resolution as the Refunding Bonds surrendered upon that exchange or transfer.

Any Refunding Bond surrendered to the Paying Agent for payment, retirement, exchange, replacement or transfer shall be cancelled by the Paying Agent. The District may at any time deliver to the Paying Agent for cancellation any previously authenticated and delivered Refunding Bonds that the District may have acquired in any manner whatsoever, and those Refunding Bonds shall be promptly cancelled by the Paying Agent. Written reports of the surrender and cancellation of Refunding Bonds shall be made to the District by the Paying Agent as requested by the District. The cancelled Refunding Bonds shall be retained for three years, then returned to the District or destroyed by the Paying Agent as directed by the District.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Refunding Bonds during a period beginning with the opening of business on the 15th business day next preceding either any Bond Payment Date or any date of selection of Refunding Bonds to be redeemed and ending with the close of business on the Bond Payment Date or any day on which the applicable notice of redemption is given or (b) to transfer any Refunding Bonds which have been selected or called for redemption in whole or in part.

SECTION 9. Payment. Payment of interest on any Refunding Bond on any Bond Payment Date shall be made to the person appearing on the registration books of the Paying Agent as the Owner thereof as of the Record Date immediately preceding such Bond Payment Date, such interest to be paid by check mailed to such Owner on the Bond Payment Date at his address as it appears on such registration books or at such other address as he may have filed with the Paying Agent for that purpose on or before the Record Date. The Owner in an aggregate principal amount of \$1,000,000 or more may request in writing to the Paying Agent that such Owner be paid interest by wire transfer to the bank and account number on file with the Paying Agent as of the Record Date. The Principal, and redemption price, if any, payable on the Refunding Bonds shall be payable upon maturity or redemption upon surrender at the designated office of the Paying Agent. The interest, Principal and premiums, if any, on the Refunding Bonds shall be payable in lawful money of the United States of America. The Paying Agent is hereby authorized to pay the Refunding Bonds when duly presented for payment at maturity, and to cancel all Refunding Bonds upon payment thereof. The Refunding Bonds are general obligations of the District, payable without limit as to rate or amount solely from the levy of *ad valorem* property taxes upon all property subject to taxation within the District.

SECTION 10. Form of Refunding Bonds. The Refunding Bonds shall be in substantially the following form, allowing those officials executing the Refunding Bonds to make the insertions and deletions necessary to conform the Refunding Bonds to this Resolution, the Purchase Contract and the Official Statement:

[REMAINDER OF PAGE LEFT BLANK]

\$ _____
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(ORANGE COUNTY, CALIFORNIA)
2011 GENERAL OBLIGATION REFUNDING BONDS**

PURCHASE CONTRACT

October __, 2011

Board of Trustees
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706

Ladies and Gentlemen:

The undersigned, Kinsell, Newcomb & De Dios, Inc. (the "Underwriter"), offers to enter into this Purchase Contract (the "Purchase Contract") with the Rancho Santiago Community College District (the "District"), which, upon your acceptance hereof, will be binding upon the District and the Underwriter. This offer is made subject to the written acceptance of this Purchase Contract by the District and delivery of such acceptance to us at or prior to 11:59 P.M., California Time, on the date hereof. Capitalized terms used and not otherwise defined herein shall have the meanings given to such terms in the Bond Resolution (defined below).

1. **Purchase and Sale of the Bonds.** Upon the terms and conditions and in reliance upon the representations, warranties and agreements herein set forth, the Underwriter hereby agrees to purchase from the District for reoffering to the public, and the District hereby agrees to sell to the Underwriter for such purpose, all (but not less than all) of \$ _____ aggregate principal amount of the District's 2011 General Obligation Refunding Bonds (the "Bonds" or "Refunding Bonds"). The Bonds shall bear interest at the rates, shall mature in the years and shall be subject to redemption as shown on Appendix A hereto, which is incorporated herein by this reference. The Bonds shall be dated the date of delivery thereof and shall be payable as to interest on each March 1 and September 1, commencing March 1, 2012. The Underwriter shall purchase the Bonds at a price of \$ _____ (consisting of the principal amount of the Bonds of \$ _____, plus original issue premium of _____, and less Underwriter's discount of \$ _____.)

Inasmuch as this purchase and sale represents a negotiated transaction, the District understands, and hereby confirms, that the Underwriter is not acting as a fiduciary of the District, but rather are acting solely in their capacity as Underwriter for its own account. The Underwriter has been duly authorized to execute this Purchase Contract and to act hereunder.

2. **The Bonds.** The Bonds shall be dated the date of their delivery. The Bonds shall mature as shown on Exhibit A hereto and shall otherwise be as described in the Official Statement (defined below), and shall be issued and secured pursuant to the provisions of the Resolution of the

District adopted on October 10, 2011 (the "Bond Resolution"), and Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Act").

The Bonds shall be executed and delivered under and in accordance with the provisions of this Purchase Contract and the Bond Resolution. The Bonds shall be in book-entry form, bear CUSIP numbers; shall be in fully registered book-entry form, registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"); and shall initially be in authorized denominations of Five Thousand Dollars (\$5,000) principal amount, or any integral multiple thereof.

3. Use of Documents. The District hereby authorizes the Underwriter to use, in connection with the offer and sale of the Bonds, this Purchase Contract, the Escrow Agreement, dated as of November 1, 2011, by and between the District and Wells Fargo Bank National Association, as escrow agent, and an Official Statement (defined below), the Bond Resolution and all information contained herein and therein and all of the documents, certificates or statements furnished by the District to the Underwriter in connection with the transactions contemplated by this Purchase Contract.

4. Public Offering of the Bonds. The Underwriter agrees to make a bona fide public offering of all the Bonds at the initial public offering prices or yields to be set forth on the cover page of the Official Statement and Exhibit A hereto. Subsequent to such initial public offering, the Underwriter reserves the right to change such initial public offering prices or yields as it deems necessary in connection with the marketing of the Bonds.

5. Review of Official Statement. The Underwriter hereby represents that it has received and reviewed the Preliminary Official Statement with respect to the Bonds, dated _____, 2011 (the "Preliminary Official Statement"). The District represents that it deems the Preliminary Official Statement to be final as of its date, except for either revision or addition of the offering price(s), interest rate(s), yield(s) to maturity, selling compensation, aggregate principal amount, principal amount per maturity, delivery date, rating(s) and other terms of the Bonds which depend upon the foregoing as provided in and pursuant to Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended (the "Rule").

The Underwriter agrees that prior to the time the final Official Statement (the "Official Statement") relating to the Bonds is available, the Underwriter will send to any potential purchaser of the Bonds, upon the request of such potential purchaser, a copy of the most recent Preliminary Official Statement. Such Preliminary Official Statement shall be sent by first class mail (or other equally prompt means) not later than the first business day following the date upon which each such request is received.

6. Closing. At 8:00 A.M., California Time, on November __, 2011, or at such other time or on such other date as shall have been mutually agreed upon by you and us (the "Closing"), you will deliver to us, at the offices of The Depository Trust Company ("DTC") in New York, New York, or at such other place as we may mutually agree upon, the Bonds in fully registered book-entry form, duly executed and registered in the name of Cede & Co., as nominee of DTC, and at the offices of Stradling Yocca Carlson & Rauth, a Professional Corporation ("Bond Counsel"), in San Francisco, California, the other documents hereinafter mentioned; and we will accept such delivery and pay the purchase price thereof in immediately available funds by check, draft or wire transfer to or upon the order of the District.

7. **Representations, Warranties and Agreements of the District.** The District hereby represents, warrants and agrees with the Underwriter that:

(a) **Due Organization.** The District is a community college district duly organized and validly existing under the laws of the State of California, with the power to issue the Bonds pursuant to the Act.

(b) **Due Authorization.** (i) At or prior to the Closing, the District will have taken all action required to be taken by it to authorize the issuance and delivery of the Bonds; (ii) the District has full legal right, power and authority to refund the Refunded Bonds (as such term is defined in the Preliminary Official Statement), to enter into this Purchase Contract, the Escrow Agreement, and Continuing Disclosure Certificate, to adopt the Bond Resolution, to perform its obligations under each such document or instrument, to approve the Official Statement and to carry out and effectuate the transactions contemplated by this Purchase Contract, the Escrow Agreement and the Bond Resolution; (iii) the execution and delivery or adoption of, and the performance by the District of the obligations contained in the Bonds, the Bond Resolution, the Escrow Agreement, the Continuing Disclosure Certificate and this Purchase Agreement have been duly authorized and such authorization shall be in full force and effect at the time of the Closing; (iv) this Purchase Contract and the Continuing Disclosure Certificate constitute valid and legally binding obligation of the District; and (v) the District has duly authorized the consummation by it of all transactions contemplated by this Purchase Contract.

(c) **Consents.** No consent, approval, authorization, order, filing, registration, qualification, election or referendum, of or by any court or governmental agency or public body whatsoever is required in connection with the issuance, delivery or sale of the Bonds, the execution and delivery of this Purchase Contract and the Continuing Disclosure Certificate, the adoption of the Bond Resolution, or the consummation of the other transactions effected or contemplated herein or hereby, except for such actions as may be necessary to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations of such states and jurisdictions of the United States as the Underwriter may reasonably request, or which have not been taken or obtained; provided, however, that the District shall not be required to subject itself to service of process in any jurisdiction in which it is not so subject as of the date hereof.

(d) **Internal Revenue Code.** The District has complied with the Internal Revenue Code of 1986, as amended, with respect to the Bonds.

(e) **No Conflicts.** To the best knowledge of the District, the issuance of the Bonds, and the execution, delivery and performance of this Purchase Contract, the Escrow Agreement, the Continuing Disclosure Certificate, the Bond Resolution and the Bonds, and the compliance with the provisions hereof do not conflict with or constitute on the part of the District a violation of or default under, the Constitution of the State of California or any existing law, charter, ordinance, regulation, decree, order or resolution and do not conflict with or result in a violation or breach of, or constitute a default under, any agreement, indenture, mortgage, lease or other instrument to which the District is a party or by which it is bound or to which it is subject.

(f) **Litigation.** As of the time of acceptance hereof, no action, suit, proceeding, hearing or investigation is pending or, to the best knowledge of the District, threatened against the District: (i) in any way affecting the existence of the District or in any way challenging the respective powers of the several offices of the District or of the titles of the officials of the District to such offices; or (ii) seeking to restrain or enjoin the sale, issuance or delivery of any of the Bonds, the application of the proceeds of the sale of the Bonds, the collection of *ad valorem* property taxes contemplated by the Bond Resolution and the application thereof to pay the principal of and interest on the Bonds, or the pledge of the Debt Service Fund for the Bonds, or, or in any way contesting or affecting the validity or enforceability of the Bonds, this Purchase Contract, the Escrow Agreement or the Bond Resolution or contesting the powers of the District or its authority with respect to the Bonds, the Bond Resolution or this Purchase Contract; or (iii) in which a final adverse decision could (a) materially adversely affect the operations of the District or the consummation of the transactions contemplated by this Purchase Contract, the Escrow Agreement or the Bond Resolution, (b) declare this Purchase Contract to be invalid or unenforceable in whole or in material part, or (c) adversely affect the exclusion of the interest paid on the Bonds from gross income for federal income tax purposes and the exemption of such interest on the Bonds from California personal income taxation.

(g) **No Other Debt.** Between the date hereof and the Closing, without the prior written consent of the Underwriter, neither the District, nor any person on behalf of the District, will have issued in the name and on behalf of the District any bonds, notes or other obligations for borrowed money except for such borrowings as may be described in or contemplated by the Official Statement.

(h) **Certificates.** Any certificates signed by any officer of the District and delivered to the Underwriter shall be deemed a representation and warranty by the District to the Underwriter, but not by the person signing the same, as to the statements made therein.

(i) **Continuing Disclosure.** At or prior to the Closing, the District shall have duly authorized, executed and delivered a continuing disclosure certificate with respect to the Bonds (the "Continuing Disclosure Certificate") on behalf of each obligated person for which financial and/or operating data is presented in the Official Statement. The Continuing Disclosure Certificate shall comply with the provisions of Rule 15c2-12(b)(5) and be substantially in the form attached to the Official Statement in Appendix C. As of the Closing, the District shall not be in default with respect to any continuing disclosure undertakings it may have incurred prior to the date hereof in connection with the delivery or issuance of any debt instruments, bonds, notes, certificates of participation or other municipal obligations.

(j) **Official Statement Accurate and Complete.** The Preliminary Official Statement, at the date thereof, did not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. At the date hereof and on the Closing Date, the Final Official Statement did not and will not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. The District makes no representation or warranty as to the information contained in or omitted from the Preliminary Official Statement or the Final Official Statement in reliance upon and in

conformity with information furnished in writing to the District by or on behalf of the Underwriter through a representative of the Underwriter specifically for inclusion therein.

(k) Levy of Tax. The District hereby agrees to take any and all actions as may be required by the County of Orange or otherwise necessary in order to arrange for the levy and collection of taxes, payment of the Bonds, and the deposit and investment of Bond proceeds. In particular, the District hereby agrees to provide to the Auditor-Controller of the County of Orange a copy of the Bond Resolution, a copy of Appendix A hereto, and the full debt service schedule for the Bonds, in accordance with Education Code Section 15140(c) and policies and procedures of the County of Orange.

8. **Covenants of the District.** The District covenants and agrees with the Underwriter that:

(a) Securities Laws. The District will furnish such information, execute such instruments, and take such other action in cooperation with the Underwriter if and as the Underwriter may reasonably request in order to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations or such states and jurisdictions, provided, however, that the District shall not be required to consent to service of process in any jurisdiction in which it is not so subject as of the date hereof;

(b) Application of Proceeds. The District will apply the proceeds from the sale of the Bonds for the purposes specified in the Bond Resolution;

(c) Official Statement. The District hereby agrees to deliver or cause to be delivered to the Underwriter, not later than the seventh (7th) business day following the date this Purchase Contract is signed, copies of a final Official Statement substantially in the form of the Preliminary Official Statement, with only such changes therein as shall have been accepted by the Underwriter and the District (such Official Statement with such changes, if any, and including the cover page and all appendices, exhibits, maps, reports and statements included therein or attached thereto being herein called the "Official Statement") in such quantities as may be requested by the Underwriter not later than five (5) business days following the date this Purchase Contract is signed, in order to permit the Underwriter to comply with paragraph (b)(4) of the Rule and with the rules of the Municipal Securities Rulemaking Board. The District hereby authorizes the Underwriter to use and distribute the Official Statement in connection with the offering and sale of the Bonds;

(d) Subsequent Events. The District hereby agrees to notify the Underwriter of any event or occurrence that may affect the accuracy or completeness of any information set forth in the Official Statement relating to the District, until the date which is twenty-five (25) days following the Closing, or until such time (if earlier) as the Underwriter shall no longer hold any of the Bonds for sale;

(e) References. References herein to the Preliminary Official Statement and the final Official Statement include the cover page and all appendices, exhibits, maps, reports and statements included therein or attached thereto; and

(f) Amendments to Official Statement. During the period ending on the 25th day after the End of the Underwriting Period (or such other period as may be agreed to by the

District and the Underwriter), the District (i) shall not supplement or amend the Official Statement or cause the Official Statement to be supplemented or amended without the prior written consent of the Underwriter and (ii) shall notify the Underwriter promptly if any event shall occur, or information comes to the attention of the District, that is reasonably likely to cause the Official Statement (whether or not previously supplemented or amended) to contain any untrue statement of a material fact or to omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. If, in the opinion of the Underwriter, such event requires the preparation and distribution of a supplement or amendment to the Official Statement, the District shall prepare and furnish to the Underwriter, at the District's expense, such number of copies of the supplement or amendment to the Official Statement, in form and substance mutually agreed upon by the District and the Underwriter, as the Underwriter may reasonably request. If such notification shall be given subsequent to the Closing, the District also shall furnish, or cause to be furnished, such additional legal opinions, certificates, instruments and other documents as the Underwriter may reasonably deem necessary to evidence the truth and accuracy of any such supplement or amendment to the Official Statement.

(1) For purposes of this Agreement, the "End of the Underwriting Period" is used as defined in Rule 15c2-12 and shall occur on the later of (A) the date of Closing or (B) when the Underwriter no longer retain an unsold balance of the Bonds; unless otherwise advised in writing by the Underwriter on or prior to the Closing Date, or otherwise agreed to by the District and the Underwriter, the District may assume that the End of the Underwriting Period is the Closing Date.

9. Representations, Warranties and Agreements of the Underwriter. The Underwriter represents to and agrees with the District that, as of the date hereof and as of the Closing Date:

(a) The Underwriter is duly authorized to execute this Purchase Contract and to take any action under this Purchase Contract required to be taken by it.

(b) The Underwriter is in compliance with MSRB Rule G-37 with respect to the District, and is not prohibited thereby from acting as the underwriters with respect to securities of the District.

(c) The Underwriter has, and has had, no financial advisory relationship, as that term is defined in the California Government Code Section 53590(c) with the District with respect to the Bonds, and no investment firm controlling, controlled by or under common control with the Underwriter has or has had any such financial advisory relationship.

(d) The Underwriter has reasonably determined that the District's undertaking to provide continuing disclosure with respect to the Bonds pursuant to Section 10(e)(11) hereof is sufficient to effect compliance with Rule 15c2-12

10. Conditions to Closing. The Underwriter has entered into this Purchase Contract in reliance upon the representations and warranties of the District contained herein and the performance by the District of its obligations hereunder, both as of the date hereof and as of the date of Closing. The Underwriter's obligations under this Purchase Contract are and shall be subject at the option of the Underwriter, to the following further conditions at the Closing:

(a) **Representations True.** The representations and warranties of the District contained herein shall be true, complete and correct in all material respects at the date hereof and at and as of the Closing, as if made at and as of the Closing, and the statements made in all certificates and other documents delivered to the Underwriter at the Closing pursuant hereto shall be true, complete and correct in all material respects on the date of the Closing; and the District shall be in compliance with each of the agreements made by it in this Purchase Contract;

(b) **Obligations Performed.** At the time of the Closing, (i) the Official Statement, this Purchase Contract and the Bond Resolution shall be in full force and effect and shall not have been amended, modified or supplemented except as may have been agreed to in writing by us; (ii) all actions under the Act which, in the opinion of Bond Counsel, shall be necessary in connection with the transactions contemplated hereby, shall have been duly taken and shall be in full force and effect; and (iii) the District shall perform or have performed all of their obligations required under or specified in the Bond Resolution, this Purchase Contract, the Escrow Agreement or the Official Statement to be performed at or prior to the Closing;

(c) **Adverse Rulings.** To the best knowledge of the District, no decision, ruling or finding shall have been entered by any court or governmental authority since the date of this Purchase Contract (and not reversed on appeal or otherwise set aside), or shall be pending or threatened which has any of the effects described in Section 7(f) hereof or contesting in any way the completeness or accuracy of the Preliminary Official Statement and Official Statement;

(d) **Marketability.** Between the date hereof and the Closing, the market price or marketability or the ability of the Underwriter to enforce contracts for the sale of the Bonds, at the initial offering prices of the Bonds set forth in the Official Statement, shall not have been materially adversely affected in the judgment of the Underwriter (evidenced by a written notice to the District terminating the obligation of the Underwriter to accept delivery of and pay for the Bonds) by reason of any of the following:

(1) legislation enacted or introduced in the Congress or recommended for passage by the President of the United States, or a decision rendered by a court established under Article III of the Constitution of the United States or by the United States Tax Court, or an order, ruling, regulation (final, temporary or proposed) or official statement issued or made:

(i) by or on behalf of the United States Treasury Department, or by or on behalf of the Internal Revenue Service, with the purpose or effect, directly or indirectly, of causing inclusion in gross income for purposes of federal income taxation of the interest received by the owners of the Bonds;
or

(ii) by or on behalf of the Securities and Exchange Commission, or any other governmental agency having jurisdiction over the subject matter thereof, to the effect that the Bonds, or obligations of the general character of the Bonds, including any and all underlying arrangements, are not exempt from registration under the Securities Act of 1933, as amended;

(2) legislation enacted by the legislature of the State of California (the "State) or a decision rendered by a Court of the State, or a ruling, order, or regulation (final or temporary) made by State authority, which would have the effect of changing, directly or indirectly, the State tax consequences of interest on obligations of the general character of the Bonds in the hands of the holders thereof;

(3) the formal declaration of war by Congress or a new major engagement in or escalation of military hostilities by order of the President of the United States, or the occurrence of any other declared national emergency that interrupts or causes discord to the operation of the financial markets in the United States for a period of more than 30 days.

(4) the declaration of a general banking moratorium by federal, New York or California authorities, or the general suspension of trading on any national securities exchange for a period of more than 30 days;

(5) the imposition by the New York Stock Exchange, other national securities exchange, or any governmental authority, of any material restrictions, including but not limited to those related to trading, settlement, collateral, or margin requirements, not now in force with respect to the Bonds, or obligations of the general character of the Bonds, or securities generally, or the material increase of any such restrictions now in force, including those relating to the extension of credit by or to, or the charge to the net capital requirements of, the Underwriters;

(6) an order, decree or injunction of any court of competent jurisdiction, or order, filing, regulation or official statement by the Securities and Exchange Commission, or any other governmental agency having jurisdiction over the subject matter thereof, issued or made to the effect that the issuance, offering or sale of obligations of the general character of the Bonds, or the issuance, offering or sale of the Bonds, as contemplated hereby or by the Official Statement, is or would be in violation of the federal securities laws, as amended and then in effect;

(7) the withdrawal, downgrading, or change in credit watch status of any rating of the District's outstanding indebtedness by a national rating agency; or

(8) any event occurring, or information becoming known which, in the reasonable judgment of the Underwriter, makes untrue in any material adverse respect any statement or information contained in the Official Statement, or has the effect that the Official Statement contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading.

(e) Delivery of Documents. At or prior to the date of the Closing, the Underwriter shall receive copies of the following documents satisfactory in form and substance thereto:

(1) Bond Opinion. (i) An approving opinion of Bond Counsel, as to the validity and tax-exempt status of the Bonds, dated the date of the Closing, addressed

to the District in substantially the form set forth in the Preliminary Official Statement as Appendix A; and (ii) a defeasance opinion with respect to the defeasance of the Refunded Bonds;

(2) Reliance Letter. A reliance letter from Bond Counsel to the effect that the Underwriter can rely upon the opinions described in (e)(1)(i) and (ii) above;

(3) Supplemental Opinion of Bond Counsel. A supplemental opinion of Bond Counsel addressed to the District and the Underwriter, in form and substance acceptable to the Underwriter, dated as of the Closing Date, substantially to the following effect:

(i) the description of the Bonds and the security for the Bonds and statements in the Official Statement on the cover page thereof and under the captions "INTRODUCTION," "THE BONDS," "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS," and "TAX MATTERS," to the extent they purport to summarize certain provisions of the Bond Resolution and the Continuing Disclosure Certificate, fairly and accurately summarize the matters purported to be summarized therein; provided that Bond Counsel need not express any opinion with respect to any financial or statistical data, information concerning the DTC or its book-entry only system, or information contained in Appendices __ and __ thereto;

(ii) assuming due authorization, execution and delivery by all the parties thereto, this Purchase Contract has been duly authorized, executed and delivered by the respective parties thereto and constitutes a legal, valid and binding agreement of the District enforceable in accordance with its terms, except as enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws relating to or affecting generally the enforcement of creditors' rights and except as such enforcement may be subject to the application of equitable principles and the exercise of judicial discretion in appropriate cases if equitable remedies are sought and by the limitations on legal remedies against public agencies in the State of California; and

(iii) the Bonds are exempt from registration pursuant to the Securities Act of 1933, as amended, and the Bond Resolution is exempt from qualification as an indenture pursuant to the Trust Indenture Act of 1939, as amended; and

(4) Disclosure Counsel Opinion. The opinion of Stradling Yocca Carlson & Rauth, dated the Closing Date and addressed to the District, substantially to the effect that based on such counsel's participation in conferences with representatives of the Underwriter, the District and others, during which conferences the contents of the Official Statement and related matters were discussed, and in reliance thereon and on the records, documents, certificates and opinions described therein, such counsel advises the District, as a matter of fact and not opinion, that during the course of its engagement as Disclosure Counsel no information came to the attention of such

counsel's attorneys rendering legal services in connection with such representation which caused such counsel to believe that the Official Statement as of its date (except for any financial or statistical data or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion, Appendices B and D thereto, or DTC or its book-entry only system included therein, as to which such counsel need express no opinion or view) contained any untrue statement of a material fact or omitted to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading;

(5) Certificates. A certificate signed by appropriate officials of the District to the effect that (i) such officials are authorized to execute this Purchase Contract, (ii) the representations, agreements and warranties of the District herein are true and correct in all material respects as of the date of Closing, (iii) the District has complied with all the terms of the Bond Resolution, the Escrow Agreement and this Purchase Contract to be complied with by the District prior to or concurrently with the Closing, and, as to the District, such documents are in full force and effect, (iv) such District officials have reviewed the Official Statement and on such basis certify that the Official Statement (excluding therefrom information regarding DTC and its book-entry only system) does not contain any untrue statement of a material fact required to be stated therein or omit to state a material fact necessary to make the statements therein, in light of the circumstances in which they were made, not misleading, and (v) the Bonds being delivered on the date of the Closing to the Underwriter under this Purchase Contract substantially conform to the descriptions thereof contained in the Bond Resolution, and (vi) no event concerning the District has occurred since the date of the Official Statement which has not been disclosed therein or in any supplement thereto, but should be disclosed in order to make the statements in the Official Statement in light of the circumstances in which they were made not misleading;

(6) Arbitrage. A nonarbitrage certificate of the District in form satisfactory to Bond Counsel;

(7) Rating. Evidence satisfactory to the Underwriter that (i) the Bonds shall have been rated “___” by Standard & Poor’s Ratings Service, a Standard & Poor’s Financial Services LLC business (“S&P”) and “___” by Moody’s Investors Service (“Moody’s”) (or such other equivalent ratings as such rating agencies may give), and (ii) that any such ratings have not been revoked or downgraded;

(8) Bond Resolution. A certificate, together with fully executed copies of the Bond Resolution, of the Secretary of the District Board of Trustees to the effect that:

(i) such copies are true and correct copies of the Bond Resolution; and

(ii) that the Bond Resolution was duly adopted and has not been modified, amended, rescinded or revoked and is in full force and effect on the date of the Closing.

(9) Official Statement. A certificate of the appropriate official of the District evidencing his or her determinations respecting the Preliminary Official Statement in accordance with the Rule;

(10) Verification Report. A report and opinion of Grant Thornton LLP. with respect to the sufficiency of the Federal Securities, together with the interest and earning thereon and any cash held uninvested, held under the Escrow Agreement to refund the Refunded Bonds as provided in the Escrow Agreement;

(11) Continuing Disclosure Certificate. An executed copy of the Continuing Disclosure Certificate, substantially in the form presented in the Official Statement as Appendix C thereto;

(12) Other Documents. Such additional legal opinions, certificates, proceedings, instruments and other documents as the Underwriter may reasonably request to evidence compliance (i) by the District with legal requirements, (ii) the truth and accuracy, as of the time of Closing, of the representations of the District herein contained and of the Official Statement, and (iii) the due performance or satisfaction by the District at or prior to such time of all agreements then to be performed and all conditions then to be satisfied by the District.

(f) Termination. Notwithstanding anything to the contrary herein contained, if for any reason whatsoever the Bonds shall not have been delivered by the District to the Underwriter as provided in Section 6 herein, then the obligation to purchase Bonds hereunder shall terminate and be of no further force or effect except with respect to the obligations of the District and the Underwriter under Section 11 hereof.

If the District is unable to satisfy the conditions to the Underwriter's obligations contained in this Purchase Contract or if the Underwriter's obligations shall be terminated for any reason permitted by this Purchase Contract, this Purchase Contract may be cancelled by the Underwriter's at, or at any time prior to, the time of Closing. Notice of such cancellation shall be given to the District in writing, or if by telephone, confirmed in writing. Notwithstanding any provision herein to the contrary, the performance of any and all obligations of the District hereunder and the performance of any and all conditions contained herein for the benefit of the Underwriter may be waived by the Underwriter in writing at its sole discretion.

11. Conditions to Obligations of the District. The performance by the District of its obligations is conditioned upon (i) the performance by the Underwriter of its obligations hereunder; and (ii) receipt by the District and the Underwriter of opinions and certificates being delivered at the Closing by persons and entities other than the District.

12. Expenses. From amounts withheld pursuant to Section 1 hereof, the Underwriter shall pay the following expenses up to \$_____ (i) the cost of the preparation and reproduction of the Bond Resolution; (ii) the fees and disbursements of Bond Counsel and Disclosure Counsel; (iii) the cost of the preparation, printing and delivery of the Bonds; (iv) the fees for bond ratings; (v) the cost of the printing and distribution of the Preliminary Official Statement and the Official Statement; (vi) the initial fees of the Paying Agent; (vii) the initial fees of the Escrow Agent; (ix) the fees of the Verification Agent; (x) expenses for travel, lodging, and subsistence related to rating agency visits and other meetings connected to the authorization, sale, issuance and distribution of the

Bonds; and (xi) all other fees and expenses incident to the issuance and sale of the Bonds. In the event that following payment of the expenses set forth above, there is any portion of the amount retained by the Underwriter for such purpose remaining, the Underwriter shall remit such remaining amount to the District and the District shall deposit such amount into the Debt Service Fund for the Bonds. At the time that all costs of issuance are paid, the Underwriter shall provide the District with a complete accounting of such payments and any amounts remaining after all payments have been made. In the event the amount retained by the Underwriter is insufficient to pay costs of issuance, any shortfall shall be paid by the District.

(b) Notwithstanding any of the foregoing, the Underwriter shall pay all out-of-pocket expenses of the Underwriter, including the California Debt and Investment Advisory Commission fee and other expenses (except those expressly provided above) without limitation, except travel and related expenses in connection with the bond ratings.

(c) Notwithstanding Section 10(f) hereof, the District hereby agrees, in the event the purchase and sale of the Bonds does not occur as contemplated hereunder, to reimburse the Underwriter for any costs described in Subsection 12(a)(x) above that are attributable to District personnel.

13. **Notices.** Any notice or other communication to be given under this Purchase Contract (other than the acceptance hereof as specified in the first paragraph hereof) may be given by delivering the same in writing if to the District, to Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California 92706, Attention: Vice Chancellor for Business Operations and Fiscal Services; or if to the Underwriter, Kinsell, Newcomb & De Dios, Inc., 2776 Gateway Road, Carlsbad, California 92009 Attention: Trennis Wright.

14. **Parties in Interest; Survival of Representations and Warranties.** This Purchase Contract when accepted by the District in writing as heretofore specified shall constitute the entire agreement between the District and the Underwriter. This Purchase Contract is made solely for the benefit of the District and the Underwriter (including the successors or assigns of the Underwriter). No person shall acquire or have any rights hereunder or by virtue hereof. All your representations, warranties, agreements and covenants of the District in this Purchase Contract shall survive regardless of (a) any investigation or any statement in respect thereof made by or on behalf of the Underwriter, (b) delivery of and payment by the Underwriter for the Bonds hereunder, and (c) any termination of this Purchase Contract.

15. **Execution in Counterparts.** This Purchase Contract may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute but one and the same document.

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16. **Applicable Law.** This Purchase Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California applicable to contracts made and performed in such State.

Very truly yours,

KINSELL, NEWCOMB & DE DIOS, INC.

By: _____
Authorized Representative

The foregoing is hereby agreed to and accepted as of the date first above written:

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By: _____
Vice Chancellor for Business Operations/Fiscal Services

APPENDIX A

\$ _____
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(ORANGE COUNTY, CALIFORNIA)
2011 General Obligation Refunding Bonds

	\$ _____ Serial Bonds		
<u>Maturity</u> <u>(September 1)</u>	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Yield</u>
2012			
2013			
2014			
2015			
2016			
2017			
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			

⁽¹⁾ Yield to call at par on September 1, 20__.

Redemption Provisions

Optional Redemption. The Bonds maturing on or before September 1, 20__ are not subject to redemption. The Bonds maturing on or after September 1, 20__ are subject to redemption prior to their respective stated maturity dates, at the option of the District, from any source of available funds, in whole or in part, on any date on or after September 1, 20__ at a redemption price equal to the principal amount of the Bonds selected for redemption, together with interest accrued thereon to the date of redemption, without premium.

NEW ISSUE -- FULL BOOK-ENTRY

RATINGS: Standard & Poor's: "___"; Moody's: "___"
See "RATINGS" herein.

In the opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California ("Bond Counsel"), under existing statutes, regulations, rulings and judicial decisions, and assuming the accuracy of certain representations and compliance with certain covenants and requirements described herein, interest (and original issue discount) on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of calculating the federal alternative minimum tax imposed on individuals and corporations. In the further opinion of Bond Counsel, interest (and original issue discount) on the Bonds is exempt from State of California personal income tax. See "TAX MATTERS" with respect to tax consequences relating to the Bonds.

\$ _____
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
2011 General Obligation Refunding Bonds

Dated: Date of Delivery

Due: September 1, as shown below

This cover page contains information for quick reference only. It is not a summary of this issue. Investors must read the entire official statement to obtain information essential to the making of an informed investment decision. Capitalized terms used in this cover page and not otherwise defined shall have the meanings set forth herein.

The Rancho Santiago Community College District 2011 General Obligation Refunding Bonds (the "Bonds"), in the aggregate principal amount of \$ _____, are being issued by the Rancho Santiago Community College District (the "District") to (i) advance refund a portion of the District's outstanding General Obligation Bonds, Election of 2002, Series 2003A (the "Refunded Series 2003A Bonds"), (ii) advance refund a portion of the District's outstanding General Obligation Bonds, Election of 2002, Series B (the "Refunded Series B Bonds", and, together with the Refunded Series 2003A Bonds, the "Refunded Bonds"), and (iii) to pay the costs associated with the issuance of the Bonds.

The Bonds represent general obligations of the District, payable solely from *ad valorem* property taxes. The Board of Supervisors of Orange County is empowered and obligated to annually levy *ad valorem* taxes for the payment of the principal of and interest on the Bonds upon all property subject to taxation by the District without limitation of rate or amount (except as to certain personal property which is taxable at limited rates).

The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York (collectively referred to herein as "DTC"). Purchasers of the Bonds (the "Beneficial Owners") will not receive physical certificates representing their interests in the Bonds.

Interest on the Bonds accrues from the Date of Delivery and is payable semiannually on March 1 and September 1 of each year, commencing March 1, 2012. Payment to owners of \$1,000,000 or more in principal amount of the Bonds, at the owner's option, will be made by wire transfer. The Bonds are issuable as fully registered Bonds in denominations of \$5,000 principal amount or any integral multiple thereof.

Payments of principal of and interest on the Bonds will be made by the Wells Fargo Bank, National Association, as the designated paying agent, bond registrar, transfer agent and authentication agent (the "Paying Agent"), to DTC for subsequent disbursement to DTC Participants (defined herein) who will remit such payments to the Beneficial Owners (defined herein) of the Bonds. See "THE BONDS – Book-Entry Only System."

The Bonds are subject to optional redemption and mandatory sinking fund redemption as further described herein.

MATURITY SCHEDULE*

Base CUSIP†: _____

\$ _____ Serial Bonds

<u>Maturity</u> <u>(September 1)</u>	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Yield</u>	<u>CUSIP</u> †
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\$ _____ % Term Bonds due September 1, 20__ Yield ____% CUSIP† ____

The Bonds are offered when, as and if issued, and received by the Underwriter subject to the approval as to their legality by Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California, Bond Counsel and Disclosure Counsel. The Bonds, in book-entry form, will be available for delivery through the facilities of DTC in New York, New York on or about _____, 2011.

KINSELL, NEWCOMB & DE DIOS, INC.

Dated: _____, 2011

* Preliminary, subject to change.

† CUSIP is a registered trademark of the American Bankers Association. CUSIP data herein is provided by CUSIP Global Services, managed by Standard & Poor's Financial Services LLC on behalf of The American Bankers Association. This data is not intended to create a database and does not serve in any way as a substitute for CUSIP Services. Neither the Underwriter nor the District is responsible for the selection or correctness of the CUSIP numbers set forth herein.

This Preliminary Official Statement and the information contained herein are subject to completion or amendment. These securities may not be sold, nor may offers to buy them be accepted, prior to the time the Official Statement is delivered in final form. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of these securities in any jurisdiction in which such offer, solicitation or sale would be unlawful.

This Official Statement does not constitute an offering of any security other than the original offering of the Bonds of the District. No dealer, broker, salesperson or other person has been authorized by the District to give any information or to make any representations other than as contained in this Official Statement, and if given or made, such other information or representation not so authorized should not be relied upon as having been given or authorized by the District.

The issuance and sale of the Bonds have not been registered under the Securities Act of 1933 or the Securities Exchange Act of 1934, both as amended, in reliance upon exemptions provided thereunder by Section 3(a)2 and 3(a)12, respectively, for the issuance and sale of municipal securities. This Official Statement does not constitute an offer to sell or a solicitation of an offer to buy in any state in which such offer or solicitation is not authorized or in which the person making such offer or solicitation is not qualified to do so or to any person to whom it is unlawful to make such offer or solicitation.

Certain information set forth herein has been obtained from sources outside the District which are believed to be reliable, but such information is not guaranteed as to accuracy or completeness, and is not to be construed as a representation by the District. The information and expressions of opinions herein are subject to change without notice and neither delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the affairs of the District since the date hereof. This Official Statement is submitted in connection with the sale of the Bonds referred to herein and may not be reproduced or used, in whole or in part, for any other purpose.

When used in this Official Statement and in any continuing disclosure by the District in any press release and in any oral statement made with the approval of an authorized officer of the District or any other entity described or referenced in this Official Statement, the words or phrases "will likely result," "are expected to," "will continue," "is anticipated," "estimate," "project," "forecast," "expect," "intend" and similar expressions identify "forward looking statements" within the meaning of the Private Securities Litigation Reform Act of 1995. Such statements are subject to risks and uncertainties that could cause actual results to differ materially from those contemplated in such forward-looking statements. Any forecast is subject to such uncertainties. Inevitably, some assumptions used to develop the forecasts will not be realized and unanticipated events and circumstances may occur. Therefore, there are likely to be differences between forecasts and actual results, and those differences may be material.

The Underwriter has provided the following sentence for inclusion in this Official Statement:

"The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or the completeness of such information."

IN CONNECTION WITH THIS OFFERING, THE UNDERWRITER MAY OVERALLOT OR EFFECT TRANSACTIONS WHICH STABILIZE OR MAINTAIN THE MARKET PRICES OF THE BONDS AT LEVELS ABOVE THAT WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME. THE UNDERWRITER MAY OFFER AND SELL THE BONDS TO CERTAIN SECURITIES DEALERS AND DEALER BANKS AND BANKS ACTING AS AGENT AT PRICES LOWER THAN THE PUBLIC OFFERING PRICES STATED ON THE COVER PAGE AND SAID PUBLIC OFFERING PRICES MAY BE CHANGED FROM TIME TO TIME BY THE UNDERWRITER.

The District maintains a website at <http://rscdd.edu/homex.asp>. However, the information presented there is not part of this Official Statement, is not incorporated herein by any reference, and should not be relied upon in making an investment decision with respect to the Bonds.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Board of Trustees

Brian E. Conley, M.A, Esq., *President*
Phillip E. Yarbrough, *Vice President*
Mark McLoughlin, CPSM, *Trustee*
Arianna P. Barrios, *Trustee*
R. David Chapel, *Ed.D., Trustee*
John R. Hanna, *Trustee*
Lawrence R. Labrado, *Trustee*

District Administration

Dr. Raúl Rodríguez, Chancellor
Mr. John Didion, Executive Vice Chancellor, Human Resources and Educational Services
Mr. Peter Hardash, Vice Chancellor, Business Operations and Fiscal Services
Dr. Erlinda Martinez, President, Santa Ana College
Mr. Juan Vázquez, President, Santiago Canyon College

PROFESSIONAL SERVICES

Bond Counsel and Disclosure Counsel

Stradling Yocca Carlson & Rauth,
a Professional Corporation
San Francisco, California

Underwriter

Kinsell, Newcomb & De Dios, Inc.
Carlsbad, California

Paying Agent

Wells Fargo Bank, National Association
Los Angeles, California

Verification Agent

Grant Thornton LLP
Minneapolis, Minnesota

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\$ _____
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
2011 General Obligation Refunding Bonds

INTRODUCTION

This Official Statement, which includes the cover page and appendices hereto, provides information in connection with the sale of Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds (the "Bonds").

This Introduction is not a summary of this Official Statement. It is only a brief description of and guide to, and is qualified by, more complete and detailed information contained in the entire Official Statement, including the cover page and appendices hereto, and the documents summarized or described herein. A full review should be made of the entire Official Statement. The offering of Bonds to potential investors is made only by means of the entire Official Statement.

The District

The Rancho Santiago Community College District (the "District") was established in 1971, and is composed of approximately 193 square miles in Orange County. The District maintains two comprehensive community colleges, each providing collegiate level instruction across a wide spectrum of subjects. Santa Ana College, founded in 1915, is located in Santa Ana and Santiago Canyon College, founded in 1997, is located in Orange. The District also provides comprehensive college and continuing education programs at the Centennial Education Center, the [Marketplace Education Center], the Anaheim Hills Education Center, the Joint Power Training Center – Central Net, the Criminal Justice Training Center, the Orange Education Center, and the Digital Media Center. The District has approximately 44,107 full and part-time students, serves a resident population of approximately [640,000], and includes portions of Santa Ana, Orange, Anaheim, Irvine, Garden Grove, Newport Beach, Villa Park, Costa Mesa, Fountain Valley and Yorba Linda. The District has a 2011-12 assessed valuation of \$58,098,704,400. For more information regarding the District, see "RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT."

The governing board of the District is the Board of Trustees (the "Board"). The Board includes seven voting members elected by the voters of the District. The Trustees serve four-year terms. Elections for positions to the Board are held every two years, alternating between three and four available positions. The management and policies of the District are administered by a Chancellor appointed by the Board. Dr. Raúl Rodríguez is currently serving as the District's Chancellor. See "RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT."

Security and Sources of Payment for the Bonds

The Bonds are general obligations of the District, payable solely from the proceeds of *ad valorem* property taxes. The Board of Supervisors of the County is empowered and obligated to annually levy *ad valorem* taxes for the payment of the principal of and interest on the Bonds upon all property within the District subject to taxation by the District, without limitation as to rate or amount (except for certain personal property which is taxable at limited rates). See "THE BONDS – Security and Sources of Payment."

* Preliminary, subject to change.

