

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 14, 2013
Santiago Canyon College
8045 E. Chapman Ave., Room SC-105
Orange, CA 92869

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 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 23, 2013

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.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Accreditation
- 2.2 Reports from College Presidents
 - Accreditation
 - 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

3.0 HUMAN RESOURCES

- 3.1 Management/Academic Personnel Action
 - Approval of New Job Descriptions
 - Approval of Appointments
 - Approval of Changes of Assignment
 - Approval of Adjusted Salary Placements
 - Approval of FARSCCD Part-time/Hourly Step Increases Effective Fall 2013
 - Approval of Final Salary Placements
 - Approval of Adjusted Hourly Rate Placements for CEFA
 - Approval of Adjusted Hourly Rate Placements for FARSCCD
 - Approval of 2013-2014 Contract Extension Days
 - Ratification of Resignations/Retirements
 - Approval of Stipends
 - Approval of CEFA Step Increases
 - Approval of Part-time Hourly Hires/Rehires
 - Approval of Non-paid Intern Services

- 3.2 Classified Personnel Action
 - Approval of Revised Job Descriptions/Changes in Grade
 - Approval of Temporary to Contract Assignments
 - Approval of Longevity Increments
 - Approval of Changes in Positions
 - Approval of Changes in Salary Placements
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Temporary to Hourly On Going Assignments
 - Approval of Additional Hours for On Going Assignments
 - Approval of Substitute Assignments

3.2 Classified Personnel – (cont.)

- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistant Lists

4.0 INSTRUCTION

- *4.1 Approval of SLPA Agreement Renewal – Jurupa Unified School District Action
The administration recommends approval of the agreement with Jurupa Unified School District in Jurupa Valley, California.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Acceptance of 2012-2013 Citizens’ Bond Oversight Committee Annual Report Action
The administration recommends acceptance of the Citizens’ Bond Oversight Committee Annual Report to the Community for 2012-2013 as presented.
- *5.3 Adoption of Resolution No. 13-35 – Void or Stale-date Warrant (Checks) Action
The administration recommends adoption of Resolution No. 13-35 for void or stale-date warrant (checks) as presented.
- *5.4 Approval of Amendment to Agreement with HMC Architects Action
The administration recommends approval of the amendment to the agreement with HMC Architects to provide an extension of time for master architect consulting services through June 30, 2014, as presented.
- *5.5 Approval of Agreement with All American Inspection, Inc. for Temporary Village at Santa Ana College (SAC) Action
The administration recommends approval of the agreement with All American Inspection Inc. to provide DSA in-plant inspection services for the SAC temporary village as presented.
- *5.6 Adoption of Resolution No. 13-34 – Change Order for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Humanities Building at Santiago Canyon College (SCC) Action
The administration recommends adoption of Resolution No. 13-34 for Tropical Plaza Nursery, Inc. for Bid #1134 for landscaping for the Humanities building at SCC as presented.

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

- *5.7 Approval of Amendment of Agreement with TYR I.O.R. Services for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the amendment to the existing contract with TYR I.O.R. Services to provide an extension of time and additional costs for DSA inspection services for the Humanities building as presented.
- *5.8 Approval of Change Order #1, Bid #1211 – Contract with J.B. Bostick Company, Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College Action
The administration recommends approval of change order #1 for Bid #1211 for asphalt overlay and stripping for parking lots 2-5 at SCC as presented.
- *5.9 Approval of Notice of Completion for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping for Chapman Road Entry and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Tropical Plaza Nursery Inc. for landscaping for the Chapman Road entry and LRC parking lot at SCC as presented.
- *5.10 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete and Asphalt for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Guy Yocom Construction Inc. for concrete and asphalt for the Chapman Road entry and LRC parking lot at SCC as presented.
- *5.11 Approval of Notice of Completion for Bid #1136 – Contract with Guy Yocom Construction Inc. for Concrete for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Guy Yocom Construction Inc. for concrete for the Humanities building at SCC as presented.
- *5.12 Approval of Notice of Completion for Bid #1138 – Contract with Blazing Industrial Steel, Inc. for Steel for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Blazing Industrial Steel, Inc. for steel for the Chapman Road entry and LRC parking lot at SCC as presented.

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

- *5.13 Approval of Notice of Completion for Bid #1139 – Contract with Dynaletric Inc. for Electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Dynaletric Inc. for electrical for the Chapman Road entry and LRC parking lot at SCC as presented.
- *5.14 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Plumbing and Water Utilities for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Interpipe Contracting, Inc. to complete the plumbing and water utilities for the Humanities building at SCC as presented.
- *5.15 Approval of Notice of Completion for Bid #1140 – Contract with Interpipe Contracting Inc. for Underground Utilities for Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Interpipe Contracting Inc. for underground utilities for the Chapman Road entry and LRC parking lot at SCC as presented.
- *5.16 Approval of Notice of Completion for Bid #1143 – Contract with Glazcon Production, Inc. for Glazing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Glazcon Production, Inc. to complete the glazing for the Humanities building at SCC as presented.
- *5.17 Approval of Notice of Completion for Bid #1144 – Contract with Troyer Contracting Company for Roofing and Waterproofing for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion With Troyer Contracting Company for roofing and waterproofing for the Humanities building at SCC as presented.
- *5.18 Approval of Notice of Completion for Bid #1145 – Contract with K&Z Cabinet Company for Architectural Woodwork for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with K&Z Cabinet Company to complete the architectural woodwork for the Humanities building at SCC as presented.