Purpose of Issue

The proceeds of the Bonds will be used to (i) advance refund a portion of the District's outstanding General Obligation Bonds, Election of 2002, Series 2003A (the "Refunded Series 2003A Bonds"), (ii) advance refund a portion of the District's outstanding General Obligation Bonds, Election of 2002, Series B Bonds (the "Refunded Series B Bonds," and, together with the Refunded Series 2003A Bonds, the "Refunded Bonds"), and (iii) to pay certain costs associated with the issuance of the Bonds.

Description of the Bonds

Form, Registration and Denomination. The Bonds will be issued in fully registered form only (without coupons), initially registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York ("DTC"), and will be available to actual purchasers of interests in the Bonds (the "Beneficial Owners") through the book-entry only system maintained by DTC, only through brokers and dealers who are or act through DTC Participants (defined herein). Beneficial Owners will not be entitled to receive physical delivery of the Bonds. See "THE BONDS – Book-Entry Only System." In the event that the book-entry only system described herein is no longer used with respect to the Bonds, the Bonds will be registered in accordance with the Resolution (defined herein). See "THE BONDS – Transfer and Exchange of Bonds."

Individual purchases of interests in the Bonds will be available to purchasers of the Bonds in denominations of \$5,000 principal amount or any integral multiple thereof.

Redemption.* The Bonds maturing on or after September 1, 2022^{*} are subject to redemption prior to their respective stated maturity dates, at the option of the District, from any source of funds, on September 1, 2021^{*} or on any date thereafter, as a whole or in part. The Term Bonds are subject to mandatory sinking fund redemption as further described herein. See "THE BONDS– Redemption."

Payments. Interest on the Bonds accrues from their initial date of delivery, and is payable semiannually on each March 1 and September 1 (each a "Bond Payment Date"), commencing March 1, 2012. Principal on the Bonds is payable on September 1 in the amounts and years as set forth on the cover page hereof. Payments of the principal of and interest on the Bonds will be made by Wells Fargo Bank, National Association, the designated paying agent, bond registrar, authenticating agent and transfer agent (the "Paying Agent"), to DTC for subsequent disbursement through DTC Participants to the Beneficial Owners of the Bonds. See "THE BONDS – Book-Entry Only System."

Tax Matters

In the opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California ("Bond Counsel"), based on existing statutes, regulations, rulings and judicial decisions, and assuming certain representations and compliance with certain covenants and requirements described herein, interest (and original issued discount) on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of calculating the federal alternative minimum tax imposed on individuals and corporations. In the further opinion of Bond Counsel, interest (and original issued discount) on the Bonds is exempt from State of California personal income tax. See "TAX MATTERS" herein with respect to tax consequences relating to the Bonds.

* Preliminary, subject to change.

Authority for Issuance of the Bonds

The Bonds are issued pursuant to certain provisions of the State of California Government Code and other applicable law, and pursuant to a resolution adopted by the Board of Trustees of the District. See "THE BONDS – Authority for Issuance."

Offering and Delivery of the Bonds

The Bonds are offered when, as and if issued, subject to approval as to the validity by Bond Counsel. It is anticipated that the Bonds will be available for delivery through the facilities of DTC in New York, New York on or about _____, 2011.

Continuing Disclosure

The District will covenant for the benefit of holders of the Bonds to make available certain financial information and operating data relating to the District and to provide notices of the occurrence of certain enumerated events, in order to assist the Underwriter in complying with S.E.C. Rule 15c2-12(b)(5) (the "Rule"). See "LEGAL MATTERS – Continuing Disclosure." The specific nature of the information to be made available and of the notices of material events required to be provided are summarized in APPENDIX C.

Professionals Involved in the Offering

Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California is acting as Bond Counsel and Disclosure Counsel to the District with respect to the Bonds. Stradling Yocca Carlson & Rauth will receive compensation from the District contingent upon the sale and delivery of the Bonds. Grant Thornton LLP, Minneapolis, Minnesota, is acting as verification agent for the Bonds.

Forward Looking Statements

Certain statements included or incorporated by reference in this Official Statement constitute "forward-looking statements" within the meaning of the United States Private Securities Litigation Reform Act of 1995, Section 21E of the United States Securities Exchange Act of 1934, as amended, and Section 27A of the United States Securities Act of 1933, as amended. Such statements are generally identifiable by the terminology used such as "plan," "expect," "estimate," "project," "budget" or other similar words. Such forward-looking statements include, but are not limited to, certain statements contained in the information regarding the District herein.

THE ACHIEVEMENT OF CERTAIN RESULTS OR OTHER EXPECTATIONS CONTAINED IN SUCH FORWARD-LOOKING STATEMENTS INVOLVE KNOWN AND UNKNOWN RISKS, UNCERTAINTIES AND OTHER FACTORS WHICH MAY CAUSE ACTUAL RESULTS, PERFORMANCE OR ACHIEVEMENTS DESCRIBED TO BE MATERIALLY DIFFERENT FROM ANY FUTURE RESULTS, PERFORMANCE OR ACHIEVEMENTS EXPRESSED OR IMPLIED BY SUCH FORWARD-LOOKING STATEMENTS. THE DISTRICT DOES NOT PLAN TO ISSUE ANY UPDATES OR REVISIONS TO THE FORWARD-LOOKING STATEMENTS SET FORTH IN THIS OFFICIAL STATEMENT.

Other Information

This Official Statement speaks only as of its date, and the information contained herein is subject to change. Copies of documents referred to herein and information concerning the Bonds are available

from the Superintendent, Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California, 92706-1640. The District may impose a charge for copying, mailing and handling.

No dealer, broker, salesperson or other person has been authorized by the District to give any information or to make any representations other than as contained herein and, if given or made, such other information or representations must not be relied upon as having been authorized by the District. This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy nor shall there be any sale of the Bonds by a person in any jurisdiction in which it is unlawful for such person to make such an offer, solicitation or sale.

This Official Statement is not to be construed as a contract with the purchasers of the Bonds. Statements contained in this Official Statement which involve estimates, forecasts or matters of opinion, whether or not expressly so described herein, are intended solely as such and are not to be construed as representations of fact. The summaries and references to documents, statutes and constitutional provisions referred to herein do not purport to be comprehensive or definitive, and are qualified in their entireties by reference to each of such documents, statutes and constitutional provisions.

Certain information set forth herein, other than that provided by the District, has been obtained from official sources which are believed to be reliable but it is not guaranteed as to accuracy or completeness, and is not to be construed as a representation by the District. The information and expressions of opinions herein are subject to change without notice and neither delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the affairs of the District since the date hereof. This Official Statement is submitted in connection with the sale of the Bonds referred to herein and may not be reproduced or used, in whole or in part, for any other purpose.

Capitalized terms used but not otherwise defined herein shall have the meanings assigned to such terms in the Resolution.

THE BONDS

Authority for Issuance

The Bonds are issued pursuant to the provisions of Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53550 *et seq.*, and other applicable law, and pursuant to a resolution adopted by the Board of Trustees of the District on October 10, 2011 (the "Resolution").

Security and Sources of Payment

The Bonds are general obligations of the District, payable solely from the proceeds of *ad valorem* property taxes. The Board of Supervisors of the County is empowered and obligated to annually levy *ad valorem* taxes for the payment of the principal of and interest on the Bonds upon all property subject to taxation by the District without limitation as to rate or amount (except for certain personal property which is taxable at limited rates). Such taxes, when collected, will be deposited by the County into the "Rancho Santiago Community College District 2011 General Obligation Refunding Bonds Debt Service Fund" (the "Debt Service Fund"), which is segregated and maintained by the County and which is irrevocably pledged for the payment of principal of and interest on the Bonds when due. Although the County is obligated to levy an *ad valorem* tax for the payment of the Bonds, and the County will maintain the Debt Service Fund pledged to the repayment of the Bonds, the Bonds are not a debt of the County. See "TAX BASE FOR REPAYMENT OF BONDS."

The moneys in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Bonds, as the same become due and payable, will be transferred by the Treasurer-Tax Collector of the County (the "Treasurer") to the Paying Agent, who in turn will transfer such funds to DTC to pay the principal of and interest on the Bonds. DTC will thereupon make payment of principal and interest on the Bonds to the DTC Participants who will thereupon make payments of principal and interest to its Indirect Participants (as defined herein) for subsequent disbursement to the Beneficial Owners of the Bonds.

The rate of the annual *ad valorem* taxes levied by the County to repay the Bonds will be determined by the relationship between the assessed valuation of taxable property in the District and the amount of debt service due on the Bonds in any year. Fluctuations in the annual debt service on the Bonds and the assessed value of taxable property in the District may cause the annual tax rates to fluctuate. Economic and other factors beyond the District's control, such as general market decline in land values, disruption in financial markets that may reduce the availability of financing for purchasers of property, reclassification of property to a class exempt from taxation, whether by ownership or use (such as exemptions for property owned by the State of California (the "State") and local agencies and property used for qualified education, hospital, charitable or religious purposes), or the complete or partial destruction of the taxable property caused by a natural or manmade disaster, such as earthquake, flood or toxic contamination, could cause a reduction in the assessed value of taxable property within the District and necessitate a corresponding increase in the respective annual tax rates. For further information regarding the District's assessed valuation, tax rates, overlapping debt, and other matters concerning taxation, see "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS – Article XIII A of the California Constitution" and "TAX BASE FOR REPAYMENT OF BONDS."

Description of the Bonds

The Bonds will be issued in book-entry form only and will be initially issued and registered in the name of Cede & Co., as nominee for DTC. Purchasers will not receive certificates representing their interests in the Bonds. See "THE BONDS – Book Entry Only System."

Interest with respect to the Bonds accrues from their date of delivery, and is payable semiannually on each Bond Payment Date, commencing March 1, 2012. Interest on the Bonds will be computed on the basis of a 360-day year of twelve, 30-day months. Each Bond shall bear interest from the Bond Payment Date next preceding the date of authentication thereof unless it is authenticated as of a day during the period from the 16th day of the month immediately preceding any Bond Payment Date to and including such Bond Payment Date, in which event it shall bear interest from such Bond Payment Date, or unless it is authenticated on or before February 15, 2012, in which event it shall bear interest from its date of delivery; *provided*, that if, at the time of authentication of any Bond interest is in default on any outstanding Bonds, such Bond shall bear interest from the Bond Payment Date to which interest has previously been paid or made available for payment on the outstanding Bonds. The Bonds are issuable in denominations of \$5,000 principal amount or any integral multiple thereof and mature on September 1 in the years and amounts set forth on the cover hereof.

The principal of the Bonds will be payable in lawful money of the United States of America to the registered owner thereof, upon the surrender thereof at the office of the Paying Agent. The interest on the Bonds will be payable in lawful money of the United States of America to the person whose name appears on the bond registration books of the Paying Agent as the registered owner thereof as of the close of business on the 15th day of the month next preceding any Bond Payment Date (a "Record Date"), whether or not such day is a business day, such interest to be paid by check or draft mailed on such Bond Payment Date to such registered owner at such registered owner's address as it appears on such registration books or at such address as the registered owner may have filed with the Paying Agent for

that purpose. The interest payments on the Bonds will be made in immediately available funds (e.g., by wire transfer) to any registered owner of at least \$1,000,000 of outstanding Bonds who have requested in writing such method of payment of interest on the Bonds prior to the close of business on the Record Date immediately preceding any Bond Payment Date.

Book-Entry Only System

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the District believes to be reliable, but the District takes no responsibility for the accuracy or completeness thereof. The District cannot and does not give any assurances that DTC, DTC Participants or Indirect Participants will distribute to the Beneficial Owners (a) payments of interest, principal or premium, if any, with respect to the Bonds, (b) certificates representing ownership interest in or other confirmation or ownership interest in the Bonds, or (c) redemption or other notices sent to DTC or Cede & Co., its nominee, as the registered owner of the Bonds, or that they will so do on a timely basis or that DTC, DTC Participants or DTC Indirect Participants will act in the manner described in this Official Statement. The current "Rules" applicable to DTC are on file with the Securities and Exchange Commission and the current "MMI Procedures" of DTC to be followed in dealing with DTC Participants are on file with DTC.

The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the Bonds. The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond certificate will be issued for each maturity of the Bonds, each in the aggregate principal amount of such maturity, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants," and together with the Direct Participants, the "Participants"). DTC has a Standard & Poor's rating of "AA+." The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their

purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in the Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Bonds may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Bonds, such as redemptions, defaults, and proposed amendments to the Resolution. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.

Redemption notices shall be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the District as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts Bonds are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Redemption proceeds and distributions on the Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the District or the Paying Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Paying Agent, or the District, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds or distributions to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the District or the Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Bonds at any time by giving reasonable notice to the District or the Paying Agent. Under such circumstances, in the event that a successor depository is not obtained, Bond certificates are required to be printed and delivered.

The District may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the District believes to be reliable, but the District takes no responsibility for the accuracy thereof.

So long as Cede & Co. is the registered Owner of the Bonds, as nominee of DTC, references herein to the Owners or Holders of the Bonds (other than under the caption "TAX MATTERS") will mean Cede & Co. and will not mean the Beneficial Owners of the Bonds.

Redemption

Optional Redemption.* The Bonds maturing on September 1, 2021^{*} are not subject to redemption prior to their fixed maturity dates. The Bonds maturing on September 1, 2022^{*} may be redeemed prior to their respective stated maturity dates at the option of the District, from any source of funds, in whole or in part, on September 1, 2021^{*} or on any date thereafter, at a redemption price equal to the principal amount of the Bonds called for redemption, together with interest accrued thereon to the date fixed for redemption, without premium.

Mandatory Sinking Fund Redemption.* The Term Bonds maturing on September 1, 20__, are subject to redemption prior to maturity from mandatory sinking fund payments on September 1 of each year, on and after September 1, 20__, at a redemption price equal to the principal amount thereof, plus accrued interest to the date fixed for redemption, without premium. The principal amount represented by such Bonds to be so redeemed and the dates therefor and the final principal payment date is as indicated in the following table:

<u>Redemption Date</u> <u>(September 1)</u>	<u>Principal Amount</u>
Total	

⁽¹⁾ Final Maturity.

In the event that a portion of the Term Bonds are optionally redeemed prior to maturity, the remaining mandatory sinking fund payments shown above shall be reduced proportionately, in integral multiples of \$5,000, in respect of the portion of such Term Bonds optionally redeemed.

Selection of Bonds for Redemption. Whenever provision is made for the redemption of Bonds and less than all Bonds are to be redeemed, the Paying Agent, upon written instruction from the District, will select the Bonds for redemption as so directed and if not directed, in inverse order of maturity. Within a maturity, the Paying Agent will select Bonds for redemption by lot. Redemption by lot shall be in such manner as the Paying Agent will determine; *provided, however*, that the portion of any Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

* Preliminary, subject to change.

Notice of Redemption. Notice of any redemption of Bonds will be mailed, postage-prepaid, not less than 30 nor more than 60 days prior to the redemption date (i) to the Registered Owners thereof at the addresses appearing on the bond registration books of the Paying Agent, (ii) to the Securities Depository described below, and (iii) to one or more of the Information Services described below. Notice of redemption to the Securities Depository and the Information Services will be given by registered mail, facsimile transmission or overnight delivery service. Each notice of redemption will specify (a) the Bonds or designated portions thereof (in the case of redemption of the Bonds in part but not in whole) which are to be redeemed, (b) the date of redemption, (c) the place or places where the redemption will be made, including the name and address of the Paying Agent, (d) the redemption price, (e) the CUSIP numbers (if any) assigned to the Bonds to be redeemed, (f) the Bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the principal amount of such Bond to be redeemed, and (g) the original issue date, interest rate and stated maturity date of each Bond to be redeemed in whole or in part.

“Information Services” means Financial Information, Inc.’s “Daily Called Bond Service,” 1 Cragwood Road, 2nd Floor, South Plainfield, New Jersey 07080, Attention: Editor; Mergent Inc., 585 Kingsley Park Drive, Fort Mill, South Carolina 29715, Attention: Called Bond Department; and Standard and Poor’s J.J. Kenny Information Services’ “Called Bond Record,” 55 Water Street, 45th Floor, New York, New York 10041.

“Securities Depository” shall mean The Depository Trust Company, 55 Water Street, New York, New York 10041, Fax (212) 855-1000 or Fax (212) 855-7320.

The actual receipt by an Owner of any Bond or by any Information Service or Securities Depository of notice of such redemption will not be a condition precedent to redemption, and failure to receive such notice nor shall any defect in such notice affect the validity of the proceedings for the redemption of such Bonds or the cessation of interest thereon on the date fixed for redemption.

The notice or notices required for redemption will be given by the Paying Agent or its designee. A certificate by the Paying Agent that notice of call and redemption has been given to owners of Bonds and to the appropriate Securities Depository and Information Services shall be conclusive as against all parties, and no Bondowner whose Bond is called for redemption may object thereto or object to the cessation of interest on the fixed redemption date by any claim or showing that said Bondowner failed to actually receive such notice of call and redemption.

Payment of Redeemed Bonds. When notice of redemption has been given substantially as described above, and, when the amount necessary for the redemption of the Bonds called for redemption (principal, interest, and premium, if any) is set aside for that purpose in the Debt Service Fund, as described below, the Bonds designated for redemption in such notice will become due and payable on the date fixed for redemption thereof and upon presentation and surrender of said Bonds at the place specified in the notice of redemption with the form of assignment endorsed thereon executed in blank, said Bonds will be redeemed and paid at the redemption price thereof out of the Debt Service Fund. All unpaid interest payable at or prior to the redemption date will continue to be payable to the respective Owners, but without interest thereon.

Partial Redemption of Bonds. Upon the surrender of any Bond redeemed in part only, the Paying Agent will execute and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in principal amount to the unredeemed portion of the Bond surrendered. Such partial redemption is valid upon payment of the amount required to be paid to such Owner, and the District will be released and discharged thereupon from all liability to the extent of such payment.

Effect of Notice of Redemption. If on the applicable designated redemption date, money for the redemption of the Bonds to be redeemed, together with interest to such redemption date, is held by the Paying Agent so as to be available therefor on such redemption date, and if notice of redemption thereof will have been given substantially as described above, then from and after such redemption date, interest with respect to the Bonds to be redeemed shall cease to accrue and become payable.

Bonds No Longer Outstanding. When any Bonds (or portions thereof), which have been duly called for redemption prior to maturity, or with respect to which irrevocable instructions to call for redemption prior to maturity at the earliest redemption date have been given to the Paying Agent, in form satisfactory to it, and sufficient moneys shall be held by the Paying Agent irrevocably in trust for the payment of the redemption price of such Bonds or portions thereof, and, in the case of Bonds, accrued interest with respect thereto to the date fixed for redemption, then such Bonds will no longer be deemed Outstanding and shall be surrendered to the Paying Agent for cancellation.

Transfer and Exchange of Bonds

Any Bond may be exchanged for Bonds of like tenor, maturity and Transfer Amount (which with respect to any outstanding Bonds means the principal amount thereof) upon presentation and surrender at the principal office of the Paying Agent, together with a request for exchange signed by the registered Owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Bond may be transferred only on the Bond Register by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Bond for cancellation at the office of the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. Upon exchange or transfer, the Paying Agent shall register, authenticate and deliver a new Bond or Bonds of like tenor and of any authorized denomination or denominations requested by the Owner equal to the Transfer Amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

Neither the District nor the Paying Agent will be required (a) to issue or transfer any Bonds during a period beginning with the opening of business on the 15th business day next preceding any Bond Payment Date, the stated maturity of any of the Bonds or any date of selection of Bonds to be redeemed and ending with the close of business on the applicable Bond Payment Date, the close of business on the applicable stated maturity date or any day on which the applicable notice of redemption is given or (b) to transfer any Bonds which have been selected or called for redemption in whole or in part.

Defeasance

All or any portion of the outstanding maturities of the Bonds may be defeased prior to maturity in the following ways:

(a) **Cash**: by irrevocably depositing with the Paying Agent or with an independent escrow agent selected by the District an amount of cash which together with amounts then on deposit in the Debt Service Fund is sufficient to pay all Bonds outstanding and designated for defeasance, including all principal, interest and premium, if any; or

(b) **Government Obligations**: by irrevocably depositing with the Paying Agent or with an independent escrow agent selected by the District noncallable Government Obligations together with cash, if required, in such amount as will, in the opinion of an independent certified public accountant, together with interest to accrue thereon and moneys then on deposit in the Debt Service Fund together with the interest to accrue thereon, be fully sufficient to pay and

discharge all Bonds outstanding and designated for defeasance (including all principal and interest represented thereby and prepayment premiums, if any) at or before their maturity date;

then, notwithstanding that any Bonds shall not have been surrendered for payment, all obligations of the District and the Paying Agent with respect to all outstanding Bonds shall cease and terminate, except only the obligation of the Paying Agent to pay or cause to be paid from funds deposited pursuant to paragraphs (a) or (b) above, to the Owners of the Bonds not so surrendered and paid all sums due with respect thereto.

“Government Obligations” means direct and general obligations of the United States of America (which may consist of obligations of the Resolution Funding Corporation that constitute interest strips), or obligations that are unconditionally guaranteed as to principal and interest by the United States of America, or “prerefunded” municipal obligations rated in the highest rating category by Moody’s or Standard & Poor’s. In the case of direct and general obligations of the United States of America, Government Obligations shall include evidences of direct ownership of proportionate interests in future interest or principal payments of such obligations. Investments in such proportionate interests must be limited to circumstances where (a) a bank or trust company acts as custodian and holds the underlying United States obligations; (b) the owner of the investment is the real party in interest and has the right to proceed directly and individually against the obligor of the underlying United States obligations; and (c) the underlying United States obligations are held in a special account, segregated from the custodian’s general assets, and are not available to satisfy any claim of the custodian, any person claiming through the custodian, or any person to whom the custodian may be obligated; provided that such obligations are rated or assessed “AAA” by Standard & Poor’s Ratings Service, a Standard & Poor’s Financial Services LLC business (“Standard & Poor’s”) or “Aaa” by Moody’s Investors Service (“Moody’s”).

REFUNDING PLAN

The proceeds from the sale of the Bonds will be used by the District to advance refund the Refunded Bonds and to pay certain costs associated with the issuance of the Bonds.

The net proceeds from the sale of the Bonds shall be deposited with Wells Fargo Bank, National Association, acting as escrow agent (the “Escrow Agent”), to the credit of the “Rancho Santiago Community College District 2011 General Obligation Refunding Bonds Escrow Fund” (the “Escrow Fund”). Pursuant to an escrow agreement (the “Escrow Agreement”) by and between the District and the Escrow Agent, a portion of the amount deposited in the Escrow Fund will be used to purchase certain Investment Securities, as defined in the Escrow Agreement, the principal of and interest on which will be sufficient, together with any monies deposited in the Escrow Fund and held as cash, to enable the Escrow Agent to pay the principal and interest due on the Refunded Bonds as follows: (i) on September 1, 2013 with respect to the Refunded Series 2003A Bonds, and (ii) on September 1, 2015, with respect to the Refunded Series B Bonds, as well as the debt service due on each respective series of Refunded Bonds on and before such dates.

the principal of and interest on which will be sufficient, together with any monies deposited in the Escrow Fund and held as cash, to enable the Escrow Agent to pay the principal of the Refunded Bonds on September 1, 2013, the first optional redemption date therefor, as well as the interest due on such Refunded Bonds on and before such date.

The sufficiency of the amounts on deposit in the Escrow Fund, together with realizable interest and earnings thereon, to pay the redemption price of the Refunded Bonds, and the accrued interest due on the Refunded Bonds, on the above-referenced date will be verified by Grant Thornton LLP (the “Verification Agent”). As a result of the deposit and application of funds so provided in the Escrow

Agreement, and assuming the accuracy of the Verification Agent's computations, the Refunded Bonds will be defeased and the obligation of the County to levy *ad valorem* taxes for payment of the Refunded Bonds will terminate.

Any accrued interest and surplus moneys in the Escrow Fund following the redemption of the Refunded Bonds shall be kept separate and apart in the Bonds Debt Service Fund and used by the District only for payment of principal of and interest on the Bonds. Any excess proceeds of the Bonds not needed for the authorized purposes for which the Bonds are being issued shall be transferred to the Bond Debt Service Fund and applied to the payment of principal of and interest on the Bonds. If, after payment in full of the Bonds, there remain excess proceeds, any such excess amounts shall be transferred to the General Fund of the District.

Moneys in the Debt Service Fund are expected to be invested through the Orange County Investment Pool. See "ORANGE COUNTY INVESTMENT POOL."

ESTIMATED SOURCES AND USES OF FUNDS

The estimated sources and uses of funds with respect to the Bonds are as follows:

Sources of Funds

Principal Amount of the Bonds
 Original Issue Premium
 Total Sources

Uses of Funds

Escrow Fund
 Costs of Issuance⁽¹⁾
 Total Uses

⁽¹⁾ Reflects all costs of issuance, including but not limited to Underwriter's discount, demographics fees, filing fees, legal fees, and the costs and fees of the Paying Agent.

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DEBT SERVICE SCHEDULE

The following table shows the debt service schedule with respect to the Bonds (assuming no optional redemptions are made):

<u>Year Ending (September 1)</u>	<u>Annual Principal Payment</u>	<u>Annual Interest Payment⁽¹⁾</u>	<u>Total Annual Debt Service</u>
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Total

⁽¹⁾ Interest payments on the Bonds will be made semiannually on March 1 and September 1 of each year, commencing March 1, 2012.

See "RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT – District Debt Structure – General Obligation Bonds" for a schedule of the combined debt service requirements for all of the District's outstanding general obligation bonds.

ORANGE COUNTY INVESTMENT POOL

The following information concerning the investment Pools (defined herein) has been provided by the Treasurer-Tax Collector of Orange County and has not been confirmed or verified by either the District or the Underwriter. Further, neither the District nor the Underwriter make any representation as to the accuracy or adequacy of such information or as to the absence of material adverse changes in such information subsequent to the date hereof, or that the information contained or incorporated hereby by reference is correct as of any time subsequent to its date.

The County Treasurer has been granted the authority to deposit and invest County and County agency funds under the County Treasurer's control pursuant to California Government Code Section 27000 *et seq.* and Section 53600 *et seq.* and certain actions of the County Board of Supervisors. Additionally, school districts located in the County are required to deposit their moneys with the County Treasurer pursuant to the California Education Code. The deposits of funds from other districts and local

agencies may be invested with the County Treasurer pursuant to a procedure established by California Government Code Section 53684 and other statutory provisions.

The County Treasurer is to adhere to the strict guidelines for permitted investments established by the County's "Investment Policy Statement" (the "Investment Policy"), which applies solely to funds currently invested by the County Treasurer in the Orange County Investment Pool (the "Commingled Pool"), the Orange County Educational Investment Pool (the "Educational Pool") and the John Wayne Airport Investment Pool (together with the Commingled Pool and the Educational Pool, the "Pools"). The current Investment Policy was approved by the County Board of Supervisors on December 7, 2010. Certain other funds are invested separately and are not subject to the Investment Policy. The Investment Policy requires investment of public funds in a manner which will, in order of priority, maintain safety of principal, meet fund participants' daily cash flow needs and achieve the highest yields, while conforming to all applicable State statutes and Board of Supervisors' actions regarding public funds investment. The Investment Policy establishes a Money Market Fund and Extended Fund as components of the Pools (currently, the John Wayne Airport Pool does not participate in the Extended Fund). The Treasurer shall determine, on a cash flow basis, the percentage of moneys to be invested in both the Money Market Fund and Extended Fund. The maximum maturity of investments under the Money Market Fund is 13 months, with a maximum weighted average maturity of 60 days. The maximum maturity of the Extended Fund is 5 years, with a duration not exceed a leading 1-3 year index, plus 25%.

Treasury oversight is conducted by the County Treasury Oversight Committee, established in December 1995, which is comprised of the County Executive Officer, the County Auditor-Controller, the County Superintendent of Schools or designee and two public members. S&P, in January of 2011, reaffirmed their highest rating of "AAAm" for the Money Market Fund.

As of June 30, 2011, the market value of the Educational Pool (combined money market fund and extended fund) was \$2,989,602,433. The diversification of the Educational Pool's assets, as of such date, was U.S. Government Agencies (62.97%), commercial paper (5.00%), certificates of deposit (7.51%), medium-term notes (11.94%), repurchase agreements (0%), municipal debt (6.37%), U.S. Treasuries (2.76%) and money market funds (3.45%). In addition, as of June 30, 2011, the market value share of school monies invested in the Extended Fund was \$1,351,807,775. The net yield on investments in the Educational Pool was 0.84%. The investments in the Educational Pool will mature in an average of 289 days, as of June 30, 2011.

Below is a summary of the composition investments in the Pools, as of June 30, 2011.

	<u>Commingled Pool</u>		<u>Educational Pool</u>		<u>John Wayne Airport Investment Pool</u>	
	<u>In Thousands</u>		<u>In Thousands</u>		<u>In Thousands</u>	
Bankers Acceptance	--	--	--	--	\$1,227	2.47%
Certificates of Deposit	\$205,587	6.60%	\$224,472	7.51%	6,352	12.81
Commercial Paper	104,981	3.37	149,543	5.00	5,813	11.73
U.S Government Agencies	2,160,622	69.40	1,882,465	62.97	30,770	62.06
Money Market Funds	28,369	0.91	103,122	3.45	1,359	2.74
Medium - Term Notes	225,634	7.25	268,745	8.99	3,048	6.15
Medium - Term Notes - FDIC	78,274	2.51	88,268	2.95	1,012	2.04
Municipal Debt	204,134	6.56	190,403	6.37	--	--
U.S. Treasuries	<u>105,865</u>	<u>3.40</u>	<u>82,584</u>	<u>2.76</u>	<u>--</u>	<u>--</u>
	\$3,113,466	100.00%	\$2,989,602	100.00%	\$49,581	100.00%

Neither the District nor the Underwriter has made an independent investigation of the investments in the Pools and has made no assessment of the current County Investment Policy. The value of the various investments in the Pools will fluctuate on a daily basis as a result of a multitude of factors,

including generally prevailing interest rates and other economic conditions. Additionally, the Treasurer, with the consent of the Treasury Oversight Committee and the County Board of Supervisors may change the County Investment Policy at any time. Therefore, there can be no assurance that the values of the various investments in the Pools will not vary significantly from the values described herein.

CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS

The principal of and interest on the Bonds are payable from the proceeds of an ad valorem tax levied by the County for the payment thereof. See "THE BONDS – Security and Sources of Payment." Articles XIII A, XIII B, XIII C and XIII D of the Constitution, Propositions 98 and 111, and certain other provisions of law discussed below, are included in this section to describe the potential effect of these Constitutional and statutory measures on the ability of the County to levy taxes on behalf of the District and the District to spend tax proceeds for operating and other purposes, and it should not be inferred from the inclusion of such materials that these laws impose any limitation on the ability of the District to levy taxes for payment of the Bonds. The tax levied by the County for payment of the Bonds was approved by the District's voters in compliance with Article XIII A, Article XIII C, and all applicable laws.

Article XIII A of the California Constitution

Article XIII A ("Article XIII A") of the State Constitution limits the amount of *ad valorem* taxes on real property to 1% of "full cash value" as determined by the county assessor. Article XIII A defines "full cash value" to mean "the county assessor's valuation of real property as shown on the 1975-76 bill under 'full cash value,' or thereafter, the appraised value of real property when purchased, newly constructed or a change in ownership has occurred after the 1975 assessment," subject to exemptions in certain circumstances of property transfer or reconstruction. Determined in this manner, the full cash value is also referred to as the "base year value." The full cash value is subject to annual adjustment to reflect increases, not to exceed 2% for any year, or decreases in the consumer price index or comparable local data, or to reflect reductions in property value caused by damage, destruction or other factors.

Article XIII A has been amended to allow for temporary reductions of assessed value in instances where the fair market value of real property falls below the adjusted base year value described above. Proposition 8—approved by the voters in November of 1978—provides for the enrollment of the lesser of the base year value or the market value of real property, taking into account reductions in value due to damage, destruction, depreciation, obsolescence, removal of property, or other factors causing a similar decline. In these instances, the market value is required to be reviewed annually until the market value exceeds the base year value. Reductions in assessed value could result in a corresponding increase in the annual tax rate levied by the County to pay debt service on the Bonds. See "THE BONDS – Security and Sources of Payment" and "TAX BASE FOR REPAYMENT OF BONDS – Assessed Valuations."

Article XIII A requires a vote of two-thirds or more of the qualified electorate of a city, county, special district or other public agency to impose special taxes, while totally precluding the imposition of any additional *ad valorem*, sales or transaction tax on real property. Article XIII A exempts from the 1% tax limitation any taxes above that level required to pay debt service (a) on any indebtedness approved by the voters prior to July 1, 1978, or (b) as the result of an amendment approved by State voters on July 3, 1986, on any bonded indebtedness approved by two-thirds or more of the votes cast by the voters for the acquisition or improvement of real property on or after July 1, 1978, or (c) bonded indebtedness incurred by a school district or community college district for the construction, reconstruction, rehabilitation or replacement of school facilities or the acquisition or lease of real property for school facilities, approved by fifty-five percent or more of the votes cast on the proposition, but only if certain accountability measures are included in the proposition. The tax for payment of the Refunded Bonds falls within the exception described in (c) of the immediately preceding sentence. In addition, Article XIII A requires the

approval of two-thirds of all members of the State legislature to change any State taxes for the purpose of increasing tax revenues.

Legislation Implementing Article XIII A

Legislation has been enacted and amended a number of times since 1978 to implement Article XIII A. Under current law, local agencies are no longer permitted to levy directly any property tax (except to pay voter-approved indebtedness). The 1% property tax is automatically levied by the relevant county and distributed according to a formula among taxing agencies. The formula apportions the tax roughly in proportion to the relative shares of taxes levied prior to 1979.

Increases of assessed valuation resulting from reappraisals of property due to new construction, change in ownership or from the annual adjustment not to exceed 2% are allocated among the various jurisdictions in the "taxing area" based upon their respective "situs." Any such allocation made to a local agency continues as part of its allocation in future years.

All taxable property value included in this Official Statement is shown at 100% of taxable value (unless noted differently) and all tax rates reflect the \$1 per \$100 of taxable value.

Both the United States Supreme Court and the California State Supreme Court have upheld the general validity of Article XIII A.

Unitary Property

Some amount of property tax revenue of the District is derived from utility property which is considered part of a utility system with components located in many taxing jurisdictions ("unitary property"). Under the State Constitution, such property is assessed by the State Board of Equalization ("SBE") as part of a "going concern" rather than as individual pieces of real or personal property. State-assessed unitary and certain other property is allocated to the counties by SBE, taxed at special county-wide rates, and the tax revenues distributed to taxing jurisdictions (including the District) according to statutory formulae generally based on the distribution of taxes in the prior year.

The California electric utility industry has been undergoing significant changes in its structure and in the way in which components of the industry are regulated and owned. Sale of electric generation assets to largely unregulated, nonutility companies may affect how those assets are assessed, and which local agencies are to receive the property taxes. The District is unable to predict the impact of these changes on its utility property tax revenues, or whether legislation may be proposed or adopted in response to industry restructuring, or whether any future litigation may affect ownership of utility assets or the State's methods of assessing utility property and the allocation of assessed value to local taxing agencies, including the District. So long as the District is not a basic aid district, taxes lost through any reduction in assessed valuation will be compensated by the State as equalization aid under the State's school financing formula. See "FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA - Major Revenues" and "RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT."

Article XIII B of the California Constitution

Article XIII B ("Article XIII B") of the State Constitution, as subsequently amended by Propositions 98 and 111, respectively, limits the annual appropriations of the State and of any city, county, school district, authority or other political subdivision of the State to the level of appropriations of the particular governmental entity for the prior fiscal year, as adjusted for changes in the cost of living

and in population and for transfers in the financial responsibility for providing services and for certain declared emergencies. As amended, Article XIII B defines

- (a) "change in the cost of living" with respect to school districts to mean the percentage change in California per capita income from the preceding year, and
- (b) "change in population" with respect to a school district to mean the percentage change in the average daily attendance of the school district from the preceding fiscal year.

For fiscal years beginning on or after July 1, 1990, the appropriations limit of each entity of government shall be the appropriations limit for the 1986-87 fiscal year adjusted for the changes made from that fiscal year pursuant to the provisions of Article XIII B, as amended.

The appropriations of an entity of local government subject to Article XIII B limitations include the proceeds of taxes levied by or for that entity and the proceeds of certain state subventions to that entity. "Proceeds of taxes" include, but are not limited to, all tax revenues and the proceeds to the entity from (a) regulatory licenses, user charges and user fees (but only to the extent that these proceeds exceed the reasonable costs in providing the regulation, product or service), and (b) the investment of tax revenues.

Appropriations subject to limitation do not include (a) refunds of taxes, (b) appropriations for debt service such as the Bonds, (c) appropriations required to comply with certain mandates of the courts or the federal government, (d) appropriations of certain special districts, (e) appropriations for all qualified capital outlay projects as defined by the legislature, (f) appropriations derived from certain fuel and vehicle taxes and (g) appropriations derived from certain taxes on tobacco products.

Article XIII B includes a requirement that all revenues received by an entity of government other than the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be returned by a revision of tax rates or fee schedules within the next two subsequent fiscal years.

Article XIII B also includes a requirement that fifty percent of all revenues received by the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be transferred and allocated to the State School Fund pursuant to Section 8.5 of Article XVI of the State Constitution. See "Propositions 98 and 111" below.

Article XIII C and Article XIII D of the California Constitution

On November 5, 1996, the voters of the State of California approved Proposition 218, popularly known as the "Right to Vote on Taxes Act." Proposition 218 added to the California Constitution Articles XIII C and XIII D (respectively, "Article XIII C" and "Article XIII D"), which contain a number of provisions affecting the ability of local agencies, including school districts, to levy and collect both existing and future taxes, assessments, fees and charges.

According to the "Title and Summary" of Proposition 218 prepared by the California Attorney General, Proposition 218 limits "the authority of local governments to impose taxes and property-related assessments, fees and charges." Among other things, Article XIII C establishes that every tax is either a "general tax" (imposed for general governmental purposes) or a "special tax" (imposed for specific purposes), prohibits special purpose government agencies such as school districts from levying general taxes, and prohibits any local agency from imposing, extending or increasing any special tax beyond its

maximum authorized rate without a two-thirds vote; and also provides that the initiative power will not be limited in matters of reducing or repealing local taxes, assessments, fees and charges. Article XIIC further provides that no tax may be assessed on property other than *ad valorem* property taxes imposed in accordance with Articles XIII and XIII A of the California Constitution and special taxes approved by a two-thirds vote under Article XIII A, Section 4. Article XIID deals with assessments and property-related fees and charges, and explicitly provides that nothing in Article XIIC or XIID will be construed to affect existing laws relating to the imposition of fees or charges as a condition of property development.

The District does not impose any taxes, assessments, or property-related fees or charges which are subject to the provisions of Proposition 218. It does, however, receive a portion of the basic one percent *ad valorem* property tax levied and collected by the County pursuant to Article XIII A of the California Constitution. The provisions of Proposition 218 may have an indirect effect on the District, such as by limiting or reducing the revenues otherwise available to other local governments whose boundaries encompass property located within the District thereby causing such local governments to reduce service levels and possibly adversely affecting the value of property within the District.

Proposition 26

On November 2, 2010, voters in the State approved Proposition 26. Proposition 26 amends Article XIIC of the State Constitution to expand the definition of "tax" to include "any levy, charge, or exaction of any kind imposed by a local government" except the following: (1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege; (2) a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product; (3) a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof; (4) a charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property; (5) A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law; (6) a charge imposed as a condition of property development; and (7) assessments and property-related fees imposed in accordance with the provisions of Article XIID. Proposition 26 provides that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Propositions 98 and 111

On November 8, 1988, voters approved Proposition 98, a combined initiative constitutional amendment and statute called the "Classroom Instructional Improvement and Accountability Act" (the "Accountability Act"). Certain provisions of the Accountability Act have, however, been modified by Proposition 111, discussed below, the provisions of which became effective on July 1, 1990. The Accountability Act changes State funding of public education below the university level and the operation of the State's appropriations limit. The Accountability Act guarantees State funding for K-12 school districts and community college districts (hereinafter referred to collectively as "K-14 school districts") at a level equal to the greater of (a) the same percentage of General Fund revenues as the percentage appropriated to such districts in 1986-87, and (b) the amount actually appropriated to such districts from

the General Fund in the previous fiscal year, adjusted for increases in enrollment and changes in the cost of living. The Accountability Act permits the Legislature to suspend this formula for a one-year period.

The Accountability Act also changes how tax revenues in excess of the State appropriations limit are distributed. Any excess State tax revenues up to a specified amount would, instead of being returned to taxpayers, be transferred to K-14 school districts. Any such transfer to K-14 school districts would be excluded from the appropriations limit for K-14 school districts and the K-14 school district appropriations limit for the next year would automatically be increased by the amount of such transfer. These additional moneys would enter the base funding calculation for K-14 school districts for subsequent years, creating further pressure on other portions of the State budget, particularly if revenues decline in a year following an Article XIII B surplus. The maximum amount of excess tax revenues which could be transferred to K-14 school districts is 4% of the minimum State spending for education mandated by the Accountability Act.

Since the Accountability Act is unclear in some details, there can be no assurances that the Legislature or a court might not interpret the Accountability Act to require a different percentage of General Fund revenues to be allocated to K-14 school districts, or to apply the relevant percentage to the State's budgets in a different way than is proposed in the Governor's Budget.

On June 5, 1990, the voters approved Proposition 111 (Senate Constitutional Amendment No. 1) called the "Traffic Congestion Relief and Spending Limit Act of 1990" ("Proposition 111") which further modified Article XIII B and Sections 8 and 8.5 of Article XVI of the State Constitution with respect to appropriations limitations and school funding priority and allocation.