- *5.19 Approval of Notice of Completion for Bid #1148 – Contract with Continental Flooring Inc. for Flooring for Humanities Building at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with Continental Flooring Inc. for flooring for the Humanities building at SCC as presented.
- *5.20 Approval of Notice of Completion: Bid #1211 – Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College Action
The administration recommends approval of the Notice of Completion with J.B. Bostick Company Inc. for asphalt for the overlay project and stripping for parking lots 2-5 at SCC as presented.
- *5.21 Approval of Sole Source for Ellucian Inc. Action
The administration recommends declaration and approval of Ellucian Inc. as the sole source provider for existing and future software modules including licensing, maintenance and support services, training, enhancements and upgrades to the installed Colleague application as presented.
- *5.22 Approval of Measure Q Citizens’ Bond Oversight Committee Amended Bylaws and Ethics Policy Statement Action
The administration recommends approval of the amended bylaws for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for the Measure Q Citizens’ Bond Oversight Committee 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:
- | | |
|---|-------------|
| - Board Financial Assistance Program (BFAP) (SCC) | \$ 333,031 |
| - Child Care Access Means Parents in School (CCAMPIS) - Year 1 (District) | \$ 132,827 |
| - Child Development Training Consortium (SAC/SCC) | \$ 17,000 |
| - Cooperative Agencies Resources for Education (CARE) (SAC/SCC) | \$ 78,259 |
| - Doctoral Psychology Internship (SAC) | \$ 20,000 |
| - Extended Opportunity Programs & Services (EOPS) (SAC/SCC) | \$1,543,040 |
| - UCI Graduate Student/Faculty Internship (SAC/SCC) | \$ 37,500 |
| - Veterans Upward Bound Program – Year 2 (SAC) | \$ 214,874 |
| - WIA Title II – Adult Basic Education Programs (SAC/SCC) | \$3,620,511 |

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

*6.2 Approval of Sub-award Agreements between RSCCD and SAUSD and between RSCCD and The Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 5 Action

The administration recommends approval of the sub-award agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services, or his designee to sign and enter related contractual agreements on behalf of the district.

6.3 First Reading of Revised Board Policies Information

The following policies are presented for first reading as an information item:

- BP 3410 Nondiscrimination –~~BP7300~~
- ~~Deletion of BP4119 Unlawful Discrimination and Sexual Harassment~~
- BP 5055 Enrollment Priorities (New)
- BP 6332 Competitive Bidding and Quotation Policies
- BP 7001 Code of Ethics –~~BP7020~~
- BP 7002 Civility –~~BP4137~~
- BP 7003 Oath –~~BP4103~~
- BP 7004 ~~Non-School~~ Outside Employment –~~BP4106~~
- BP 7005 Personnel Files –~~BP4110~~
- BP 7006 Service Recognition –~~BP4111~~
- BP 7007 Volunteers ~~Personnel Service~~ –~~BP4117~~
- BP 7008 Employee Evaluation –~~BP4128~~
- BP 7009 Staff Development –~~BP4138~~
- BP 7100 Commitment to Diversity (new)
- BP 7110 ~~General Personnel Policy Statement~~ Delegation of Authority –~~BP4101~~
- BP 7120 Recruitment and Hiring, ~~Selection, Appointment and Transfer of Employees~~ –~~BP4102~~
- BP 7121 Applicant Travel Reimbursement –~~BP4204~~
- ~~Deletion of BP4417 Personnel – Administrative Applicant Travel Reimbursement Administrative~~
- BP 7130 Compensation ~~Payroll Warrants for Employees~~ –~~BP3219~~
- BP 7131 ~~Personnel~~ – Management Salary Schedules –~~Initial Placement & Salary Step Advancement Recommendation~~ –~~BP4401~~
- BP 7132 Management Medical/Dental Insurance Benefits –~~BP4402~~
- BP 7133 Holidays Management –~~BP4414~~
- BP 7140 Collective Bargaining (new)
- BP 7141 Organizations Right of Access –~~BP4133~~
- BP 7210 Academic Employees (new)
- BP 7230 ~~Definition~~ Classified Employees ~~Service~~ –~~BP4301~~
- BP 7240 Confidential Employees (new)

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

6.3 First Reading of Revised Board Policies – (cont.)

- BP 7250 Educational Administrators ~~Administrative Retreat Rights~~
~~Administrative~~—BP4423 (formerly BP4520)
- BP 7260 Classified Supervisors and Managers (new)
- BP 7310 Nepotism —BP4118
- BP 7330 Communicable Disease ~~Medical Examinations~~—BP4130
- BP 7335 Health ~~Medical Examinations~~ —BP4130
- BP 7340 Leaves
- ~~Deletion of BP4114 Maternity Leave~~
- ~~Deletion of BP4115 Military Leave~~
- ~~Deletion of BP4404 Bereavement Leave Management~~
- ~~Deletion of BP4405 Family and Medical Leave Management~~
- ~~Deletion of BP4406 Industrial Accident or Illness Leave Management~~
- ~~Deletion of BP4407 Judicial Leave Management~~
- ~~Deletion of BP4408 Personal Necessity Leave Management~~
- ~~Deletion of BP4409 Quarantine Leave Management~~
- ~~Deletion of BP4410 Sick Leave Management~~
- ~~Deletion of BP4412 Unpaid Leaves of Absence Management~~
- ~~Deletion of BP4413 Vacation Management~~
- BP 7345 Catastrophic Leave Program (new)
- BP 7348 Faculty Pre-retirement (Workload Reduction)—BP4207
- BP 7350 Resignations —BP4129
- BP 7360 Faculty Discipline and Dismissal ~~and/or Discharge~~ – Academic Employees —BP4206
- ~~Deletion of BP4415 Dismissal and/or Discharge Management~~
- BP 7365 Discipline and Dismissal – Classified Employees
- BP 7370 ~~Solicitation of Political Contributions and Political Activities by~~
~~Employees~~—BP4135
- BP 7380 Retiree Health Benefits: Academic Employees (new)
- BP 7385 Salary Deductions —BP4127
- BP 7400 Travel —BP4108
- ~~Deletion of BP4403 Professional Conference Leave/In-Service Training Leave~~
~~Management~~
- BP 7510 Domestic Partners (new)
- BP 7600 Campus Security Officers (new)
- BP 7700 Whistleblower Protection —BP4140
- ~~Deletion of BP4116 Meetings~~
- ~~Deletion of BP4123 Support Program For Substance Abuse~~
- ~~Deletion of BP4126 Acceptance of Outside Obligations~~
- ~~Deletion of BP4202 Continuing Employment Contracts~~
- ~~Deletion of BP4205 Faculty Salary Payments~~
- ~~Deletion of BP4302 Classified Salary Payments~~
- ~~Deletion of BP4419 Administrative Leave—Administrative~~
- ~~Deletion of BP4422 Management Retroactive Pay (formerly BP4519)~~

- 6.4 Adoption of 2013-2023 Rancho Santiago Community College District (RSCCD) Comprehensive Master Plan Action
The administration recommends adoption of the 2013-2023 RSCCD Comprehensive Master Plan.
- 6.5 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.
- 6.6 Approval of Conditional Settlement Agreement and Memorandum of Understanding for Vehicle License Fee Adjustment Amounts (VLFFA) Litigation Action
The administration recommends approval of the Conditional Settlement Agreement and Memorandum of Understanding and authorization be given to the chancellor to execute the documents on behalf of the district as presented.
- 6.7 Reports from Board Committees Information
- Board Facilities Committee
 - Board Policy Committee
 - Orange County Community Colleges Legislative Task Force
- 6.8 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Classified Administrators
 1. Graphic Communications Manager
 2. Publications & Electronic Media Manager
 - f. Educational Administrator Appointments
 1. Director, Fire Education
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor
Union Organizations: Los Angeles-Orange County Building and Construction Trades Council
Craft Unions
Carpenters Union

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.

- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 28, 2013, at Santa Ana College.

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

Board of Trustees (Regular meeting)

Monday, September 23, 2013

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:41 p.m. by Ms. Arianna Barrios. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Mr. Luis Correa.

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. Correa, Student Trustee, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve a revised page for the agenda, an addendum for Item 3.1 (Management/Academic Personnel), and an addendum for Item 3.2 (Classified Personnel).

1.4 Public Comment

Ms. Victoria Williams, representative from California School Employees Association, Chapter 579, spoke regarding the short notice given to classified staff by including a winter intersession as part of the modification to the 2013-2014 Credit Instructional Calendar (Item 3.3).

Ms. Barbara Lamere spoke regarding Centennial Park parking spaces being used by students attending Centennial Education Center.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held September 9, 2013, with the following correction (underlined) requested by Ms. Alvarez:

3.3 Authorization for Board Travel/Conferences

It was moved by Mr. Solorio and seconded by Mr. Yarbrough to approve Ms. Alvarez's travel to Washington, D.C. for the National Association of Latino Elected and Appointed Officials (NALEO) Summit on September 29 to October 2, 2013. Ms. Alvarez indicated she applied for and received a scholarship from NALEO which covers registration, travel, and hotel expenses to attend the conference, and the focus of the conference addresses the need for meeting Science, Technology, Engineering, and Mathematics (STEM) education requirements. The motion carried unanimously.

1.6 Approval of Consent Calendar

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

4.1 Approval of CJA Agreement Renewal: California Association of Property and Evidence Officers (CAPE)

The board approved the contract with the California Association of Property and Evidence Officers in Chico, California.

4.2 Approval of OTA Agreement Renewal Amendment #1 – Vibra Hospital d.b.a. Ballard Rehabilitation Hospital

The board approved the amendment with Vibra Hospital d.b.a. Ballard Rehabilitation Hospital in San Bernardino, California.

4.3 Approval of Agreement with Santa Ana Beauty Academy

The board approved the Santa Ana Beauty Academy contract in order to allow Santiago Canyon College (SCC) to continue offering Cosmetician and Esthetician courses.

4.4 Approval of Agreement with Medical Billing Technologies, Inc.

The board approved the agreement for provision of billing for Family Planning Access to Care and Treatment services with Medical Billing Technology performing a third party billing service.

4.5 Approval of Classroom Lease Renewal with Orange Unified School District

The board approved the SCC Orange Education Center lease agreement renewal for classroom space with Orange Unified School District for the period of July 1, 2013, through June 30, 2014, as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.6 Approval of Revised Santiago Canyon College Mission Statement
The board approved the revised SCC mission statement as presented.
- 5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 5.2 Approval of 2012-2013 CCFS-311 Annual Report, including Gann Appropriation Limit
The board approved the 2012-2013 CCFS-311 Annual Report as presented pending any audit adjustments and establishment of the district's 2013-2014 Gann Limit in the amount of \$227,688,238.
- 5.3 Approval of Lease Agreement with YayPlanner
The board approved the lease agreement with YayPlanner and authorized the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- 5.5 Approval of Addendum for Lease with Career Technical Education Partnership Central Orange County
The board approved the addendum with Orange County Department of Education for Career Technical Education Partnership Central Orange County to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, California, as presented.
- 5.6 Approval of Agreement for Environmental Consulting Services
The board approved the agreement for environmental consulting services with Environmental Audit Inc. as presented.
- 5.7 Approval of Change Order #6 for Bid #1180 – Contract with WoodCliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College
The board approved change order #6 for Bid #1180 for WoodCliff Corporation at SAC as presented.
- 5.8 Approval of Change Order #7 for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping Work for Humanities building at Santiago Canyon College
The board approved change order #7 for Bid #1134 for Tropical Plaza Nursery, Inc. for the Humanities building at SCC as presented.
- 5.9 Approval of Change Order #2 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Chapman Entry Drive and Learning Resource Center (LRC) Parking Lot at Santiago Canyon College
The board approved change order #2 for Bid #1139 for Dynalectric, Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

5.10 Approval of Change Order #15 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College

The board approved change order #15 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.

5.11 Approval of Change Order #17 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College

The board approved change order #17 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.