The most significant provisions of Proposition 111 are summarized as follows:

- a. Annual Adjustments to Spending Limit. The annual adjustments to the Article XIII B spending limit were liberalized to be more closely linked to the rate of economic growth. Instead of being tied to the Consumer Price Index, the "change in the cost of living" is now measured by the change in California per capita personal income. The definition of "change in population" specifies that a portion of the State's spending limit is to be adjusted to reflect changes in school attendance.
- b. Treatment of Excess Tax Revenues. "Excess" tax revenues with respect to Article XIII B are now determined based on a two-year cycle, so that the State can avoid having to return to taxpayers excess tax revenues in one year if its appropriations in the next fiscal year are under its limit. In addition, the Proposition 98 provision regarding excess tax revenues was modified. After any two-year period, if there are excess State tax revenues, 50% of the excess are to be transferred to K-14 school districts with the balance returned to taxpayers; under prior law, 100% of excess State tax revenues went to K-14 school districts, but only up to a maximum of 4% of the schools' minimum funding level. Also, reversing prior law, any excess State tax revenues transferred to K-14 school districts are not built into the school districts' base expenditures for calculating their entitlement for State aid in the next year, and the State's appropriations limit is not to be increased by this amount.
- c. Exclusions from Spending Limit. Two exceptions were added to the calculation of appropriations which are subject to the Article XIII B spending limit. First, there are excluded all appropriations for "qualified capital outlay projects" as defined by the Legislature. Second, there are excluded any increases in gasoline taxes above the 1990 level (then nine cents per gallon), sales and use taxes on such increment in gasoline taxes,

and increases in receipts from vehicle weight fees above the levels in effect on January 1, 1990. These latter provisions were necessary to make effective the transportation funding package approved by the Legislature and the Governor, which expected to raise over \$15 billion in additional taxes from 1990 through 2000 to fund transportation programs.

- d. Recalculation of Appropriations Limit. The Article XIII B appropriations limit for each unit of government, including the State, is to be recalculated beginning in fiscal year 1990-91. It is based on the actual limit for fiscal year 1986-87, adjusted forward to 1990-91 as if Proposition 111 had been in effect.
- e. School Funding Guarantee. There is a complex adjustment in the formula enacted in Proposition 98 which guarantees K-14 school districts a certain amount of State general fund revenues. Under prior law, K-14 school districts were guaranteed the greater of (1) 40.9% of State general fund revenues (the "first test") or (2) the amount appropriated in the prior year adjusted for changes in the cost of living (measured as in Article XIII B by reference to per capita personal income) and enrollment (the "second test"). Under Proposition 111, schools will receive the greater of (1) the first test, (2) the second test, or (3) a third test, which will replace the second test in any year when growth in per capita State general fund revenues from the prior year is less than the annual growth in California per capital personal income. Under the third test, schools will receive the amount appropriated in the prior year adjusted for change in enrollment and per capita State general fund revenues, plus an additional small adjustment factor. If the third test is used in any year, the difference between the third test and the second test will become a "credit" to schools which will be paid in future years when State general fund revenue growth exceeds personal income growth.

Proposition 39

On November 7, 2000, California voters approved an amendment (commonly known as "Proposition 39") to the California Constitution. This amendment (1) allows school facilities bond measures to be approved by fifty-five percent (rather than two-thirds) of the voters in local elections and permits property taxes to exceed the current one percent limit in order to repay the bonds and (2) changes existing statutory law regarding charter school facilities. As adopted, the constitutional amendments may be changed only with another Statewide vote of the people. The statutory provisions could be changed by a majority vote of both houses of the Legislature and approval by the Governor, but only to further the purposes of the proposition. The local school jurisdictions affected by this proposition are K-12 school districts, including the District, community college districts, and county offices of education. As noted above, the California Constitution previously limited property taxes to one percent of the value of property. Property taxes may only exceed this limit to pay for (1) any local government debts approved by the voters prior to July 1, 1978 or (2) bonds to buy or improve real property that receive two-thirds voter approval after July 1, 1978.

The fifty-five percent vote requirement would apply only if the local bond measure presented to the voters includes: (1) a requirement that the bond funds can be used only for construction, rehabilitation, equipping of school facilities, or the acquisition or lease of real property for school facilities; (2) a specific list of school projects to be funded and certification that the school board has evaluated safety, class size reduction, and information technology needs in developing the list; and (3) a requirement that the school board conduct annual, independent financial and performance audits until all bond funds have been spent to ensure that the bond funds have been used only for the projects listed in the measure. Legislation approved in June 2000 places certain limitations on local school bonds to be approved by

fifty-five percent of the voters. These provisions require that the tax rate levied as the result of any single election be no more than \$60 (for a unified school district), \$30 (for an elementary or high school district), or \$25 (for a community college district), per \$100,000 of taxable property value, when assessed valuation is projected to increase in accordance with Article XIII A of the Constitution. These requirements are not part of Proposition 39 and can be changed with a majority vote of both houses of the Legislature and approval by the Governor.

Proposition 1A and Proposition 22

On November 2, 2004, California voters approved Proposition 1A, which amends the State constitution to significantly reduce the State's authority over major local government revenue sources. Under Proposition 1A, the State can not (i) reduce local sales tax rates or alter the method of allocating the revenue generated by such taxes, (ii) shift property taxes from local governments to schools or community colleges, (iii) change how property tax revenues are shared among local governments without two-third approval of both houses of the State Legislature or (iv) decrease Vehicle License Fee revenues without providing local governments with equal replacement funding. Beginning in 2008-09, the State may shift to schools and community colleges a limited amount of local government property tax revenue if certain conditions are met, including: (i) a proclamation by the Governor that the shift is needed due to a severe financial hardship of the State, and (ii) approval of the shift by the State Legislature with a two-thirds vote of both houses. Under such a shift, the State must repay local governments for their property tax losses, with interest, within three years. Proposition 1A does allow the State to approve voluntary exchanges of local sales tax and property tax revenues among local governments within a county. Proposition 1A also amends the State Constitution to require the State to suspend certain State laws creating mandates in any year that the State does not fully reimburse local governments for their costs to comply with the mandates. This provision does not apply to mandates relating to schools or community colleges or to those mandates relating to employee rights.

Proposition 22, The Local Taxpayer, Public Safety, and Transportation Protection Act, approved by the voters of the State on November 2, 2010, prohibits the State from enacting new laws that require redevelopment agencies to shift funds to schools or other agencies and eliminates the State's authority to shift property taxes temporarily during a severe financial hardship of the State. In addition, Proposition 22 restricts the State's authority to use State fuel tax revenues to pay debt service on state transportation bonds, to borrow or change the distribution of state fuel tax revenues, and to use vehicle license fee revenues to reimburse local governments for state mandated costs. Proposition 22 impacts resources in the State's General Fund and transportation funds, the State's main funding source for schools and community colleges, as well as universities, prisons and health and social services programs. According to an analysis of Proposition 22 submitted by the Legislative Analyst's Office (the "LAO") on July 15, 2010, the expected reduction in resources available for the State to spend on these other programs as a consequence of the passage of Proposition 22 will be approximately \$1 billion in fiscal year 2010-11, with an estimated immediate fiscal effect equal to approximately 1 percent of the State's total General Fund spending. The longer-term effect of Proposition 22, according to the LAO analysis, will be an increase in the State's General Fund costs by approximately \$1 billion annually for several decades.

State Cash Management Legislation

Since 2002, the State has engaged in the practice of deferring certain apportionments to community college districts in order to manage the State's cash flow. This practice has included deferring certain apportionments from one fiscal year to the next. These "cross-year" deferrals have been codified and are expected to be on-going. Legislation enacted with respect to fiscal year 2011-12 provides for additional inter-fiscal year deferrals.

On March 24, 2011, the Governor signed into law Senate Bill 82 ("SB 82"), which extended into fiscal year 2011-12 provisions of existing law designed to effectively manage the State's cash resources. With respect to the funding of California community college districts, SB 82 authorizes the deferral of \$200 million and \$100 million from the July 2011 and March 2012 apportionments. These State apportionments are authorized to be deferred to October 2011 and May 2012, respectively. SB 82 also provided for an exemption to either or both of these deferrals for a community college district for which the State Chancellor, in consultation with the State Director of Finance, determined, prior to June 1, 2011, that such proposed deferral presented an imminent threat to such district's fiscal integrity and security. The District did not apply for or receive an exemption from the deferrals authorized by SB 82.

Future Initiatives

Article XIII A, Article XIII B, Article XIII C and Article XIII D of the California Constitution and Propositions 26, 39, 98 and 111 were each adopted as measures that qualified for the ballot pursuant to the State's initiative process. From time to time other initiative measures could be adopted further affecting District revenues or the District's ability to expend revenues. The nature and impact of these measures cannot be anticipated by the District.

TAX BASE FOR REPAYMENT OF BONDS

The information in this section describes ad valorem property taxation, assessed valuation, and other measures of the tax base of the District. The Bonds are payable solely from ad valorem taxes levied and collected by the County on taxable property in the District. The District's general fund is not a source for the repayment of the Bonds.

Ad Valorem Property Taxation

District property taxes are assessed and collected by the County at the same time and on the same tax rolls as county, city and special district taxes. Assessed valuations are the same for both District and County taxing purposes.

Taxes are levied for each fiscal year on taxable real and personal property which is located in the District as of the preceding January 1. For assessment and collection purposes, property is classified either as "secured" or "unsecured" and is listed accordingly on separate parts of the assessment roll. The "secured roll" is that part of the assessment roll containing State assessed public utilities property and real property having a tax lien which is sufficient, in the opinion of the assessor, to secure payment of the taxes. Other property is assessed on the "unsecured roll." A supplemental roll is developed when property changes hands or new construction is completed. Each county levies and collects all property taxes for property falling within that county's taxing boundaries.

The valuation of secured property is established as of January 1 and is subsequently equalized in August. Property taxes are payable in two installments, due November 1 and February 1 respectively and become delinquent on December 10 and April 10 respectively. A 10% penalty attaches to any delinquent installment plus a \$10 cost on the second installment. Property on the secured roll with delinquent taxes is sold to the State on or about June 30 of the calendar year. Such property may thereafter be redeemed by payment of the delinquent taxes and the delinquency penalty, plus a \$15 redemption fee and a redemption penalty of 1.5% per month to the time of redemption. If taxes are unpaid for a period of five years or more, the property is deeded to the State and is then subject to sale by the tax-collecting authority of the relevant county.

Property taxes on the unsecured roll are due as of the January 1 lien date and become delinquent if they are not paid by August 31. In the case of unsecured property taxes, a 10% penalty attaches to delinquent taxes on property on the unsecured roll, and an additional penalty of 1.5% per month begins to accrue beginning November 1 of the fiscal year, and a lien may be recorded against the assessee. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the assessee; (2) filing a certificate in the office of the County Clerk specifying certain facts in order to obtain a judgment lien on specific property of the assessee; (3) filing a certificate of delinquency for record in the County Recorder's office in order to obtain a lien on specified property of the assessee; and (4) seizure and sale of personal property, improvements or possessory interests belonging or assessed to the assessee.

State law exempts from taxation \$7,000 of the full cash value of an owner-occupied dwelling, but this exemption does not result in any loss of revenue to local agencies, since the State reimburses local agencies for the value of the exemptions.

All property is assessed using full cash value as defined by Article XIII A of the State Constitution. State law provides exemptions from *ad valorem* property taxation for certain classes of property such as churches, colleges, non-profit hospitals, and charitable institutions.

Future assessed valuation growth allowed under Article XIII A (new construction, certain changes of ownership, 2% inflation) will be allocated on the basis of "situs" among the jurisdictions that serve the tax rate area within which the growth occurs. Local agencies and schools will share the growth of "base" revenues from the tax rate area. Each year's growth allocation becomes part of each agency's allocation in the following year. The availability of revenue from growth in tax bases to such entities may be affected by the establishment of redevelopment agencies which, under certain circumstances, may be entitled to revenues resulting from the increase in certain property values.

Assessed Valuations

The assessed valuation of property in the District is established by the tax assessing authority for the county in which such property is located, except for public utility property which is assessed by the State Board of Equalization. Assessed valuations are reported at 100% of the "full value" of the property, as defined in Article XIII A of the California Constitution. For a discussion of how properties currently are assessed and re-assessed, see "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS." Certain classes of property, such as churches, colleges, not-for-profit hospitals, and charitable institutions, are exempt from property taxation and do not appear on the tax rolls.

Property within the District has a total assessed valuation for fiscal year 2011-12 of \$58,098,704,400. Shown in the following table are the assessed valuations for the District for the period 2000-01 through 2011-12.

ASSESSED VALUATIONS
Fiscal Years 2000-01 through 2010-11
Rancho Santiago Community College District

	<u>Secured</u>	<u>Utility</u>	<u>Unsecured</u>	<u>Total</u>
2000-01	\$31,167,715,521	\$22,790,847	\$4,024,804,233	\$35,215,310,601
2001-02	33,812,383,212	32,419,625	3,887,011,596	37,731,814,433
2002-03	35,833,908,233	15,386,580	3,924,774,827	39,774,069,640
2003-04	37,827,016,117	24,085,903	4,086,581,145	41,937,683,165
2004-05	40,791,174,207	29,345,502	4,299,080,142	45,119,599,851
2005-06	44,970,311,603	20,087,273	4,704,756,784	49,695,155,660
2006-07	49,562,738,455	18,482,601	4,282,265,198	53,863,486,254
2007-08	54,428,407,740	11,231,939	4,547,287,704	58,986,927,383
2008-09	57,531,014,418	12,928,593	4,797,628,594	62,341,571,605
2009-10	55,356,545,815	12,785,606	4,690,967,514	60,060,298,935
2010-11	53,830,330,126	12,885,023	4,424,780,792	58,267,995,941
2011-12	53,833,231,113	12,885,467	4,252,587,820	58,098,704,400

Source: California Municipal Statistics, Inc. for years 2000-01 through 2005-06 and 2007-08 through 2011-12, Orange County Auditor-Controller for year 2006-07.

Economic and other factors beyond the District's control, such as general market decline in property values, disruption in financial markets that may reduce availability of financing for purchasers of property, reclassification of property to a class exempt from taxation, whether by ownership or use (such as exemptions for property owned by the State and local agencies and property used for qualified education, hospital, charitable or religious purposes), or the complete or partial destruction of the taxable property caused by a natural or manmade disaster, such as earthquake, flood or toxic contamination, could cause a reduction in the assessed value of taxable property within the District. Any such reduction would result in a corresponding increase in the annual tax rate levied by the County to pay the debt service with respect to the Bonds. See "THE BONDS – Security and Sources of Payment."

Appeals and Adjustments of Assessed Valuations

Under California law, property owners may apply for a reduction of their property tax assessment by filing a written application, in form prescribed by the State Board of Equalization, with the appropriate county board of equalization or assessment appeals board. County assessors may independently reduce assessed values as well based upon the above factors or reductions in the fair market value of the taxable property. In most cases, an appeal is filed because the applicant believes that present market conditions (such as residential home prices) cause the property to be worth less than its current assessed value. Any reduction in the assessment ultimately granted as a result of such appeal applies to the year for which application is made and during which the written application was filed. Such reductions are subject to yearly reappraisals and may be adjusted back to their original values when market conditions improve. Once the property has regained its prior value, adjusted for inflation, it once again is subject to the annual inflationary factor growth rate allowed under Article XIII A. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS – Article XIII A of the California Constitution."

A second type of assessment appeal involves a challenge to the base year value of an assessed property. Appeals for reduction in the base year value of an assessment, if successful, reduce the assessment for the year in which the appeal is taken and prospectively thereafter. The base year is determined by the completion date of new construction or the date of change of ownership. Any base year appeal must be made within four years of the change of ownership or new construction date.

No assurance can be given that property tax appeals in the future will not significantly reduce the assessed valuation of property within the District.

Tax Levies, Collections and Delinquencies

Taxes are levied for each fiscal year on taxable real and personal property which is situated in the District as of the preceding January 1. A supplemental tax is levied when property changes hands or new construction is completed.

A 10% penalty attaches to any delinquent payment for secured roll taxes. In addition, property on the secured roll with respect to which taxes are delinquent becomes tax-defaulted. Such property may thereafter be redeemed by payment of the delinquent taxes and the delinquency penalty, plus a redemption penalty (i.e., interest) to the time of redemption. If taxes are unpaid for a period of five years or more, the property is subject to auction sale by the tax-collecting authority of the relevant county.

In the case of unsecured property taxes, a 10% penalty attaches to delinquent taxes on property on the unsecured roll, and an additional penalty of 1.5% per month begins to accrue beginning November 1 of the fiscal year, and a lien is recorded against the assessee. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the taxpayer; (2) filing a certificate in the office of the county clerk specifying certain facts in order to obtain a judgment lien on specific property of the taxpayer; (3) filing a certificate of delinquency for record in the county recorder's office in order to obtain a lien on specified property of the taxpayer; and (4) seizure and sale of personal property, improvements or possessory interests belonging or assessed to the assessee.

The County levies (except for levies to support prior voter-approved indebtedness) and collects all property taxes for property falling within the County's taxing boundaries.

The annual secured tax levies and delinquencies for fiscal years 2005-06 through 2010-11 are shown below.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Secured Tax Charges and Delinquencies**

	Secured Tax Charge ⁽¹⁾	Amt. Del. June 30	% Del. June 30
2005-06			
2006-07			
2007-08			
2008-09			
2009-10			
2010-11			

⁽¹⁾ 1% General Fund apportionment.
Source: California Municipal Statistics, Inc.

Alternative Method of Tax Apportionment - Teeter Plan

The Board of Supervisors of Orange County has approved the implementation of the Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds (the "Teeter Plan"), as provided for in Section 4701 *et seq.* of the California Revenue and Taxation Code. Under the Teeter Plan, the County apportions secured property taxes on an accrual basis when due (irrespective of actual collections) to its local political subdivisions, including the District, for which the County acts as the tax-levying or tax-collecting agency.

The Teeter Plan is applicable to all tax levies for which the County acts as the tax-levying or tax-collecting agency, or for which the County treasury is the legal depository of the tax collections. As adopted by the County, the Teeter Plan excludes Mello-Roos Community Facilities Districts and special assessment districts which provide for accelerated judicial foreclosure of property for which assessments are delinquent.

The *ad valorem* property tax to be levied to pay the interest on and principal of the Bonds will be subject to the Teeter Plan, beginning in the first year of such levy. The District will receive 100% of the *ad valorem* property tax levied to pay the Bonds irrespective of actual delinquencies in the collection of the tax by the County.

The Teeter Plan is to remain in effect unless the Board of Supervisors of the County orders its discontinuance or unless, prior to the commencement of any fiscal year of the County (which commences on July 1), the Board of Supervisors receives a petition for its discontinuance joined in by a resolution adopted by at least two-thirds of the participating revenue districts in the County. In the event the Board of Supervisors is to order discontinuance of the Teeter Plan subsequent to its implementation, only those secured property taxes actually collected would be allocated to political subdivisions (including the District) for which the County acts as the tax-levying or tax-collecting agency.

Assessed Valuation and Parcels by Land Use

The following table presents a breakdown of the District's secured assessed valuation by land use.

ASSESSED VALUATION AND PARCELS BY LAND USE Rancho Santiago Community College District

⁽¹⁾ Local Secured Assessed Valuation; excluding tax-exempt property.
Source: *California Municipal Statistics, Inc.*

Assessed Valuation of Single Family Homes

The following table displays the 2011-12 assessed valuations of single family residential parcels within the District.

ASSESSED VALUATION OF SINGLE FAMILY HOMES Rancho Santiago Community College District

⁽¹⁾ Improved single family residential parcels. Excludes condominiums and parcels with multiple family units.
Source: *California Municipal Statistics, Inc.*

Tax Rates

A representative tax rate area ("TRA") located within the District is Tax Rate Area 8-001. The table below demonstrates the total *ad valorem* tax rates levied by all taxing entities in this TRA during the five-year period from 2006-07 through 2011-12.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Typical Tax Rate (TRA 8-001)**

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
General						
Rancho Santiago Community College District						
Metropolitan Water District						
Total						

Source: California Municipal Statistics, Inc.

Largest Property Owners

The following table lists the 20 largest local secured taxpayers in the District in terms of their 2011-12 secured assessed valuations.

**LARGEST 2011-12 LOCAL SECURED TAXPAYERS
Rancho Santiago Community College District**

⁽¹⁾ 2011-12 local secured assessed valuation: \$ _____.

Source: California Municipal Statistics, Inc.

Statement of Direct and Overlapping Debt

Set forth on the following page is a direct and overlapping debt report (the "Debt Report") prepared by California Municipal Statistics, Inc. dated as of _____, 2011 and effective for debt outstanding as of _____ 1, 2011. The Debt Report is included for general information purposes only. The District has not reviewed the Debt Report for completeness or accuracy and makes no representation in connection therewith.

The Debt Report generally includes long-term obligations sold in the public credit markets by public agencies whose boundaries overlap the boundaries of the District in whole or in part. Such long-term obligations generally are not payable from revenues of the District (except as indicated) nor are they necessarily obligations secured by land within the District. In many cases, long-term obligations issued by a public agency are payable only from the general fund or other revenues of such public agency.

The table shows the percentage of each overlapping entity's assessed value located within the boundaries of the District. The table also shows the corresponding portion of the overlapping entity's existing debt payable from property taxes levied within the District. The total amount of debt for each overlapping entity is not given in the table.

The first column in the table names each public agency which has outstanding debt as of the date of the report and whose territory overlaps the District in whole or in part. The second column shows the percentage of each overlapping agency's assessed value located within the boundaries of the District. This percentage, multiplied by the total outstanding debt of each overlapping agency (which is not shown in the table) produces the amount shown in the third column, which is the apportionment of each overlapping agency's outstanding debt to taxable property in the District.

**STATEMENT OF DIRECT AND OVERLAPPING BONDED DEBT
Rancho Santiago Community College District**

Source: California Municipal Statistics, Inc.

FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA

The information in this section concerning State funding of community colleges is provided as supplementary information only, and it should not be inferred from the inclusion of this information in this Official Statement that the principal of or interest on the Bonds is payable from State revenues. The Bonds are payable from the proceeds of an ad valorem tax required to be levied by the County in an amount sufficient for the payment thereof.

Major Revenues

General. California community college districts (other than Basic Aid Districts, as described below) receive, on average, approximately 52 percent of their funds from the State, 44 percent from local sources, and 4 percent from federal sources. State funds include general apportionment, categorical funds, capital construction, the lottery (which is less than 3 percent), and other minor sources. Local funds include property taxes, student fees, and miscellaneous sources.

A bill passed the State's legislature ("SB 361"), and signed by the Governor on September 29, 2006, established the present system of funding for community college districts. This system includes allocation of state general apportionment revenues to community college districts based on criteria developed by the Board of Governors of the California Community Colleges (the "Board of Governors") in accordance with prescribed statewide minimum requirements. In establishing these minimum requirements, the Board of Governors was required to acknowledge community college districts' need to receive an annual allocation based on the number of colleges and comprehensive centers in each respective district, plus funding received based on the number of credit and noncredit full time equivalent students ("FTES") in each district.

SB 361 also specifies that, commencing with the 2006-07 fiscal year the minimum funding per FTES will be: (a) not less than \$4,367 per credit FTES (subject to cost of living adjustments funded through the budget act in subsequent fiscal years); (b) at a uniform rate of \$2,626 per noncredit FTES (adjusted for the change in cost of living provided in the budget act in subsequent fiscal years); and (c) set at \$3,092 per FTES (adjusted for the change in cost of living provided in the budget act in subsequent fiscal years) for a new instructional category of "career development and college preparation" ("CDCP") enhanced non-credit rate. Pursuant to SB 361, the Chancellor of the California Community Colleges (the "Chancellor") developed criteria for one-time grants for districts that would have received more funding under the prior system or a proposed rural college access grant, than under the new system.

The District's base revenue per credit unit of FTES for 2008-09, 2009-10 and 2010-11 were approximately \$4,564.83, \$4,564.83, and \$4,564.83 respectively, and per CDCP enhanced non-credit unit of FTES for the same years were, on average, approximately \$2,744.96, \$2,744.96 and \$2,744.96 respectively, and per non-credit unit of FTES for the same years were approximately \$3,232.07, \$3,232.07, and \$3,232.07. The District projects, on average, that its respective base revenue per credit unit of FTES for 2011-12 will be \$4,564.83, that its base revenue per CDCP enhanced non-credit unit of FTES will be 2,744.96 and that its base revenue per non-credit unit of FTES will be \$3,232.07.

Local revenues are first used to satisfy District expenditures. The major local revenue source is local property taxes that are collected from within District boundaries. Student enrollment fees from the local community college district generally account for the remainder of local revenues for the District. Property taxes and student enrollment fees are applied towards fulfilling the District's financial need. Once these sources are exhausted, State funds are used. State aid is subject to the appropriation of funds in the State's annual budget. Decreases in State revenues may affect appropriations made by the

legislature to the District. The sum of the property taxes, student enrollment fees, and State aid generally comprise the District's revenue limit.

"Basic Aid" community college districts are those districts whose local property tax and student enrollment fee collections exceed the revenue allocation determined by the program-based model. Basic Aid districts do not receive any funds from the State. The current law in California allows these districts to keep the excess funds without penalty. The implication for Basic Aid districts is that the legislatively determined annual cost of living adjustment and other politically determined factors are less significant in determining such districts' primary funding sources. Rather, property tax growth and the local economy become the determinant factors. The District is not a Basic Aid district.

A small part of a community college district's budget is from local sources other than property taxes and student enrollment fees, such as interest income, donations and sales of property. Every community college district receives the same amount of lottery funds per pupil from the State, however, these are not categorical funds as they are not for particular programs or students. The initiative authorizing the lottery does require the funds to be used for instructional purposes, and prohibits their use for capital purposes.

Tax Shifts and Triple Flip

Assembly Bill No. 1755 ("AB 1755"), introduced March 10, 2003 and substantially amended June 23, 2003, requires the shifting of property taxes between redevelopment agencies and schools, including community college districts. On July 29, 2003, the Assembly amended Senate Bill No. 1045 to incorporate all of the provisions of AB 1755, except that the Assembly reduced the amount of the required Education Revenue Augmentation Fund ("ERAF") shift to \$135 million. Legislation commonly referred to as the "Triple Flip" was approved by the voters on March 2, 2004, as part of a bond initiative formally known as the "California Economic Recovery Act." This act authorized the issuance of \$15 billion in bonds to finance the 2002-03 and 2003-04 State budget deficits, which are payable from a fund established by the redirection of tax revenues through the "Triple Flip." Under the "Triple Flip," one-quarter of local governments' one percent share of the sales tax imposed on taxable transactions within their jurisdiction is redirected to the State. In an effort to eliminate the adverse impact of the sales tax revenue redirection on local government, the legislation redirects property taxes in the ERAF to local government. Because the ERAF monies were previously earmarked for schools, the legislation provides for schools to receive other state general fund revenues.

Budget Procedure

On or before September 15, the Board of Trustees of the District is required under Section 58305 of the California Code of Regulations, Title V, to adopt a balanced budget. Each September, every State agency, including the Chancellor's Office of the California Community Colleges, submits to the Department of Finance ("DOF") proposals for changes in the State budget. These proposals are submitted in the form of Budget Change Proposals ("BCPs"), involving analyses of needs, proposed solutions and expected outcomes. Thereafter, the DOF makes recommendations to the governor, and by June 10 a proposed State budget is presented by the governor to the legislature. The Governor's Budget is then analyzed and discussed in committees and hearings begin in the State Assembly and Senate. In May, based on the debate, analysis and changes in the economic forecasts, the governor issues a revised budget with changes he or she can support. The law requires the legislature to submit its approved budget by June 15, and by June 30 the governor should announce his or her line item reductions and sign the State budget. In response to growing concern for accountability and with enabling legislation (AB 2910, Chapter 1486, Statutes of 1986), the statewide governing board of the California community colleges (the "Board of Governors") and the Chancellor's Office have established expectations for sound district fiscal management and a process for monitoring and evaluating the financial condition to ensure the financial health of California's community college districts. In accordance with statutory and regulatory provisions, the Chancellor has been given the responsibility to identify districts at risk and, when necessary, the authority to intervene to bring about improvement in their financial condition. To stabilize a district's financial condition, the Chancellor may, as a last resort, seek an appropriation for an emergency apportionment.

The monitoring and evaluation process is designed to provide early detection and amelioration that will stabilize the financial condition of a district before an emergency apportionment is necessary. This is accomplished by (1) assessing the financial condition of districts through the use of various information sources and (2) taking appropriate and timely follow-up action to bring about improvement in a district's financial condition, as needed. A variety of instruments and sources of information are used to provide a composite of each district's financial condition, including quarterly financial status reports, annual financial and budget reports, attendance reports, annual district audit reports, district input and other financial records. In assessing each district's financial condition, the Chancellor will pay special attention to each district's general fund balance, spending pattern, and full-time equivalent student patterns. Those districts with greater financial difficulty will receive follow-up visits from the Chancellor's Office where financial solutions to the district's problems will be addressed and implemented.

The following table shows the District's general fund budgets for fiscal years 2008-09 through 2011-12 and the District's unaudited actual results for fiscal years 2008-09 and 2010-11. For further information, see also "APPENDIX A – EXCERPTS FROM THE 2009-10 AUDITED FINANCIAL STATEMENTS OF THE DISTRICT."

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Comparison of General Fund Budgets for
Fiscal Years 2008-09 Through 2011-12 and
Ending Results for Fiscal Years 2008-09 Through 2010-11

	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2010-11</u>	<u>2011-12</u>
	<u>Budgeted⁽¹⁾</u>	<u>Unaudited⁽¹⁾</u>	<u>Budgeted⁽¹⁾</u>	<u>Unaudited⁽¹⁾</u>	<u>Budgeted⁽¹⁾</u>	<u>Unaudited⁽¹⁾</u>	<u>Budgeted⁽²⁾</u>
REVENUES:							
Federal Revenues	\$12,000,705	\$10,575,709	\$14,255,279	\$12,374,630	\$9,885,271	\$12,408,972	\$10,111,452
State Revenues	116,160,862	111,677,565	100,956,478	101,725,549	90,639,747	105,286,108	96,349,361
Local Revenues	<u>54,594,725</u>	<u>54,247,852</u>	<u>50,095,258</u>	<u>59,077,378</u>	<u>57,761,835</u>	<u>53,397,957</u>	<u>53,570,371</u>
TOTAL REVENUES	182,756,292	176,501,126	165,307,015	173,177,557	158,286,853	171,093,037	160,031,184
EXPENDITURES:							
Academic Salaries	66,612,734	68,289,248	61,758,680	61,398,378	60,075,029	60,834,169	58,383,802
Classified Salaries	45,278,599	43,352,134	39,307,043	36,992,259	37,663,123	35,215,305	37,354,631
Employee Benefits	35,715,320	33,833,185	35,499,627	32,190,311	37,427,168	34,326,563	40,570,544
Supplies and Materials	3,725,456	2,359,885	2,789,766	1,986,601	2,802,485	2,451,654	2,807,689
Other Operating Expenses and Services	30,170,266	23,107,916	28,008,292	20,111,331	24,629,048	18,451,140	25,181,276
Capital Outlay	<u>5,131,216</u>	<u>2,197,806</u>	<u>3,471,249</u>	<u>2,947,418</u>	<u>2,516,055</u>	<u>2,885,151</u>	<u>2,628,745</u>
TOTAL EXPENDITURES	186,633,591	173,140,174	170,834,657	155,626,298	165,112,908	154,163,982	166,926,687
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(3,877,299)	3,360,952	(5,527,642)	17,551,259	(6,826,055)	16,929,055	(6,895,503)
OTHER FINANCING SOURCES (USES)	141,595	16,237	141,595	18,428	16,500	17,279	16,500
OTHER OUTGO	(2,731,928)	(2,197,473)	(2,031,853)	(2,245,924)	(2,232,114)	(2,057,832)	(2,033,178)
NET INCREASE (DECREASE) IN FUND BALANCE	(6,467,632)	1,179,716	(7,417,900)	15,323,763	(9,041,669)	14,888,502	(8,912,181)
BEGINNING FUND BALANCE, JULY 1	<u>15,687,397</u>	<u>15,687,397</u>	<u>16,867,113</u>	<u>16,867,113</u>	<u>32,190,876</u>	<u>32,190,876</u>	<u>47,079,378</u>
ENDING FUND BALANCE, JUNE 30	<u>\$9,219,765</u>	<u>\$16,867,113</u>	<u>\$9,449,213</u>	<u>\$32,190,876</u>	<u>\$23,149,207</u>	<u>\$47,079,378</u>	<u>\$38,167,197</u>

⁽¹⁾ 2008-09 through 2010-11 General fund budget and unaudited actual results from the District's Annual Financial and Budget Reports, Form CCFS-311. Unaudited results for fiscal years 2008-09 and 2010-11 in object-oriented format provided for comparison. For audited results of fiscal years 2006-07 through 2009-10 in revised reporting format, see "RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT - Comparative Financial Statements."

⁽²⁾ Adopted by the Board of Trustees on September 12, 2011.

Source: *Rancho Santiago Community College District*.

Minimum Funding Guarantees for California Community College Districts Under Propositions 98 and 111

General. In 1988, California voters approved Proposition 98, an initiative that amended Article XVI of the State Constitution and provided specific procedures to determine a minimum guarantee for annual K-14 funding. The constitutional provision links the K-14 funding formulas to growth factors that are also used to compute the State appropriations limit. Proposition 111 (Senate Constitutional Amendment 1), adopted in May 1990, among other things, changed some earlier school funding provisions of Proposition 98 relating to the treatment of revenues in excess of the State spending limit and added a third funding "test" to calculate the annual funding guarantee. This third calculation is operative in years in which general fund tax revenue growth is weak. The amendment also specified that under Test 2 (see below), the annual cost of living adjustment ("COLA") for the minimum guarantee for annual K-14 funding would be the change in California's per-capita personal income, which is the same COLA used to make annual adjustments to the State appropriations limit (Article XIII B).

Calculating Minimum Funding Guarantee. There are currently three tests which determine the minimum level of K-14 funding. Under implementing legislation for Proposition 98 (AB 198 and SB 98 of 1989), each segment of public education (K-12 districts, community college districts, and direct elementary and secondary level instructional services provided by the State) has separately calculated amounts under the Proposition 98 tests. The base year for the separate calculations is 1989-90. Each year, each segment is entitled to the greater of the amounts separately computed for each under Test 1 or 2. Should the calculated amount under Proposition 98 guarantee (K-14 aggregated) be less than the sum of the separate calculations, then the Proposition 98 guarantee amount shall be prorated to the three segments in proportion to the amount calculated for each. This statutory split has been suspended in every year beginning with 1992-93. In those years, community colleges received less than was required from the statutory split.

Test 1 guarantees that K-14 education will receive at least the same funding share of the State general fund budget it received in 1986-87. Initially, that share was just over 40 percent. Because of the major shifts of property tax from local government to community colleges and K-12 which began in 1992-93 and increased in 1993-94, the percentage dropped to 33.0%.

Test 2 provides that K-14 education will receive as a minimum, its prior-year total funding (including State general fund and local revenues) adjusted for enrollment growth ("ADA") and per-capita personal income COLA.

A third formula, established pursuant to Proposition 111 as "Test 3," provides an alternative calculation of the funding base in years in which State per-capita General Fund revenues grow more slowly than per-capita personal income. When this condition exists, K-14 minimum funding is determined based on the prior-year funding level, adjusted for changes in enrollment and COLA where the COLA is measured by the annual increase in per-capita general fund revenues, instead of the higher per-capita personal income factor. The total allocation, however, is increased by an amount equal to one-half of one percent of the prior-year funding level as a funding supplement.

In order to make up for the lower funding level under Test 3, in subsequent years K-14 education receives a maintenance allowance equal to the difference between what should have been provided if the revenue conditions had not been weak and what was actually received under the Test 3 formula. This maintenance allowance is paid in subsequent years when the growth in per-capita State tax revenue outpaces the growth in per-capita personal income.

The enabling legislation to Proposition 111, Chapter 60, Statutes of 1990 (SB 98, Garamendi), further provides that K-14 education shall receive a supplemental appropriation in a Test 3 year if the annual growth rate in non-Proposition 98 per-capita appropriations exceeds the annual growth rate in per-pupil total spending.

State Assistance

California community college districts' principal funding formulas and revenue sources are derived from the budget of the State of California. The following information concerning the State's budgets has been obtained from publicly available information which the District believes to be reliable; however, the District does not guaranty the accuracy or completeness of this information and has not independently verified such information. Furthermore, it should not be inferred from the inclusion of this information herein that the principal of or interest on the Bonds is payable from the General Fund of the District. The Bonds are payable solely from the proceeds of an ad valorem tax required to be levied by the County in an amount sufficient for the payment thereof.

Senate Bill 70. On March 24, 2011, the Governor signed into law Senate Bill 70 ("SB 70"), which implements several provisions included in the Governor's proposed budget for fiscal year 2011-12 (the "Proposed Budget"). Significant features of SB 70 relating to the funding of community college districts include the following:

- SB 70 raises minimum student fees from \$26 per credit to \$36 per credit.
- SB 70 extends, for an additional two fiscal years, existing flexibility options available to community college districts with respect to the use of specified categorical program funding for any general education purpose.
- SB 70 authorizes several new cross-fiscal year deferrals of State apportionments, as follows: (1) \$21.5 million to be deferred from January to October, (2) \$21.5 million to be deferred from February to October, (3) \$43 million to be deferred from March to October, (4) \$21.5 million to be deferred to from April to October, and (5) \$21.5 million to be deferred from May to October. Together with existing intra-fiscal year deferrals totaling \$221.5 million, the total amount of State apportionment deferred across fiscal years is \$961 million. These deferrals are also in addition to existing inter-fiscal year deferrals applicable to fiscal years 2010-11 and 2011-12. See "FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA – State Cash Management Legislation" herein
- With respect to the existing \$221.5 million June-to-July deferral, SB 70 implements hardship provisions for certain community college districts. Up to \$52 million of such deferral may be paid out in June to community college districts that certify they will be unable to meet their financial obligations absent receipt of the apportionment.
- SB 70 authorizes the State Director of Finance to adjust the State's Proposition 98 calculation to ensure that any shift in property taxes previously received by redevelopment agencies does not affect the State's minimum funding obligations under Proposition 98.

The full text of SB 70 is available at <http://www.leginfo.ca.gov/bilinfo>. However, such information is not incorporated herein by any reference.

2011-12 Budget. The 2011-12 Budget Act (the “2011-12 Budget”) was signed into law by the Governor on June 30, 2011. The Department of Finance has released its summary of the 2011-12 Budget (the “Department of Finance Report”). The following information is drawn from the Department of Finance Report.

The 2011-12 Budget seeks to close the \$26.6 billion deficit identified in the Governor’s May revision to the Proposed Budget (the “May Revision”) through a combination of measures totaling \$27.2 billion. Specifically, the 2011-12 Budget includes \$15 billion of expenditure reductions, \$900 million of targeted revenue increases, \$2.9 billion of other measures and a positive adjustment to the State’s revenue outlook totaling \$8.3 billion.

The 2011-12 Budget reports that the State economy has continued to improve, with tax collections approximately \$1.2 billion above the amounts projected by the May Revision. As a result, the 2011-12 Budget projects an additional \$4 billion in revenues during fiscal year 2011-12. Although the 2011-12 Budget does not include any of the Governor’s proposed tax extensions, the administration states that it plans to seek voter approval of a ballot measure, by November of 2012, which would protect public safety realignment and supplement the State’s revenues.

With the implementation of all measures, the 2011-12 Budget assumes, for fiscal year 2010-11, year-end revenues of \$94.8 billion and expenditures of \$91.5 billion. The 2011-12 Budget also assumes the State ended fiscal year 2010-11 with a budget deficit of \$2 billion. For fiscal year 2011-12, the 2011-12 Budget projects total revenues of \$88.5 billion and authorizes total expenditures of \$85.9 billion. The 2011-12 Budget projects that the State will end fiscal year 2011-12 with a \$543 million surplus.

The 2011-12 Budget also includes a series of “trigger” reductions that are authorized to be implemented in the event the State’s revenues are less than forecasted. The first series of reductions, totaling approximately \$600 million, would be implemented by January of 2012 if State revenues fall short of projections by more than \$1 billion. If by January of 2012 revenues are projected to fall short by more than \$2 billion, a second series of reductions totaling approximately \$1.9 billion would be implemented.

As part of the first series of “trigger” reductions, the 2011-12 Budget authorizes a reduction of \$30 million to community college apportionments which would be offset by a \$10 increase in per-credit student fees. As part of the second series of “trigger” reductions, the 2011-12 Budget authorizes a further reduction of \$72 million to community college apportionments.

Total Proposition 98 funding is decreased in fiscal year 2011-12 to \$48.7 billion, including \$32.8 billion from the State general fund, which reflects a decrease from the prior year of \$1.1 billion. This decrease is a net figure reflective of all budgetary actions taken with respect to the State’s share of Proposition 98 funding, including increases in baseline revenues, redirection of certain sales tax revenues related to the realignment of public safety programs, and the rebenching of the Proposition 98 minimum funding guarantee (discussed below). The 2011-12 Budget implements a net reduction of \$419 million to State general fund apportionments for community colleges resulting from a base reduction of \$400 million and a new deferral of \$129 million, both of which are offset by \$110 million in projected funding from increased student fees.

The 2011-12 Budget rebenches the Proposition 98 minimum funding guarantee to account for the following: (i) an increase of \$221.8 million, as part of the realignment of public programs from the State to local governments, to fund the delivery of certain mental health services by school districts, (ii) an increase of \$578.1 million to backfill general fund revenues lost from the suspension of sales and excise taxes on motor vehicle fuels, and (iii) a decrease of \$1.1 billion to reflect the exclusion of most child care

programs from Proposition 98. The minimum funding guarantee is also rebenchmarked to account for a \$1.7 billion decrease in State general fund revenues as a result of ABx1 27, a companion bill to the 2011-12 Budget. ABx1 27 authorizes redevelopment agencies to continue operations provided their establishing cities or counties agree to make a specified payment to school districts and county offices of education, which totals \$1.7 billion statewide. Pursuant to ABx1 26 (another companion bill to the 2011-12 Budget), redevelopment agencies whose establishing cities or counties elect not to make such payments will be required to shut down, and any net tax increment revenues, after payment of redevelopment bonds debt service and administrative costs, will be distributed to cities, counties, special districts and school districts.

Additional information regarding the 2011-12 Budget is available from the Department of Finance's website: www.dof.ca.gov. However, such information is not incorporated herein by any reference..

Recent Litigation Regarding State Budgetary Provisions. On July 18, 2011, the California Redevelopment Association, the League of California Cities, and the Cities of Union City and San Jose filed petition for a writ of mandate (the "Petition") with the Supreme Court of California alleging that ABx1 26 and ABx1 27 violate the California Constitution, as amended by Proposition 22. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS – Proposition 1A and Proposition 22" herein. The petitioners allege, among other things, that ABx1 26 and ABx1 27 seek to illegally divert tax increment revenue from redevelopment agencies by threatening such agencies with dissolution if payments are not made to support the State's obligation to fund education. The Petition was accompanied by an application for a stay seeking to delay implementation of the provisions of ABx1 26 and ABx1 27 until the claims are adjudicated.