5.12 Approval of Change Order #2 for Bid #1145 – Contract with K & Z Cabinets for Casework, Fixtures and Laboratory Equipment for Humanities Building at Santiago Canyon College

The board approved change order #2 for Bid #1145 for K & Z Cabinets for the Humanities building at SCC as presented.

5.13 Approval of Change Order #12 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College

The board approved change order #12 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.

5.14 Award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services Project

The board accepted the bids and approved awarding Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services to Audio Video Design Build Group.

5.15 Approval of Purchase Orders

The board approved the purchase order listing for the period July 31, 2013, through September 5, 2013.

6.1 Approval of Resource Development Items

The board approved the 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:

- Strengthening Transfer Education and Matriculation in STEM (STEM²) – Year 3 (SCC) \$120,699

1.7 Presentation on Comprehensive Master Plan

Ms. Deborah Shepley and Ms. Eva Conrad provided a presentation to the board on the 2013-2023 Comprehensive Master Plan.

1.8 Presentation on Accreditation

Dr. Bonita Jaros and Dr. Aracely Mora provided an update to the board regarding the preparation process for the October 2014 accreditation team visit.

Dr. Jaros provided an overview on Santa Ana College (SAC) self- evaluation activities since 2008 and distributed a list of SAC Accreditation Oversight Committee Institutional Effectiveness and Assessment Committee members, Accreditation Timeline and Activity Matrix for Self Evaluation Report of Educational Quality and Institutional Effectiveness October 2014, and the following publications from the Accrediting Commission for Community and Junior Colleges (AACJC)/Western Association of Schools and Colleges: Manual for Institutional Self Evaluation and Team Evaluator Manual. Dr. Jaros explained that although the district is not accredited, a leader for the district is selected to coordinate and review the district's role in accreditation for the colleges. Dr. Jaros explained that in multi-college districts, each college is on the same accreditation cycle, but each has its own External Evaluation Team. In addition, during the time of the comprehensive site visits of the colleges, one person, who does not serve on the college External Evaluation Teams, is designated to lead review of the district.

Dr. Mora provided an overview of Santiago Canyon College (SCC) self evaluation activities since 2005 and distributed a list of SCC Self-Evaluation Steering Committee members with a tentative meeting schedule for Fall 2013. She explained that online accreditation workshops are offered on by AACJC on their website.

Board members received clarification on the staff members' role in accreditation, questions related to the annual report, the district's role in accreditation for the colleges, and the times/dates of the accrediting team's visit, exit interview, and possible date of the finalized accreditation report.

Mr. Hanna and Ms. Alvarez have been named as board representatives to the Standard IV accreditation committee which plans to meet on October 7 at 3 p.m. Mr. Hanna asked if it were possible to participate in the meeting via telephone; Ms. Alvarez confirmed her attendance at the meeting and indicated she and Mr. Hanna could coordinate their schedules so at least one of them would be able to attend future meetings. Mr. Hanna and Ms. Alvarez received clarification on the role of the board representatives for the committee.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board and thanked Dr. Jaros and Dr. Mora for their presentations on accreditation. He indicated that the annual reports include additional items since the Department of Education has mandated additional reports be included.

2.2 Reports from College Presidents

The following college representatives 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. Luis Correa, Student Trustee, provided a report to the board.

2.4 Reports from Student Presidents

Mr. Jorge Sandoval, Student President, provided a report to the board on behalf of SAC Associated Student Government (ASG).

There was no representation from Santiago Canyon College ASG.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate Vice President, Santiago Canyon
College
Mr. John Zarske, Academic Senate President, Santa Ana College

3.0 HUMAN RESOURCES

Items 3.1, 3.2, 3.4, and 3.5 were considered after Closed Session.

3.3 Approval of Modification to Credit Instructional Calendar for 2013-2014

It was moved by Mr. Yarbrough, seconded by Mr. Labrado, and carried unanimously to approve the revised 2013-2014 Credit Instructional Calendar.

3.6 Authorization for Board Travel/Conferences

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

4.0 INSTRUCTION

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

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, 5.5 through 5.15 were approved as part of Item 1.6 (Consent Calendar).

5.4 Adoption of Resolution No. 13-33 – Emergency Repair of Russell Hall Panels and Guardrails at Santa Ana College (SAC)

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to adopt Resolution No. 13-33 for emergency repair of the Russell Hall panels and guardrails at SAC as presented.

6.0 GENERAL

Item 6.1 was approved as part of Item 1.6 (Consent Calendar).

6.2 RSCCD 2011-2013 Strategic Plan and Accomplishments

This was provided to the board as an informational item.

6.3 RSCCD Comprehensive Master Plan – First Reading

This was provided to the board as an informational item.

6.4 Approval of Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF)

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to nominate Mr. George Urch to serve as the community representative on the 2013-2014 taskforce.

6.5 Approval of Funding Allocations for Repairs to Orange Education Center

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the allocation of funding for repairs of the Orange Education Center as presented. Discussion ensued. The motion carried unanimously.

6.6 Reports from Board Committees

Mr. Labrado provided a report on the September 19, 2013, Board Facilities Committee meeting.

6.7 Board Member Comments

Ms. Alvarez commended SAC Digital Media Center staff on a recent presentation she attended. She indicated a dignitary from Aguascalientes, Mexico, was scheduled to attend but was unable to at the last minute.

Mr. Yarbrough reported he plans to speak at the SAC Academic Senate meeting on September 24.

6.7 Board Member Comments – (cont.)

Board members commended Santa Ana College on the new soccer field and upgrades to the campus.

Mr. Solorio stressed the need for continued improvements at SAC and SCC.

Mr. Labrado reported that a community member suggested a mural be placed on Russell Hall to attract people to SAC.