The District makes no representations regarding the viability of the claims in the Petition, nor can the District predict whether any of the petitioners will be successful. Moreover, the District makes no representations as to how any final decision by the State Supreme Court would affect the State's ability to fund education in fiscal year 2011-12, or in future fiscal years.

Future Budgets and Actions. The District cannot predict what actions will be taken in the future by the State Legislature and the Governor to address the current State budget deficit, changing State revenues and expenditures or the impact such actions will have on State revenues available in the current or future years for education. The State budget will be affected by national and State economic conditions and other factors over which the District will have no control. Certain actions could result in a significant shortfall of revenue and cash, and could impair the State's ability to fund schools. Continued State budget shortfalls in future fiscal years could have an adverse financial impact on the State general fund budget. However, the obligation to pay *ad valorem* taxes upon all taxable property within the District for the payment of principal and interest on the Bonds would not be impaired.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The information in this section concerning the operations of the District and the District's finances is provided as supplementary information only, and it should not be inferred from the inclusion of this information in this Official Statement that the principal of or interest on the Bonds is payable from the General Fund of the District. The Bonds are payable only from the proceeds of an ad valorem tax levied by the County for the payment thereof. See "THE BONDS – Security and Sources of Payment."

Introduction

The Rancho Santiago Community College District (the "District") was established in 1971, and is composed of approximately 193 square miles in Orange County. The District maintains two comprehensive community colleges, each providing collegiate level instruction across a wide spectrum of subjects. Santa Ana College, founded in 1915, is located in Santa Ana and Santiago Canyon College, founded in 1997, is located in Orange. The District also provides comprehensive college and continuing education programs at the Centennial Education Center, the Marketplace Education Center, the Anaheim Hills Education Center, the Joint Power Training Center – Central Net, the Criminal Justice Training Center, the Orange Education Center, and the Digital Media Center. The District has approximately 44,107 full and part-time students, serves a resident population of approximately [640,000], and includes portions of Santa Ana, Orange, Anaheim, Irvine, Garden Grove, Newport Beach, Villa Park, Costa Mesa, Fountain Valley and Yorba Linda. The District has a 2011-12 assessed valuation of \$58,098,704,400.

Administration

The governing board of the District is called the Board of Trustees (the "Board"). The Board includes seven voting members elected by the voters of the District (the "Trustees"). The Trustees serve staggered four-year terms. Elections for Trustee positions to the Board are held every two years, alternating between three and four available positions. Current Trustees, together with their office and the date their term expires, are listed below:

<u>Board Member</u>	<u>Office</u>	<u>Term Expires</u>
Brian E. Conley, M.A.	President	2012
Phillip E. Yarbrough	Vice President	2014
Mark McLoughlin, CPSM	Clerk	2012
Arianna P. Barrios	Member	2012
R. David Chapel, Ed.D.	Member	2012
John R. Hanna	Member	2014
Lawrence R. Labrado	Member	2014

The Chancellor of the District is appointed by the Board and reports to the Board. The Chancellor is responsible for management of the District's day-to-day operations and supervises the work of other key administrators.

Brief biographies of the Chancellor and certain key administrators follow:

Dr. Raúl Rodríguez, Chancellor. Dr. Rodríguez has served as the Chancellor of the District since August of 2010. As Chancellor of one of the largest community college districts in the state of California, Dr. Rodríguez oversees a district that covers one quarter of the land area of Orange County. Prior to joining the District, Dr. Rodríguez held a number of positions in both single college and multi-college community college districts in California, including over 16 years of experience as a community college CEO. Dr. Rodríguez earned a Ph.D. in Psychology from the University of California, Santa

Cruz. He also earned a Master's Degree from Fairfield University in School and Applied Psychology and a Bachelor of Arts Degree in Liberal Studies from Bowling Green State University in Ohio. An educator who taught psychology at Cabrillo College and the University of California, Santa Cruz, he is also a graduate of the Harvard Institute for Educational Management.

Mr. John Didion, Executive Vice Chancellor, Human Resources and Educational Services. Mr. Didion serves as Executive Vice Chancellor of Human Resources and Educational Services for the District. Before joining the District in 1997, he held administrative positions in the Long Beach Community College District and the Cerritos Community College District. Mr. Didion holds a Bachelor's Degree in journalism from the University of Southern California and a Master's Degree in Public Administration from California State University, Long Beach.

Mr. Peter Hardash, Vice-Chancellor, Business Operations and Fiscal Services. Mr. Hardash was named Vice Chancellor, Business Operations and Fiscal Services of the District in July 2006. Prior to working with the District, he was Vice President of Administrative Services at Pasadena City College for 5 years. He has spent 29 years in public education. Mr. Hardash holds a Master's Degree in Business Administration from Pepperdine University and a Bachelor's Degree in Business Administration from Loyola Marymount University.

Dr. Erlinda Martinez, President, Santa Ana College. Dr. Martinez was appointed President of Santa Ana College in March 2005. Prior to working for the District, she served as the Vice President for Student Services/Assistant Superintendent for Cerritos College for 10 years, Administrative Dean and Dean of Students for Mission College for 9 years, and Director of Student Affairs for El Camino College. Dr. Martinez earned a Doctorate in Education from the University of Southern California, a Master's Degree in Counselor Education from California State University, Los Angeles and a Bachelor's Degree in Sociology from the University of California at Riverside.

Mr. Juan Vázquez, President, Santiago Canyon College. Mr. Vázquez was appointed President of Santiago Canyon College in August 2002. Before joining the District, he was Interim President of College of Alameda in Alameda, California, where he had been employed since 1975 in a number of capacities. Until his interim presidential appointment at the College of Alameda in 2001, he was Vice President of Instruction at College of Alameda for six years. Prior to this position, he was Division Dean for Business and Transportation Programs at the College of Alameda as well as the Coordinator of Vocational Education Programs. Mr. Vázquez received his Master's Degree as a Reading Specialist from California State University, Fullerton. His Bachelor's Degree in Philosophy was earned at City University of New York.

Enrollment

The following table shows the District's funded full-time equivalent students ("FTES") for fiscal years 2000-01 through 2010-11 and a projection of FTES for fiscal year 2011-12:

<u>Year</u>	<u>Funded FTES</u>
2000-01	28,065
2001-02	28,568
2002-03	29,162
2003-04	28,804
2004-05	29,736
2005-06	30,418
2006-07	31,479
2007-08	31,496
2008-09	31,864
2009-10	29,962
2010-11	30,483
2011-12 ⁽¹⁾	28,851

⁽¹⁾ Projected FTES based on ____% growth.

Source: *Rancho Santiago Community College District.*

Labor Relations

As of September 1, 2011, the District employs 368 full-time academic professionals, 475 full-time classified employees and 107 managers. In addition, the District employs 1,708 part-time faculty and staff. These employees, except management and some part-time employees, are represented by four bargaining units as noted below:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Labor Relations Organizations

<u>Labor Organization</u>	<u>Number of Employees In Organization</u>	<u>Contract Expiration Date</u>
Faculty Association of Rancho Santiago Community College District	368 Full-Time 1,209 Part-Time	June 30, 2009 ⁽¹⁾ June 30, 2009 ⁽¹⁾
California State Employees Association	475 Full-Time 141 Part-Time	June 30, 2013 June 30, 2013
Continuing Education Faculty Association	228 Part-Time	June 30, 2012
Child Development Centers Teachers Association	528 Full-Time	June 30, 2011 ⁽¹⁾

⁽¹⁾ Employees continue to work under the terms of expired contract.

Source: *Rancho Santiago Community College District.*

Retirement Programs

STRS and PERS. The District participates in the State of California Teachers Retirement System ("STRS"). This plan covers all full-time and some part-time certificated employees. The District's contribution to STRS for fiscal years 2007-08, 2008-09 and 2009-10 was \$5,496,829, \$5,266,829 and \$4,754,010, respectively, for fiscal year 2010-11 its contribution was \$4,684,526 (unaudited), and for

fiscal year 2011-12 its contribution is budgeted to be \$5,590,159. In order to receive STRS benefits, an employee must be at least 55 years old and have provided five years of service to California public schools.

The District also participates in the State of California Public Employees Retirement System ("PERS"). This plan covers all classified personnel who are employed four or more hours per day. The District's contribution to PERS for fiscal years 2007-08, 2008-09 and 2009-10 was \$3,704,254, \$3,816,514 and \$3,414,219, respectively, for fiscal year 2010-11 its contribution was \$3,762,543 (unaudited), and for fiscal year 2011-12 its contribution is budgeted to be \$4,950,792. In order to receive PERS benefits, an employee must be at least 50 years old and have provided five years of service to California public agencies.

The District is currently required by statute to contribute 8.25% of eligible salary expenditures to STRS, while participants contribute 8% of their respective salaries. STRS has a substantial statewide unfunded liability. Since this liability has not been broken down by each school district or community college district, it is impossible to determine the District's share. The District is required to contribute to PERS at an actuarially determined rate, which is 10.923% of eligible salary expenditures for fiscal year 2011-12, while participants contribute 7% of their respective salaries.

PARS. The Public Agency Retirement System ("PARS") is a defined contribution plan qualifying under Section 401(a) and Section 501 of the Code. The plan covers part-time, seasonal and temporary employees not covered by Section 3121(b)(7)(IF) of the Code. The benefit provisions and contribution requirements of plan members and the District are established and may be amended by the PARS Board of Trustees. Contributions of 7.5% of covered compensation of eligible employees are made by the employer and employee. Total contributions, employer and employee combined were made in the amount of \$6,568,555. Total contributions made are 100% of the amount of contributions required for fiscal year 2009-10.

Other Postemployment Benefits. The District currently provides retiree and dependent medical coverage to eligible academic and classified employees. Person retiring with more than ten years but less than fifteen years of service are eligible to receive medical benefits on a self-pay basis. Persons retiring with fifteen years or more service are eligible to receive medical benefits up to \$28,310 for fiscal year 2010-11 and \$30,780 for fiscal year 2011-12. (The maximum for most employees is \$18,893 for fiscal year 2011 and \$21,363 for fiscal year 2011-12. Currently 390 employees meet those eligibility requirements.

For employees whose first paid date of contract services is on or after May 31, 1986 and who subsequently qualify for the foregoing fifteen (15) year retiree service benefit, the District will pay its portion of the insurance premium until the retiree reaches age 70. After age 70, such retirees may continue coverage at their own expense.

Retirees' coverage ends the date the plan terminates or the date the retiree terminates coverage. In the instance of self-paid and partial paid retiree benefits, the coverage will be terminated when payment is 45 days past due. Dependent coverage terminates the date he/she ceases to be a dependent.

The District currently finances benefits on a pay-as-you-go basis. The District contributes 100% of the cost of the current year premiums for eligible retired plan members and their spouses as applicable. For fiscal year ended June 30, 2011, the District contributed \$5,134,635 to the plan. Total member contributions were \$144,781.

The District has received a study by Total Compensation, Inc. dated June 29, 2010 with respect to its liability in connection with such post-employment health care benefits. The study concluded that the actuarial present value of total projected benefits as of February 1, 2010, was \$103,778,981, that the actuarial accrued liability ("AAL") was \$81,480,837, and that the annual required contribution (the "ARC") necessary to fund such benefits was \$7,892,696. The ARC is the annual amount that would be necessary to fund the Benefits in accordance with the Governmental Accounting Standards Board Statements Nos. 43 and 45. The ARC is expected to increase each year based on covered payroll.

The District has transferred \$27,211,898 to a special reserve fund to fund its outstanding liability with respect to its Post-Employment Benefits. This fund has not been irrevocably pledged towards the District's liability, however, and may be accessed by the District upon Board action.

The District's actuarially required contribution for fiscal year 2010-11 was \$7,892,696 and for fiscal years 2009-10 and 2008-09 was \$7,892,696 and \$8,034,079, and was expensed during the period. Payments in the amounts of \$5,134,635, \$4,455,194 and \$3,913,605 were made for current retiree obligations in fiscal years 2010-11, 2009-10 and 2008-09, respectively.

Insurance

JPA's. The District participates in two joint powers agreement (JPA) entities; the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) (each a "JPA").

ASCIP arranges for and provides property, liability and workers' compensation insurance for its member school districts. The District pays a premium commensurate with the level of coverage requested. SELF arranges for and provides a self-funded or additional insurance for excess liability for approximately 1,100 public educational agencies.

SELF is governed by a board of 16 elected voting members, elected alternates, and two ex-officio members. The board controls the operations of SELF, including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SELF's board of directors and shares surpluses and deficits proportionately to its participation in SELF. ASCIP is governed by a board consisting of a representative from each member district. The governing board controls the operations of its JPA independent of any influence by the District beyond the District's representation on the governing boards.

Each JPA is independently accountable for its fiscal matters. Budgets are not subject to any approval other than that of the respective governing boards. Member districts share surpluses and deficits proportionately to their participation in the JPA.

The relationships between the District and the JPAs are such that none of the JPA's is a component unit of the District for financial reporting purposes. Separate financial statements for each JPA may be obtained from the respective entity.

Self Insurance Fund. The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters; and medical claims. During the fiscal year, the District maintained an internal service fund (the "Self-Insurance Fund") to account for and finance its uninsured risks of loss. The Self-Insurance Fund provides coverage for up to a maximum of \$25,000 for each general liability claim and \$10,000 for each property damage claim. The District is completely insured through ASCIP for worker's compensation and

property and liability claims. The Self-Insurance Fund is subject to assessments from the SAWCXII JPA for worker's compensation claims for prior years (early 1990's) when the District was a member. The District participates in JPAs to provide excess insurance coverage above the self-insured retention level for worker's compensation and property and liability claims. Settled claims have not exceeded the coverage provided by the JPA in any of the past three fiscal years.

Funding of the Self-Insurance Fund is based on estimates of the amounts needed to pay prior year claims and current year premiums. Workers' Compensation claims are charged to the respective funds which are covered by the current year policy; Property and Liability claims are paid by the General Fund.

At June 30, 2010, the District accrued the claims liability in accordance with GASB Statement No. 10, for claims that occurred when the District was self-insured. The amount of liability is estimated at \$731,812. Changes in the reported liability are shown below:

	<u>Beginning Fiscal Year Liability</u>	<u>Changes in Estimates</u>	<u>Claim Payments</u>	<u>Ending Fiscal Year Liability</u>
Property and Liability	\$ 297,141	\$		\$ 297,141
Workers' Compensation	439,007	85,564	89,900	434,671
	<u>\$ 736,148</u>	<u>\$ 85,564</u>	<u>\$ 89,900</u>	<u>\$131112</u>

Accounting Practices

The accounting policies of the District conform to generally accepted accounting principles in accordance with policies and procedures of the California Community College Budget and Accounting Manual. This manual, according to Section 84030 of the California Education Code, is to be followed by all California community college districts. The Governmental Accounting Standards Board ("GASB") has released Statement No. 34, which makes changes in the annual financial statements for all governmental agencies in the United States, especially in recording of fixed assets and their depreciation, and in the way the report itself is formatted. These requirements became effective on May 15, 2002 for the District, as well as for any other governmental agency with annual revenues of between \$10 million and \$100 million. Revenues are recognized in the period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the period in which the liability is incurred.

Comparative Financial Statements

The following table reflects the District's audited general fund revenues, expenditures and fund balances from fiscal years 2006-07 through 2009-10:

SUMMARY OF AUDITED GENERAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES FOR FISCAL YEARS 2006-07 THROUGH 2009-10 Rancho Santiago Community College District

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
OPERATING REVENUES				
Tuition and fees (gross)	\$13,510,361	\$13,477,726	\$13,212,905	\$15,229,622
Less: Scholarship discounts and allowances	<u>(3,809,354)</u>	<u>(3,520,984)</u>	<u>(4,086,638)</u>	<u>(3,492,111)</u>
Net tuition and fees	9,701,007	9,956,742	9,126,267	11,737,511
Grant and Contracts, non-capital:				
Federal	16,472,149	18,014,425	21,152,950	28,424,805
State	20,135,984	20,278,925	20,592,586	16,087,099
Local	4,880,258	1,392,119	3,016,937	2,885,507
Transfer from agency funds	—	—	—	1,142
Sales	<u>7,517,752</u>	<u>8,061,479</u>	<u>7,349,344</u>	<u>6,341,587</u>
TOTAL OPERATING REVENUES	58,707,150	57,703,690	61,238,084	65,477,651
OPERATING EXPENSES				
Salaries	111,684,306	122,615,558	116,613,808	101,616,684
Employee benefits	32,873,818	31,987,899	36,404,966	33,377,541
Supplies, materials, and other operating expenses and services	34,124,813	35,802,565	32,899,716	29,278,209
Transfer to agency funds	—	—	200,600	200,600
Financial aid	7,651,039	8,662,531	11,716,634	16,089,747
Utilities	4,181,660	4,346,315	4,082,215	3,441,016
Depreciation	<u>9,654,677</u>	<u>10,316,430</u>	<u>10,836,667</u>	<u>7,980,299</u>
TOTAL OPERATING EXPENSES	200,170,313	213,731,298	212,754,606	191,984,096
OPERATING INCOME (LOSS)	(141,463,163)	(156,027,608)	(151,516,522)	(126,506,445)
NON-OPERATING REVENUES (EXPENSES)				
State apportionments, non-capital	92,274,716	89,318,253	91,561,631	85,576,657
Local property taxes	39,168,270	43,812,427	42,659,651	45,110,944
State taxes and other revenue	5,357,914	4,791,443	4,713,780	5,104,594
Interest and investment income, non-capital	12,136,122	11,532,454	4,453,948	2,980,112
Interest expense	<u>(12,330,803)</u>	<u>(13,627,426)</u>	<u>(15,766,282)</u>	<u>(14,932,562)</u>
Other non-operating revenues	<u>2,263,082</u>	<u>(411,252)</u>	<u>403,721</u>	<u>510,650</u>
TOTAL NON-OPERATING REVENUES (EXPENSES)	138,869,301	135,415,899	128,026,449	124,350,395
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS AND LOSSES	(2,593,862)	(20,611,709)	(23,490,073)	(2,156,050)
OTHER REVENUES, EXPENSES, GAINS AND LOSSES				
State apportionments, capital	1,147,359	3,321,200	5,389,576	4,225,132
Interest and investment income, capital	1,091,218	1,037,587	421,945	245,744
Local property taxes and other revenues	10,625,422	14,732,629	19,145,873	19,779,463
Loss on disposal of fixed asset	—	—	—	<u>(42,896)</u>
TOTAL OTHER REVENUES, EXPENSES, GAINS AND LOSSES	12,863,999	19,091,416	24,957,394	24,207,443
INCREASE IN NET ASSETS	10,270,137	(1,520,293)	1,467,321	22,051,393
NET ASSETS, BEGINNING OF YEAR, as originally stated	140,160,576	148,310,962	146,790,669	148,257,990
Adjustment for restatement	<u>(2,119,751)</u>	—	—	—
NET ASSETS, BEGINNING OF YEAR, as restated	<u>138,040,825</u>	—	—	—
NET ASSETS, END OF YEAR	<u>\$148,310,962</u>	<u>\$146,790,669</u>	<u>\$148,257,990</u>	<u>\$170,309,383</u>

Source: Rancho Santiago Community College District.

District Debt Structure

Long-Term Debt. A schedule of changes in long-term debt for the year ended June 30, 2010 is shown below:

	Beginning Balance <u>July 1, 2009</u>	<u>Additions</u>	<u>Deductions</u>	Ending Balance <u>June 30, 2010</u>
General Obligation Bond:				
Series 2003A - Current Interest	\$27,050,000	--	\$1,800,000	\$25,250,000
Series 2003A - Bond Premium	886,747	--	59,116	827,631
Series B - Current Interest	108,770,000	--	760,000	108,010,000
Series B - Capital Appreciation	8,161,443	--	189,324	7,972,119
Series B - Capital Appreciation Accreted Interest	1,808,810	\$612,626	55,676	2,365,760
Series B - Bond Premium	8,057,043	--	399,523	7,657,520
Series C - Current Interest	84,245,000	--	--	84,245,000
Series C - Capital Appreciation	34,619,329	--	--	34,619,329
Series C - Capital Appreciation Accreted Interest	3,678,375	2,109,900	--	5,788,275
Series C - Bond Premium	6,955,996	--	313,804	6,642,192
Refunding Bond - Current Interest	49,925,000	--	--	49,925,000
Refunding Bond - Capital Appreciation	3,634,299	--	--	3,634,299
Refunding Bond - Capital Appreciation Accreted Interest	445,779	159,249	--	605,028
Refunding Bond - Bond Premium	4,356,414	--	303,936	4,052,478
Deferred Charge on Refunding	<u>(2,783,197)</u>	<u>--</u>	<u>(185,546)</u>	<u>(2,597,651)</u>
Total bond payable	339,811,038	2,881,775	3,695,833	338,996,980
Notes payable	<u>75,445</u>	<u>--</u>	<u>30,222</u>	<u>45,223</u>
Total bond and notes payable	\$339,886,483	\$2,881,775	3,726,055	339,042,203
Other liabilities:				
Other Post-Employment Benefits (OPEB)	<u>37,471,336</u>	<u>3,651,348</u>	<u>--</u>	<u>41,122,684</u>
Total long-term liabilities	<u>\$377,357,819</u>	<u>\$56,533,123</u>	<u>\$53,726,055</u>	<u>\$380,164,887</u>

General Obligation Bonds. On March 21, 2003, the County issued on behalf of the District its General Obligation Bonds, Election of 2002, Series 2003A in the aggregate principal amount of \$96,125,000 (the "Series A Bonds"). On March 10, 2005, the County issued on behalf of the District its General Obligation Bonds, Election of 2002, Series B in the aggregate principal amount of \$119,999,867.25 (the "Series B Bonds"). On August 23, 2005, the County issued on behalf of the District its 2005 General Obligation Refunding Bonds in the aggregate principal amount of \$53,559,298.50 (the "2005 Refunding Bonds"), the proceeds of which were used to advance refund a portion of the outstanding Series A Bonds. The following table shows the annual debt service requirements of all the District's general obligation bonded debt.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
General Obligation Bonds – Consolidated Debt Service Schedule**

Year Ending September 1	Series A Bonds ⁽¹⁾	Series B Bonds	2005 Refunding Bonds	Series C Bonds	The Bonds	Total Annual Debt Service
2012	\$3,159,212.50	\$7,194,162.50	\$3,762,712.50	\$4,457,881.26		
2013	3,268,362.50	7,505,162.50	4,262,712.50	4,474,781.26		
2014	3,384,612.50	7,825,162.50	4,787,712.50	4,499,781.26		
2015	3,501,375.00	8,163,562.50	5,305,962.50	4,327,231.26		
2016	466,687.50	8,879,562.50	7,967,712.50	4,844,937.50		
2017	466,687.50	8,753,687.50	7,995,037.50	5,835,850.00		
2018	2,966,687.50	9,081,437.50	7,245,300.00	4,686,100.00		
2019	363,562.50	9,371,687.50	7,744,000.00	7,319,900.00		
2020	363,562.50	9,704,937.50	7,633,512.50	7,962,325.00		
2021	363,562.50	10,039,187.50	7,481,475.00	8,679,825.00		
2022	5,433,562.50	10,389,475.00	5,824,462.50	5,848,825.00		
2023	141,750.00	10,750,050.00	2,825,962.50	14,742,075.00		
2024	141,750.00	11,131,800.00	--	18,188,275.00		
2025	1,141,750.00	11,509,800.00	--	17,812,975.00		
2026	1,146,750.00	11,928,050.00	--	18,457,462.50		
2027	1,149,500.00	12,341,800.00	--	19,150,000.00		
2028	--	19,142,050.00	--	14,630,000.00		
2029	--	19,705,681.26	--	15,255,000.00		
2030	--	--	--	36,190,000.00		
2031	--	--	--	31,785,000.00		
Total	<u>\$27,459,375.00</u>	<u>\$193,417,256.26</u>	<u>\$72,836,562.50</u>	<u>\$217,363,225.04</u>		

⁽¹⁾ Includes only the Series A Bonds not refunded from proceeds of the 2005 Refunding Bonds.

TAX MATTERS

In the opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California ("Bond Counsel"), under existing statutes, regulations, rulings and judicial decisions, and assuming the accuracy of certain representations and compliance with certain covenants and requirements described herein, interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of calculating the federal alternative minimum tax imposed on individuals and corporations. Bond Counsel notes that, with respect to corporations, interest on the Bonds may be included as an adjustment in the calculation of alternative minimum taxable income which may affect the alternative minimum tax liability of corporations. In the further opinion of Bond Counsel, interest on the Bonds is exempt from State of California personal income tax.

The difference between the issue price of a Bond (the first price at which a substantial amount of the Bonds of the same series and maturity is to be sold to the public) and the stated redemption price at maturity with respect to such Bond constitutes original issue discount. Original issue discount accrues under a constant yield method, and original issue discount will accrue to a Bond Owner before receipt of

cash attributable to such excludable income. The amount of original issue discount deemed received by the Bond Owner will increase the Bond Owner's basis in the Bond. In the opinion of Bond Counsel, the amount of original issue discount that accrues to the owner of the Bond is excluded from the gross income of such owner for federal income tax purposes, is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, and is exempt from State of California personal income tax.

Bond Counsel's opinion as to the exclusion from gross income of interest (and original issue discount) on the Bonds is based upon certain representations of fact and certifications made by the District and others and is subject to the condition that the District complies with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the issuance of the Bonds to assure that interest (and original issue discount) on the Bonds will not become includable in gross income for federal income tax purposes. Failure to comply with such requirements of the Code might cause the interest (and original issue discount) on the Bonds to be included in gross income for federal income tax purposes retroactive to the date of issuance of the Bonds. The District has covenanted to comply with all such requirements.

The amount by which a Bond Owner's original basis for determining loss on sale or exchange in the applicable Bond (generally, the purchase price) exceeds the amount payable on maturity (or on an earlier call date) constitutes amortizable Bond premium, which must be amortized under Section 171 of the Code; such amortizable Bond premium reduces the Bond Owner's basis in the applicable Bond (and the amount of tax-exempt interest received), and is not deductible for federal income tax purposes. The basis reduction as a result of the amortization of Bond premium may result in a Bond Owner realizing a taxable gain when a Bond is sold by the Owner for an amount equal to or less (under certain circumstances) than the original cost of the Bond to the Owner. Purchasers of the Bonds should consult their own tax advisors as to the treatment, computation and collateral consequences of amortizable Bond premium.

The Internal Revenue Service (the "IRS") has initiated an expanded program for the auditing of tax-exempt bond issues, including both random and targeted audits. It is possible that the Bonds will be selected for audit by the IRS. It is also possible that the market value of the Bonds might be affected as a result of such an audit of the Bonds (or by an audit of similar bonds). No assurance can be given that in the course of an audit, as a result of an audit, or otherwise, Congress or the IRS might not change the Code (or interpretation thereof) subsequent to the issuance of the Bonds to the extent that it adversely affects the exclusion from gross income of interest on the Bonds or their market value.

It is possible that subsequent to the issuance of the Bonds there might be federal, state, or local statutory changes (or judicial or regulatory interpretations of federal, state, or local law) that affect the federal, state, or local tax treatment of the Bonds or the market value of the Bonds. No assurance can be given that subsequent to the issuance of the Bonds such changes or interpretations will not occur.

On September 12, 2011, President Obama presented certain details to the public regarding the American Jobs Act of 2011 (the "Act"), which, if enacted, could result in additional federal income or state tax being imposed on owners of tax-exempt state or local obligations, such as the Bonds. If enacted, it is possible that the Act could affect the market value or liquidity of the Bonds. Before purchasing any of the Bonds, all potential purchasers should consult their tax advisors regarding the Act and collateral tax consequences relating to the Bonds.

Bond Counsel's opinions may be affected by actions taken (or not taken) or events occurring (or not occurring) after the date hereof. Bond Counsel has not undertaken to determine, or to inform any person, whether any such actions or events are taken or do occur. The Resolution and the Tax Certificate

relating to the Bonds permit certain actions to be taken or to be omitted if a favorable opinion of bond counsel is provided with respect thereto. Bond Counsel expresses no opinion as to the effect on the exclusion from gross income of interest (and original issue discount) on the Bonds for federal income tax purposes with respect to any Bond if any such action is taken or omitted based upon the advice of counsel other than Stradling Yocca Carlson & Rauth.

Although Bond Counsel has rendered an opinion that interest (and original issue discount) on the Bonds is excluded from gross income for federal income tax purposes provided that the District continues to comply with certain requirements of the Code, the ownership of the Bonds and the accrual or receipt of interest (and original issue discount) on the Bonds may otherwise affect the tax liability of certain persons. Bond Counsel expresses no opinion regarding any such tax consequences. Accordingly, before purchasing any of the Bonds, all potential purchasers should consult their tax advisors with respect to collateral tax consequences relating to the Bonds.

A copy of the proposed form of opinion of Bond Counsel for the Bonds is attached hereto as APPENDIX B.

LEGAL MATTERS

Continuing Disclosure

The District has covenanted for the benefit of Owners of the Bonds to provide certain financial information and operating data relating to the District (the "Annual Report") by not later than 270 days following the end of the District's fiscal year (the District's fiscal year ends on June 30), commencing with the report for the 2010-11 fiscal year, and to provide notices of the occurrence of certain enumerated events. The Annual Report and the notices of material events will be filed in accordance with the requirements of the Rule. The specific nature of the information to be made available and to be contained in the notices of material events is described in the form of Continuing Disclosure Certificate attached hereto as APPENDIX C. These covenants have been made in order to assist the Underwriter in complying with the Rule.

[The District has, in the past, failed to file certain of its required annual reports in a timely manner as required by its prior continuing disclosure obligations. The District has since filed such reports and is current with respect to all filings required under its existing continuing disclosure obligations.]

Legality for Investment in California

Under provisions of the California Financial Code, the Bonds are legal investments for commercial banks in California to the extent that the Bonds, in the informed opinion of the bank, are prudent for the investment of funds of depositors, and under provisions of the California Government Code, are eligible for security for deposits of public moneys in the State.

Absence of Material Litigation

No litigation is pending or threatened concerning the validity of the Bonds, and a certificate to that effect will be furnished to purchasers at the time of the original delivery of the Bonds. The District is not aware of any litigation pending or threatened questioning the political existence of the District or contesting the District's ability to receive *ad valorem* taxes to collect other revenues or contesting the District's ability to issue and retire the Bonds.

There are a number of lawsuits and claims pending against the District. In the opinion of the District, the aggregate amount of the uninsured liabilities of the District under these lawsuits and claims will not materially affect the finances of the District.

Information Reporting Requirements

On May 17, 2006, the President signed the Tax Increase Prevention and Reconciliation Act of 2005 ("TIPRA"). Under Section 6049 of the Code, as amended by TIPRA, interest paid on tax-exempt obligations is subject to information reporting in a manner similar to interest paid on taxable obligations. The purpose of this change was to assist in relevant information gathering for the IRS relating to other applicable tax provisions. TIPRA provides that backup withholding may apply to such interest payments made after March 31, 2007 to any bondholder who fails to file an accurate Form W-9 or who meets certain other criteria. The information reporting and backup withholding requirements of TIPRA do not affect the excludability of such interest from gross income for federal income tax purposes.

Legal Opinion

The validity of the Bonds and certain other legal matters are subject to the approving opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California, as Bond Counsel. A copy of the proposed form of such legal opinion is attached to this Official Statement as APPENDIX B.

Verification

Upon delivery of the Bonds, Grant Thornton LLP will deliver a report on the mathematical accuracy of certain computations based upon certain information and assertions provided to them by the Underwriter relating to the adequacy of the amounts in the Escrow Fund to pay the redemption price of and accrued interest on the Refunded Bonds.

Financial Statements

Portions of the financial statements with supplemental information for the year ended June 30, 2010, the independent auditor's report of the District, and the related statements of activities and of cash flows for the year then ended, and the report dated November 16, 2010 of Vincenti, Lloyd & Stutsman LLP, (the "Auditor"), are included in this Official Statement as APPENDIX A. In connection with the inclusion of portions of the financial statements and the report of the Auditor thereon in APPENDIX A to this Official Statement, the District did not request the Auditor to, and the Auditor has not undertaken to, update its report or to take any action intended or likely to elicit information concerning the accuracy, completeness or fairness of the statements made in this Official Statement, and no opinion is expressed by the Auditor with respect to any event subsequent to the date of its report.

RATINGS

Moody's and Standard & Poor's, have assigned ratings of "____" and "____," respectively, to the Bonds. Such ratings reflect only the views of such organization and any desired explanation of the significance of such ratings should be obtained from the rating agency furnishing the same, at the following addresses: Moody's Investors Service, 7 World Trade Center at 250 Greenwich, New York, New York 10007 and Standard & Poor's, 55 Water Street, New York, New York 10041. Generally, a rating agency bases its rating on the information and materials furnished to it and on investigations, studies and assumptions of its own. There is no assurance such ratings will continue for any given period of time or that such ratings will not be revised downward or withdrawn entirely by the respective rating

agency, if in the judgment of such rating agency, circumstances so warrant. Any such downward revision or withdrawal of such ratings may have an adverse effect on the market price for the Bonds.

UNDERWRITING

The Bonds are being purchased by Kinsell, Newcomb & De Dios, Inc. (the "Underwriter"). The Underwriter has agreed to purchase the Bonds at a price of \$_____ (reflecting the initial principal amount of the Bonds, plus original issue premium of \$_____, and less the Underwriter's discount of \$_____). The Purchase Contract for the Bonds provides that the Underwriter will purchase all of the Bonds if any are purchased, the obligation to make such purchase being subject to certain terms and conditions set forth in said agreement, the approval of certain legal matters by counsel and certain other conditions.

The Underwriter may offer and sell Bonds to certain dealers and others at prices lower than the offering prices stated on the cover page hereof. The offering prices may be changed from time to time by the Underwriter.

ADDITIONAL INFORMATION

Quotations from and summaries and explanations of the Bonds, the Resolution providing for issuance of the Bonds, and the constitutional provisions, statutes and other documents referenced herein, do not purport to be complete, and reference is made to said documents, constitutional provisions and statutes for full and complete statements of their provisions.

Some of the data contained herein has been taken or constructed from District records. Appropriate District officials, acting in their official capacities, have reviewed this Official Statement and have determined that, as of the date hereof, the information contained herein is, to the best of their knowledge and belief, true and correct in all material respects and does not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made herein, in light of the circumstances under which they were made, not misleading. This Official Statement has been approved by the District's Board of Trustees.

Any statements in this Official Statement involving matters of opinion, whether or not expressly so stated, are intended only as such and not as representations of fact. This Official Statement is not to be construed as a contract or agreement between the District and the purchasers or Owners, beneficial or otherwise, of any of the Bonds.

This Official Statement and the delivery thereof have been duly approved and authorized by the District.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By _____
Dr. Raúl Rodríguez
Chancellor

APPENDIX A

**EXCERPTS FROM THE 2009-10 AUDITED FINANCIAL
STATEMENTS OF THE DISTRICT**

APPENDIX B

FORM OF OPINION OF BOND COUNSEL

Upon issuance of the Bonds, Stradling Yocca Carlson & Rauth, a Professional Corporation, Bond Counsel, proposes to render its final approving opinion with respect to the Bonds in substantially the following form:

[Closing Date]

Board of Trustees
Rancho Santiago Community College District

Members of the Board of Trustees:

We have examined a certified copy of the record of the proceedings relative to the issuance and sale of \$_____ Rancho Santiago Community College District (Orange County, California) 2011 General Obligation Refunding Bonds (the "Bonds"). As to questions of fact material to our opinion, we have relied upon the certified proceedings and other certifications of public officials furnished to us without undertaking to verify the same by independent investigation.

Based on our examination as bond counsel of existing law, certified copies of such legal proceedings and such other proofs as we deem necessary to render this opinion, we are of the opinion, as of the date hereof and under existing law, that:

1. Such proceedings and proofs show lawful authority for the issuance and sale of the Bonds pursuant to Articles 9 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, and a resolution (the "Resolution") of the Board of Trustees of the Rancho Santiago Community College District (the "District").

2. The Bonds constitute valid and binding general obligations of the District, payable as to both principal and interest from the proceeds of a levy of *ad valorem* taxes on all property subject to such taxes in the District, which taxes are unlimited as to rate or amount.

3. Under existing statutes, regulations, rulings and judicial decisions, interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of calculating the federal alternative minimum tax imposed on individuals and corporations; however, it should be noted that, with respect to corporations, such interest may be included as an adjustment in the calculation of alternative minimum taxable income, which may affect the alternative minimum tax liability of corporations.

4. Interest on the Bonds is exempt from State of California personal income tax.

5. The difference between the issue price of a Bond (the first price at which a substantial amount of the Bonds of a maturity is to be sold to the public) and the stated redemption price at maturity with respect to such Bonds constitutes original issue discount. Original issue discount accrues under a constant yield method, and original issue discount will accrue to a Bondowner before receipt of cash attributable to such excludable income. The amount of original issue discount deemed received by a Bondowner will increase the Bondowner's basis in the applicable Bond. Original issue discount that accrues to the Bondowner is excluded from the gross income of such owner for federal income tax purposes, is not an item of tax preference for purposes of

the federal alternative minimum tax imposed on individuals and corporations, and is exempt from State of California personal income tax.

6. The amount by which a Bondowner's original basis for determining loss on sale or exchange in the applicable Bond (generally, the purchase price) exceeds the amount payable on maturity (or on an earlier call date) constitutes amortizable Bond premium, which must be amortized under Section 171 of the Internal Revenue Code of 1986, as amended (the "Code"); such amortizable Bond premium reduces the Bondowner's basis in the applicable Bond (and the amount of tax-exempt interest received), and is not deductible for federal income tax purposes. The basis reduction as a result of the amortization of Bond premium may result in a Bondowner realizing a taxable gain when a Bond is sold by the Bondowner for an amount equal to or less (under certain circumstances) than the original cost of the Bond to the Bondowner. Purchasers of the Bonds should consult their own tax advisors as to the treatment, computation and collateral consequences of amortizable Bond premium.

The opinions expressed herein may be affected by actions taken (or not taken) or events occurring (or not occurring) after the date hereof. We have not undertaken to determine, or to inform any person, whether any such actions or events are taken or do occur. The Resolution and the Tax Certificate relating to the Bonds permit certain actions to be taken or to be omitted if a favorable opinion of bond counsel is provided with respect thereto. No opinion is expressed herein as to the effect on the exclusion from gross income of interest (and original issue discount) for federal income tax purposes with respect to any Bond if any such action is taken or omitted based upon the advice of counsel other than ourselves. Other than expressly stated herein, we express no opinion regarding tax consequences with respect to the Bonds.

The opinions expressed herein as to the exclusion from gross income of interest (and original issue discount) on the Bonds are based upon certain representations of fact and certifications made by the District and others and are subject to the condition that the District complies with all requirements of the Code, that must be satisfied subsequent to the issuance of the Bonds to assure that such interest (and original issue discount) will not become includable in gross income for federal income tax purposes. Failure to comply with such requirements of the Code might cause interest (and original issue discount) on the Bonds to be included in gross income for federal income tax purposes retroactive to the date of issuance of the Bonds. The District has covenanted to comply with all such requirements.

It is possible that subsequent to the issuance of the Bonds there might be federal, state, or local statutory changes (or judicial or regulatory interpretations of federal, state, or local law) that affect the federal, state, or local tax treatment of the Bonds or the market value of the Bonds. No assurance can be given that subsequent to the issuance of the Bonds such changes or interpretations will not occur.

The rights of the owners of the Bonds and the enforceability thereof may be subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted to the extent constitutionally applicable and their enforcement may also be subject to the exercise of judicial discretion in appropriate cases.

Respectfully submitted,

Stradling Yocca Carlson & Rauth

APPENDIX C

FORM OF CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the Rancho Santiago Community College District (the "District") in connection with the issuance of \$_____ of the District's 2011 General Obligation Refunding Bonds (the "Bonds"). The Bonds are being issued pursuant to a Resolution of the District adopted on October 10, 2011 (the "Resolution"). The District covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the District for the benefit of the Holders and Beneficial Owners of the Bonds and in order to assist the Participating Underwriter in complying with S.E.C. Rule 15c2-12(b)(5).

SECTION 2. Definitions. In addition to the definitions set forth in the Resolution, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

"Annual Report" shall mean any Annual Report provided by the District pursuant to, and as described in, Sections 3 and 4 of this Disclosure Certificate.

"Beneficial Owner" shall mean any person which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of any Bonds for federal income tax purposes.

"Dissemination Agent" shall mean initially the District, or any successor Dissemination Agent designated in writing by the District (which may be the District) and which has filed with the District a written acceptance of such designation.

"Holders" shall mean registered owners of the Bonds.

"Listed Events" shall mean any of the events listed in Sections 5(a) and Section (b) of this Disclosure Certificate.

"Participating Underwriter" shall mean the original underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

"Repository" shall mean the Municipal Securities Rulemaking Board, which can be found at <http://emma.msrb.org/>, or any other repository of disclosure information that may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

"Rule" shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"State" shall mean the State of California.

SECTION 3. Provision of Annual Reports.

(a) The District shall, or shall cause the Dissemination Agent to, not later than 270 days after the end of the District's fiscal year (presently ending June 30), commencing with the report for the 2010-

11 Fiscal Year, provide to the Repository an Annual Report which is consistent with the requirements of Section 4 of this Disclosure Certificate. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 4 of this Disclosure Certificate; *provided* that the audited financial statements of the District may be submitted separately from the balance of the Annual Report and later than the date required above for the filing of the Annual Report if they are not available by that date. If the District's fiscal year changes, it shall give notice of such change in the same manner as for a Listed Event under Section 5(b).

(b) Not later than 30 days (nor more than 60 days) prior to said date the Dissemination Agent shall give notice to the District that the Annual Report shall be required to be filed in accordance with the terms of this Disclosure Certificate. Not later than 15 Business Days prior to said date, the District shall provide the Annual Report in a format suitable for reporting to the Repository to the Dissemination Agent (if other than the District). If the District is unable to provide to the Repository an Annual Report by the date required in subsection (a), the District shall send a notice to the Repository in substantially the form attached as Exhibit A with a copy to the Dissemination Agent. The Dissemination Agent shall not be required to file a Notice to Repository of Failure to File an Annual Report.

(c) The Dissemination Agent shall file a report with the District stating it has filed the Annual Report in accordance with its obligations hereunder, stating the date it was provided.

SECTION 4. Content and Form of Annual Reports.

(a) The District's Annual Report shall contain or include by reference the following:

1. The audited financial statements of the District for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the District's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.

2. Material financial information and operating data with respect to the District of the type included in the Official Statement in the following categories (to the extent not included in the District's audited financial statements):

- (A) State funding received by the District for the last completed fiscal year;
- (B) Full time equivalent student counts of the District for the last completed fiscal year;
- (C) Outstanding District indebtedness;
- (D) Summary financial information on revenues, expenditures and fund balances for the District's general fund reflecting adopted budget for the current fiscal year.

Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the District or related public entities, which have been submitted to the Repository or the Securities and Exchange Commission. If the document included by

reference is a final official statement, it must be available from the Municipal Securities Rulemaking Board. The District shall clearly identify each such other document so included by reference.

(b) The Annual Report shall be filed in an electronic format accompanied by identifying information prescribed by the Municipal Securities Rulemaking Board.

SECTION 5. Reporting of Significant Events.

(a) Pursuant to the provisions of this Section 5, the District shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the Bonds in a timely manner not in excess of 10 business days after the occurrence of the event:

1. principal and interest payment delinquencies.
2. tender offers.
3. defeasances.
4. rating changes.
5. adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, or Notices of Proposed Issue (IRS Form 5701-TEB).
6. unscheduled draws on the debt service reserves reflecting financial difficulties.
7. unscheduled draws on credit enhancement reflecting financial difficulties.
8. substitution of the credit or liquidity providers or their failure to perform.
9. bankruptcy, insolvency, receivership or similar event (within the meaning of the Rule) of the District. For the purposes of the event identified in this Section 5(a)(9), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

(b) Pursuant to the provisions of this Section 5, the District shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the Bonds, if material:

1. non-payment related defaults.
2. modifications to rights of Bondholders.
3. optional, contingent or unscheduled Bond calls.

4. unless described under Section 5(a)(5) above, adverse tax opinions, material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds.

5. release, substitution or sale of property securing repayment of the Bonds.

6. the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms.

7. Appointment of a successor or additional paying agent with respect to the Bonds or the change of name of such paying agent.

(c) Whenever the District obtains knowledge of the occurrence of a Listed Event under Section 5(b) hereof, the District shall as soon as possible determine if such event would be material under applicable federal securities laws.

(d) If the District determines that knowledge of the occurrence of a Listed Event under Section 5(b) hereof would be material under applicable federal securities laws, the District shall (i) file a notice of such occurrence with the Repository in a timely manner not in excess of 10 business days after the occurrence of the event or (ii) provide notice of such reportable event to the Dissemination Agent in format suitable for filing with the Repository in a timely manner not in excess of 10 business days after the occurrence of the event. The Dissemination Agent shall have no duty to independently prepare or file any report of Listed Events. The Dissemination Agent may conclusively rely on the District's determination of materiality pursuant to Section 5(c).

SECTION 6. Termination of Reporting Obligation. The District's obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. If such termination occurs prior to the final maturity of the Bonds, the District shall give notice of such termination in the same manner as for a Listed Event under Section 5(a) or Section 5(b), as applicable.

SECTION 7. Dissemination Agent. The District may, from time to time, appoint or engage a Dissemination Agent (or substitute Dissemination Agent) to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Dissemination Agent. The Dissemination Agent may resign upon 15 days written notice to the District. Upon such resignation, the District shall act as its own Dissemination Agent until it appoints a successor. The Dissemination Agent shall not be responsible in any manner for the content of any notice or report prepared by the District pursuant to this Disclosure Certificate and shall not be responsible to verify the accuracy, completeness or materiality of any continuing disclosure information provided by the District. The District shall compensate the Dissemination Agent for its fees and expenses hereunder as agreed by the parties. Any entity succeeding to all or substantially all of the Dissemination Agent's corporate trust business shall be the successor Dissemination Agent without the execution or filing of any paper or further act.

SECTION 8. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the District may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

(a) If the amendment or waiver relates to the provisions of Sections 3(a), 4, 5(a) or 5(b), it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Bonds, or the type of business conducted;

(b) The undertaking, as amended or taking into account such waiver, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances;

(c) The amendment or waiver does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Holders or Beneficial Owners of the Bonds; and

(d) No duties of the Dissemination Agent hereunder shall be amended without its written consent thereto.

In the event of any amendment or waiver of a provision of this Disclosure Certificate, the District shall describe such amendment in the next Annual Report, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver and its impact on the type (or in the case of a change of accounting principles, on the presentation) of financial information or operating data being presented by the District. In addition, if the amendment relates to the accounting principles to be followed in preparing financial statements, (i) notice of such change shall be given in the same manner as for a Listed Event under Section 5(b), and (ii) the Annual Report for the year in which the change is made should present a comparison (in narrative form and also, if feasible, in quantitative form) between the financial statements as prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles.

SECTION 9. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the District shall have no obligation under this Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

SECTION 10. Default. In the event of a failure of the District to comply with any provision of this Disclosure Certificate any Holder or Beneficial Owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an event of default under the Resolution, and the sole remedy under this Disclosure Certificate in the event of any failure of the District to comply with this Disclosure Certificate shall be an action to compel performance.

SECTION 11. Duties, Immunities and Liabilities of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate. The Dissemination Agent acts hereunder solely for the benefit of the District; this Disclosure Certificate shall

confer no duties on the Dissemination Agent to the Participating Underwriter, the Holders and the Beneficial Owners. The District agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's gross negligence or willful misconduct. The obligations of the District under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds. The Dissemination Agent shall have no liability for the failure to report any event or any financial information as to which the District has not provided an information report in format suitable for filing with the Repository. The Dissemination Agent shall not be required to monitor or enforce the District's duty to comply with its continuing disclosure requirements hereunder.

SECTION 12. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the District, the Dissemination Agent, the Participating Underwriter and Holders and Beneficial Owners from time to time of the Bonds, and shall create no rights in any other person or entity.

Dated: November __, 2011

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By _____
Authorized Officer

EXHIBIT A

NOTICE TO REPOSITORY OF FAILURE TO FILE ANNUAL REPORT

Name of District: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Name of Bond Issue: 2011 General Obligation Refunding Bonds

Date of Issuance: _____, 2011

NOTICE IS HEREBY GIVEN that the District has not provided an Annual Report with respect to the above-named Bonds as required by the Continuing Disclosure Certificate relating to the Bonds. The District anticipates that the Annual Report will be filed by _____.

Dated: _____

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By _____ [form only; no signature required]

APPENDIX D

ORANGE COUNTY GENERAL AND ECONOMIC DATA

The following information concerning Orange County is included only for the purpose of supplying general information regarding the community. The Bonds are not a debt of the County.

General

County Organization. The County is a general law county divided into five supervisory districts on the basis of registered voters and population. The County is governed by a five-member Board of Supervisors with each Supervisor serving a four-year term. The chairman is elected by the members of the Board.

County administration consists of fifteen County officers. Seven County officers are elected by a countywide vote to four-year terms: the Assessor, Auditor-Controller, Clerk-Recorder, District Attorney, Public Administrator, Sheriff-Coroner and the Treasurer-Tax Collector. The County Executive Officer (the "CEO"), County Counsel, Public Defender, Internal Auditor, Performance Auditor, Office of Independent Review, Clerk of the Board are County officers that are appointed by the Board of Supervisors. The Chief Probation Officer is appointed by the Board of Supervisors with the concurrence of the Presiding Judge of the Orange County Superior Court. The County management team includes department and agency heads appointed by the CEO.

County Services. The County provides a wide range of services to its residents, including police, medical and health services, senior citizen assistance, library services, judicial institutions (including support programs), airport service, roads, solid waste management, harbors, beaches and parks, life guard services and a variety of public assistance programs.

Other services provided by special districts, which are governed by the Board of Supervisors, that provide services to the County are: Orange County Flood Control District, Local Redevelopment Authority and the Orange County Housing Authority.

Certain municipal services are provided by the County, on a contract basis, to some of the thirty-four incorporated cities within its boundaries. This plan is designed to allow cities to contract with the County for municipal services without incurring the cost of creating numerous city departments and facilities. Under the plan, the County provides any or all services to a city at the same level as provided in the unincorporated areas, or at any higher level the city may choose. Services are provided at cost.

Population

A summary of the population estimates of the County and the State for the past fifteen years is shown in the following table.

POPULATION Orange County and the State of California 1997-2011

Year as of <u>January 1</u>	<u>Orange County</u>	<u>Percent Change</u>	<u>California</u>	<u>Percent Change</u>
1997	2,672,796	--	32,207,869	--
1998	2,724,525	1.94%	32,657,877	1.40%
1999	2,776,163	1.90	33,140,771	1.48
2000 ⁽¹⁾	2,846,289	2.53	33,873,086	2.21
2001	2,890,353	1.55	34,430,970	1.65
2002	2,938,436	1.66	35,063,959	1.84
2003	2,979,989	1.41	35,652,700	1.68
2004	3,015,950	1.21	36,199,342	1.53
2005	3,043,669	0.92	36,676,931	1.32
2006	3,061,535	0.59	37,087,005	1.12
2007	3,077,656	0.53	37,463,609	1.02
2008	3,104,046	0.86	37,871,509	1.09
2009	3,134,858	0.99	38,255,508	1.01
2010 ⁽²⁾	3,008,855	(4.02)	37,223,900	(2.70)
2011 ⁽²⁾	3,029,859	0.70	37,510,766	0.77

⁽¹⁾ As of April 1.

⁽²⁾ Data based on 2010 Census counts.

Source: California State Department of Finance, Demographic Research Unit.

Labor Force

The following table summarizes the labor force, employment and unemployment figure over the past five years for the County, the State of California and the United States.

LABOR FORCE, EMPLOYMENT AND UNEMPLOYMENT Orange County, State of California and the United States 2006-2010⁽¹⁾

	<u>Area</u>	<u>Labor Force</u>	<u>Employment</u>	<u>Unemployment Rate</u>
2006	Orange County	1,601,800	1,547,300	3.4%
	State of California	17,686,700	16,821,300	4.9
	United States	151,428,000	144,427,000	4.6
2007	Orange County	1,609,400	1,547,000	3.9%
	State of California	17,928,700	16,970,200	5.3
	United States	153,124,000	146,047,000	4.6
2008	Orange County	1,617,200	1,532,300	5.3%
	State of California	18,191,000	16,883,400	7.2
	United States	154,287,000	145,362,000	5.8
2009	Orange County	1,588,700	1,447,700	8.9%
	State of California	18,204,200	16,141,500	11.3
	United States	154,142,000	139,877,000	9.3
2010	Orange County	1,580,900	1,429,700	9.6%
	State of California	18,176,200	15,916,300	12.4
	United States	153,889,000	139,064,000	9.6

⁽¹⁾ Data is not seasonally adjusted. March 2010 Benchmark.

Source: U.S. Department of Labor – Bureau of Labor Statistics, California Employment Development Department.

Industry Employment

The following table summarizes employment figures by industry for the Santa-Ana-Anaheim-Irvine Metropolitan Division, which is located entirely within the County. Professional and Business Services, Manufacturing and Leisure and Hospitality are the largest employment sectors in the County.

INDUSTRY EMPLOYMENT AND LABOR FORCE
Santa Ana-Anaheim-Irvine MD
(Orange County)
Annual Averages
2006-2010

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Farming	5,300	5,000	4,600	3,800	3,800
Mining and Logging	600	600	600	500	500
Construction	106,600	103,100	91,200	74,200	67,100
Manufacturing	182,700	180,400	174,100	154,800	150,200
Wholesale Trade	83,700	86,900	86,700	79,400	77,400
Retail Trade	160,800	161,200	155,600	142,300	140,100
Transportation, Warehousing and Utilities	28,200	28,900	29,300	27,800	26,700
Information	31,900	31,200	30,100	27,300	25,000
Financial Activities	138,200	127,700	113,100	105,100	103,600
Professional and Business Services	274,500	273,300	266,600	240,200	242,800
Education and Health Services	137,700	142,600	150,700	152,100	156,000
Leisure and Hospitality	169,600	172,900	176,400	169,100	168,700
Other Services	47,700	47,400	46,500	42,600	42,400
Government	<u>156,700</u>	<u>159,400</u>	<u>160,800</u>	<u>157,300</u>	<u>152,500</u>
TOTAL:	1,524,300	1,520,500	1,486,200	1,375,400	1,356,700

Note: Total may not add up due to rounding.

Source: California Employment Development Department (March 2011 Benchmark).

Major Employers

The following table sets forth the major employers in the County for 2010.

LARGEST EMPLOYERS Orange County 2010

<u>Rank</u>	<u>Name of Business</u>	<u>No. of Orange County Employees</u>	<u>Type of Business</u>
1	University of California, Irvine	20,650 ⁽¹⁾	Education
2	Walt Disney Co.	20,000 ⁽¹⁾	Entertainment
3	St. Joseph Health System	11,965	Healthcare
4	Boeing Co.	8,060	Aerospace, engineering
5	Bank of America Corp.	6,500 ⁽¹⁾	Financial services
6	Yum Brands Inc.	6,500 ⁽¹⁾	Food Service
7	Supervalu Inc.	5,900	Retail Store
8	Kaiser Permanente	5,397	Healthcare
9	Target Corp.	5,325	Retail Store
10	Hoag Memorial Hospital Presbyterian	5,107	Healthcare
11	California State University, Fullerton	5,032	Education
12	Wells Fargo & Co.	4,622	Financial services
13	Home Depot Inc.	4,500 ⁽¹⁾	Building Supply
14	Memorial Health Services Inc.	4,270	Healthcare
15	Kroger Co.	4,250 ⁽¹⁾	Retail Grocery
16	Cedar Fair LP	3,900 ⁽¹⁾	Entertainment
17	UnitedHealth Group Inc.	3,800	Healthcare
18	Wal-Mart Stores Inc.	3,800 ⁽¹⁾	Retail Store
19	Tenet Healthcare Corp.	3,700	Healthcare
20	Costco Wholesale Corp.	3,700	Retail Grocery

⁽¹⁾ Business Journal estimate.

Source: *Orange County Business Journal, 2011 Book of Lists.*

Per Capita Personal Income

Per capita income or income per person is the numerical quotient of income divided by population, in monetary terms. It is a measure of all sources of income in an economic aggregate, such as a country or city. It does not measure income distribution or wealth. The following table summarizes the per capita personal income for the County, the State of California and the United States for the ten years from 2000 through 2009.

PER CAPITA PERSONAL INCOME Orange County, State of California and the United States 2000-2009

<u>Year</u>	<u>Orange County</u>	<u>California</u>	<u>United States</u>
2000	\$38,332	\$33,398	\$30,318
2001	38,827	33,890	31,145
2002	39,767	34,045	31,461
2003	41,641	34,977	32,271
2004	44,086	36,903	33,881
2005	47,141	38,767	35,424
2006	50,997	41,567	37,698
2007	51,877	43,240	39,461
2008	51,877	43,853	40,674
2009	49,020	42,395	39,635

Source: U.S. Bureau of Economic Analysis.

Building Activity

The following tables show a five-year history of the valuation of building permits issued by the County.

BUILDING PERMIT VALUATIONS AND PERMITS ISSUED Orange County 2006-2010 (In Thousands of Dollars)

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Valuation (In \$000's)					
Residential	\$2,316,948	\$1,792,269	\$1,037,710	\$855,193	\$1,029,406
Nonresidential	<u>2,400,564</u>	<u>2,005,197</u>	<u>1,439,121</u>	<u>952,485</u>	<u>1,115,928</u>
Total Valuation ⁽¹⁾	\$4,717,512	\$3,797,466	\$2,476,831	\$1,807,678	\$2,181,334
New Dwelling Units (#)					
Single-Family	3,735	2,182	1,295	1,376	1,553
Multi-Family	<u>4,636</u>	<u>4,890</u>	<u>1,864</u>	<u>824</u>	<u>1,538</u>
Total:	8,371	7,072	3,159	2,200	3,091

⁽¹⁾ Total may not add up due to rounding.

Source: Construction Industry Research Board.

Taxable Sales

A six-year history of taxable transactions in the County is shown below.

TAXABLE SALES
County of Orange
2005-2010
(Dollars in Thousands)

<u>Year</u>	<u>Retail Permits</u>	<u>Total Retail and Food Service Taxable Transactions</u>	<u>Total Permits</u>	<u>Total Outlets Taxable Transactions</u>
2005	45,402	\$37,672,834	102,858	\$55,063,246
2006	45,264	39,074,451	102,539	57,202,747
2007	44,093	38,988,227	99,088	57,293,471
2008	45,705	35,768,595	97,612	53,606,829
2009	56,259	31,162,619	90,231	45,712,784
2010	55,464	7,436,800 ⁽¹⁾	88,694	10,800,790 ⁽¹⁾

⁽¹⁾ Reflects taxable transactions only through the first quarter of calendar year 2010.

Source: "Taxable Sales in California (Sales & Use Tax)," California Board of Equalization.

Transportation

The County is situated in the most heavily populated area in California and has easy access to excellent road, rail, air and sea transportation. The Santa Ana Freeway (Interstate 5) provides direct access to downtown Los Angeles and connects with the San Diego Freeway (Interstate 405) southeast of the City of Santa Ana providing a direct link with San Diego. The Garden Grove Freeway (State 22) and Riverside Freeway (State 91) provide east-west transportation, linking the San Diego Freeway, Santa Ana Freeway and the Newport Freeway (State 55). The Newport Freeway provides easy access to the beach communities.

Rail freight service is provided by the Burlington Northern Santa Fe Railway and the Union Pacific Railroad Company. Amtrak provides passenger service to San Diego to the south, Riverside and San Bernardino Counties to the east and Los Angeles and Santa Barbara to the north. Metro Link provides passenger service to San Bernardino and Riverside Counties to the east, Oceanside to the south and Los Angeles County to the north. Bus service is provided by Greyhound Bus Lines. The Orange County Transportation Authority District provides bus service between most cities in the County. Most interstate common carrier truck lines operating in California serve the County.

The John Wayne Airport, which is owned and operated by the County, is located in the County's unincorporated area adjacent to Santa Ana, Costa Mesa, Irvine and Newport Beach. The airport is classified as a medium air traffic hub by the Federal Aviation Administration serving the County and portions of Los Angeles, Riverside, San Bernardino and San Diego Counties. The airport is an origination and destination airport for the short-to-medium haul market. At present, fourteen airlines operate out of the airport, including ten commercial airlines (Alaska, American Continental, Delta, Frontier, Southwest, United, US Airways, US Airways Express (Mesa) and Air Canada). Two commuter lines (Delta Connection – Skywest and United Express – Skywest) and two cargo airlines (FedEx and UPS). Air Canada is the first international airline to fly from the airport (to and from Toronto, Canada). In 2009, the airport served approximately 8.7 million passengers.

Recreation and Tourism

The County is a tourist center in Southern California because of its broad spectrum of amusement parks and leisure, recreational and entertainment activities that it offers. These tourist attractions are complemented by the year-round mild climate in Southern California.

Along the County's Pacific Coast shoreline are five state beaches and parks, five Municipal beaches and five County beaches. There are two small-craft docking facilities in Newport Harbor, a third located at Sunset Beach and a fourth at Dana Point.

Other major recreational and amusement facilities include Disneyland, Knott's Berry Farm and the Spanish Mission of San Juan Capistrano. Also located within the County are the Anaheim Convention Center, the Anaheim Sports Arena, Anaheim Stadium and the Art Colony at Laguna Beach with its annual art festival.

Disneyland occupies 230 acres in the City of Anaheim and is one of the major tourist attractions in the nation. Disneyland opened in 1955.

The Anaheim Convention Center is located adjacent to Disneyland. It is situated on 50 acres, with 12 acres under one roof and is one of the largest convention centers on the West Coast.



*\$_,000,000
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
General Obligation Refunding Bonds

Timetable and Responsibilities – As of September 20, 2011

September						
M	T	W	T	F	S	S
			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		

October						
M	T	W	T	F	S	S
					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						

November						
M	T	W	T	F	S	S
	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				

* Meetings of the Governing Board of the District are twice per month on the 2nd and 4th Monday of each month.

√	<u>Date</u>	<u>Event</u>	<u>Responsibility</u>
<input type="checkbox"/>	T, 9/20	District elects to proceed with the refunding	District
<input type="checkbox"/>	W, 9/21	Submit application for credit rating	District, UW
<input type="checkbox"/>	Th, 9/22	First draft of legal documents distributed to working group	BC, DC
<input type="checkbox"/>	F, 9/23	Credit analyst assigned by each respective rating agency	UW
<input type="checkbox"/>	M, 9/26	Comments due on working draft of legal documents	All
<input type="checkbox"/>	T, 9/27	Update working group on economics of the refunding	UW
<input type="checkbox"/>	Th, 9/29	All legal documents finalized and distributed	BC, DC
<input type="checkbox"/>	F, 9/30	Agenda deadline for next District Board meeting	District
<input type="checkbox"/>	F, 9/30	Submit documents and structure to the rating agency	UW
<input type="checkbox"/>	Th, 10/6	Update working group on economics of the refunding	UW
<input type="checkbox"/>	F, 10/7	☎ Teleconference with rating agencies (if required)	District, BC, UW
<input type="checkbox"/>	M, 10/10	District Board meeting to adopt District Bond Resolution	District
<input type="checkbox"/>	T, 10/11	Print and distribute the Preliminary Official Statement (tentative)*	DC, UW
<input type="checkbox"/>	Th, 10/13	Receipt of bond ratings from credit rating agencies	District, UW
<input type="checkbox"/>	M, 10/17	☎ Teleconference to review indicative pricing	District, UW
<input type="checkbox"/>	T, 10/18	Price the Refunding Bonds and execute the Purchase Contract	All
<input type="checkbox"/>	F, 10/21	Print and distribute the Final Official Statement	DC, UW
<input type="checkbox"/>	T, 11/1	Close and deliver funds	All
<input type="checkbox"/>	W, 11/2	Deliver debt service schedule to the County	UW
<input type="checkbox"/>	Th, 11/3	Agenda deadline for next District Board meeting	District
<input type="checkbox"/>	M, 11/14	Report of bond sale results to the District Board (if required)	UW

* Assumes all information necessary for disclosure purposes can be procured and verified by this date.

District: Rancho Santiago Community College District
BC / DC: Bond Counsel / Disclosure Counsel – Stradling Yocca Carlson & Rauth
UW: Underwriter – Kinsell, Newcomb & De Dios, Inc.



***\$ __,000,000**
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
General Obligation Refunding Bonds

Interested Parties List – As of September 20, 2011

Issuer

Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
(F) 714.796.3950

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Peter Hardash – Vice Chancellor – Business Operations / Fiscal Services	714.480.7340
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Treasurer and Tax Collector’s Office
12 Civic Center Plaza, Room G-76
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Auditor-Controller – Tax Unit
12 Civic Center Plaza, Room 211
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Rating Agencies

Information to follow

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of the SAC and SCC Facilities Master Plans	
Action:	Request for Approval	

BACKGROUND:

In an effort to meet the long-term facility needs of Santa Ana College and Santiago Canyon College, the Board approved a contract with HMC Architects on March 8, 2010 to revise the facilities master plans for both college campuses in order to link the campuses current education plans to the facilities master plans. The last facilities master plan update was completed in 2004.

ANALYSIS:

HMC Architects has been working with district's participatory governance committees who represent students, faculty, staff and administration at both colleges.

These updated facilities master plans include the projects that have been submitted to the state of California for possible partial state funding.

The revised master plans have been reviewed and approved by the college's campus committees: SAC Facilities Committee and the SCC College Facilities Committee, the District Facility Planning Committee (DFPC) and the Budget Allocation and Planning Review Committee (BAPRC). These committees have recommended these updated facilities master plans to the Chancellor.

Facilities master plans will be prepared for all remaining district facilities: Digital Media Center (DMC), Orange Education Center (OEC), Centennial Education Center (CEC), Santa Ana College Orange County Sheriff's Regional Training Academy (OCSRTA), District Office (DO) and other potential sites as a secondary phase of the master planning process.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revised facilities master plans at both Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	Not Applicable	Board Date: October 10, 2011
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Acceptance of 2010-11 Citizens' Bond Oversight Committee Annual Report	
Action:	Request for Acceptance	

BACKGROUND

With the district's successful passage of the Measure E Bond in November 2002, the Board of Trustees appointed a Citizen's Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Bond Oversight Committee is to report annually to the Board of Trustees and the community on the district's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed by the Citizen's Bond Oversight Committee at its' September 22, 2011 meeting and has approved the report.

ANALYSIS

A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the district website at: <http://rscdd.edu/apps/rpub.asp?Q=1304>. This report covers bond funded activities for the July 1, 2010 – June 30, 2011 period and financial information on fiscal year July 1, 2010 – June 30, 2011.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Citizen's Bond Oversight Committee Annual Report to the Community for 2010-11 as presented.

Fiscal Impact:	None	Board Date: October 10, 2011
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



KEEPING THE PROMISE TO VOTERS

Citizens' Bond Oversight Committee Annual
REPORT TO THE COMMUNITY

2010-2011



RANCHO SANTIAGO

COMMUNITY COLLEGE DISTRICT

Santa Ana College • Santiago Canyon College



Rancho Santiago Community College District

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

The district serves about 25,000 students at its two main college campuses and off-site instructional facilities, as well as another 19,000 students at two adult education centers. Most students live or work in Santa Ana, Garden Grove, Anaheim Hills, Tustin, Orange, Villa Park and portions of Irvine. The district's facilities include: Santa Ana and Santiago Canyon Colleges, the District Operations Center, the Digital Media Center, the Regional Fire Technology Center, the Santa Ana College Orange County Sheriff's Regional Training Academy, and the Orange and Centennial Education Centers.

Last year, the district awarded 3,727 associate degrees, professional certificates and certificates of achievement. In addition, more than 2,919 students transferred to University of California, California State University and private or out-of-state institutions.

Additionally, the college district plays a vital role in economic and workforce development by offering an array of free or affordable educational opportunities to small business owners and entrepreneurs. RSCCD is one of the largest employers in central Orange County with more than 2,900 employees. Learn more about the college district at www.rsccd.edu.

Students Reap Rewards from New and Renovated Facilities

A Letter from the 2011 Chair

Measure E continues to deliver on the commitment made to voters in 2002 to utilize voter-approved bond funds for the construction and modernization of instructional facilities district-wide. Thanks to our voters who willingly invested in their community colleges, students are reaping rewards today from state-of-the-art instructional facilities and renovated classrooms.

As the chair of the 2011 Citizens' Bond Oversight Committee, I am pleased to report that the district continues to receive excellent ratings on all independent financial and compliance audits pertaining to the expenditure of Measure E bond funds. The independent auditors have, once again, verified that all bond funds have been expended on appropriate Measure E projects.

The Rancho Santiago Community College District continues to make sound fiscal decisions, maximizing the benefits of the \$337 million general obligation bond. Whenever possible, state funding and innovative partnerships are sought to stretch construction dollars even further. Such was the case with the Santiago Canyon College Science Center, which was partially funded by state-provided construction funds.

It is gratifying to see the cumulative effects of the investment of Measure E-provided funds on Santa Ana College, Santiago Canyon College, and their educational centers. Facility modernization and new construction are critical to the delivery of higher education programs to continue to meet community needs. Thanks for your support of Measure E. Future generations of students will benefit from upgraded facilities that enhance student success.

The Citizens' Bond Oversight Committee is pleased to report full compliance with all Measure E Proposition 39 requirements.

Sincerely,



Robert Odle, Chair



Independently Appointed Citizens' Bond Oversight Committee

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

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





2010 Citizens' Bond Oversight Committee

Lan Quoc Nguyen, Esq., Chair

SAC Community-at-Large Member

Alex Flores, Co-Chair

SAC Student Government Member

MEMBERS:

John Acosta • Support Organization – SAC Foundation Member

Gloria Alvarado • Senior Citizens' Organization Member

Shelly Berryman • Business Organization Member

Linda Boone • Support Organization – SCC Foundation Member

Colton Long • SCC Student Government Member

Robert Odle • Taxpayers' Organization Member

Darin Woinarowicz • SCC Community-at-Large Member

2011 Citizens' Bond Oversight Committee

Robert Odle, Chair

Taxpayers' Organization Member

Carol Smith, Co-Chair

Business Organization Member

MEMBERS:

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

Jasmine Ordaz • SAC Student Representative

Rachel Ann Bulosan • SCC Student Representative

Ken Purcell • Support Organization - SAC Foundation Member

Steven M. Smith • SAC Community-at-Large Member

Dean Strenger • Support Organization – SCC Foundation Member

William E. Thornton • Senior Organization Representative

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

Rancho Santiago Community College District has received consistently high ratings on all independent financial and compliance audits for efficient use of Measure E resources.



2010-2011 Achievements

Santa Ana College Early Childhood Education Center

The new 18,200-square-foot facility accommodates 178 infants, toddlers, and preschool children, as well as some 100 students enrolled in the college's Human Development program. The \$8.78 million project includes a cluster of four cottage-inspired buildings with a total of 12 classrooms for different age groups. The project also contains two college classrooms and faculty offices on the second floor of a central administration building.

Santa Ana College Centennial Education Center (CEC)

Measure E funds assisted with expansion and modernization of the 30-year-old kitchen at CEC's Child Development Center. Additional infrastructure improvements, including plumbing, electrical, painting, carpeting, rain gutters, and roofing occurred throughout the center.

Santiago Canyon College Science Center

The new 60,000-square-foot facility allows the college to offer a comprehensive science and engineering curriculum, adding microbiology, organic chemistry, and engineering to its course offerings. Special features of the \$36.2 million project include 12 state-of-the-art laboratories, six large lecture classrooms, and an auditorium seating more than 180, as well as faculty offices. Measure E funds paid for 67 percent of this project; the remainder was covered by state-provided funds.

Santiago Canyon College Parking Lot

A new parking lot was completed between Newport Blvd. and Santiago Canyon Rd. with nearly 1,000 additional parking spaces. The project included lighting, landscaping, and accessible parking spaces.



District-Wide Technology Upgrades

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



The new Humanities Building at Santiago Canyon College is currently under construction.

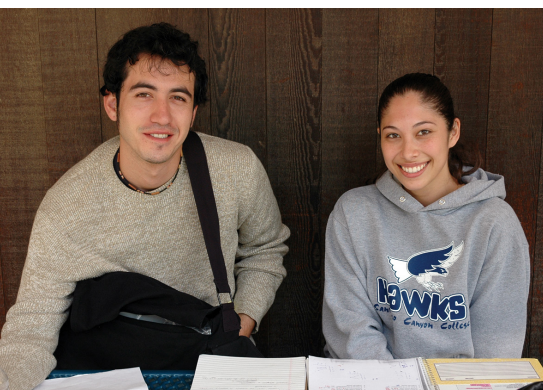
Current Projects

SANTA ANA COLLEGE

- **Campus Perimeter Beautification Projects** – Architects have developed conceptual drawings for gateways to campus, as well as unifying architectural and landscaping elements for the interior of campus. Work will get under way in late 2012.
- **Campus Entries** – New entries into campus are in the planning stage. They will include the Washington Ave., Bristol St., and 17th St. entrances.
- **Soccer Field** – Plans for a new soccer field with synthetic turf are currently at the Division of the State Architect (DSA) awaiting review and approval.

SANTIAGO CANYON COLLEGE

- **Athletics and Aquatics Center** – Construction is under way on the 72,200-square-foot center that will include three indoor basketball courts, a swimming pool, fitness center, locker rooms, strength lab, training facilities and offices. The facility will cost \$22.3 million to complete.
- **Humanities Building** – Construction is under way on the 97,500-square-foot Humanities Building that will house the college's English, Humanities, Modern Languages, Social Science Departments, as well as the Writing Center and Honors Program. The building, which will include 37 classrooms and a 290-seat lecture hall, will cost \$36.1 million to complete.
- **Loop Road and New Entrance** – Work is under way on the new campus loop road, a new campus entry off of Chapman Ave., and adding a traffic light on Santiago Canyon Rd. to facilitate students entering and exiting the campus.





SANTA ANA

C O L L E G E

Completed Projects

NEW CONSTRUCTION

- **Classroom Building** – A 16-room, 24,000-square-foot multi-disciplinary facility.
- **Digital Media Center** – The 28,000-square-foot facility offers instructional space for TV/video production, digital media arts, digital music, and more. The facility also houses the county’s only digital media business incubator.
- **Exercise Science Complex** – A 22,000-square-foot facility with locker rooms, classrooms, conference rooms, equipment storage and distribution areas, and faculty offices. The project included remodeling the training room, converting a portion of the gymnasium into a strength training lab, and constructing a new weightlifting pavilion.
- **Orange County Sheriff’s Regional Training Academy** – A 53,000-square-foot facility offers training for new recruits and existing law enforcement officers through the college’s criminal justice program in collaboration with the Orange County Sheriff’s Department. Exterior lighting was added to the obstacle training course to expand use of facilities.
- **Parking Lot and Lighting** – Added 198 parking spaces on land acquired with Measure E funds near the new Maintenance and Operations Building.
- **Softball Field, Concession Stand and Dugout** – New facilities support the college’s athletics and instructional program.
- **Tennis Courts** – Resurfaced existing courts and added new ones.
- **Electronic Marquee** – Keeps the community and students informed.
- **Maintenance and Operations Building** – A facility to store equipment and tools needed to maintain the campus buildings and grounds.

UPGRADES AND MODERNIZATION

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





Santiago Canyon College

Completed Projects

NEW CONSTRUCTION

- **Library/Learning Resource Center** – A 40,000-square-foot facility that can accommodate 10,000 volumes. The facility also includes study locations, computer lab and training areas.
- **Orange Education Center** – A 92,500-square-foot education and training center offering adult basic education, GED, business skills and other courses that lead to career advancement or enrollment at a community college.
- **Parking Lots and Lighting** – Two parking lots have been added to support enrollment growth.
- **Soccer Field and Scoreboard** – New facilities to support the college’s athletics and instructional programs. Local youth soccer groups also use this field year-round.
- **Softball Field, Scoreboard and Dugout** – New facilities to support the college’s athletics and instructional programs.
- **Student Services and Instruction Building** – A 30,000-square-foot building with large classrooms. The building also houses admissions, financial aid and other student support services.
- **Electronic Marquee** – Keeps the community and students informed.
- **Maintenance and Operations Building** – A facility to store equipment and tools needed to maintain the campus buildings and grounds.

UPGRADES AND MODERNIZATION

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



Measure E Project Summary

June 30, 2011

	Allocated Budget	Project Expenses 2002-2010	PROJECT EXPENDITURES BY CATEGORY 2010-2011							Total Expended	Total Project Expenses
			Site Acq., Dev. & Planning	Program & Proj. Mgmt	Construction Design	Construction (Indirect)	Construction (Direct)	Equipment			
SANTA ANA COLLEGE											
Renovation of Buildings	\$ 11,473,717	8,408,531			18,711	234,751	1,565		255,027	8,663,558	
Renovate Campus Infrastructure	22,758,043	19,177,267	3,696	174,162	10,080	142,347	714,524		1,044,809	20,222,076	
Child Care/Classroom-Centennial Ed Center	6,843,895	1,029,099		38,136	4,097	128,399	470,860		641,492	1,670,591	
Renovate & Expand Athletic Fields	4,554,000	2,743,863	6,141	95,904	14,234	85,829	295,947		498,055	3,241,918	
Design/Construct New Math & Science Building	3,181,264								-	-	
Design/Construct Child Development Center	15,296,044	8,404,466		175,433	11,782	50,606	1,434,779	258,607	1,931,207	10,335,673	
Design/Construct Women's Locker Room	14,461,116	14,363,251				52,213			52,213	14,415,464	
Design Sheriff's Training Facility	29,154,099	29,121,136				750			750	29,121,886	
Design/Construct Digital Media Center	14,021,036	13,998,854				1,052			1,052	13,999,906	
Design/ Construct Parking Structure	8,741,972	2,044,802			2,153				2,153	2,046,955	
SAC Improvements/Enhancements	12,000,000				271,104	960	29,799		301,863	301,863	
TOTAL SANTA ANA COLLEGE	142,485,186	99,291,269	9,837	483,635	332,161	696,907	2,947,474	258,607	4,728,621	104,019,890	
SANTIAGO CANYON COLLEGE											
SCC Infrastructure	36,258,601	29,494,635	10,932	238,564	203,233	340,442	2,154,006		2,947,177	32,441,812	
Design/Construct Arts, Humanities & Social Science Bldg.	35,128,950	2,797,599		845,862	314,005	518,957	5,387,835		7,066,659	9,864,258	
Design/Construct Gymnasium Building/Pool Complex	22,262,000	1,884,526		670,443	311,331	503,330	3,115,287		4,600,391	6,484,917	
Design/Construct Math & Science Center	30,161,245	22,499,611			25,217	10,681	1,706,717	744,805	2,487,420	24,987,031	
Construct Additional Parking Facilities	1,192,017	1,047,212							-	1,047,212	
TOTAL SANTIAGO CANYON COLLEGE	125,002,813	57,723,583	10,932	1,754,869	853,786	1,373,410	12,363,845	744,805	17,101,647	74,825,230	
DISTRICT OPERATIONS											
Replace Aging Telephone & Computer Network	14,567,443	13,844,675	-	-	-	-	-	13,109	13,109	13,857,784	
Total Current Projects	\$ 282,055,442	170,859,527	20,769	2,238,504	1,185,947	2,070,317	15,311,319	1,016,521	21,843,377	192,702,904	
Total Closed Out Projects	\$ 81,096,892	81,096,892									
Unallocated Bond Refunding	\$ 1,522,183										
Measure E Bond Program	\$ 364,674,517	251,956,419									



Balance Sheet

June 30, 2011

REVENUE BOND CONSTRUCTION FUND MEASURE E BOND PROGRAM

ASSETS

Cash in County Treasury	\$	98,927,758
Interest Receivable		78,215
Due from Component Units		0
Prepaid Expenses		149,446
TOTAL ASSETS	\$	99,155,419

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$	1,171,273
TOTAL LIABILITIES		1,171,273

FUND BALANCE

Designated for Special Purposes		97,984,146
TOTAL FUND BALANCE		97,984,146

TOTAL LIABILITIES AND FUND BALANCE	\$	99,155,419
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RSCCD BOARD OF TRUSTEES

Brian E. Conley, President
Phillip E. Yarbrough, Vice President
Mark McLoughlin, Clerk
Arianna P. Barrios
R. David Chapel, Ed.D.
John R. Hanna
Lawrence R. "Larry" Labrado
Andrew C. Hanson, Student Trustee

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Raúl Rodríguez, Ph.D.

SANTA ANA COLLEGE PRESIDENT

Erlinda J. Martinez, Ed.D.

SANTIAGO CANYON COLLEGE PRESIDENT

Juan Vázquez



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

2323 NORTH BROADWAY • SANTA ANA, CA 92706-1640



SANTA ANA
COLLEGE



Santiago
Canyon
College

www.rsccd.edu



NONDISCRIMINATION POLICY

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Additional Construction Management Services for Completion of Documentation and Project Filing/Archiving	
Action:	Request for Approval	

BACKGROUND:

Bernards Management Services is currently providing construction management services for multiple projects at Santa Ana College. An extension of this service is justifiable given that the filing and archiving of District project documents is nearing completion.

ANALYSIS:

As noted in the attached proposal dated September 27, 2011 from Bernards Builders/Management Services, the filing and archiving of DSA documents, Plan Room filing and the archiving of construction plans is an ongoing project that was approved by the Board of Trustees on September 13, 2010.

To facilitate the completion of this project, an extension of these services is requested in the amount of \$48,112.00. The original cost for this project was \$124,976.00. The total revised contract amount for this project is \$223,528.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the extension of services with Bernards Construction Management in order to complete the filing/archiving of District construction documents as presented.

Fiscal Impact:	\$48,112.00	Board Date: October 10, 2011
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction & Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



September 27, 2011

Mr. Alex Oviedo
 Construction Supervisor
 Rancho Santiago Community College District
 2323 North Broadway, Suite 112
 Santa Ana, California 92706-1640

Via E-Mail

Subject: Rancho Santiago Community College District
 Plan Room Archiving and Document Filing (Measure "E" Funded Projects)
 Request For Contract Extension

Dear Alex:

Pursuant to discussions between the District and Bernards' Project Manager Jerry Neve, we are requesting a Contract extension for the Plan Room archiving and document filing. This will complete the archiving and filing of all Bond measure documents the District has at this time.

Services will be extended (at no charge) for an additional month through the end of September 2011. The period of our request is from October 1, 2011 through December 31, 2011 in the following amount:

Position	Individual	Rate	Hours/Months	Cost
1. Construction Manager	William Perez	\$97.00	496 hours	\$48,112
2. General Conditions			3 Months	No Cost
TOTAL				\$48,112

Jerry Neve will continue to provide project management oversight and the work will be performed by our Construction Manager, William Perez.

We appreciate the opportunity to continue providing services to the Rancho Santiago Community College District and Santa Ana College. If you have any questions, please call me.

Respectfully,

Kelvin K. Okino
 Vice President, Management Services

cc: Mr. Darryl Odum, Rancho Santiago CCD
 Mr. Robb Gumbert, Rancho Santiago CCD
 Mr. Michael Cawlina, Bernards
 Mr. Jerry Neve, Bernards

Inland Empire Regional Office
 3633 East Inland Empire Blvd., Suite 860 T 909.541.5225
 Ontario, CA 91764 F 909.541.5224
 License No. 602307 www.bernards.com

LOS ANGELES ORANGE COUNTY FRESNO INLAND EMPIRE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees	Date: October 10, 2011
Re: Approval of Change Order #2, Bid #1137 – Masonry for the Athletic/Aquatic Complex at Santiago Canyon College	
Action: Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Industrial Masonry, Inc. (IMI) for Bid #1137, concrete for the Athletic/Aquatic Complex at Santiago Canyon College.

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 #2.

Change Order #2 increases the contract by \$11,620.22. Work was added to the IMI contract after Tidwell Concrete ceased business operations. This was necessary to keep the project moving forward while the surety company was pursuing a completion contractor for Tidwell. The revised contract amount is \$1,356,884.87. This increase will be back charged to Tidwell's surety, Great American Insurance.

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 8.049% 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, Bid #1137 for Industrial Masonry, Inc., masonry for the Athletic/Aquatic Complex at Santiago Canyon College as presented.