In reference to an article in the El Don newspaper regarding Russell Hall, Mr. Hanna indicated the article included a comment regarding Russell Hall not being repaired because Measure O did not receive enough votes in 2006. Mr. Hanna stated that at that time the chancellor explained to the board that the district was not able to rebuild Russell Hall in 2003-2004 because there was no place to build a new building. The college needed to build a Child Development Center, purchase property, and move the soccer field. He said it is hopeful that the misconception will be corrected so people in the community and at the college don't think it was an intentional move to delay the rebuilding of Russell Hall.

Mr. Hanna reported on a Community College League of California Advisory Committee on Legislation meeting he recently participated via teleconference which included an update on AB 955 (Williams. Community colleges: intersession extension programs). He indicated he had asked Ms. Lucarelli to forward information to the chancellor and board members that was sent to committee members as follow-up materials.

On behalf of student trustees and student groups, Mr. Correa expressed concern regarding the impact AB955 may have on lower income students.

Mr. Hanna stated the next Board Policy Committee meeting is scheduled for September 30 at 5 p.m. The committee plans to review the self-evaluation instrument as stated in Board Policy 2745 Board Self-Evaluation, as well as other policies.

Ms. Barrios thanked the Academic Senate Presidents for their reports and the accreditation team members for their hard work.

Ms. Barrios asked that the Comprehensive Master Plan be sent to public speaker Ms. Lamere.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:56 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
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
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])
5. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

Mr. Hanna left the meeting prior to the board reconvening.

RECONVENE

The board reconvened at 7:46 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously (including Mr. Hanna) to release Mr. Daniel Ng, Science Laboratory Coordinator, from probation and suspend Ms. Sandra Arredondo, Administrative Clerk, for fifteen (15) days.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

Items 3.3 and 3.6 were considered after Item 2.5 (Reports from Academic Senate Presidents)

3.1 Management/Academic Personnel

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

- Approve Correction of New Job Description
- Approve Hourly to Full-time Tenure-track Assignments
- Approve Adjusted Final Salary Placements
- Approve Adjusted Leaves of Absence
- Approve Stipends
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

3.2 Classified Personnel

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

- Approve New Classifications
- Approve New Appointments
- Approve Hourly On Going to Contract Assignments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Voluntary Furloughs
- Ratify Resignations/Retirements
- Approve Professional Growth Increments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Changes in Temporary Assignment
- 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

3.4 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried unanimously to authorize the chancellor or his designee to reject claim #13-11911 RTV.

3.5 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Ms. Mendoza Yanez, and carried unanimously to authorize the chancellor or his designee to reject claim #13-0001 DM.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on October 14, 2013, at Santiago Canyon College, 8045 E. Chapman Avenue, Room SC-105, Orange, California.

There being no further business, Ms. Barrios declared this meeting adjourned at 7:47 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 14, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 14, 2013

MANAGEMENT

New Job Description/Attachment #1

Assistant Director, Small Business Initiative
Classified Supervisory
Grade L

Appointment

Dominguez, Gary
Director, Fire Instruction
Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: October 10, 2013
Salary Placement: H-1 \$77,319.25/Year

Changes of Assignment

Harson, Eric
From: Graphic Designer
To: Graphic Communications Manager
Publications & Governmental Relations
District Office

Effective: October 15, 2013
Salary Placement: H-1 \$77,319.25/Year

Hopkins, Dean
From: Electronic Media Specialist
To: Publications & Electronic Media Manager
Publications & Governmental Relations
District Office

Effective: October 15, 2013
Salary Placement: H-1 \$77,319.25/Year

Adjusted Salary Placement

Romero, Christina
Director, College Advancement
Foundation
Santa Ana College

Effective: July 1, 2013
Salary Placement: G-7 \$109,873.44

FACULTY

FARSCCD Part-time/Hourly Step Increases Effective Fall 2013/Attachment #2

FACULTY (CONT'D)

Final Salary Placement(s)

Luchuga, Janet
Assistant Professor, Mathematics
Science, Mathematics, &
Health Sciences Division
Santa Ana College

Effective: August 19, 2013
Final Salary Placement: II-11 \$76,088.35

Saliba, Elizabeth
Librarian
Fine & Performing Arts Division
Santa Ana College

Effective: August 19, 2013
Salary Placement: IV-11 \$81,280.76/Year

Adjusted Hourly Rate Placement for CEFA

Isais, Enriqueta
Instructor, Parenting
Continuing Education Division/CEC
Santa Ana College

Effective: January 22, 2013
Hourly Rate Placement: II-4 \$45.05

Adjusted Hourly Rate Placement for FARSCCD

Isais, Enriqueta
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: January 22, 2013
Hourly Rate Placement: II-4 \$58.21

13/14 Contract Extension Days

Kushida, Cherylee
Coordinator, Distance Education
Academic Affairs
Santa Ana College

Effective: July 1, 2013 – June 30, 2014
Contract Extension: 17 Days
Extension Daily Rate: \$505.222

Ratification of Resignation/Retirement

Pham, Tuyet Tina
Counselor
Counseling Division
Santa Ana College

Effective: December 31, 2013
(Last Day in Paid Status)

FACULTY (CONT'D)

Stipend(s)

Foley, Denise
Associate Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College
Effective: October 1, 2013
Amount: \$120.00
Reason: Staff Development
(Title V SCC HSI Prog Yr 4)

Gardea, Jaquelyn
Psychology Intern
Student Services/
Health & Wellness Center
Santa Ana College
Effective: October 1 – 31, 2013
Stipend Amount: \$750.00
Reason: APA Psychology Internship Grant

Jacobs, Alana
Psychology Intern
Student Services/
Health & Wellness Center
Santa Ana College
Effective: October 1 – 31, 2013
Stipend Amount: \$750.00
Reason: APA Psychology Internship Grant

Lui, Anson
Assistant Professor, Biology
Mathematics & Sciences Division
Santiago Canyon College
Effective: October 1, 2013
Amount: \$1,500.00
Reason: Staff Development
(Bio Tech Grant – Web Development)