Fiscal Impact: \$11,620.22	Board Date: October 10, 2011
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: Aquatic & Athletic Center Project at Santiago Canyon College

Bid No. 1137 P.O. # 10-P0014611

D.S.A. No. 04-109232

Contractor: Industrial Masonry Inc

Change Order No. 2

Architect: The Austin Company

Date: September 22, 2011

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		\$1,255,800.00
Previous Change Orders	\$89,464.65	
This Change Order	\$11,620.22	
Total Change Orders		\$101,084.87
Revised Contract Amount		\$1,356,884.87
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		February 17, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 10, 2011

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 _____ Authorized Signature _____ Date _____

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1840

Project: Aquatic & Athletic Center Project at Santiago Canyon College	Bid No. 1137	P.O. # 10-P0014611
	D.S.A. No. 04-109232	
Contractor: Industrial Masonry Inc	Change Order No. 2	
Architect: The Austin Company	Date: September 22, 2011	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Install new vertical rebars at 40 locations per approved construction field directive #18</p> <p>REASON: Complete installation of concrete footings due to the result of Tidwell defaulting on their contract (Backcharge to Great American Insurance)</p> <p>REQUESTOR: District:</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$11,620.22
Sub-Total		\$0.00	\$11,620.22
Total			\$11,620.22

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #2, Bid #1138 - Structural Steel at the Athletics/Aquatics Complex at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Blazing Industrial Steel, Inc. for Bid #1138/structural steel for the Athletics/Aquatics Complex at Santiago Canyon 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 \$2,556.98. The revised contract amount is \$1,000,949.35. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.394% 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, Blazing Industrial Steel, Inc. for Bid #1138, structural steel for the Athletics/Aquatics Complex at Santiago Canyon College as presented.

Fiscal Impact:	\$2,556.98	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Athletic/Aquatic Center Project at Santiago Canyon College	Bid No.	1138	P.O. #10-P0014486
	D.S.A. No.	04-109232	
Contractor: Blazing Industrial Steel Inc	Change Order No.	2	
Architect: The Austin Company	Date:	September 22, 2011	

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		\$987,000.00
Previous Change Orders	\$11,392.37	
This Change Order	\$2,556.98	
Total Change Orders		\$13,949.35
Revised Contract Amount		\$1,000,949.35
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		April 20, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 10, 2011

_____ 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	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: Athletic/Aquatic Center Project at Santiago Canyon College

Bid No. 1138

P.O. #10-P0014486

D.S.A. No.

04-109232

Contractor: Blazing Industrial Steel Inc

Change Order No. 2

Architect: The Austin Company

Date: September 22, 2011

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide 1/4" bent plate at cantallever per rfi#206R1 and DSA approved field construction directive #38</p> <p>REASON: Allow installation of concrete at 2nd floor deck (Unforeseen Condition)</p> <p>REQUESTOR: Architect/District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$2,556.98
Sub-Total		\$0.00	\$2,556.98
Total			\$2,556.98

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #3, Bid #1140 – Plumbing for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Interpipe Contracting, Inc. for Bid #1140, plumbing for the Humanities Building at Santiago Canyon College.

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 #3.

Change Order #3 increases the contract by \$9,521.00. Interpipe initially submitted a request for \$10,372.00. The actual cost for this Change Order is \$9,521.00, saving the District \$851.00. The revised contract amount is \$816,049.00. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 7.47% 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, Bid #1140 for Interpipe Contracting, Inc., plumbing for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$9,521.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building

Bid No. 1140 P.O. # 10-P0014548

D.S.A. No. 04-110212

Contractor: Interpipe

Change Order No. 3

Architect: LPA Inc

Date: September 8, 2011

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		\$755,060.00
Previous Change Orders	\$51,468.00	
This Change Order	\$9,521.00	
Total Change Orders		\$60,989.00
Revised Contract Amount		\$816,049.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 5, 2011
Revised Contract Completion Date		October 5, 2011
RSCCD Board Approval Date		October 10, 2011

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville CS

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: Santiago Canyon College Humanities Building	Bid No. 1140	P.O. # 10-P0014548
	D.S.A. No. 04-110212	
Contractor: Interpipe	Change Order No. 3	
Architect: LPA Inc	Date: September 8, 2011	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Additional Equipment in the second floor lab / work room. This cost was reduced from \$9,321 to \$8,470.</p> <p>REASON: Space was subdivided to accommodate College request</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$8,470.00
2.0	<p>DESCRIPTION: Slurry backfill for 6" sewer line</p> <p>REASON: Tidwell Concrete over-poured footings adjacent to sewer line. This cost will be backcharge to Tidwell's surety</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$1,051.00
Sub-Total		\$0.00	\$9,521.00
Total			\$9,521.00

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #1, Bid #1141 – HVAC for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to West Tech Mechanical for Bid #1141, HVAC for the Humanities Building at Santiago Canyon 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 #1.

Change Order #1 increases the contract by \$4,114.00. The revised contract amount is \$2,154,114.00. 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 .19% 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, Bid #1141 for West Tech Mechanical, HVAC for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$4,114.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: **Santiago Canyon College Humanities Building**

Bid No. **1141** P.O. # **10-BP000249**

D.S.A. No. **04-110212**

Contractor: **West Tech Mechanical**

Change Order No. **1**

Architect: **LPA Inc**

Date: **September 8, 2011**

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		\$2,150,000.00
Previous Change Orders	\$0.00	
This Change Order	\$4,114.00	
Total Change Orders		\$4,114.00
Revised Contract Amount		\$2,154,114.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		December 7, 2011
Revised Contract Completion Date		December 7, 2011
RSCCD Board Approval Date		September 26, 2011

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville CS

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: *Santiago Canyon College Humanities Building*

Bid No. 1141

P.O. # 10-BP000249

D.S.A. No. 04-110212

Contractor: *West Tech Mechanical*

Change Order No. 1

Architect: *LPA Inc*

Date: *September 8, 2011*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide modification to exterior enclosure for (VFD's) and pump equipment</p> <p><u>REASON:</u> To provide an all weather enclosure.</p> <p><u>REQUESTOR:</u> LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$4,114.00
Sub-Total		\$0.00	\$4,114.00
Total			\$4,114.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #3, Bid #1144 – Roofing for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Troyer Contracting Company for Bid #1144, roofing on the Humanities Building at Santiago Canyon 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 #3.

Change Order #3 increases the contract by \$365.00 and adds an additional nine (9) calendar days to the length of the contract. The revised contract amount is \$1,111,445.00. 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 3.23% 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, Bid #1144 for Troyer Contracting Company, roofing on the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$365.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: **Santiago Canyon College Humanities Building**

Bid No. 1144 P.O. # 10-P0014762

D.S.A. No. 04-110212

Contractor: **Troyer Contracting Company**

Change Order No. 3

Architect: **LPA Inc**

Date: **September 8, 2011**

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		\$1,076,688.00
Previous Change Orders	\$34,392.00	
This Change Order	\$365.00	
Total Change Orders		\$34,757.00
Revised Contract Amount		\$1,111,445.00
Previous Time Extensions	9 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		9 calendar days
Original Completion Date		March 23, 2011
Revised Contract Completion Date		April 1, 2011
RSCCD Board Approval Date		October 10, 2011

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville CS

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: Santiago Canyon College Humanities Building	Bid No. 1144	P.O. # 10-P0014762
	D.S.A. No. 04-110212	
Contractor: Troyer Contracting Company	Change Order No. 3	
Architect: LPA Inc	Date: September 8, 2011	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Removal and replacement of water proofing on CMU wall.</p> <p>REASON: Auditorium changes requested by the District</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$0.00	\$365.00
Sub-Total		\$0.00	\$365.00
Total			\$365.00

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #2, Bid #1146 – Framing and Elevators for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Inland Building Construction Co. for Bid #1146, framing and elevators for the Humanities Building at Santiago Canyon 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 decreases the contract by \$2,505.00. The revised contract amount is \$1,987,124.00. 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 0.36% 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, Bid #1146 for Inland Building Construction Co., framing and elevators for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	-\$2,505.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: **Santiago Canyon College Humanities Building**

Bid No. **1146** P.O. # **10-BP000244**

D.S.A. No. **04-110212**

Contractor: **Inland Building Construction Co**

Change Order No. **2**

Architect: **LPA Inc**

Date: **September 26, 2011**

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		\$1,980,000.00
Previous Change Orders	\$9,629.00	
This Change Order	-\$2,505.00	
Total Change Orders		\$7,124.00
Revised Contract Amount		\$1,987,124.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 12, 2011
Revised Contract Completion Date		October 12, 2011
RSCCD Board Approval Date		October 10, 2011

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville CS

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 92708-1840

Project: **Santiago Canyon College Humanities Building**

Bid No. **1146**

P.O. # **10-BP000244**

D.S.A. No. **04-110212**

Contractor: **Inland Building Construction Co**

Change Order No. **2**

Architect: **LPA Inc**

Date: **September 26, 2011**

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Modification of Dean's office</p> <p><u>REASON:</u> Campus request</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$1,084.00	\$0.00
2.0	<p><u>DESCRIPTION:</u> Modification of bridge</p> <p><u>REASON:</u> District requested a redesign of the bridge to lower the overall cost of the project.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$1,583.00	\$0.00
3.0	<p><u>DESCRIPTION:</u> Painting of new hollow metal frame</p> <p><u>REASON:</u> Added door in auditorium at District request</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$162.00
Sub-Total		\$2,667.00	\$162.00
Total			-\$2,505.00

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Change Order #3, Bid #1147 – Interiors for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board of Trustees awarded a contract to Inland Empire Architectural Specialties for Bid #1147, interiors for the Humanities Building at Santiago Canyon 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 #3.

Change Order #3 increases the contract by \$3,805.00. The revised contract amount is \$1,202,311.00. 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 1.37% 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, Bid #1147 for Inland Empire Architectural Specialties, interiors for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$3,805.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building	Bid No. 1147 P.O. # 10-P0014649
	D.S.A. No. 04-110212
Contractor: Inland Empire Architectural Specialties	Change Order No. 3
Architect: LPA Inc	Date: September 8, 2011

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		\$1,186,000.00
Previous Change Orders	\$12,506.00	
This Change Order	\$3,805.00	
Total Change Orders		\$16,311.00
Revised Contract Amount		\$1,202,311.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 25, 2011
RSCCD Board Approval Date		October 10, 2011

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Seville CS	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: **Santiago Canyon College Humanities Building**

Bid No. **1147**

P.O. # **10-P0014649**

D.S.A. No.

04-110212

Contractor: **Inland Empire Architectural Specialties**

Change Order No.

3

Architect: **LPA Inc**

Date:

September 8, 2011

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Change door hardware panic device</p> <p><u>REASON:</u> To accommodate the panic bars for the wood doors from the HM doors</p> <p><u>REQUESTOR:</u> LPA</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$2,399.00
2.0	<p><u>DESCRIPTION:</u> Added Door into Auditorium</p> <p><u>REASON:</u> SCC Request</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$0.00	\$1,406.00
Sub-Total		\$0.00	\$3,805.00
Total			\$3,805.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 10, 2011
Re:	Adoption of Resolution No. 11-42 – Plumbing for the Loop Road Extension at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 22, 2010, the Board awarded a contract to Interpipe Construction, Inc. for Bid #1140, plumbing for the Loop Road Extension at Santiago Canyon College.

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 Resolution 11-42 as well as Exhibit A.

Resolution 11-42 and Change Order #1 as outlined, increases the contract by \$60,000.00. The revised contract amount is \$139,480.00. It should be noted that Interpipe Contracting, Inc. original cost submittal was \$79,494.00 but was reduced to \$60,000.00, saving the District \$19,494.00.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 75.5% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 11-42, Interpipe Construction, Inc. for Bid #1140, plumbing for the Loop Road Extension at Santiago Canyon College as presented.

Fiscal Impact:	\$60,000.00	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INTERPIPE CONTRACTING, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO CANYON COLLEGE LOOP ROAD EXTENSION

RESOLUTION NO. 11-42

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Loop Road Extension at Santiago Canyon College, (“Project”) to Interpipe Contracting, Inc. (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) including addition of a new sewer line for an additional drinking fountain. These items are more fully described in Exhibit “A”;

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$60,000.00 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 6. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 10th day of October, 2011, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAINED: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 10th day of October, 2011, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this _____ day of _____, 20__.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE LOOP ROAD EXTENSION***

EXHIBIT A

<h1 style="margin:0;">CHANGE ORDER</h1>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640
Project: Santiago Canyon College Loop Road Extension	Bid No. 1140 P.O. # 10-P0014554 D.S.A. No. 04-110594
Contractor: Interpipe	Change Order No. 1
Architect: LPA Inc	Date: September 8, 2011

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		\$79,480.00
Previous Change Orders	\$0.00	
This Change Order	\$60,000.00	
Total Change Orders		\$60,000.00
Revised Contract Amount		\$139,480.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 5, 2011
Revised Contract Completion Date		October 5, 2011
RSCCD Board Approval Date		October 10, 2011

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Seville CS	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

EXHIBIT A

<h1>CHANGE ORDER</h1>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project: Santiago Canyon College Loop Road Extension		Bid No. 1140	P.O. # 10-P0014554
		D.S.A. No. 04-110594	
Contractor: Interpipe		Change Order No. 1	
Architect: LPA Inc		Date: September 8, 2011	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Additional backflow assembly. This cost has been reduced from \$79,494 to \$60,000. <u>REASON:</u> Required for underground utilities <u>REQUESTOR:</u> LPA <u>TIME EXTENSION:</u> ADDS 0 calendar days	\$0.00	\$60,000.00
Sub-Total		\$0.00	\$60,000.00
Total			\$60,000.00

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Adoption of Resolution No. 11-43 – Concrete for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On April 11, 2011, the Board awarded a contract to Guy Yocom Construction, Inc. for Bid #1136, concrete for the Santiago Canyon Road Entry and Parking Lot.

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 Resolution #11-43 as well as Exhibit A..

Resolution 11-43 and Change Order #1 as outlined, increases the contract by \$11,526.22. The revised contract amount is \$26,526.22. It should be noted that Guy Yocom initially submitted a request for \$13,000.00. The actual cost for this Change Order is \$11,562.22, saving the District \$1,473.78. This increase will be back charged to Tidwell's surety, Great American Insurance.

The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 43.452% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution 11-43, for Guy Yocom Construction, Inc. for Bid #1136, concrete for the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	\$11,526.22	Board Date: October 10, 2011
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Dr. Raúl Rodriguez, Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO INTERPIPE
CONTRACTING, INC. FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON ROAD ENTRY AND PARKING LOT**

RESOLUTION NO. 11-43

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Santiago Canyon Road Entry and Parking Lot at Santiago Canyon College, (“Project”) to Guy Yocom Construction, Inc. (“Contractor”);

WHEREAS, subsequent to the award of the contract for the Project, it was determined that additional work was necessary on the Project (“Change Order”) including addition of a new sewer line for an additional drinking fountain. These items are more fully described in Exhibit “A”;

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change Order;

WHEREAS, the total cost for the Change Order is \$11,526.22 and exceeds the limitations set forth in Public Contract Code Section 20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the Contractor;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project;

WHEREAS, the additional work must be performed before the Project can be completed and failure to complete the Project will disrupt the education of students;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform work more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District does hereby find, resolve, determine, and order as follows:

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the immediate completion of the additional work stated in the Change Order without competitively bidding such work and approves the District's payment to the Contractor in accordance with the terms and conditions set forth in the Change Order.

Section 4. That the completion and approval of the additional work stated in Change Order is necessary to ensure completion of the Project and use of the facilities by students and staff.

Section 6. That the Governing Board delegates to Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services, authority to execute all agreements and complete all necessary documents for the additional work and to otherwise fulfill the intent of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 10th day of October, 2011, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 10th day of October, 2011, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this _____ day of _____, 20__.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON ROAD ENTRY AND PARKING LOT***

EXHIBIT A

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon Road Entry and Parking Lot	Bid No. 1136	P.O. # 11-BP000255
Contractor: Guy Yocom Construction Inc	D.S.A. No.	04-110566	
Architect: LPA	Change Order No.	1	
	Date:	9/26/11	

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		\$15,000.00
Previous Change Orders	\$0.00	
This Change Order	\$11,526.22	
Total Change Orders		\$11,526.22
Revised Contract Amount		\$26,526.22
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		June 14, 2011
Revised Contract Completion Date		
RSCCD Board Approval Date		October 10, 2011

_____ 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	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services	_____ Authorized Signature	_____ Date
_____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash	_____ Authorized Signature	_____ Date
_____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date

EXHIBIT A

<h1>CHANGE ORDER</h1>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
		Project: Santiago Canyon Road Entry and Parking Lot	Bid No. 1136 P.O. # 11-BP000255
Contractor: Guy Yocom Construction Inc		D.S.A. No. 04-109232	
Architect: LPA		Change Order No. 1	
		Date: 9/26/11	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide installation of concrete sealer at north west parking lot sidewalks</p> <p>REASON: Reduce the potential damage to the sidewalks noted on the A/E punchlist (Backcharge Great American Insurance Company) This cost has been reduced from \$13,000 to \$11,526.22.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$11,526.22
Sub-Total		\$0.00	\$11,526.22
Total			\$11,526.22

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

To:	Board of Trustees	Date: October 10, 2011
Re:	Approval of Notice of Completion, Bid #1172 – Demolition of the Church and Former Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On April 11, 2011, the District approved a contract with Miller Environmental, Inc. to demolish the church and former Child Development Center at Santa Ana College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on July 8, 2011 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 \$240,282.00.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for Bid #1172, demolition of the church and former Child Development Center at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: October 10, 2011
Prepared by:	Alex Oviedo, District Construction Supervisor, District Construction & Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez., Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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 Santa Ana College, located at 1530 West Seventeenth Street, Santa Ana, California, caused improvements to be made to the property to wit: Bid No. 1172/Demolition of Church and Former Child Development Center, the contract for the doing of which was heretofore entered into on the 11th day of April, 2011, which contract was made with Miller Environmental, Inc., P.O.11-P0018825, as contractor; that said improvements were completed on the 8th day of July, 2011, and accepted by formal action of the governing Board of said District on the 10th day of October, 2011; 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 Arch Insurance 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/FISCAL SERVICES**

To:	Board of Trustees	Date: October, 10, 2011
Re:	Adoption of Resolution No. 11-41 – Implementing Prequalification of Security Contractors for the Bidding of District-Wide Video Surveillance Security System, Installation and Integration	
Action:	Request for Approval	

BACKGROUND:

The District is engaged in the installation and integration of a District-Wide Video Surveillance Security System. The installation and integration of this project requires a certain level of expertise; therefore, all prospective bidders are required to submit a completed set of prequalification documents to the District in order to be considered for bidding this project.

ANALYSIS:

Public Contract Code § Section 20651.5, authorizes the governing Board of Trustees of a community college district to require each prospective bidder for a contract to complete and submit to the district a standardized questionnaire and financial statement (Exhibit A), in a form specified by the community college district. These documents are used as the basis for determining which bidders are qualified to bid on the project.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Resolution No. 11-41, as presented.

Fiscal Impact:	N/A	Board Date: October 10, 2011
Prepared by:	Tracey Conner-Crabbe, Director, of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**RESOLUTION IMPLEMENTING PREQUALIFICATION
OF CONSTRUCTION CONTRACTORS
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**District-Wide Video Surveillance Security System, Installation and Integration
Bid# 1183**

RESOLUTION NO. 11-41

WHEREAS, Public Contract Code Section 20651.5 authorizes the governing Board of Trustees of a community college district to require that each prospective bidder for a contract complete and submit to the community college district a standardized questionnaire and financial statement in a form specified by the community college district (“Questionnaire”);

WHEREAS, the Questionnaire is required to include a complete statement of the prospective bidder’s financial ability and experience in the installation and integration of Video Surveillance Security Systems;

WHEREAS, the Questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified;

WHEREAS, the Questionnaire is not a public record and is not to be opened to public inspection;

WHEREAS, each Questionnaire submitted by a prospective bidder will be scored in accordance with an established point system;

WHEREAS, Public Contract Code Section 20651.5(b) requires any community college district requiring prospective bidders to complete and submit a Questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed Questionnaire in order to determine the size of the contracts or scope of work upon which each bidder will be deemed qualified to bid (“Uniform System”); and

WHEREAS, a community college district may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code Section 20651.5(a), but has not done so at least five (5) days prior to the date fixed upon the public opening of sealed bids, or has not been prequalified by the community college district in accordance with Public Contract Code Section 20651.5(b) at least one (1) day prior to the opening of sealed bids.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE:

Section 1. In accordance with Public Contract Code Section 20651.5(a), the Board establishes a prequalification program for the installation and integration of a District-Wide Video Surveillance Security System. (“Prequalification Program”).

Section 2. The Prequalification Program shall utilize the Questionnaire attached hereto as Exhibit “A” and incorporated herein.

Section 3. In accordance with Public Contract Code Section 20651.5(b), the District adopts a Uniform System of allocating points with respect to the District’s review of any submitted Questionnaires. Any potential bidder who submits a Questionnaire that does not meet the required criteria and requisite number of points shall be considered not qualified and rejected.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code Section 20651.5.

Section 5. With respect to the scope of work for the installation and integration of a District-Wide Video Surveillance Security System, each prospective bidder must be prequalified in conformance with the Prequalification Program prior to submitting a bid.

Section 6. In submitting any bids for the installation and integration of a District-Wide Video Surveillance Security System, the District will furnish each prospective bidder a standardized proposal form that when completed and executed, will constitute such potential bidder’s bid (“Proposal”).

Section 7. A Proposal shall not be accepted from any person or other entity for the installation and integration of a District-Wide Video Surveillance Security System who: (1) has not submitted a Questionnaire at least five (5) days prior to the date fixed for the public opening of sealed bids for such construction contract in accordance with Public Contract Code Section 20651.5(b); and (2) who has not been prequalified for at least one (1) day prior to the public opening of sealed bids for such contract, in accordance with Public Contract Code Section 20651.5(c).

Section 8. The Board hereby delegates to the District’s Vice Chancellor, Business Operations & Fiscal Services the authority to determine whether a potential bidder shall be considered prequalified.

PASSED AND ADOPTED by the Governing Board of Trustees of the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on _____, 2011, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

I, _____, Secretary of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

Secretary

EXHIBIT “A”

[INSERT PREQUALIFICATION QUESTIONNAIRE]

EXHIBIT "A"

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT District-Wide Video Surveillance Security System, Installation and Integration

PRE-QUALIFICATION STATEMENT

OVERVIEW

The intent of the Pre-Qualification Statement and supporting information is to assist the District in determining a firm's qualification prior to submission of a bid. Neither the fact of pre-qualification, nor the pre-qualification rating, will preclude the District from a post-bid consideration and determination of whether a firm has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The Security Contractor will not be considered as qualified for bidding on the Project, until the Security Contractor has met the requirements of the District. In addition, a Security Contractor may not be considered qualified for either (1) omission of requested information or (2) falsification of information.

The District has determined all firms must be pre-qualified prior to submitting a bid proposal. It is mandatory for all firms intending to submit a bid proposal to fully complete the Pre-Qualification Statement, provide all materials requested therein and be approved by the District to be on the Qualified Bidders' List. No bid will be accepted from firms failing to comply with these requirements.

The District has adopted a pre-qualification process described in Public Contract Code §Section 20651.5 for the bidding of a District-Wide Video Surveillance Security System including installation and integration services. The purpose of utilizing a pre-qualification procedure is to:

- A. Use a standardized questionnaire and financial statement in a form specified by the District
- B. Adopt and apply a uniform system of rating Bidders on objective criteria, on the basis of the completed questionnaire and financial statements

The District reserves the right to waive irregularities and omissions in the information contained in the Pre-Qualification Statement submitted, to make all final determinations, and to determine at any time that the pre-qualification process will not be applied to any specific future projects. The District further reserves its right to request additional information from any Security Contractor.

The District will refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by the date specified on page 3. The closing time for bid proposals will not be changed in order to accommodate supplementation of incomplete submissions or late submissions.

SCORING APPROACH

The District has pre-established a rating system for pre-qualification of Bidders. Security Contractors who receive the requisite number of points based on this rating system will be allowed to submit bid proposals for the project. Security Contractors who do not receive the requisite number of points based on this rating system, or who are disqualified under Part II, will not be considered qualified to submit bids for the project.

PART I: INFORMATION ABOUT THE SECURITY CONTRACTOR

This part applies to the Security Contractor and is for identification purposes only. There is no scoring value to this part.

EXHIBIT "A"

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT District-Wide Video Surveillance Security System, Installation and Integration

PRE-QUALIFICATION STATEMENT

PART II: ESSENTIAL REQUIREMENTS

Part II consists of 13 "Yes or No" questions. The Security Contractor will automatically be disqualified if the answer to any of questions 1 through 6 is "no." Similarly, the Security Contractor will automatically be disqualified if the answer to any of the questions 7 through 13 is "yes." This is the first step in rating the Security Contractors and if the Security Contractor is able to successfully answer the questions in Part II, its final rating will be dependent upon the score achieved in Parts III and IV. Scores are not aggregate but rather the Security Contractor is scored separately for Parts II, III, & IV and must achieve a passing score on each part.

PART III: SCORED QUESTIONS FOR THE SECURITY CONTRACTOR

Scored Questions for the Security Contractor

Part III consists of a series of questions that must be answered and each question has a pre-established numerical score. The total score attained establishes the rating for the Security Contractor for this part. The Security Contractor must receive a score value equal to greater than 75% of the total maximum score to be rated as qualified.

PART IV: VIDEO SURVEILLANCE SECURITY SYSTEM PROJECT REFERENCES

The Security Contractor must submit information on five completed video surveillance security projects. A minimum of two projects will be selected by the District from the total list of five projects submitted. A series of questions will be asked by the District's staff and answered by the referenced project owner's representative. The Security Contractor must receive a score value so that the aggregate score for all questions is equal to or greater than 70% of the total possible score.

PART V: DECLARATION

REVIEW, NOTIFICATION PROCESS

The completed Pre-Qualification Statement must be submitted by November 1, 2011 at 2:00 P.M. Once received, the review and notification process will be as follows:

1. The Pre-Qualification Statement will be date and time stamped upon receipt.
2. It will be reviewed for completeness by District staff within three working days from the deadline date. If the Pre-Qualification Document is not deemed complete, the District may determine the Security Contractor's Pre-Qualification Document is non-responsive and not qualified to bid the project. If the Pre-Qualification Document is complete, it will be reviewed.
3. The Security Contractor will be notified regarding qualification by mail or via electronic mail (email). If the Security Contractor is rated as "Qualified," for this project, it will be eligible to submit a bid proposal on the project.
4. If the Security Contractor chooses to challenge a disqualification, the Security Contractor shall provide a written request within two working days after notification requesting a hearing. The District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within three working days of the hearing.

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

5. Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions, or failures to disclose by submitters at any time, the submitter will be notified of disqualification and the inaccuracy which has been discovered.

PART I:

INFORMATION ABOUT THE SECURITY CONTRACTOR

1. Your Firm's Name: _____
(As it appears on license)

Contractor's License Number: _____ Expires: ___/___/___ Federal Tax ID: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State: ___ Zip: _____

Work Phone: _____ Ext.: _____ Fax: _____

Cell Phone: _____

Email: _____ Website: _____

Type of Entity (check one):

- Corporation Partnership Sole Prop Joint Venture Other Association

1a. Date of company formation or incorporation: _____

1b. State of formation or incorporation: _____

1c. Number of employees: _____

1d. If your organization is a corporation or a partnership, please complete the following table:

Provide information for each officer of the corporation or individual(s) with 20% or more of the corporate stock.

Position	Name	Number of Years with Company	% Ownership
President			
Vice-President			
Secretary			
Treasurer			

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

2. Has there been any change in ownership of your firm at any time during the last three years?
 Yes No

If "yes," explain:

3. Is your firm a subsidiary, parent, holding company or affiliate of another firm?
NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm. Yes No

If "yes," explain:

4. Are any of your firm's corporate officers, partners, or owners connected to any other company(ies)?
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm. Yes No

If "yes," explain:

5. State your firm's gross revenues for each of the following years:
2008: _____ 2009: _____ 2010: _____

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

6. List all California Contractor license numbers, classifications, and expiration dates of licenses held by your firm:

Contractor License Number	Classification	Expiration Date

7. Has your firm changed names or license number(s) in the past five years? Yes No

If "yes," explain: _____

8. Has your firm's owner, partner, or officer(s) operated a similar company under any other name in the last five years?
 Yes No

If yes, explain, and include company names: _____

9. Bonding capacity: List all current and past surety providers your firm has used within the last five years:

Provider	Address	Phone	Contact Name	Date	Largest Bond	C or P*

***C= Current P=Past**

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

10. How many projects is your firm currently bonded? _____

11. What are the contract amounts your firm has currently bonded?

#	Contract Title / Description	Bond Amount (USD)
1		
2		
3		
4		
5		

PART II:

ESSENTIAL REQUIREMENTS:

NOTE: Your firm will be automatically disqualified if the answer to ANY questions 1 through 6 is "No."

1. Does your firm possess a valid/current C10 California Contractor's license for the project for which it intends to submit a bid? Yes No
2. Does your firm have a commercial general liability insurance policy with a combined single limit of at least \$1,000,000 per occurrence? *Please provide a current Certificate of Insurance as verification.* Yes No
3. Does your firm have a comprehensive automobile liability insurance policy with a combined single limit of at least \$1,000,000 per occurrence? *Please provide a current Certificate of Insurance as verification.* Yes No
4. Does your firm have current workers' compensation insurance policies as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. Seq.? Yes No
5. Is your firm able to provide a copy of a reviewed financial statement for the year 2010, with accompanying notes and supplemental information? Yes No
6. Will your firm provide a notarized statement from a surety insurer admitted (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states that your firm's current bonding capacity is sufficient for the project for which you seek pre-qualification?
 Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

NOTE: Your firm will be automatically disqualified if the answer to ANY of questions 7 through 13 is "Yes."

7. Has your firm's Contractor's license been revoked or suspended at any time in that last five years?
 Yes No
8. Has a surety firm completed a contract on behalf of your firm, or paid for completion because the firm was terminated for default by the project owner within the last five years? Yes No
9. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a project contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7? Yes No
10. At any time during the last five years, has your firm any of its owners or officers, been convicted of a crime involving the bidding or awarding of a contract? Yes No
11. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation? Yes No
12. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law? Yes No
13. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? Yes No

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

PART III:

SCORED QUESTIONS

The scored questions in Part III are organized in the following categories:

1. License & Background Information
2. Insurance Information
3. Surety Information
4. Performance
5. Safety Program & Workers Compensation
6. Arbitration & Litigation history
7. Reference Questions

LICENSE & BACKGROUND INFORMATION

1. How many years has your organization been in business in California as a Security Contractor under your present business name and license number? _____
2. Is your firm currently or within the last five years, the debtor in a bankruptcy case? Yes No
If yes, please explain: _____
3. Has there been any recent change (last four years) in control of your firm? Yes No
If yes, please explain: _____
4. Does your company specialize in Video Surveillance Security System Installation and Integration? Yes No
5. What percentage of your business is Security System Installation and Integration, which includes Video Surveillance? _____
6. Indicate the number of Security Systems Installations over 60 network cameras, at a single site, your firm has installed: _____

INSURANCE INFORMATION

7. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policies for your firm? Yes No
If yes, please explain: _____

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

SURETY INFORMATION

8. During the last five years, has your firm ever been denied coverage by a surety company or has there ever been a period of time when your firm had no surety bond in place during a construction or integration project when one was required? Yes No

If yes, explain: _____

9. At any time during the past five years, has any surety company made any payments on your firm's behalf to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction or integration project? Yes No

If yes, explain: _____

10. Has your firm ever failed to complete a contract? Yes No

If yes, explain: _____

PERFORMANCE

11. Has your firm ever failed to complete a contract within the authorized contract time? Yes No

If yes, explain: _____

12. At any time during the last five years, has your firm been assessed and paid liquidated damages after completion of a project, under a contract with either a public or private entity? Yes No

If yes, explain: _____

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

13. Are there any outstanding liens/stop notices for labor and/or material filed against your firm on any contracts which have been completed or are being completed by your firm? Yes No

If yes, explain: _____

14. In the last five years, has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing any project for any reason? Yes No

If yes, explain: _____

15. In the last five years, has your firm been denied an award of a contract based on a finding by any agency that your firm was not a responsible bidder? Yes No

If yes, explain: _____

SAFETY PROGRAM & WORKERS' COMPENSATION

16. Does your firm have a written safety/injury prevention program? Yes No

17. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____

Previous Year: _____

Year Prior to Previous Year: _____

EXHIBIT "A"

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration

PRE-QUALIFICATION STATEMENT

18. Within the last five years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance? Yes No

If yes, explain: _____

19. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your firm's failure to comply with the state's prevailing wage laws? Yes No

If yes, explain: _____

NOTE: Question 18 refers only to your own firm's violation of prevailing wage laws, not violations of the prevailing wage laws by a subcontractor.

20. Has your firm ever received a serious or willful industrial safety violation during the last five years for violations under Division 5, Section 6300, of the California Labor Code? Yes No

If yes, explain: _____

21. Has CAL OSHA cited and assessed penalties against your firm for any "serious", "willful" or "repeat" violations of its safety or health regulations in the past five years? Yes No

If yes, explain: _____

NOTE: If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

22. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? _____

How often do you conduct documented safety inspections on a construction site?
Daily _____ Weekly _____ Quarterly _____

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

23. Have any of the subcontractors you retained ever received a serious or willful industrial safety violation during the last five years? Yes No

If yes, list each subcontractor and explain below. (Please use additional pages if necessary)

Subcontractor: _____ License No.: _____

Explain: _____

Subcontractor: _____ License No.: _____

Explain: _____

Subcontractor: _____ License No.: _____

Explain: _____

ARBITRATION & LITIGATION HISTORY

NOTE: The following two questions (24 and 25) refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor or subcontractor for disputes less than \$25,000.00.

24. In the past five years, has any claim against your firm concerning your firm's work on a project, been **filed in court or arbitration**? Yes No

If yes, please provide the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution): _____

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

25. In the past five years, has any claimant against your firm made any claim against a project owner concerning work on a project or payment for a contract, and **filed that claim in court or arbitration?** **Yes** **No**

If yes, please identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution):

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

FINANCIAL INFORMATION

In order to be pre-qualified to bid on this project the Security Contractor must submit a reviewed financial statement.

REVIEWED FINANCIAL STATEMENT

Based on our review with the exception of the matter(s) described in the following paragraph(s), we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

(Type Name of Firm)

(Accountant Signature)

(Telephone Number)

(License Number)

(NOTE THIS REVIEW CONSISTS PRINCIPALLY OF INQUIRIES OF MANAGEMENT AND APPROPRIATE ANALYTICAL PROCEDURES APPLIED TO THIS FINANCIAL DATA. IT IS SUBSTANTIALLY LESS IN SCOPE THAN AN EXAMINATION IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS, THE OBJECTIVE OF WHICH IS THE EXPRESSION OF AN OPINION REGARDING THE FINANCIAL STATEMENTS TAKEN AS A WHOLE. ACCORDINGLY, WE HAVE NOT EXPRESSED SUCH AN OPINION.)

Special note to Accountant:

The above Certificates of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement, nor by any individual who is a member of the firm with more than a 10 percent financial interest.

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize the Rancho Santiago Community College District to contact our company's licensed accounting firm to verify our most recent reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name (Printed)

Title

Company Name

Date

Signature

Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

PART IV:

VIDEO SURVEILLANCE SECURITY SYSTEM PROJECT REFERENCES

Your firm must provide information about five recently completed video surveillance security system installation projects. Names and references must be **current** and **verifiable**.

Project Number 1:

Project Name: _____

Project Manager: _____

Location: _____

Project Owner: _____

Contact Name: _____ Contact Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

Architect or Engineer / System Designer: _____

Architect or Engineer / System Designer Contact name: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed including number of sites:

Summary of Security System Installations, include camera and NVMS manufacturers: _____

Quantity of cameras installed by camera type:

Analog _____ Network _____

PTZ _____ Fixed _____

Summary of Video Management System and Video Storage: _____

Total Value of Security System Installation: _____

Start and End Date of Project: (_____ / _____ / _____) (_____ / _____ / _____)

Start Date

End Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

Project Number 2:

Project Name: _____

Project Manager: _____

Location: _____

Project Owner: _____

Contact Name: _____ Contact Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

Architect or Engineer / System Designer: _____

Architect or Engineer / System Designer Contact name: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed including number of sites:

Summary of Security System Installations, include camera and NVMS manufacturers: _____

Quantity of cameras installed by camera type:

Analog _____ Network _____

PTZ _____ Fixed _____

Summary of Video Management System and Video Storage: _____

Total Value of Security System Installation: _____

Start and End Date of Project: (_____ / _____ / _____) (_____ / _____ / _____)

Start Date

End Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

Project Number 3:

Project Name: _____

Project Manager: _____

Location: _____

Project Owner: _____

Contact Name: _____ Contact Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

Architect or Engineer / System Designer: _____

Architect or Engineer / System Designer Contact name: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed including number of sites:

Summary of Security System Installations, include camera and NVMS manufacturers: _____

Quantity of cameras installed by camera type:

Analog _____ Network _____

PTZ _____ Fixed _____

Summary of Video Management System and Video Storage: _____

Total Value of Security System Installation: _____

Start and End Date of Project: (____ / ____ / ____) (____ / ____ / ____)

Start Date

End Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

Project Number 4:

Project Name: _____

Project Manager: _____

Location: _____

Project Owner: _____

Contact Name: _____ Contact Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

Architect or Engineer / System Designer: _____

Architect or Engineer / System Designer Contact name: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed including number of sites:

Summary of Security System Installations, include camera and NVMS manufacturers: _____

Quantity of cameras installed by camera type:

Analog _____ Network _____

PTZ _____ Fixed _____

Summary of Video Management System and Video Storage: _____

Total Value of Security System Installation: _____

Start and End Date of Project: (_____ / _____ / _____) (_____ / _____ / _____)

Start Date

End Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

Project Number 5:

Project Name: _____

Project Manager: _____

Location: _____

Project Owner: _____

Contact Name: _____ Contact Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

Architect or Engineer / System Designer: _____

Architect or Engineer / System Designer Contact name: _____

Construction Manager Name: _____

Construction Manager Phone: _____

Description of Project, Scope of Work Performed including number of sites:

Summary of Security System Installations, include camera and NVMS manufacturers: _____

Quantity of cameras installed by camera type:

Analog _____ Network _____

PTZ _____ Fixed _____

Summary of Video Management System and Video Storage: _____

Total Value of Security System Installation: _____

Start and End Date of Project: (_____ / _____ / _____) (_____ / _____ / _____)

Start Date

End Date

EXHIBIT "A"

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
District-Wide Video Surveillance Security System, Installation and Integration**

PRE-QUALIFICATION STATEMENT

PART V

DECLARATION:

I, _____ (printed name) hereby declare that I am the _____
_____ (title) of _____ (name of firm)
submitting this Pre-Qualification Statement; that I am duly authorized to execute this Pre-Qualification Statement on
behalf of the above-named firm ; and that all information set forth in this Pre-Qualification Statement and all attachments
hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any
false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was subscribed at
_____ (location and city), County of _____, and
State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.) All information submitted for Pre-Qualification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: October 10, 2011
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. California Early Childhood Mentor Program (SAC & SCC) Sub-award from San Francisco Community College District to support the ongoing development of regional mentoring programs for prospective teachers. (11/12)	8/1/2011	\$1,900
2. Child Development Training Consortium (SAC & SCC) Funds provided by the Yosemite Community College District/Child Development Training Consortium to recruit and assist students seeking a new or maintaining a current child development permit through the college's Child Development Program. (11/12)	9/1/2011	\$10,000
SAC - \$5,000 SCC - <u>\$5,000</u> \$10,000		
3. Cooperative Agencies Resources for Education (CARE) (SAC) Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (11/12)	8/12/2011	\$60,043
4. Extended Opportunity Programs & Services (EOPS) (SAC) Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (11/12)	8/12/2011	\$992,848
5. State Farm Strong Neighborhoods Grant – Small Business Success Clinic (District) Award from State Farm through the RSCCD Foundation to the Orange County SBDC to assist business owners through consultation with industry experts in one-to-one sessions and provide access to needed resources. (11/12)	9/22/2011	\$9,000

Fiscal Impact: \$5,546,327	Board Date: October 10, 2011
Item Prepared by: Maria Gil, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

- | | | |
|--|-----------|-------------|
| 6. Title V – Developing HSI Program – Year 2 (SCC)
Second year of a five year grant from the U.S. Department of Education to increase student success in science, technology, engineering and math (STEM) and to improve teaching and learning through assessment of student learning outcomes. (11/12) | 8/25/2011 | \$650,000 |
| 7. WIA II – Adult Basic Education Programs (SAC & SCC)
Annual allocation of Workforce Investment Act Title II funds from the California Department of Education for non-credit Adult Secondary Education/GED, ESL, Family Literacy, ABE, and English Literacy/Civics Education for adult education and jail programs. (11/12)
SAC CEC - \$2,593,618
SCC OEC - \$1,206,418 | 7/1/2011 | \$3,800,036 |
| 8. Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)
Funds from the U.S. Department of Health & Human Services through the California Department of Social Services. The Foundation for California Community Colleges provides centralized fiscal and administrative services to community college districts to help foster youth successfully transition into adulthood. SAC will provide curricula, assessment, and financial literacy and life skills training for foster youth and youth on probation between the ages of 16 through 21. (11/12) | 8/16/2011 | \$22,500 |

RECOMMENDATION

It is recommended that these items be approved and that the Vice Chancellor of Business Operations/Fiscal Services or his designee be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$5,546,327	Board Date: October 10, 2011
Item Prepared by: Maria Gil, Interim Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #3350
NAME: California Early Childhood Mentor Program (Santa Ana College and Santiago Canyon College)
FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 8/1/11 - 07/31/2012
 CONTRACT AWARD: \$1,900
 CONTRACT NO. CN110123

PROJ ADM: Bart Hoffman
 PROJ DIR: Gwen Morgan-Bezell

Sub-award from San Francisco Community College District (SFCCD)

Date: 9/30/2011

Fd	Prj	Tops	Dept	Code	Description	New Budget		Revised Budget		Budget Change (+/-)	
						Debit	Credit	Debit	Credit	Debit	Credit
12	3350	000000	10000	8891	Other Local Rev - Special Proj : Santa Ana College		775		1,900		1,125
12	3350	000000	20000	8891	Other Local Rev - Special Proj : Santiago Canyon Co		775		0	775	
12	3350	130500	15717	1483	Beyond Contr - Reassigned Time : Morgan-Bezell, Gwen Stipend - program facilitation for both SAC and SCC	550		875		325	
12	3350	130500	15717	3115	STRS - Non-Instructional : Human Development	45		70		25	
12	3350	130500	15717	3325	Medicare - Non-Instructional : Human Development	8		12		4	
12	3350	130500	15717	3435	H & W - Retiree Fund Non-Inst : Human Development	5		8		3	
12	3350	130500	15717	3515	SUI - Non-Instructional : Human Development	4		14		10	
12	3350	130500	15717	3615	WCI - Non-Instructional : Human Development	13		21		8	
12	3350	130500	15717	4310	Instructional Supplies : Human Development	0		450		450	
12	3350	130500	15717	5940	Reproduction/Printing Expenses : Human Development	150		450		300	
12	3350	130500	25230	1483	Beyond Contr - Reassigned Time : Human Development	550		0			550
12	3350	130500	25230	3115	STRS - Non-Instructional : Human Development	45		0			45
12	3350	130500	25230	3325	Medicare - Non-Instructional : Human Development	8		0			8
12	3350	130500	25230	3435	H & W - Retiree Fund Non-Inst : Human Development	5		0			5
12	3350	130500	25230	3515	SUI - Non-Instructional : Human Development	4		0			4
12	3350	130500	25230	3615	WCI - Non-Instructional : Human Development	13		0			13
12	3350	130500	25230	5940	Reproduction/Printing Expenses : Human Development	150		0			150
					Total - #3350 - CA Early Childhood Mentor Prog	1,550	1,550	1,900	1,900	1,900	1,900