Luna, Laura
Psychology Intern
Student Services/
Health & Wellness Center
Santa Ana College
Effective: October 1 – 31, 2013
Stipend Amount: \$750.00
Reason: APA Psychology Internship Grant

CEFA Step Increase

Nguyen, Huy
Instructor, Vocational
Continuing Education Division (CEC)
Santa Ana College
Effective: August 19, 2013
From: I-2 \$41.82
To: I-3 \$42.84

Part-time Hourly Hire(s)/Rehire(s)

Aubuchon, Candice
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: October 14, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

FACULTY (CONT'D)

Part-time Hourly Hire(s)/Rehire(s)(cont'd)

Boada, Miriam
Instructor, Modern Language/Spanish
Humanities & Social Sciences Division
Santa Ana College

Effective: February 3, 2014
Hourly Lecture Rate: II-3 \$55.44

Fosmire, Edward
Instructor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 3, 2014
Hourly Lecture/Lab Rates: III-4 \$61.12/\$51.95

Fujimoto, Jonathan K
Instructor, Pharmacy Technology
Human Services & Technology Division
Santa Ana College

Effective: January 20, 2014
Hourly Lecture/Lab Rates: III-3 \$58.21/\$49.48

Moran, Maricela
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: January 20, 2014
Hourly Lecture/Lab Rates: III-4 \$61.12/\$51.95

Nia, Halleh
Instructor, Communications
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: October 21, 2013
Hourly Lecture Rate: II-3 \$55.44

Pelle, Matthew
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: August 19, 2013
Hourly Lecture Rate: II-3 \$55.44

Roel, Carlos
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: October 1, 2013
Hourly Lecture/Lab Rates: III-3 \$58.21/\$49.48

Tlaseca, Steve
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: September 23, 2013
Hourly Lecture Rate: \$41.82

FACULTY (CONT'D)

Part-time Hourly Hire(s)/Rehire(s)(cont'd)

Triggs, Phillip
Instructor, Music
Fine & Performing Arts Division
Santa Ana College

Effective: October 15, 2013
Hourly Lecture/Lab Rates: II-3 \$55.44/\$47.12

Willson, Brandon D
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: September 30, 2013
Hourly Lecture/Lab Rates: I-3 \$52.80/\$44.88

Yoder, Linda
Instructor, Business Applications
Business Division
Santa Ana College

Effective: October 7, 2013
Hourly Lecture Rate: II-4 \$58.21

Non-paid Intern Service

Asrat, Senoyt
Outreach Intern
Student Services
Santa Ana College

Effective: September 3 – December 25, 2013
College Affiliation: CSU, Fullerton
Discipline: Psychology

Oca, Brandon
International Trade Intern
Center for International
Trade Development
District Office

Effective: October, 15, 2013 – June 30, 2014
College Affiliation: UCLA, Extension
Discipline: International Relations

ASSISTANT DIRECTOR, SMALL BUSINESS INITIATIVE

Class Summary

Under supervision of and in integrated collaboration with the Director, Small Business Development Center, responsible for implementing small business workforce and economic development operations as the Deputy Sector Navigator-Small Business in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

Representative Duties

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect small business education and Small Business Development Center programs and business owners, and promote and strengthen curriculum and program alignment. Works with industry, Workforce Investment Boards to determine gaps. Strengthens programs within the Small Business Sector at regional colleges and high schools, through such activities, including but not limited to stackable credentials and dual enrollment. Promote faculty professional growth and access to appropriate pedagogy. Identifies and prioritizes gaps in the small business curriculum, and develops strategies to address them. Connects Orange County SBDC's technical assistance to qualifying small business owners and individuals starting and/or growing a business. This counseling and technical assistance may include, but not be limited to: business plan development, on-line and traditional marketing, market research, growth strategies, buying / starting a business, getting contacts with corporations and the government, and possible avenues of finance. Serves on appropriate business and educational committees at the local and state level. Makes presentations, conducts classes and/or workshops as appropriate.

Oversee budget and participate in external financial audits. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration/planning/organizational procedures in accordance with pertinent federal, state and local laws, codes and regulations. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

ASSISTANT DIRECTOR, SMALL BUSINESS INITIATIVE cont'd

Organizational Relationships

This position reports to the Director, Small Business Development Center and manages the Deputy Sector Navigator-Small Business grant program and supervises the program staff.

Desirable Qualifications Guide

Training and Experience:

Bachelors Degree or higher from an accredited institution in a related area, minimum of five years experience in management, administration or delivery of programs in small business or economic development.

Knowledge and Abilities:

Knowledge of: higher education mission, organization, operations, policies and objectives in community colleges as it relates to small business/entrepreneurship. SB 1440 Transfer Model Curriculum (TMC), Course Identification Numbering System (C-ID), Curriculum Inventory 2.0, New CTE standards of the California Department of Education, Program and Course Approval Handbook. Budget preparation and administration within a braided state federal setting.

Ability to:

- Provide professional leadership and direction for the assigned operation.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Investigate, analyze and make recommendations for needed courses and program direction. Prepare and administer budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local laws, regulations, policies, and procedures. Maintain accurate schedules, arrangements and records.
- Manage, direct, work effectively with, and coordinate the work of assigned staff. Select, supervise, train, and evaluate classified staff.
- Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

FARSCCD PART-TIME/HOURLY STEP INCREASES
FALL 2013
EFFECTIVE AUGUST 19, 2013

Attachment #2

ID	LAST NAME	FIRST NAME	LOCATION	GRADE	NEW STEP	OLD LAB RATE	OLD LEC RATE	NEW LAB RATE	NEW LEC RATE
1058038	Alexander	Adriana	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1946315	Anderson	Jennifer	SAC	1	4	\$44.88	\$52.80	\$47.12	\$55.44
1978951	Bukauskas	Donatas	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1950442	Coleman	Rachel	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1976839	Dulay	John	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1953181	Dutz	Kay	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1984339	Ehring	Garrett	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1983491	Elgindi	Isaac	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1959518	Emigh	Jami	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1959483	Erlandson	Stephen	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1980482	Estrada	Gilbert	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1972946	Fruht	Veronica	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1975110	Gause	Tiffany	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1944871	Gonsowski	Steven	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1954612	Goytia-Galvan	Yvette	SAC	1	4	\$44.88	\$52.80	\$47.12	\$55.44
1983163	Gray	Victoria	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1508096	Hess	Thomas	SCC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1963665	Hill	Garet	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1921484	Hunt	William	SCC	1	4	\$44.88	\$52.80	\$47.12	\$55.44
1955084	Huynh	Durendal	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1968748	Lara	Guadalupe	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1966098	Lim	Hee-Jeong	SCC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1977491	Mauzey	Andrew	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1975109	McGaughey	Christen	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1980487	McMath	Lisa	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1977056	Moss	Robyn	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1973490	Nguyen	Aileen	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1027248	Offutt	Bret	SAC	1	4	\$44.88	\$52.80	\$47.12	\$55.44
1099031	Oliveira-Foster	Cristiane	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1963530	Ou	Mark	SAC	1	4	\$44.88	\$52.80	\$47.12	\$55.44
1927324	Ozima	Megan	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1963142	Palmier	Christine	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1959793	Palos	Lelaine	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1986503	Ramirez	Ginna	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1954783	Ro	Kelly	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1980489	Romero	Gustavo	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1957929	Ryan	John	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1950201	Shende	Abhijit	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1944487	Sorrell	Daniel	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1975599	Summers	Marya	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1946873	Sung	Linda	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1957932	Tanner	William	SAC	3	4	\$49.48	\$58.21	\$51.95	\$61.12
1983805	Tran	Le	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1966097	Venanzi	Erica	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1913725	Vidal-Prudholme	Laura	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1025757	Vu	Vivian	SCC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1976336	Winkelman	Dawn	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21
1983957	Yi	Paul	SAC	2	4	\$47.12	\$55.44	\$49.48	\$58.21

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
CLASSIFIED
OCTOBER 14, 2013

CLASSIFIED

Revised Job Description/ Change in Grade Attachment #1

Facility Planning Specialist From: Grade 15 To: Grade 17

Temporary to Contract

Morin, Martha Effective: September 26, 2013
Administrative Secretary (CL13-0427) Grade 12, Step 1 \$44,740.57
Student Services/ SCC

Longevity Increments

Tran, Vinh Q. Effective: October 1, 2013
Technology Specialist I/ ITS Grade 13, Step 6 + 5%SW + 5%L + 6PG
\$69,162.89

Change in Position

Gheorghe, Marta Effective: July 1, 2013
From: Research Assistant Grade 13, Step 4 + 5 PG (1250)
To: Research Specialist (Reclass 779) \$55,788.67

Change in Salary Placement

Zul, Armida Effective: July 1, 2013
Custodian / Orange Education Center Grade 4, Step 6 + 5% SW \$43,23.91

Ratification of Resignation/Retirement

Gerali, Jacquelyn Effective: October 4, 2013
Student Services Coord./ DSPS/ SAC Reason: Resignation

CLASSIFIED HOURLY

New Appointments

Esparza, Felipe
Instructional Assistant (CL-13-0436)
School of Continuing Education/SAC

Effective: September 24, 2013
Up to 19 Hours/Week School Session
Grade 5, Step A + 2.5%Bil \$16.36/Hour

Ramirez, Anadelle
Instructional Assistant (CL13-0436)
School of Continuing Education/SAC

Effective: September 23, 2013
Up to 19 Hours/Week School Session
Grade 5, Step A + 2.5%Bil \$16.36/Hour

Change of Assignment

Aguirre, Marysol
Instructional Assistant
From: CEC To: OEC (CL13-0417)

Effective: October 11, 2013
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.96/Hour

Temporary to Hourly On Going

Skinner, Daniel
District Safety Officer (CL13-0379)
District Safety/ District

Effective: September 12, 2013
Up to 19 Hours/Week School Session
Grade 9, Step A \$18.65

Longevity Increments

Avalos, Omar
Instructional Assistant/ Fine & Performing
Arts /SAC

Effective: November 1, 2013
Grade 5, Step A + 2.5%L \$16.36/Hour

Crenshaw, Stephen
Instructional Assistant/ School of
Continuing Education/SAC

Effective: November 1, 2013
Grade 5, Step A+ 2.5%L \$16.36/Hour

Gomez, Daniel
Video Technician/ Digital Media Center/
SAC

Effective: November 1, 2013
Grade 8, Step A + 2.5%L \$18.34/Hour

Hernandez Morales, Arturo
Instructional Assistant/ School of
Continuing Education/SAC

Effective: November 1, 2013
Grade 5, Step A + 2.5%L \$16.36/Hour

Longevity Increments cont'd

Latthitham, Anisa Instructional Assistant/ Human Services & Tech./ SAC	Effective: November 1, 2013 Grade 5, Step A + \$2.5% L \$16.36/Hour
Luarde, Joseph Fine & Performing Arts Technician/ SAC	Effective: November 1, 2013 Grade A, Step A + 2.5% L \$14.06/Hour
Lucio, Gloria Sr. Cashier/ Bookstore/ SAC	Effective: October 1, 2013 Grade 6, Step A + 7.5%L \$17.78/Hour
Math, John Technology Storekeeper/ Human Services & Tech./ SAC	Effective: November 1, 2013 Grade 7, Step A + 2.5%L \$17.63/Hour
Nankivil, Donald Learning Facilitator/Humanities & Social Science/ SAC	Effective: November 1, 2013 Grade 8, Step A + 2.5% L \$18.34/Hour
Nguyen, Nga Instructional Assistant/ Human Services & Tech./ SAC	Effective: November 1, 2013 Grade 5, Step A + 2.5% L \$16.36/Hour
Phan, David Learning Facilitator/ Humanities & Social Sciences/ SAC	Effective: November 1, 2013 Grade 8, Step A + 2.5% L \$18.34/Hour
Steele, Phyllis Instructional Assistant/ Science & Math/ SAC	Effective: November 1, 2013 Grade 5, Step A + 2.5%L \$16.36/Hour
Tran, Phil Technology Storekeeper/ Human Services & Tech./ SAC	Effective: November 1, 2013 Grade 7, Step A + 2.5%L \$17.63/Hour
Zambrano, Adalberto Instructional Assistant/ Science & Math/ SAC	Effective: November 1, 2013 Grade 5, Step A + 2.5% L \$16.36/Hour