SPECIAL PROJECT DETAILED BUDGET #1241
NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - Santa Ana College & Satiago Canyon College
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 9/1/11 - 6/30/12
 CONTRACT INCOME: \$10,000
 CFDA #: 93.575

PROJ. ADM. Bart Hoffman/Corine Doughty
 PROJ. DIR. Gwen Morgan-Bezell/Michelle Hardy

Sub-award from Yosemite Community College District/Child Development Training Consortium (YCCD/CDTC)

Date: 9/30/2011

Datatel String					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1241	000000	10000	8199	Other Federal Revenues : Santa Ana College		12,250		5,000	7,250	
12	1241	000000	20000	8199	Other Federal Revenues : Santiago Canyon College		6,650		5,000	1,650	
12	1241	130500	25230	1483	Beyond Contr - Reassigned Time : Human Development	2,550		0			2,550
12	1241	130500	25230	3115	STRS - Non-Instructional : Human Development	210		0			210
12	1241	130500	25230	3325	Medicare - Non-Instructional : Human Development	36		0			36
12	1241	130500	25230	3435	H & W - Retiree Fund Non-Inst : Human Development	25		0			25
12	1241	130500	25230	3515	SUI - Non-Instructional : Human Development	18		0			18
12	1241	130500	25230	3615	WCI - Non-Instructional : Human Development	61		0			61
12	1241	130500	25230	4610	Non-Instructional Supplies : Human Development	150		0			150
12	1241	130500	25230	5904	Other Participant Prog Svc/Exp : Human Development	400		0			400
12	1241	130590	15717	1483	Beyond Contr - Reassigned Time : Human Development	3,075		0			3,075
12	1241	130590	15717	3115	STRS - Non-Instructional : Human Development	254		0			254
12	1241	130590	15717	3325	Medicare - Non-Instructional : Human Development	45		0			45
12	1241	130590	15717	3435	H & W - Retiree Fund Non-Inst : Human Development	30		0			30
12	1241	130590	15717	3515	SUI - Non-Instructional : Human Development	22		0			22
12	1241	130590	15717	3615	WCI - Non-Instructional : Human Development	74		0			74
12	1241	130590	15717	4610	Non-Instructional Supplies : Human Development	1,300		0			1,300
12	1241	675000	15717	5210	Conference Expenses : Human Development	2,000		0			2,000
12	1241	675000	25230	5300	Inst Dues & Memberships : Human Development	130		0			130
12	1241	732000	15717	7640	Tuition Paid for Students : Human Development	5,450		4,500			950
12	1241	732000	15717	7610	Books Paid for Students : Human Development	0		500		500	
12	1241	732000	25230	7610	Books Paid for Students : Human Development	0		500		500	
12	1241	732000	25230	7640	Tuition Paid for Students : Human Development	3,070		4,500		1,430	
					Total - 1241 Child Dvlp Training Consortium (SAC/SCC)	18,900	18,900	10,000	10,000	11,330	11,330

6.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE Program - SAC

FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 to 06/30/12

CONTRACT INCOME: \$60,043

PROJ. ADM. Sara Lundquist

PROJ. DIR. M. Gable

DATE: 09/27/11

GL Account	Description	Debit	Credit
12-2090-000000-10000-8629	Other Gen Categorical Appor		60,043
12-2090-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	17,094	
12-2090-643000-19300-1250	Contract Coordinator : EOP - Ann Lockhart (15%) - Catherine Shaffer (1A)	14,155	
12-2090-643000-19300-1430	Part-Time Counselors : EOPS	8,726	
12-2090-643000-19300-3115	STRS - Non-Instructional :	3,335	
12-2090-643000-19300-3325	Medicare - Non-Instructiona	586	
12-2090-643000-19300-3415	H & W - Non-Instructional :	4,003	
12-2090-643000-19300-3435	H & W - Retiree Fund Non-In	404	
12-2090-643000-19300-3515	SUI - Non-Instructional : E	651	
12-2090-643000-19300-3615	WCI - Non-Instructional : E	970	
12-2090-643000-19300-3915	Other Benefits - Non-Instru	455	
12-2090-643000-19300-4610	Non-Instructional Supplies	1,000	
12-2090-643000-19300-4710	Food and Food Service Suppl	1,000	
12-2090-675000-19300-5210	Conference Expenses : EOPS	600	
12-2090-732000-19300-7670	Other Exp Paid for Students	7,064	
Totals for PROJECT: 2090	CARE Program (SAC)	60,043	60,043

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 to 06/30/12

PROJ. ADM. Sara Lundquist

CONTRACT INCOME: \$992,848

PROJ. DIR. M. Gable

DATE: 09/27/11

GL Account	Description	Debit	Credit
11-0000-000004-10000-1110	Contract Instructors : SAC Match		116,271
11-0000-000004-10000-3411	H&W - Instructionals : SAC match		33,860
11-0000-000004-10000-2130	Classified Emp : SAC Match		43,815
11-0000-000004-10000-3415	H&W - Non-Instructionals : SAC match		24,617
11-0000-679000-10000-5999	Special Holding Acct - SAC match		34,166
11-2250-643000-19300-1210	Academic Management : EOPS - Gable Marsha (67%) - Aurora Kamimura (1-2A)	71,019	
11-2250-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	17,094	
11-2250-643000-19300-1250	Contract Coordinator : EOP - Gabriela Sanchez (40%)	28,158	
11-2250-643000-19300-1430	Part-Time Counselors : EOPS - Joanna Campos & p/t counselor	21,474	
11-2250-643000-19300-1433	Beyond Contract - Counselor	-	
11-2250-643000-19300-1434	Int/Sum Beyond Contr-Course - Madeleine Nguyen (1A; 12A)	8,311	
11-2250-643000-19300-2130	Classified Employees : EOPS - Lupe Ruiz - replacement - Irma Fernandez (40%)	43,815	
11-2250-643000-19300-3115	STRS - Non-Instructional :	12,309	
11-2250-643000-19300-3215	PERS - Non-Instructional :	4,786	
11-2250-643000-19300-3315	OASDHI - Non-Instructional	2,802	
11-2250-643000-19300-3325	Medicare - Non-Instructiona	2,819	
11-2250-643000-19300-3415	H & W - Non-Instructional :	25,879	
11-2250-643000-19300-3435	H & W - Retiree Fund Non-In	1,944	
11-2250-643000-19300-3515	SUI - Non-Instructional : E	3,130	
11-2250-643000-19300-3615	WCI - Non-Instructional : E	4,665	
11-2250-643000-19300-3915	Other Benefits - Non-Instru	4,524	
Totals for PROJECT: 2250	EOPS - Match (SAC)	252,729	252,729

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 to 06/30/12

CONTRACT INCOME: \$992,848

PROJ. ADM. Sara Lundquist

PROJ. DIR. M. Gable

DATE: 09/27/11

GL Account	Description	Debit	Credit
12-2250-000000-10000-8622	EOPS : Santa Ana College		992,848
12-2250-499900-19300-2420	Inst Assistant - Hourly : E	20,107	
12-2250-499900-19300-3211	PERS - Instructional : EOPS	1,049	
12-2250-499900-19300-3311	OASDHI - Instructional : EO	595	
12-2250-499900-19300-3321	Medicare - Instructional :	292	
12-2250-499900-19300-3331	PARS - Instructional : EOPS	261	
12-2250-499900-19300-3431	H & W - Retiree Fund Inst :	201	
12-2250-499900-19300-3511	SUI - Instructional : EOPS	324	
12-2250-499900-19300-3611	WCI - Instructional : EOPS	483	
12-2250-643000-19300-1230	Contract Counselors : EOPS - Madeleine Nguyen (100%) - Jane Mathis (100%)	194,878	
12-2250-643000-19300-1250	Contract Coordinator : EOP - Catherine Shaffer (1A) - Ann Lockhart (15%)	14,195	
12-2250-643000-19300-1430	Part-Time Counselors : EOPS	15,000	
12-2250-643000-19300-1434	Int/Sum Beyond Contr-Course - Catherine Shaffer - Joyce Norwood	5,670	
12-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez (60%) - Gloria Ramos (100%) - Deborah Gossett (40%) - Anh Phuong Tran's replacement (100%) - Miriam Valarde (100%) - Maria Torres-Carranza (100%)	239,664	
12-2250-643000-19300-2340	Student Assistants - Hourly	1,600	
12-2250-643000-19300-3115	STRS - Non-Instructional :	18,779	
12-2250-643000-19300-3215	PERS - Non-Instructional :	26,178	
12-2250-643000-19300-3315	OASDHI - Non-Instructional	15,278	
12-2250-643000-19300-3325	Medicare - Non-Instructiona	6,944	
12-2250-643000-19300-3415	H & W - Non-Instructional :	105,659	
12-2250-643000-19300-3435	H & W - Retiree Fund Non-In	4,805	
12-2250-643000-19300-3515	SUI - Non-Instructional : E	7,710	
12-2250-643000-19300-3615	WCI - Non-Instructional : E	11,531	
12-2250-643000-19300-3915	Other Benefits - Non-Instru	9,455	
12-2250-643000-19300-4210	Books, Mags & Ref. Mat, Non-Lib	16,080	
12-2250-643000-19300-4610	Non-Instructional Supplies	5,000	
12-2250-643000-19300-4710	Food and Food Service Suppl	2,000	

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 to 06/30/12

CONTRACT INCOME: \$992,848

PROJ. ADM. Sara Lundquist

PROJ. DIR. M. Gable

DATE: 09/27/11

GL Account	Description	Debit	Credit
12-2250-643000-19300-5220	Mileage/Parking Expenses :	200	
12-2250-643000-19300-5630	Maint Contract - Office Equ	900	
12-2250-643000-19300-5845	Excess/Copies Useage : EOPS	794	
12-2250-643000-19300-5966	Transportation - Student :	2,500	
12-2250-675000-19300-5210	Conference Expenses : EOPS	3,200	
12-2250-732000-19300-7610	Books Paid for Students : E	199,016	
12-2250-732000-19300-7620	Fees Paid for Students : EO	2,500	
12-2250-732000-19300-7670	Other Exp Paid for Students	60,000	
Totals for PROJECT: 2250	EOPS - Funded (SAC)	992,848	992,848

SPECIAL PROJECT DETAILED BUDGET #3XXX
NAME: State Farm Strong Neighborhoods Grant - Small Business Success Clinic (District)
FISCAL YEAR: 2011/2012

CONTRACT TERM: 10/1/11 - 12/31/11
 CONTRACT AWARD: \$9,000

PROJ ADM: Enrique Perez
 PROJ DIR: Leila Mozaffari

Awarded to RSCCD Foundation on behalf of Orange County Small Business Development Center (SBDC)

Date: 9/30/2011

						New Budget	
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit
12	3XXX	000000	50000	8820	Contrib,Gifts,Grants & Endow : Small Business		9,000
12	3XXX	684000	53410	2320	Classified Employees - Hourly : Small Business Dev Business Experts @ \$45/hr x 162 hrs	7,290	
12	3XXX	684000	53410	3215	PERS - Non-Instructional : Small Business Dev Ctr O	787	
12	3XXX	684000	53410	3315	OASDHI - Non-Instructional : Small Business Dev Ctr	452	
12	3XXX	684000	53410	3325	Medicare - Non-Instructional : Small Business Dev C	106	
12	3XXX	684000	53410	3435	H & W - Retiree Fund Non-Inst : Small Business Dev	73	
12	3XXX	684000	53410	3515	SUI - Non-Instructional : Small Business Dev Ctr Of	117	
12	3XXX	684000	53410	3615	WCI - Non-Instructional : Small Business Dev Ctr Of	175	
					#3XXX Total - State Farm Strong Neighborhood	9,000	9,000

SPECIAL PROJECT DETAILED BUDGET # 1676
NAME: Title V - SCC Developing HSI Program (Year 2)
FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/1/11 to 9/30/12
 CONTRACT INCOME: \$650,000
 CFDA #: 84.031S ; Award #P031S100059

PROJ. ADM. Aracely Mora
 PROJ. DIR. Mary McMullin

Date: 09/27/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
12	1676	000000	20000	8120	Higher Education Act : SCC		650,000
					Management		
					Part-Time Instructors : Reading		
12	1676	152000	25370	1310	- Title V Grant Coordinator - backfill	30,796	
12	1676	152000	25370	3111	STRS - Instructional : Reading	2,541	
12	1676	152000	25370	3321	Medicare - Instructional : Reading	447	
12	1676	152000	25370	3431	H & W - Retiree Fund Inst : Reading	308	
12	1676	152000	25370	3511	SUI - Instructional : Reading	496	
12	1676	152000	25370	3611	WCI - Instructional : Reading	739	
					Beyond Contr - Reassigned Time : Reading		
12	1676	152000	25370	1483	- Title V Coordinator - spring activities stipend	5,000	
					Int/Sum Beynd Contr-Reassigned : Reading		
12	1676	152000	25370	1484	- Title V Coordinator - Summer 9 LHE	14,170	
12	1676	152000	25370	3115	STRS - Non-Instructional : Reading	1,582	
12	1676	152000	25370	3325	Medicare - Non-Instructional : Reading	278	
12	1676	152000	25370	3435	H & W - Retiree Fund Non-Inst : Reading	192	
12	1676	152000	25370	3515	SUI - Non-Instructional : Reading	309	
12	1676	152000	25370	3615	WCI - Non-Instructional : Reading	460	
					Classified Empl - Ongoing : Academic Affairs		
12	1676	601000	25051	2310	- Administrative Assistant (\$1,648.87/m)	19,786	
12	1676	601000	25051	3215	PERS - Non-Instructional : Academic Affairs	2,161	
12	1676	601000	25051	3315	OASDHI - Non-Instructional : Academic Affairs	1,227	
12	1676	601000	25051	3325	Medicare - Non-Instructional : Academic Affairs	287	
12	1676	601000	25051	3335	PARS - Non-Instructional : Academic Affairs	257	
12	1676	601000	25051	3435	H & W - Retiree Fund Non-Inst : Academic Affairs	198	
12	1676	601000	25051	3515	SUI - Non-Instructional : Academic Affairs	319	
12	1676	601000	25051	3615	WCI - Non-Instructional : Academic Affairs	475	
12	1676	601000	25051	4610	Non-Instructional Supplies : Academic Affairs	3,000	
12	1676	675000	25051	5210	Conference Expenses : Academic Affairs	2,300	
					Management - Subtotal	87,325	
					Assessment		
					Part-Time Instructors : English		
12	1676	150100	25315	1310	- Assessment Faculty Facilitator (backfill)	30,796	
12	1676	150100	25315	3111	STRS - Instructional : English	1,270	
12	1676	150100	25315	3321	Medicare - Instructional : English	447	
12	1676	150100	25315	3331	PARS - Instructional : English	200	
12	1676	150100	25315	3431	H & W - Retiree Fund Inst : English	308	
12	1676	150100	25315	3511	SUI - Instructional : English	496	
12	1676	150100	25315	3611	WCI - Instructional : English	739	

SPECIAL PROJECT DETAILED BUDGET # 1676
NAME: Title V - SCC Developing HSI Program (Year 2)
FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/1/11 to 9/30/12
 CONTRACT INCOME: \$650,000
 CFDA #: 84.031S ; Award #P031S100059

PROJ. ADM. Aracely Mora
 PROJ. DIR. Mary McMullin

Date: 09/27/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
12	1676	632000	25055	1210	Academic Management : Assessment - Director of Institutional Effectiveness (75%)	68,859	
12	1676	632000	25055	1483	Beyond Contr - Reassigned Time : Assessment - Spring Activities Stipend - K. Powell	5,000	
12	1676	632000	25055	1484	Int/Sum Beynd Contr-Reassigned : Assessment - Assessment Faculty Facilitator (Summer) - K. Powell	9,447	
12	1676	632000	25055	2110	Classified Management : Assessment - Research Specialist (75%)	34,605	
12	1676	632000	25055	3115	STRS - Non-Instructional : Assessment	1,192	
12	1676	632000	25055	3215	PERS - Non-Instructional : Assessment	11,071	
12	1676	632000	25055	3315	OASDHI - Non-Instructional : Assessment	6,540	
12	1676	632000	25055	3325	Medicare - Non-Instructional : Assessment	1,739	
12	1676	632000	25055	3415	H & W - Non-Instructional : Assessment	13,089	
12	1676	632000	25055	3435	H & W - Retiree Fund Non-Inst : Assessment	1,199	
12	1676	632000	25055	3515	SUI - Non-Instructional : Assessment	1,931	
12	1676	632000	25055	3615	WCI - Non-Instructional : Assessment	2,878	
12	1676	632000	25055	3915	Other Benefits - Non-Instruct : Assessment	2,026	
12	1676	632000	25055	4610	Non-Instructional Supplies : Assessment	1,000	
12	1676	632000	25055	6419	Equip/Software - >\$200 <\$1,000 : Assessment	10,000	
12	1676	675000	25055	1480	Part-Time Reassigned Time : Assessment	4,500	
12	1676	675000	25055	1483	Beyond Contr - Reassigned Time : Assessment	9,000	
12	1676	675000	25055	1484	Int/Sum Beynd Contr-Reassigned : Assessment	4,500	
12	1676	675000	25055	3115	STRS - Non-Instructional : Assessment	743	
12	1676	675000	25055	3325	Medicare - Non-Instructional : Assessment	261	
12	1676	675000	25055	3335	PARS - Non-Instructional	234	
12	1676	675000	25055	3435	H & W - Retiree Fund Non-Inst : Assessment	180	
12	1676	675000	25055	3515	SUI - Non-Instructional : Assessment	290	
12	1676	675000	25055	3615	WCI - Non-Instructional : Assessment	432	
12	1676	675000	25055	5210	Conference Expenses : Assessment	2,200	
					Assessment - Subtotal	227,172	
					Science		
12	1676	170100	25150	1310	Part-Time Instructors : Math - Science Learning Center & SI Faculty Facilitator - Backfill	30,796	
12	1676	170100	25150	3111	STRS - Instructional : Math	1,270	
12	1676	170100	25150	3321	Medicare - Instructional : Math	447	
12	1676	170100	25150	3331	PARS - Instructional : Math	447	
12	1676	170100	25150	3431	H & W - Retiree Fund Inst : Math	308	
12	1676	170100	25150	3511	SUI - Instructional : Math	496	
12	1676	170100	25150	3611	WCI - Instructional : Math	739	

SPECIAL PROJECT DETAILED BUDGET # 1676
NAME: Title V - SCC Developing HSI Program (Year 2)
FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/1/11 to 9/30/12
 CONTRACT INCOME: \$650,000
 CFDA #: 84.031S ; Award #P031S100059

PROJ. ADM. Aracely Mora
 PROJ. DIR. Mary McMullin

Date: 09/27/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
12	1676	170100	25150	1483	Beyond Contr - Reassigned Time : Math - Spring Activities Stipend	5,000	
12	1676	170100	25150	1484	Int/Sum Beynd Contr-Reassigned : Math - Science Learning Center &SI Faculty Facilitator (Summer)	9,447	
12	1676	170100	25150	3115	STRS - Non-Instructional : Math	1,192	
12	1676	170100	25150	3325	Medicare - Non-Instructional : Math	209	
12	1676	170100	25150	3435	H & W - Retiree Fund Non-Inst : Math	144	
12	1676	170100	25150	3515	SUI - Non-Instructional : Math	233	
12	1676	170100	25150	3615	WCI - Non-Instructional : Math	347	
12	1676	602000	25168	1484	Int/Sum Beyond Contract Reassigned : Physics - Curriculum Development - Engineering	7,000	
12	1676	602000	25168	3115	STRS - Non-Instructional : Physics	578	
12	1676	602000	25168	3325	Medicare - Non-Instructional : Physics	102	
12	1676	602000	25168	3435	H & W - Retiree Fund Non-Inst : Physics	70	
12	1676	602000	25168	3515	SUI - Non-Instructional : Physics	113	
12	1676	602000	25168	3615	WCI - Non-Instructional : Chemistry	168	
12	1676	611000	25150	2410	Inst Assistant - Ongoing : Math - MaSH Instructional Assistants	49,923	
12	1676	611000	25150	3211	PERS - Instructional : Math	1,636	
12	1676	611000	25150	3311	OASDHI - Instructional : Math	929	
12	1676	611000	25150	3321	Medicare - Instructional : Math	724	
12	1676	611000	25150	3331	PARS - Instructional : Math	324	
12	1676	611000	25150	3431	H & W - Retiree Fund Inst : Math	499	
12	1676	611000	25150	3511	SUI - Instructional : Math	804	
12	1676	611000	25150	3611	WCI - Instructional : Math	1,198	
12	1676	611000	25169	2410	Inst Assistant - Ongoing : SLC - SLC Instructional Assistants	24,961	
12	1676	611000	25169	3211	PERS - Instructional : SLC	818	
12	1676	611000	25169	3311	OASDHI - Instructional : SLC	464	
12	1676	611000	25169	3321	Medicare - Instructional : SLC	362	
12	1676	611000	25169	3331	PARS - Instructional : SLC	162	
12	1676	611000	25169	3431	H & W - Retiree Fund Inst : SLC	250	
12	1676	611000	25169	3511	SUI - Instructional : SLC	402	
12	1676	611000	25169	3611	WCI - Instructional : SLC	599	
12	1676	611000	25169	1483	Beyond Contr - Reassigned Time : SLC - MaSH & Science Faculty to work in SLC - MaSH (SI) & DLA Facilitator	37,183	
12	1676	611000	25169	1484	Int/Sum Beynd Contr-Reassigned : SLC - MaSH (SI) & DLA Facilitator (Summer)	3,149	

SPECIAL PROJECT DETAILED BUDGET # 1676
NAME: Title V - SCC Developing HSI Program (Year 2)
FISCAL YEAR: 2011/2012 & 2012/2013

CONTRACT PERIOD: 10/1/11 to 9/30/12
 CONTRACT INCOME: \$650,000
 CFDA #: 84.031S ; Award #P031S100059

PROJ. ADM. Aracely Mora
 PROJ. DIR. Mary McMullin

Date: 09/27/11

FD	PROJ	TOPS	DEPT	OBJ	DESCRIPTION	Debit	Credit
12	1676	611000	25169	2310	Classified Employees - Ongoing : SLC - SI Learning Facilitators	73,442	
12	1676	611000	25169	3115	STRS - Non-Instructional : SLC	3,327	
12	1676	611000	25169	3215	PERS - Non-Instructional : SLC	2,407	
12	1676	611000	25169	3315	OASDHI - Non-Instructional : SLC	1,366	
12	1676	611000	25169	3325	Medicare - Non-Instructional : SLC	1,650	
12	1676	611000	25169	3335	PARS - Non-Instructional : SLC	740	
12	1676	611000	25169	3435	H & W - Retiree Fund Non-Inst : SLC	1,138	
12	1676	611000	25169	3515	SUI - Non-Instructional : SLC	1,832	
12	1676	611000	25169	3615	WCI - Non-Instructional : SLC	2,731	
12	1676	611000	25169	4210	Books, Mags & Ref Mat, Non-Lib : SLC	5,000	
12	1676	611000	25169	4310	Instructional Supplies : SLC	5,300	
12	1676	611000	25169	4610	Non-Instructional Supplies : SLC	3,000	
12	1676	631000	29325	1433	Beyond Contract - Counselors : Counseling - STEM Counselor	32,576	
12	1676	631000	29325	1435	Int/Sum - Counselors,Part-Time : Counseling - STEM Counselor - Summer	4,072	
12	1676	631000	29325	3115	STRS - Non-Instructional : Counseling	3,023	
12	1676	631000	29325	3325	Medicare - Non-Instructional : Counseling	531	
12	1676	631000	29325	3435	H & W - Retiree Fund Non-Inst : Counseling	366	
12	1676	631000	29325	3515	SUI - Non-Instructional : Counseling	590	
12	1676	631000	29325	3615	WCI - Non-Instructional : Counseling	880	
12	1676	675000	25169	1480	Part-Time Reassigned Time : SLC - SLC & MaSH DLA Development	3,000	
12	1676	675000	25169	3115	STRS - Non-Instructional : SLC	248	
12	1676	675000	25169	3325	Medicare - Non-Instructional : SLC	44	
12	1676	675000	25169	3435	H & W - Retiree Fund Non-Inst : SLC	30	
12	1676	675000	25169	3515	SUI - Non-Instructional : SLC	48	
12	1676	675000	25169	3615	WCI - Non-Instructional : SLC	72	
12	1676	675000	25169	5210	Conference Expenses : SLC	4,600	
					Science - Subtotal	335,503	
					Title V - HSI SCC	650,000	650,000

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12
 CONTRACT INCOME: \$ 205,368
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Christine Kosko

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1101	000000	10000	8199	Other Federal Revenues : Santa Ana College		149,509		205,368		55,859
12	1101	493062	18200	1252	Contract Extension-Coordinator : SAC Continui	3,103		1,177			1,926
12	1101	493062	18200	2130	Classified Employees : SAC Continuing Ed-Inst	0		0		0	
12	1101	493062	18200	2410	Inst Assistant - Ongoing : SAC Continuing Ed-Instruction	0		23,773		23,773	
12	1101	493062	18200	2420	Inst Assistant - Hourly : SAC Continuing Ed-I	8,781		29,000		20,219	
12	1101	493062	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	2,466		97			2,369
12	1101	493062	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	749		5,764		5,015	
12	1101	493062	18200	3215	PERS - Non-Instructional : SAC Continuing Ed-	0		0		0	
12	1101	493062	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	434		3,272		2,838	
12	1101	493062	18200	3315	OASDHI - Non-Instructional : SAC Continuing E	0		0		0	
12	1101	493062	18200	3321	Medicare - Instructional : SAC Continuing Ed-	102		765		663	
12	1101	493062	18200	3325	Medicare - Non-Instructional : SAC Continuing	442		17			425
12	1101	493062	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	52		15			37
12	1101	493062	18200	3415	H & W - Non-Instructional : SAC Continuing Ed	8,886		0			8,886
12	1101	493062	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	70		528		458	
12	1101	493062	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	306		12			294
12	1101	493062	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	51		850		799	
12	1101	493062	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	221		19			202
12	1101	493062	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	168		1,267		1,099	
12	1101	493062	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	732		28			704
12	1101	493062	18200	3915	Other Benefits - Non-Instruct : SAC Continuin	625		0			625
12	1101	493062	18200	4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	14,547		15,000		453	
12	1101	493062	18200	4310	Instructional Supplies : SAC Continuing Ed-In	2,725		5,000		2,275	
12	1101	493062	18200	4610	Non-Instructional Supplies : SAC Continuing E	1,187		5,000		3,813	
12	1101	493062	18200	5100	Contracted Services : SAC Continuing Ed-Instr	2,000		4,000		2,000	
12	1101	493062	18200	5895	Other Licenses & Fees : SAC Continuing Ed-Ins	552		1,000		448	
12	1101	493062	18200	6410	Equipment - All Other > \$1,000 : SAC Continui	2,223		0			2,223

6.1 (14)

Original Budget
 Prepared by: Maria Gil

Board Approved: October 10, 2011
 Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12
 CONTRACT INCOME: \$ 205,368
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Christine Kosko

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1101	493062	18200	6411	Equipment - Federal Progs >200 : SAC Continuing	0		22,200		22,200	
12	1101	493062	18200	6414	Equipment - Software > \$1,000 : SAC Continuin	1,861		0			1,861
12	1101	601000	18100	1410	Part-Time Academic Management : Continuing Ed	26,000		39,000		13,000	
12	1101	601000	18100	3115	STRS - Non-Instructional : SAC Continuing Ed-			2,021		2,021	
12	1101	601000	18100	3325	Medicare - Non-Instructional : Continuing Edu	377		565		188	
12	1101	601000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	260		390		130	
12	1101	601000	18100	3515	SUI - Non-Instructional : Continuing Educatio	187		628		441	
12	1101	601000	18100	3615	WCI - Non-Instructional : Continuing Educatio	624		935		311	
12	1101	602000	18200	1480	Part-Time Reassigned Time : SAC Continuing Ed	5,693		4,524			1,169
12	1101	602000	18200	1484	Int/Sum Beynd Contr-Reassigned : SAC Continui	9,840		12,000		2,160	
12	1101	602000	18200	1485	Int/Sum - Reassigned Time, PT : SAC Continuin	13,567		15,000		1,433	
12	1101	602000	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	1,278		2,601		1,323	
12	1101	602000	18200	3325	Medicare - Non-Instructional : SAC Continuing	226		457		231	
12	1101	602000	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	155		315		160	
12	1101	602000	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	109		508		399	
12	1101	602000	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	373		757		384	
12	1101	620000	18100	2310	Classified Employees - Ongoing : Continuing E	15,641		0			15,641
12	1101	620000	18100	3215	PERS - Non-Instructional : Continuing Educati	1,675		0			1,675
12	1101	620000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	970		0			970
12	1101	620000	18100	3325	Medicare - Non-Instructional : Continuing Edu	227		0			227
12	1101	620000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	156		0			156
12	1101	620000	18100	3515	SUI - Non-Instructional : Continuing Educatio	113		0			113
12	1101	620000	18100	3615	WCI - Non-Instructional : Continuing Educatio	375		0			375
12	1101	649000	18100	2310	Classified Employees - Ongoing : Continuing E	15,534		0			15,534
12	1101	649000	18100	3215	PERS - Non-Instructional : Continuing Educati	1,663		0			1,663
12	1101	649000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	963		0			963
12	1101	649000	18100	3325	Medicare - Non-Instructional : Continuing Edu	225		0			225

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SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12
 CONTRACT INCOME: \$ 205,368
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Christine Kosko

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1101	649000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	155		0			155
12	1101	649000	18100	3515	SUI - Non-Instructional : Continuing Educatio	112		0			112
12	1101	649000	18100	3615	WCI - Non-Instructional : Continuing Educatio	373		0			373
12	1101	675000	18100	1484	Int/Sum Beynd Contr-Reassigned : Continuing E	220		1,000		780	
12	1101	675000	18100	1485	Int/Sum - Reassigned Time, PT : Continuing Ed	87		5,000		4,913	
12	1101	675000	18100	3115	STRS - Non-Instructional : Continuing Educati	25		495		470	
12	1101	675000	18100	3325	Medicare - Non-Instructional : Continuing Edu	4		87		83	
12	1101	675000	18100	3335	PARS - Non-Instructional : Continuing Educati	4		0			4
12	1101	675000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	3		60		57	
12	1101	675000	18100	3515	SUI - Non-Instructional : Continuing Educatio	5		97		92	
12	1101	675000	18100	3615	WCI - Non-Instructional : Continuing Educatio	7		144		137	
1101 Total - CEC						149,509	149,509	205,368	205,368	114,766	114,766

6.1 (16)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,125,042

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	000000	10000	8199	Other Federal Revenues : Santa Ana College		1,425,111		1,125,042	300,069	
12	1102	493060	18200	2410	Inst Assistant - Ongoing : SAC Continuing Ed-	12,671		1,427			11,244
12	1102	493060	18200	3321	Medicare - Instructional : SAC Continuing Ed-	184		21			163
12	1102	493060	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	165		19			146
12	1102	493060	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	127		15			112
12	1102	493060	18200	3511	SUI - Instructional : SAC Continuing Ed-Inst	91		23			68
12	1102	493060	18200	3611	WCI - Instructional : SAC Continuing Ed-Inst	304		35			269
12	1102	493060	18200	4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	7,202		10,000		2,798	
12	1102	493060	18200	4310	Instructional Supplies : SAC Continuing Ed-In	2,500		14,000		11,500	
12	1102	493087	18200	1250	Contract Coordinator : SAC Continuing Ed-Inst Garnett, Susan @ 100% 2A-11A	94,852		80,909			13,943
12	1102	493087	18200	1480	Part-Time Reassigned Time : SAC Continuing Ed	10,000		10,000			0
12	1102	493087	18200	1483	Beyond Contr - Reassigned Time : SAC Continui	3,324		3,324			0
12	1102	493087	18200	2130	Classified Employees : SAC Continuing Ed-Inst Tlaseca, Steve @ 100% 1B-12B	52,152		52,152			0
12	1102	493087	18200	2340	Student Assistants - Hourly : SAC Continuing	1,843		2,000		157	
12	1102	493087	18200	2410	Inst Assistant - Ongoing : SAC Continuing Ed-	200,178		177,000			23,178
12	1102	493087	18200	2420	Inst Assistant - Hourly : SAC Continuing Ed-I	13,100		15,000		1,900	
12	1102	493087	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	9,671		7,774			1,897
12	1102	493087	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	22,836		20,972			1,864
12	1102	493087	18200	3215	PERS - Non-Instructional : SAC Continuing Ed-	5,605		5,697		92	
12	1102	493087	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	13,223		11,904			1,319
12	1102	493087	18200	3315	OASDHI - Non-Instructional : SAC Continuing E	3,329		3,441		112	
12	1102	493087	18200	3321	Medicare - Instructional : SAC Continuing Ed-	3,092		2,784			308
12	1102	493087	18200	3325	Medicare - Non-Instructional : SAC Continuing	2,506		2,189			317
12	1102	493087	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	452		197			255
12	1102	493087	18200	3415	H & W - Non-Instructional : SAC Continuing Ed	34,453		27,700			6,753

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Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,125,042

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	493087	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	2,050		1,920			130
12	1102	493087	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	2,128		1,510			618
12	1102	493087	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	1,535		3,091		1,556	
12	1102	493087	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	1,244		2,399		1,155	
12	1102	493087	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	4,921		4,608			313
12	1102	493087	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	5,107		3,624			1,483
12	1102	493087	18200	3915	Other Benefits - Non-Instruct : SAC Continuin	3,225		2,600			625
12	1102	493087	18200	4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	8,012		16,000		7,988	
12	1102	493087	18200	4310	Instructional Supplies : SAC Continuing Ed-In	39,726		39,726			0
12	1102	493087	18200	4610	Non-Instructional Supplies : SAC Continuing E	16,127		26,000		9,873	
12	1102	493087	18200	5100	Contracted Services : SAC Continuing Ed-Instr	700		1,552		852	
12	1102	493087	18200	5650	Rental - Facility (Short-term) : SAC Continui	75,000		75,000			0
12	1102	493087	18200	5940	Reproduction/Printing Expenses : SAC Continui	1,000		1,000			0
12	1102	493087	18200	5950	Software License and Fees : SAC Continuing Ed	19,793		19,793			0
12	1102	493087	18200	6410	Equipment - All Other > \$1,000 : SAC Continui	3,560		0			3,560
12	1102	493087	18200	6411	Equipment - Federal Progs >200 : SAC Continui	26,666		87,855		61,189	
12	1102	493087	18200	6414	Equipment - Software > \$1,000 : SAC Continuin	5,000		0			5,000
12	1102	493087	18200	6419	Equip/Software - >\$200 <\$1,000 : SAC Continui	14,227		0			14,227
12	1102	499900	18200	2420	Inst Assistant - Hourly : SAC Continuing Ed-I	7,200		8,000		800	
12	1102	499900	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	214		874		660	
12	1102	499900	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	124		495		371	
12	1102	499900	18200	3321	Medicare - Instructional : SAC Continuing Ed-	29		116		87	
12	1102	499900	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	0		7		7	
12	1102	499900	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	20		80		60	
12	1102	499900	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	14		129		115	
12	1102	499900	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	48		192		144	
12	1102	601000	18100	1410	Part-Time Academic Management : Continuing Ed	33,830		13,388			20,442

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,125,042

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	601000	18100	2130	Classified Employees : Continuing Education Quimzon, John @ 60% 1B-12B Smith, Rosalind @ 20% 1B-12B	44,033		44,033			0
12	1102	601000	18100	2310	Classified Employees - Ongoing : Continuing E	18,944		18,944			0
12	1102	601000	18100	2320	Classified Employees - Hourly : Continuing Ed	24,260		26,000		1,740	
12	1102	601000	18100	2350	Overtime - Classified Employee : Continuing E	200		200			0
12	1102	601000	18100	3115	STRS - Non-Instructional : Continuing Educati	2,791		1,105			1,686
12	1102	601000	18100	3215	PERS - Non-Instructional : Continuing Educati	9,340		9,741		401	
12	1102	601000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	5,476		5,596		120	
12	1102	601000	18100	3325	Medicare - Non-Instructional : Continuing Edu	1,771		1,503			268
12	1102	601000	18100	3415	H & W - Non-Instructional : Continuing Educat	11,805		12,736		931	
12	1102	601000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,221		1,036			185
12	1102	601000	18100	3515	SUI - Non-Instructional : Continuing Educatio	879		1,669		790	
12	1102	601000	18100	3615	WCI - Non-Instructional : Continuing Educatio	2,931		2,488			443
12	1102	601000	18100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,080		1,080			0
12	1102	601000	18100	4520	Repair & Replacement Parts : Continuing Educa	0		0			0
12	1102	601000	18100	5100	Contracted Services : Continuing Education Di	4,000		8,000		4,000	
12	1102	601000	18100	5220	Mileage/Parking Expenses : Continuing Educati	700		700			0
12	1102	601000	18100	5550	Security Systems & Services : Continuing Educ	1,000		1,000			0
12	1102	601000	18100	5610	Lease Agreement - Equipment : Continuing Educ	6,000		0			6,000
12	1102	601000	18100	5630	Maint Contract - Office Equip : Continuing Ed	5,500		5,500			0
12	1102	601000	18100	5845	Excess/Copies Usage : Continuing Education D	500		500			0
12	1102	602000	18200	1480	Part-Time Reassigned Time : SAC Continuing Ed	48,725		4,303			44,422
12	1102	602000	18200	1485	Int/Sum - Reassigned Time, PT : SAC Continuin	5,000		4,828			172
12	1102	602000	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	3,713		753			2,960
12	1102	602000	18200	3325	Medicare - Non-Instructional : SAC Continuing	653		132			521
12	1102	602000	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	450		92			358

(61) 1.9

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,125,042

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	602000	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	324		147			177
12	1102	602000	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	1,080		219			861
12	1102	619000	18100	5605	Contracted Repair Services : Continuing Educa	2,000		2,000			0
12	1102	620000	18100	2310	Classified Employees - Ongoing : Continuing E	63,823		63,823			0
12	1102	620000	18100	3215	PERS - Non-Instructional : Continuing Educati	6,830		6,971		141	
12	1102	620000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	3,955		3,957		2	
12	1102	620000	18100	3325	Medicare - Non-Instructional : Continuing Edu	925		925			0
12	1102	620000	18100	3335	PARS - Non-Instructional : Continuing Educati	829		36			793
12	1102	620000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	638		638			0
12	1102	620000	18100	3515	SUI - Non-Instructional : Continuing Educatio	459		1,028		569	
12	1102	620000	18100	3615	WCI - Non-Instructional : Continuing Educatio	1,531		1,532		1	
12	1102	631000	18100	1430	Part-Time Counselors : Continuing Education D	127,324		0			127,324
12	1102	631000	18100	3115	STRS - Non-Instructional : Continuing Educati	10,504		0			10,504
12	1102	631000	18100	3325	Medicare - Non-Instructional : Continuing Edu	1,846		0			1,846
12	1102	631000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,274		0			1,274
12	1102	631000	18100	3515	SUI - Non-Instructional : Continuing Educatio	917		0			917
12	1102	631000	18100	3615	WCI - Non-Instructional : Continuing Educatio	3,056		0			3,056
12	1102	632000	18100	2310	Classified Employees - Ongoing : Continuing E	15,512		15,512			0
12	1102	632000	18100	3215	PERS - Non-Instructional : Continuing Educati	1,661		1,694		33	
12	1102	632000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	962		961			1
12	1102	632000	18100	3325	Medicare - Non-Instructional : Continuing Edu	225		225			0
12	1102	632000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	155		155			0
12	1102	632000	18100	3515	SUI - Non-Instructional : Continuing Educatio	112		250		138	
12	1102	632000	18100	3615	WCI - Non-Instructional : Continuing Educatio	372		373		1	
12	1102	675000	18100	1485	Int/Sum - Reassigned Time, PT : Continuing Ed	8,000		11,000		3,000	
12	1102	675000	18100	2310	Classified Employees - Ongoing : Continuing E	16,012		16,012			0
12	1102	675000	18100	3115	STRS - Non-Instructional : Continuing Educati	0		908		908	

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,125,042

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	675000	18100	3325	Medicare - Non-Instructional : Continuing Edu	232		392		160	
12	1102	675000	18100	3335	PARS - Non-Instructional : Continuing Educati	208		209		1	
12	1102	675000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	160		270		110	
12	1102	675000	18100	3515	SUI - Non-Instructional : Continuing Educatio	115		435		320	
12	1102	675000	18100	3615	WCI - Non-Instructional : Continuing Educatio	384		649		265	
12	1102	675000	18100	4710	Food and Food Service Supplies : Continuing E	1,800		1,800			0
12	1102	675000	18100	5100	Contracted Services : Continuing Education Di	5,600		5,600			0
12	1102	675000	18100	5210	Conference Expenses : Continuing Education Di	14,000		20,000		6,000	
12	1102	678000	14141	2130	Classified Employees : Academic Support - CEC	74,396		0			74,396
12	1102	678000	14141	3215	PERS - Non-Instructional : Academic Support -	7,673		0			7,673
12	1102	678000	14141	3315	OASDHI - Non-Instructional : Academic Support	4,519		0			4,519
12	1102	678000	14141	3325	Medicare - Non-Instructional : Academic Suppo	1,057		0			1,057
12	1102	678000	14141	3415	H & W - Non-Instructional : Academic Support	17,861		0			17,861
12	1102	678000	14141	3435	H & W - Retiree Fund Non-Inst : Academic Supp	729		0			729
12	1102	678000	14141	3515	SUI - Non-Instructional : Academic Support -	525		0			525
12	1102	678000	14141	3615	WCI - Non-Instructional : Academic Support -	1,749		0			1,749
12	1102	678000	14141	3915	Other Benefits - Non-Instruct : Academic Supp	1,221		0			1,221
12	1102	678000	18100	2320	Classified Employees - Hourly : Continuing Ed	45,905		45,993		88	
12	1102	678000	18100	3215	PERS - Non-Instructional : Continuing Educati	4,915		5,024		109	
12	1102	678000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	2,846		2,852		6	
12	1102	678000	18100	3325	Medicare - Non-Instructional : Continuing Edu	666		667		1	
12	1102	678000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	459		460		1	
12	1102	678000	18100	3515	SUI - Non-Instructional : Continuing Educatio	331		740		409	
12	1102	678000	18100	3615	WCI - Non-Instructional : Continuing Educatio	1,102		1,104		2	
					1102 Total - CEC	1,425,111	1,425,111	1,125,042	1,125,042	421,732	421,732

6.1 (21)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,103,148

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	000000	10000	8199	Other Federal Revenues : Santa Ana College		1,107,422		1,103,148	4,274	
12	1106	493087	18200	1250	Contract Coordinator : SAC Continuing Ed-Inst Janio, Jarek @ 100% 2A-11A	90,875		83,483			7,392
12	1106	493087	18200	1252	Contract Extension-Coordinator : SAC Continui	26,745		28,744		1,999	
12	1106	493087	18200	1480	Part-Time Reassigned Time : SAC Continuing Ed	11,845		12,000		155	
12	1106	493087	18200	1485	Int/Sum - Reassigned Time, PT : SAC Continuin	2,156		2,000			156
12	1106	493087	18200	2310	Classified Employees - Ongoing : SAC Continui	12,638		13,079		441	
12	1106	493087	18200	2410	Inst Assistant - Ongoing : SAC Continuing Ed-	85,081		88,000		2,919	
12	1106	493087	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	9,310		10,414		1,104	
12	1106	493087	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	9,324		9,612		288	
12	1106	493087	18200	3215	PERS - Non-Instructional : SAC Continuing Ed-	1,504		1,429			75
12	1106	493087	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	5,399		5,456		57	
12	1106	493087	18200	3315	OASDHI - Non-Instructional : SAC Continuing E	871		811			60
12	1106	493087	18200	3321	Medicare - Instructional : SAC Continuing Ed-	1,263		1,276		13	
12	1106	493087	18200	3325	Medicare - Non-Instructional : SAC Continuing	1,858		2,038		180	
12	1106	493087	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	148		68			80
12	1106	493087	18200	3415	H & W - Non-Instructional : SAC Continuing Ed	18,087		19,478		1,391	
12	1106	493087	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	871		880		9	
12	1106	493087	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	1,281		1,406		125	
12	1106	493087	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	627		1,417		790	
12	1106	493087	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	923		2,263		1,340	
12	1106	493087	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	2,090		2,112		22	
12	1106	493087	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	3,075		3,373		298	
12	1106	493087	18200	3915	Other Benefits - Non-Instruct : SAC Continuin	1,250		1,250			0
12	1106	493087	18200	4310	Instructional Supplies : SAC Continuing Ed-In	25,000		25,000			0
12	1106	493087	18200	4320	Instructional Software : SAC Continuing Ed-In	4,820		10,000		5,180	
12	1106	493087	18200	5610	Lease Agreement - Equipment : SAC Continuing	5,000		5,000			0

6.1 (22)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,103,148

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	493087	18200	5630	Maint Contract - Office Equip : SAC Continuin	3,000		3,000			0
12	1106	493087	18200	5650	Rental - Facility (Short-term) : SAC Continui	75,000		75,000			0
12	1106	493087	18200	5845	Excess/Copies Usage : SAC Continuing Ed-Inst	3,000		7,000		4,000	
12	1106	493087	18200	5999	Special Project Holding Acct : SAC Continuing	20,644		0			20,644
12	1106	493087	18200	6411	Equipment - Federal Progs >200 : SAC Continuing Ed-Inst	0		25,000		25,000	
12	1106	493087	18200	6419	Equip/Software - >\$200 <\$1,000 : SAC Continui	5,180		0			5,180
12	1106	499900	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	535		0			535
12	1106	499900	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	310		0			310
12	1106	499900	18200	3321	Medicare - Instructional : SAC Continuing Ed-	73		0			73
12	1106	499900	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	50		0			50
12	1106	499900	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	36		0			36
12	1106	499900	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	120		0			120
12	1106	601000	18100	1410	Part-Time Academic Management : Continuing Ed	88,326		32,725			55,601
12	1106	601000	18100	2130	Classified Employees : Continuing Education Quimzon, John @ 40% 1B-12B Gonzalez, Araceli @ 100% 1B-12B	55,644		55,304			340
12	1106	601000	18100	2310	Classified Employees - Ongoing : Continuing E	16,068		16,068			0
12	1106	601000	18100	2320	Classified Employees - Hourly : Continuing Ed	207		0			207
12	1106	601000	18100	3115	STRS - Non-Instructional : Continuing Educati	6,630		2,700			3,930
12	1106	601000	18100	3215	PERS - Non-Instructional : Continuing Educati	7,678		7,796		118	
12	1106	601000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	4,563		4,542			21
12	1106	601000	18100	3325	Medicare - Non-Instructional : Continuing Edu	2,233		1,537			696
12	1106	601000	18100	3415	H & W - Non-Instructional : Continuing Educat	16,219		19,532		3,313	
12	1106	601000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,540		1,060			480
12	1106	601000	18100	3515	SUI - Non-Instructional : Continuing Educatio	1,109		1,706		597	
12	1106	601000	18100	3615	WCI - Non-Instructional : Continuing Educatio	3,695		2,544			1,151
12	1106	601000	18100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,890		1,890			0

6.1 (23)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,103,148

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	601000	18100	4610	Non-Instructional Supplies : Continuing Educa	14,000		20,000		6,000	
12	1106	601000	18100	5100	Contracted Services : Continuing Education Di	1,500		1,500			0
12	1106	601000	18100	5800	Advertising : Continuing Education Division	1,000		1,000			0
12	1106	601000	18100	5940	Reproduction/Printing Expenses : Continuing E	5,000		8,000		3,000	
12	1106	601000	18100	5950	Software License and Fees : Continuing Educat	0		0			0
12	1106	601000	18100	6411	Equipment - Federal Progs >200 : Continuing E	116,000		205,871		89,871	
12	1106	601000	18100	6414	Equipment - Software > \$1,000 : Continuing Ed	5,000		0			5,000
12	1106	602000	18200	1480	Part-Time Reassigned Time : SAC Continuing Ed	1,250		1,250			0
12	1106	602000	18200	3115	STRS - Non-Instructional : SAC Continuing Ed-	330		103			227
12	1106	602000	18200	3325	Medicare - Non-Instructional : SAC Continuing	58		18			40
12	1106	602000	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	40		13			27
12	1106	602000	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	29		20			9
12	1106	602000	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	96		30			66
12	1106	619000	18100	2310	Classified Employees - Ongoing : Continuing E	33,193		33,343		150	
12	1106	619000	18100	2320	Classified Employees - Hourly : Continuing Ed	0		2,580		2,580	
12	1106	619000	18100	3215	PERS - Non-Instructional : Continuing Educati	4,614		3,924			690
12	1106	619000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	2,672		2,227			445
12	1106	619000	18100	3325	Medicare - Non-Instructional : Continuing Edu	625		521			104
12	1106	619000	18100	3335	PARS - Non-Instructional : Continuing Educati	560		46			514
12	1106	619000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	431		360			71
12	1106	619000	18100	3515	SUI - Non-Instructional : Continuing Educatio	310		578		268	
12	1106	619000	18100	3615	WCI - Non-Instructional : Continuing Educatio	1,034		862			172
12	1106	649000	18100	2130	Classified Employees : Continuing Education Verduzco, M. Teresa @ 100% 1B-12B	47,976		47,976			0
12	1106	649000	18100	2130	Classified Employees - Ongoing : Continuing Education D	0		14,291		14,291	
12	1106	649000	18100	3215	PERS - Non-Instructional : Continuing Educati	5,137		6,801		1,664	
12	1106	649000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	3,058		3,944		886	

6.1 (24)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,103,148

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	649000	18100	3325	Medicare - Non-Instructional : Continuing Edu	715		922		207	
12	1106	649000	18100	3415	H & W - Non-Instructional : Continuing Educat	16,445		17,726		1,281	
12	1106	649000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	493		636		143	
12	1106	649000	18100	3515	SUI - Non-Instructional : Continuing Educatio	355		1,025		670	
12	1106	649000	18100	3615	WCI - Non-Instructional : Continuing Educatio	1,184		1,527		343	
12	1106	649000	18100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,350		1,350			0
12	1106	675000	18100	1480	Part-Time Reassigned Time : Continuing Educat	1,077		4,000		2,923	
12	1106	675000	18100	1485	Int/Sum - Reassigned Time, PT : Continuing Ed	8,000		8,000			0
12	1106	675000	18100	3115	STRS - Non-Instructional : Continuing Educati	825		990		165	
12	1106	675000	18100	3325	Medicare - Non-Instructional : Continuing Edu	145		174		29	
12	1106	675000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	100		120		20	
12	1106	675000	18100	3515	SUI - Non-Instructional : Continuing Educatio	72		193		121	
12	1106	675000	18100	3615	WCI - Non-Instructional : Continuing Educatio	240		228			12
12	1106	675000	18100	5100	Contracted Services : Continuing Education Di	5,600		5,600			0
12	1106	675000	18100	5210	Conference Expenses : Continuing Education Di	10,000		20,000		10,000	
12	1106	678000	14141	2130	Classified Employees : Academic Support - CEC	61,941		0			61,941
12	1106	678000	14141	3215	PERS - Non-Instructional : Academic Support -	6,340		0			6,340
12	1106	678000	14141	3315	OASDHI - Non-Instructional : Academic Support	3,746		0			3,746
12	1106	678000	14141	3325	Medicare - Non-Instructional : Academic Suppo	876		0			876
12	1106	678000	14141	3415	H & W - Non-Instructional : Academic Support	14,844		0			14,844
12	1106	678000	14141	3435	H & W - Retiree Fund Non-Inst : Academic Supp	604		0			604
12	1106	678000	14141	3515	SUI - Non-Instructional : Academic Support -	435		0			435
12	1106	678000	14141	3615	WCI - Non-Instructional : Academic Support -	1,450		0			1,450
12	1106	678000	14141	3915	Other Benefits - Non-Instruct : Academic Supp	1,215		0			1,215
12	1106	678000	18100	2320	Classified Employees - Hourly : Continuing Ed	44,939		44,939			0
12	1106	678000	18100	3215	PERS - Non-Instructional : Continuing Educati	4,915		4,909			6
12	1106	678000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	2,846		2,786			60

6.1 (25)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 1,103,148

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	678000	18100	3325	Medicare - Non-Instructional : Continuing Edu	666		652			14
12	1106	678000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	459		450			9
12	1106	678000	18100	3515	SUI - Non-Instructional : Continuing Educatio	330		724		394	
12	1106	678000	18100	3615	WCI - Non-Instructional : Continuing Educatio	1,102		1,079			23
12	1106	691000	18100	2130	Classified Employees : Continuing Education Padilla, Beatriz @ 50% 1B-12B	19,566		26,088		6,522	
12	1106	691000	18100	3215	PERS - Non-Instructional : Continuing Educati	2,793		2,851		58	
12	1106	691000	18100	3315	OASDHI - Non-Instructional : Continuing Educa	1,659		1,659		0	
12	1106	691000	18100	3325	Medicare - Non-Instructional : Continuing Edu	388		388			0
12	1106	691000	18100	3415	H & W - Non-Instructional : Continuing Educat	8,225		8,865		640	
12	1106	691000	18100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	268		268			0
12	1106	691000	18100	3515	SUI - Non-Instructional : Continuing Educatio	193		431		238	
12	1106	691000	18100	3615	WCI - Non-Instructional : Continuing Educatio	642		642			0
12	1106	691000	18100	3915	Other Benefits - Non-Instruct : Continuing Ed	675		675			0
1106 Total - CEC						1,107,422	1,107,422	1,103,148	1,103,148	196,077	196,077

SPECIAL PROJECT DETAILED BUDGET #1109

NAME: WIA Title II, Sec. 225 : ABE/ESL/VESL/VABE/ASE/GED : SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 160,060

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Christine Kosko

Date: 9/29/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1109	000000	10000	8199	Other Federal Revenues : Santa Ana College		69,950		160,060		90,110
12	1109	499900	18200	1450	Part-Time Coordinators : SAC Continuing Ed-In	11,000		9,665			1,335
12	1109	499900	18200	1455	Int/Sum - Coordinators, PT : SAC Continuing E	3,181		2,869			312
12	1109	499900	18200	2410	Inst Assistant - Ongoing : SAC Continuing Ed-	17,022		32,628		15,606	
12	1109	499900	18200	2420	Inst Assistant - Hourly : SAC Continuing Ed-I	14,842		30,000		15,158	
12	1109	499900	18200	3211	PERS - Instructional : SAC Continuing Ed-Inst	2,967		1,914			1,053
12	1109	499900	18200	3311	OASDHI - Instructional : SAC Continuing Ed-In	1,718		1,344			374
12	1109	499900	18200	3321	Medicare - Instructional : SAC Continuing Ed-	479		908		429	
12	1109	499900	18200	3325	Medicare - Non-Instructional : SAC Continuing	188		182			6
12	1109	499900	18200	3331	PARS - Instructional : SAC Continuing Ed-Inst	82		814		732	
12	1109	499900	18200	3335	PARS - Non-Instructional : SAC Continuing Ed-	169		163			6
12	1109	499900	18200	3431	H & W - Retiree Fund Inst : SAC Continuing Ed	330		626		296	
12	1109	499900	18200	3435	H & W - Retiree Fund Non-Inst : SAC Continuin	130		126			4
12	1109	499900	18200	3511	SUI - Instructional : SAC Continuing Ed-Instr	239		1,008		769	
12	1109	499900	18200	3515	SUI - Non-Instructional : SAC Continuing Ed-I	93		202		109	
12	1109	499900	18200	3611	WCI - Instructional : SAC Continuing Ed-Instr	793		1,503		710	
12	1109	499900	18200	3615	WCI - Non-Instructional : SAC Continuing Ed-I	312		301			11
12	1109	499900	18200	4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	5,839		6,000		161	
12	1109	499900	18200	4310	Instructional Supplies : SAC Continuing Ed-In	2,952		3,000		48	
12	1109	499900	18200	4610	Non-Instructional Supplies : SAC Continuing E	1,000		1,000		0	
12	1109	499900	18200	5845	Excess/Copies Useage : SAC Continuing Ed-Inst	434		1,000		566	
12	1109	499900	18200	6411	Equipment - Federal Progs >200 : SAC Continui	552		58,807		58,255	
12	1109	499900	18200	6414	Equipment - Software > \$1,000 : SAC Continuin	3,628		0			3,628
12	1109	675000	18100	5210	Conference Expenses : Continuing Education Di	2,000		6,000		4,000	
					1109 Total - CEC	69,950	69,950	160,060	160,060	96,839	96,839

6.1 (27)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTIAGO CANYON COLLEGE (Orange Education Center)
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12
 CONTRACT INCOME: \$ 109,272
 CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS
 PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1101	000000	20000	8199	Other Federal Revenues : Santiago Canyon Coll		33,766		109,272		75,506
12	1101	493062	28200	1480	Part-Time Reassigned Time : Orange Educ Ctr-I	1,000		1,000		0	
12	1101	493062	28200	1483	Beyond Contr - Reassigned Time : Orange Educ	300		0			300
12	1101	493062	28200	1485	Int/Sum - Reassigned Time, PT : Orange Educ C	591		0			591
12	1101	493062	28200	2410	Inst Assistant - Ongoing : Orange Educ Ctr-In	9,175		32,000		22,825	
12	1101	493062	28200	3115	STRS - Non-Instructional : Orange Educ Ctr-In	156		83			73
12	1101	493062	28200	3211	PERS - Instructional : Orange Educ Ctr-Instruction	0		3,495		3,495	
12	1101	493062	28200	3311	OASDHI - Instructional : Orange Educ Ctr-Instruction	0		1,984		1,984	
12	1101	493062	28200	3321	Medicare - Instructional : Orange Educ Ctr-In	133		464		331	
12	1101	493062	28200	3325	Medicare - Non-Instructional : Orange Educ Ct	28		15			13
12	1101	493062	28200	3331	PARS - Instructional : Orange Educ Ctr-Instru	119		0			119
12	1101	493062	28200	3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	92		320		228	
12	1101	493062	28200	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	19		10			9
12	1101	493062	28200	3511	SUI - Instructional : Orange Educ Ctr-Instruc	66		515		449	
12	1101	493062	28200	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	14		16		2	
12	1101	493062	28200	3611	WCI - Instructional : Orange Educ Ctr-Instruc	220		768		548	
12	1101	493062	28200	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	45		24			21
12	1101	493062	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	5,882		5,882		0	
12	1101	601000	28100	5610	Lease Agreement - Equipment : Orange Educ Ctr	0		13,239		13,239	
12	1101	602000	28100	1480	Part-Time Reassigned Time : Orange Educ Ctr-Instruction	0		30,360		30,360	
12	1101	602000	28100	3115	STRS - Non-Instructional : Orange Educ Ctr-In	0		2,500		2,500	
12	1101	602000	28100	3325	Medicare - Non-Instructional : Orange Educ Ct	0		440		440	
12	1101	602000	28100	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	0		304		304	
12	1101	602000	28100	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	0		488		488	
12	1101	602000	28100	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	0		729		729	
12	1101	620000	28100	2130	Classified Employees : Orange Educ Ctr	11,066		0			11,066
12	1101	620000	28100	3215	PERS - Non-Instructional : Orange Educ Ctr	1,185		0			1,185

6.1 (28)

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTIAGO CANYON COLLEGE (Orange Education Center)
FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12
 CONTRACT INCOME: \$ 109,272
 CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS
 PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1101	620000	28100	3315	OASDHI - Non-Instructional : Orange Educ Ctr	707		0			707
12	1101	620000	28100	3325	Medicare - Non-Instructional : Orange Educ Ctr	166		0			166
12	1101	620000	28100	3415	H & W - Non-Instructional : Orange Educ Ctr	2,004		0			2,004
12	1101	620000	28100	3435	H & W - Retiree Fund Non-Inst : Orange Educ Ctr	114		0			114
12	1101	620000	28100	3515	SUI - Non-Instructional : Orange Educ Ctr	83		0			83
12	1101	620000	28100	3615	WCI - Non-Instructional : Orange Educ Ctr	274		0			274
12	1101	620000	28100	3915	Other Benefits - Non-Instruct : Orange Educ Ctr	327		0			327
12	1101	631000	28100	1433	Beyond Contract - Counselors : Orange Educ Ctr	0		9,427		9,427	
12	1101	631000	28100	1483	Beyond Contr - Reassigned Time : Orange Educ	0		3,332		3,332	
12	1101	631000	28100	3115	STRS - Non-Instructional : Orange Educ Ctr-In	0		1,053		1,053	
12	1101	631000	28100	3325	Medicare - Non-Instructional : Orange Educ Ct	0		185		185	
12	1101	631000	28100	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	0		128		128	
12	1101	631000	28100	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	0		205		205	
12	1101	631000	28100	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	0		306		306	
Total - #1101 OEC						33,766	33,766	109,272	109,272	92,558	92,558

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 551,497

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	000000	20000	8199	Other Federal Revenues : Santiago Canyon Coll		621,073		551,497	69,576	
12	1102	493060	28200	2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Colin, Marc	17,000		20,000		3,000	
12	1102	493060	28200	3211	PERS - Instructional : Orange Educ Ctr-Instru	0		2,185		2,185	
12	1102	493060	28200	3311	OASDHI - Instructional : Orange Educ Ctr-Inst	0		1,240		1,240	
12	1102	493060	28200	3321	Medicare - Instructional : Orange Educ Ctr-In	0		290		290	
12	1102	493060	28200	3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	0		200		200	
12	1102	493060	28200	3511	SUI - Instructional : Orange Educ Ctr-Instruc	0		324		324	
12	1102	493060	28200	3611	WCI - Instructional : Orange Educ Ctr-Instruc	0		480		480	
12	1102	493060	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	4,400		10,000		5,600	
12	1102	493062	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	12,100		0			12,100
12	1102	493087	28200	1450	Part-Time Coordinators : Orange Educ Ctr-Instruction	0		4,600		4,600	
12	1102	493087	28200	1480	Part-Time Reassigned Time : Orange Educ Ctr-I	500		4,000		3,500	
12	1102	493087	28200	2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Andrade, Jose L.; Flores, Maria D.; Garcia, Anaisabelle; Nakagawa, Kelly; Trujillo, Gloria; Truong, Vietly; Villalovos, David; Villalobos, Lupe	76,060		91,800		15,740	
12	1102	493087	28200	3115	STRS - Non-Instructional : Orange Educ Ctr-In	41		710		669	
12	1102	493087	28200	3211	PERS - Instructional : Orange Educ Ctr-Instru	11,538		10,027			1,511
12	1102	493087	28200	3311	OASDHI - Instructional : Orange Educ Ctr-Inst	6,681		5,692			989
12	1102	493087	28200	3321	Medicare - Instructional : Orange Educ Ctr-In	1,562		1,398			164
12	1102	493087	28200	3325	Medicare - Non-Instructional : Orange Educ Ct	7		58		51	
12	1102	493087	28200	3331	PARS - Instructional : Orange Educ Ctr-Instru	147		100			47
12	1102	493087	28200	3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	1,078		964			114
12	1102	493087	28200	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	5		40		35	
12	1102	493087	28200	3511	SUI - Instructional : Orange Educ Ctr-Instruc	776		1,552		776	
12	1102	493087	28200	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	4		64		60	
12	1102	493087	28200	3611	WCI - Instructional : Orange Educ Ctr-Instruc	2,586		2,313			273

6.1 (30)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 551,497

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	493087	28200	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	12		96		84	
12	1102	493087	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	22,700		25,000		2,300	
12	1102	493087	28200	4310	Instructional Supplies : Orange Educ Ctr-Inst	5,000		10,000		5,000	
12	1102	493087	28200	5605	Contracted Repair Services : Orange Educ Ctr-	1,200		2,000		800	
12	1102	493087	28200	6411	Equipment - Federal Progs >200 : Orange Educ	9,748		0			9,748
12	1102	601000	28100	1410	Part-Time Academic Management : Continuing Ed Huston, Paul	18,339		17,500			839
12	1102	601000	28100	3115	STRS - Non-Instructional : Continuing Educati	1,650		0			1,650
12	1102	601000	28100	3325	Medicare - Non-Instructional : Continuing Edu	290		254			36
12	1102	601000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	200		175			25
12	1102	601000	28100	3515	SUI - Non-Instructional : Continuing Educatio	144		282		138	
12	1102	601000	28100	3615	WCI - Non-Instructional : Continuing Educatio	480		420			60
12	1102	601000	28100	4610	Non-Instructional Supplies : Continuing Educa	42,565		15,875			26,690
12	1102	601000	28100	5100	Contracted Services : Continuing Education Di	1,661		1,500			161
12	1102	601000	28100	5611	Lease Agreement - Facility : Continuing Educa	101,993		67,197			34,796
12	1102	601000	28100	5651	Rental - Other (Short-term) : Continuing Educ	1,000		1,000			0
12	1102	601000	28100	5845	Excess/Copies Useage : Continuing Education D	1,400		2,000		600	
12	1102	601000	28100	6411	Equipment - Federal Progs >200 : Continuing E	10,500		0			10,500
12	1102	619000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	356		0			356
12	1102	620000	28100	2130	Classified Employees : Continuing Education Espitia, Diane @ 22% 1B-12B Dillon, Victoria @ 40% 1B-12B Ramirez, Ascencion @ 35% 1B-12B Rodriguez, Gisela @ 10% 1B-12B Gutierrez-Lucero, Maria @ 100% eff. 7B-12B	45,788		75,898		30,110	
12	1102	620000	28100	3215	PERS - Non-Instructional : Continuing Educati	4,903		8,290		3,387	
12	1102	620000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	2,913		4,837		1,924	

6.1 (31)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 551,497

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	620000	28100	3325	Medicare - Non-Instructional : Continuing Edu	681		1,131		450	
12	1102	620000	28100	3415	H & W - Non-Instructional : Continuing Educat	7,128		15,658		8,530	
12	1102	620000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	470		780		310	
12	1102	620000	28100	3515	SUI - Non-Instructional : Continuing Educatio	338		1,256		918	
12	1102	620000	28100	3615	WCI - Non-Instructional : Continuing Educatio	1,128		1,872		744	
12	1102	620000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,198		2,120		922	
12	1102	631000	28100	1430	Part-Time Counselors : Continuing Education D	95,550		5,400			90,150
12	1102	631000	28100	1433	Beyond Contract - Counselors : Continuing Education Divis	0		9,427		9,427	
12	1102	631000	28100	1435	Int/Sum - Counselors,Part-Time : Continuing E	10,945		11,297		352	
12	1102	631000	28100	1483	Beyond Contr - Reassigned Time : Continuing E	3,400		3,332			68
12	1102	631000	28100	3115	STRS - Non-Instructional : Continuing Educati	9,108		2,430			6,678
12	1102	631000	28100	3325	Medicare - Non-Instructional : Continuing Edu	1,601		428			1,173
12	1102	631000	28100	3335	PARS - Non-Instructional : Continuing Educati	0		15		15	
12	1102	631000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,104		295			809
12	1102	631000	28100	3515	SUI - Non-Instructional : Continuing Educatio	795		475			320
12	1102	631000	28100	3615	WCI - Non-Instructional : Continuing Educatio	2,649		707			1,942
12	1102	632000	28100	2130	Classified Employees : Continuing Education D Gutierrez-Lucero, Maria @ 100% 1B-6B	55,176		20,436			34,740
12	1102	632000	28100	2320	Classified Employees - Hourly : Continuing Ed	0		19,500		19,500	
12	1102	632000	28100	3215	PERS - Non-Instructional : Continuing Educati	5,908		4,362			1,546
12	1102	632000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	3,505		2,518			987
12	1102	632000	28100	3325	Medicare - Non-Instructional : Continuing Edu	820		589			231
12	1102	632000	28100	3335	PARS - Non-Instructional : Continuing Educati	0		19		19	
12	1102	632000	28100	3415	H & W - Non-Instructional : Continuing Educat	8,563		5,227			3,336
12	1102	632000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	565		406			159
12	1102	632000	28100	3515	SUI - Non-Instructional : Continuing Educatio	407		654		247	
12	1102	632000	28100	3615	WCI - Non-Instructional : Continuing Educatio	1,357		975			382

6.1 (32)

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: WIA Title II, Sec. 231 : ABE/ESL/Family Literacy/VESL/VABE - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 551,497

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1102	632000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,350		675			675
12	1102	649000	28100	2130	Classified Employees : Continuing Education Tse, Edna @ 67% eff. 10/1	0		27,087		27,087	
12	1102	649000	28100	3215	PERS - Non-Instructional : Continuing Educati	0		2,959		2,959	
12	1102	649000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	0		1,721		1,721	
12	1102	649000	28100	3325	Medicare - Non-Instructional : Continuing Edu	0		403		403	
12	1102	649000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		8,912		8,912	
12	1102	649000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		278		278	
12	1102	649000	28100	3515	SUI - Non-Instructional : Continuing Educatio	0		447		447	
12	1102	649000	28100	3615	WCI - Non-Instructional : Continuing Educatio	0		666		666	
12	1102	649000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	0		679		679	
12	1102	675000	28100	5210	Conference Expenses : Continuing Education Division	0		6,000		6,000	
					Total - #1102 OEC	621,073	621,073	551,497	551,497	243,255	243,255

6.1 (33)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 420,385

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	000000	20000	8199	Other Federal Revenues : Santiago Canyon Coll		340,793		420,385		79,592
12	1106	493087	28200	1450	Part-Time Coordinators : Orange Educ Ctr-Inst	41,958		55,000		13,042	
12	1106	493087	28200	1455	Int/Sum - Coordinators, PT : Orange Educ Ctr-	7,672		9,108		1,436	
12	1106	493087	28200	1485	Int/Sum - Reassigned Time, PT : Orange Educ C	45		0			45
12	1106	493087	28200	3115	STRS - Non-Instructional : Orange Educ Ctr-In	5,445		5,289			156
12	1106	493087	28200	3325	Medicare - Non-Instructional : Orange Educ Ct	957		930			27
12	1106	493087	28200	3335	PARS - Non-Instructional : Orange Educ Ctr-In	72		50			22
12	1106	493087	28200	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	660		641			19
12	1106	493087	28200	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	475		1,032		557	
12	1106	493087	28200	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	1,584		1,539			45
12	1106	493087	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	10,000		5,000			5,000
12	1106	493087	28200	4310	Instructional Supplies : Orange Educ Ctr-Inst	10,000		10,000		0	
12	1106	493087	28200	5950	Software License and Fees : Orange Educ Ctr-I	1,000		1,000		0	
12	1106	493087	28200	6411	Equipment - Federal Progs >200 : Orange Educ	33,124		25,000			8,124
12	1106	493090	28200	4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	571		10,000		9,429	
12	1106	601000	28100	2130	Classified Employees : Continuing Education Gomez, Sonia @ 100% eff. 8B-12B	29,469		22,235			7,234
12	1106	601000	28100	3215	PERS - Non-Instructional : Continuing Educati	0		2,429		2,429	
12	1106	601000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	0		1,413		1,413	
12	1106	601000	28100	3325	Medicare - Non-Instructional : Continuing Edu	0		331		331	
12	1106	601000	28100	3415	H & W - Non-Instructional : Continuing Educat	0		7,389		7,389	
12	1106	601000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		228		228	
12	1106	601000	28100	3515	SUI - Non-Instructional : Continuing Educatio	0		367		367	
12	1106	601000	28100	3615	WCI - Non-Instructional : Continuing Educatio	0		547		547	
12	1106	601000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	0		563		563	
12	1106	601000	28100	4610	Non-Instructional Supplies : Continuing Education D	0		9,530		9,530	
12	1106	601000	28100	5630	Maint Contract - Office Equip : Continuing Ed	320		5,000		4,680	

Original Budget

Prepared by: Maria Gil

Board Approved: October 10, 2011

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

CONTRACT INCOME: \$ 420,385

CFDA #: 84.002

PRJ. ADMIN. JOSE VARGAS

PRJ. DIR.

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1106	601000	28100	6411	Equipment - Federal Progs >200 : Continuing E	50,000		5,000			45,000
12	1106	620000	28100	2130	Classified Employees : Continuing Education Trujillo, Araceli @ 100% 1B-12B Goss, Gloria @ 100% 1B-12B	98,244		98,244		0	
12	1106	620000	28100	3215	PERS - Non-Instructional : Continuing Educati	10,519		10,731		212	
12	1106	620000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	6,258		6,258		0	
12	1106	620000	28100	3325	Medicare - Non-Instructional : Continuing Edu	1,464		1,464		0	
12	1106	620000	28100	3415	H & W - Non-Instructional : Continuing Educat	19,597		38,463		18,866	
12	1106	620000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,009		1,010		1	
12	1106	620000	28100	3515	SUI - Non-Instructional : Continuing Educatio	727		1,625		898	
12	1106	620000	28100	3615	WCI - Non-Instructional : Continuing Educatio	2,423		2,423		0	
12	1106	620000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	2,700		2,700		0	
12	1106	631000	28100	1430	Part-Time Counselors : Continuing Education Div	0		50,000		50,000	
12	1106	631000	28100	2320	Classified Employees - Hourly : Continuing Ed Counseling Assistant (s/t hourly)	0		11,590		11,590	
12	1106	631000	28100	3115	STRS - Non-Instructional : Orange Educ Ctr-In	0		4,125		4,125	
12	1106	631000	28100	3325	Medicare - Non-Instructional : Orange Educ Ct	0		894		894	
12	1106	631000	28100	3335	PARS - Non-Instructional : Orange Educ Ctr-In	0		151		151	
12	1106	631000	28100	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	0		616		616	
12	1106	631000	28100	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	0		992		992	
12	1106	631000	28100	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	0		1,478		1,478	
12	1106	675000	28100	5210	Conference Expenses : Continuing Education Di	4,500		8,000		3,500	
Total - #1106 OEC						340,793	340,793	420,385	420,385	145,264	145,264

6.1 (35)

SPECIAL PROJECT DETAILED BUDGET #1108

NAME: WIA Title II, Sec. 225 : ABE/ESL/VESL/VABE/ASE/GED : SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2011/12

CONTRACT PERIOD: 7/01/11 - 6/30/12

PRJ. ADMIN. JOSE VARGAS

CONTRACT INCOME: \$ 125,264

PRJ. DIR.

CFDA #: 84.002

Date: 9/28/2011

Datatel GL Account					Existing Budget		Revised Budget		Budget Change (+/-)		
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit	Debit	Credit	Debit	Credit
12	1108	000000	20000	8199	Other Federal Revenues : Santiago Canyon Coll		76,093		125,264		49,171
12	1108	493000	28300	1450	Part-Time Coordinators : Inmate Education Pro	12,000		36,445		24,445	
12	1108	493000	28300	1455	Int/Sum - Coordinators, PT : Inmate Education	0		3,757		3,757	
12	1108	493000	28300	3115	STRS - Non-Instructional : Inmate Education P	990		3,626		2,636	
12	1108	493000	28300	3325	Medicare - Non-Instructional : Inmate Educati	174		637		463	
12	1108	493000	28300	3435	H & W - Retiree Fund Non-Inst : Inmate Educat	120		440		320	
12	1108	493000	28300	3515	SUI - Non-Instructional : Inmate Education Pr	87		710		623	
12	1108	493000	28300	3615	WCI - Non-Instructional : Inmate Education Pr	288		1,055		767	
12	1108	493062	28300	5870	Instructional Agreements : Inmate Education P	4,200		4,200		0	
12	1108	493087	28200	1450	Part-Time Coordinators : Orange Educ Ctr-Inst	1,349		0		1,349	
12	1108	493087	28200	3325	Medicare - Non-Instructional : Orange Educ Ct	20		0		20	
12	1108	493087	28200	3335	PARS - Non-Instructional : Orange Educ Ctr-In	18		0		18	
12	1108	493087	28200	3435	H & W - Retiree Fund Non-Inst : Orange Educ C	14		0		14	
12	1108	493087	28200	3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	10		0		10	
12	1108	493087	28200	3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	37		0		37	
12	1108	493087	28200	4310	Instructional Supplies : Orange Educ Ctr-Inst	2,080		19,690		17,610	
12	1108	601000	28100	2130	Classified Employees : Continuing Education Gomez, Sonia @ 100% eff. 1B-7B	29,781		31,130		1,349	
12	1108	601000	28100	3215	PERS - Non-Instructional : Continuing Educati	4,285		3,400		885	
12	1108	601000	28100	3315	OASDHI - Non-Instructional : Continuing Educa	2,544		1,979		565	
12	1108	601000	28100	3325	Medicare - Non-Instructional : Continuing Edu	595		463		132	
12	1108	601000	28100	3415	H & W - Non-Instructional : Continuing Educat	10,968		10,345		623	
12	1108	601000	28100	3435	H & W - Retiree Fund Non-Inst : Continuing Ed	410		319		91	
12	1108	601000	28100	3515	SUI - Non-Instructional : Continuing Educatio	295		514		219	
12	1108	601000	28100	3615	WCI - Non-Instructional : Continuing Educatio	985		766		219	
12	1108	601000	28100	3915	Other Benefits - Non-Instruct : Continuing Ed	1,013		788		225	
12	1108	601000	28100	5220	Mileage/Parking Expenses : Continuing Educati	3,830		5,000		1,170	
					Total - #1108 OEC	76,093	76,093	125,264	125,264	53,359	53,359

Original Budget

Board Approved: October 10, 2011

Prepared by: Maria Gil

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #1903

NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)

FISCAL YEAR: 2011/2012

CONTRACT PERIOD: 7/1/11 - 6/30/12

PROJ ADMIN: M. GABLE

CONTRACT INCOME: \$22,500

PROJ DIR: M. GABLE

CFDA #: 93.674

Date: 09/28/11

GL Account	Description	Debit	Credit
12-1903-000000-10000-8199	Other Federal Revenues : Santa Ana College		22,500
12-1903-631000-19310-1430	Part-Time Counselors : Foster Youth	14,507	
12-1903-631000-19310-3115	STRS - Non-Instructional : Foster Youth	1,197	
12-1903-631000-19310-3325	Medicare - Non-Instructional : Foster Youth	210	
12-1903-631000-19310-3435	H & W - Retiree Fund Non-Inst : Foster Youth	145	
12-1903-631000-19310-3515	SUI - Non-Instructional : Foster Youth	234	
12-1903-631000-19310-3615	WCI - Non-Instructional : Foster Youth	348	
12-1903-649000-19310-4710	Food and Food Service Supplies : Foster Youth	2,380	
12-1903-649000-19310-5100	Contracted Services : Foster Youth	2,400	
12-1903-649000-19310-5966	Transportation - Student : Foster Youth	500	
12-1903-732000-19310-7620	Fees Paid for Students : Foster Youth	579	
Totals for PROJECT: 1903	YESS - ILP	22,500	22,500
<u>In-Kind Match: (Certified Expend \$19,263)</u>			
- Joana Campos (EOPS)			
- Marsha Gable (EOPS)			
- Gloria Ramos (EOPS)			
- Michael Martinez (Financial Aid)			

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Office of the Chancellor)

To:	Board of Trustees	Date: October 10, 2011
Re:	Authorization of Signatures	
Action:	Request for Action	

BACKGROUND

A list of the District's authorized signatures is kept on file at the Orange County Department of Education.

ANALYSIS

The attached list designates those individuals authorized to sign various documents on behalf of the district. This form has been revised to include the signature of Ms. Arianna P. Barrios (Trustee) and Mr. Adam O'Connor (Assistant Vice Chancellor, Fiscal Services) effective August 29, 2011.

RECOMMENDATION

It is recommended that the board approve the revised list of authorized signatures.

Fiscal Impact: None	Board Date: October 10, 2011
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

AUTHORIZATION OF SIGNATURES

RANCHO SANTIAGO COMMUNITY COLLEGE SCHOOL DISTRICT

I, Mark McLoughlin, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 10th day of October, 2011, adopted by a majority vote of said Board, a resolution that the following named persons, effective August 29th, 2011, be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment and warrant registers as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

<u>NAME (TYPED)</u>	<u>SPECIMEN SIGNATURE</u>	AUTHORIZED TO SIGN:			
		<u>PAYROLL</u>	<u>VENDOR PAYMENTS</u>		
		TIME			
		<u>NOE/CS</u>	<u>SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
John Didion _____		_x_	_x_	_x_	_x_
Peter J. Hardash _____		_x_	_x_	_x_	_x_
Adam O'Connor _____		_x_	_x_	_x_	_x_
Erlinda J. Martinez _____		_x_	_x_	_x_	_x_
Raúl Rodríguez _____		_x_	_x_	_x_	_x_
Juan Vázquez _____		_x_	_x_	_x_	_x_

AUTHORIZATION OF SIGNATURES (cont.)

I further certify that the signatures following are those of the members of the governing board not mentioned above.

<u>NAME (TYPED)</u>	<u>SIGNATURE</u>
Arianna P. Barrios	_____
R. David Chapel	_____
Brian E. Conley	_____
John R. Hanna	_____
Lawrence R. Labrado	_____
Mark McLoughlin	_____
Phillip E. Yarbrough	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of October, 2011.

Clerk _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: October 10, 2011
Re:	Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline	
Action:	Request for Approval	

BACKGROUND

In accordance with Board Policy 9022, the Board Policy Committee met on August 15, 2011 to review the survey instrument to be used for the Board’s self-evaluation. The Policy Committee also reviewed the list of individuals who, in addition to the trustees, will receive the survey instrument.

ANALYSIS

Board Policy 9022 stipulates that the Board will conduct its self-evaluation no later than November. The following self-evaluation process has been developed in order to complete the process by the November 14, 2011 Board meeting:

- October 11, 2011 - Designated individuals provide input to the Board using the self-evaluation instrument.
- October 19, 2011
- October 24, 2011 Board conducts annual self-evaluation meeting.
- October 25, 2011 - Board members complete self-evaluation instrument.
- November 4, 2011
- November 14, 2011 Board reviews and discusses tabulated self-evaluation results.

RECOMMENDATION

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

Fiscal Impact: None	Board Date: October 11, 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: Raúl Rodríguez, Ph.D., Chancellor	

**DESIGNATED RECIPIENTS OF
BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT**

October 10, 2011

Associated Student Government Officers
Academic Senates Officers
Chancellor
College Presidents
College Vice Presidents
Vice Chancellors
Officers of the District's employee unions
Community members who serve on the District Bond Oversight Committees
Community members who serve on the Foundations
Accreditation representatives at each college

Board of Trustees Self-Evaluation Survey 2011

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

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

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board is appropriately involved in defining the vision and goals of the district.					
The board understands the financial audit and accepts responsibility for implementation of its recommendations.					
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.					
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.					
Board relations with the Chancellor, Presidents, Faculty, and Staff					
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.					
The board keeps the chancellor informed of community contacts.					
The board follows a procedure for annual evaluations of the chancellor.					
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.					
The board and chancellor have a positive, cooperative relationship.					
The board understands its role and that of the chancellor, presidents, faculty, and staff.					
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.					
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.					
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.					
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.					
Community Relations - Advocacy					
Board members are knowledgeable about community college and state-related issues.					
The board acts as an advocate for community colleges.					
Board members participate actively in community activities.					
Board agendas include legislative and state policy issues that will impact the district.					
Board members act on behalf of the entire community.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board recognizes and celebrates positive accomplishments of the district and colleges.					
The board works to build a positive image of the district in the community.					
Board members adhere to policies for dealing with college, community citizens, and the media.					
The community and district employees are aware of who the elected trustees are and their role in district governance.					
Board leadership, ethics, and standards of conduct					
The board understands collective bargaining and its role in the process.					
The board practices appropriate collegial consultation (participatory governance).					
The board maintains confidentiality of privileged information.					
The board makes decisions in the best interest of students and the colleges.					
The board operates ethically without conflict of interest following established board policies.					
Board members participate in trustee development activities.					

Please indicate your affiliation to the Rancho Santiago Community College District and/or its colleges (Santa Ana College and Santiago Canyon College):

- Student
- Faculty and staff
- Community Member
- Other: _____

What are the Board's greatest strengths?

What are the major accomplishments of the Board in the past year?

What are the areas in which the Board could improve?