Ratification of Resignation/Retirement

Donaldson, Brandi Career Technician/ DSPTS/ SAC	Effective: September 19, 2013 Reason: Resignation
--	--

Additional Hours for On Going Assignment cont'd

Gorostiza, Genaro District Safety Officer/ District	Effective: 09/03/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Jensen, Ashely Instructional Assistant/ Math & Science/ SCC	Effective: 09/23/13 – 12/15/13 Not to exceed 19 consecutive days in any given period.
Ramirez, Anadelle Instructional Assistant/ School of Continuing Education/SAC	Effective: 09/23/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Stukey, Shawna Instructional Assistant/ School of Continuing Education/SAC	Effective: 09/17/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Barbery, Monika Counseling Assistant/ School of Continuing Education/SAC	Effective: 09/11/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
Gorostiza, Genaro District Safety Officer/ District	Effective: 09/03/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.

MISCELLANEOUS POSITIONS

Cohen, Robert Community Services Presenter/ SCC	Effective: 10/16/13
Colondres, Hilda Sign Language Interpreter VII/ DSPS/ District	Effective: 09/23/13 – 06/30/14
Diebolt Price, Julie Community Services Presenter/ SCC	Effective: 09/27/13
Edwards, Robert Presenter/ Student Affairs/ SAC	Effective: 10/01/13

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

Hernandez, Daisy Anel	Effective: 09/20/13-06/30/14
Hernandez, Vanessa	Effective: 09/11/13-06/30/14
Hoang, Jayden Dinh	Effective: 09/12/13-06/30/14
Hong, Ngoc Ban	Effective: 09/18/13-06/30/14
Lam, Huong Ngoc	Effective: 09/19/13-06/30/14
Lara, Bryan E	Effective: 09/19/13-06/30/14
Negrete, Diane Pauline	Effective: 09/11/13-06/30/14
Nguyen, Nhuy Dinh	Effective: 09/18/13-06/30/14
Nguyen, Trang Thuy	Effective: 09/26/13-06/30/14
Paramo, Maria S	Effective: 09/17/13-06/30/14
Requena Ramirez, Raquel Lupita	Effective: 09/11/13-06/30/14
Rodas De Landa, Vanessa Nicole	Effective: 08/28/13-06/30/14
Truong, Lam Thanh	Effective: 09/11/13-06/30/14
Truong, Minhtam Thi	Effective: 09/19/13-06/30/14

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

Ambriz, Vanessa	Effective: 09/23/13 – 06/30/14
Aversa, Elizabeth	Effective: 09/11/13 – 06/30/14
Camarillo, Priscilla	Effective: 09/23/13 – 06/30/14
De Jesus Ambrosio, Adriel	Effective: 09/04/13 – 06/30/14
Granillo, Joseph	Effective: 09/12/13 – 06/30/14
Hernandez, Maria	Effective: 09/23/13 – 06/30/14
Kendrick-Apodoca, Tiffany	Effective: 09/23/13 – 06/30/14
Lezama, Maria	Effective: 09/06/13 – 06/30/14
Navarro, Kimberly	Effective: 09/23/13 – 06/30/14
Nguyen, Hong Hue	Effective: 09/17/13 – 06/30/14
Orellana, Yvette	Effective: 09/09/13 – 06/30/14
Pajarito, Roland	Effective: 09/13/13 – 06/30/14
Pedraza, Jessica	Effective: 09/20/13 – 06/30/14
Rincon, Alyssa	Effective: 09/17/13 – 06/30/14
Sanchez, Anthony	Effective: 09/23/13 – 06/30/14
Sauvageau, Michelle	Effective: 09/23/13 – 06/30/14
Solano, Brandon	Effective: 09/09/13 – 06/30/14
Trejo, Laura	Effective: 09/13/13 – 06/30/14

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

Attachment #1
**CLASS SPECIFICATION
REVISED OCTOBER 2013**

FACILITY PLANNING SPECIALIST

CLASS SUMMARY

Under administrative direction of the Assistant Vice Chancellor of Facility Planning and District Support Services, provides administrative and technical support in operations related to planning and construction; provide support and coordination for project management activities for maintenance and capital improvement projects; undertakes research, analytical and investigative duties, compiles data and information; maintains official and confidential files and records; monitors project budgets and bond funds; prepares complex reports, spreadsheets, presentation materials; assists in archival records management/inventory and maintenance of facility plans drawings and technical documents; utilizes and interfaces with several technical software systems, including facilities database management and fiscal management systems for project management and accounting; coordinates activities with other offices, government agencies, consultants, elicits cooperation and may assist other desks; cooperates with faculty, staff, students and general public by explaining procedures and guidelines.

REPRESENTATIVE DUTIES

Maintain and establish document control protocols for all facilities projects, from inception through design, construction, close out and audit; Analyze student enrollment projections, conduct facility capacity and enrollment surveys to evaluate needs and capacities in relation to annual and long-term facility plans; review applicable Master Plans for sites; update and maintain campus and facility site and building plans for inventory purposes and space planning annually; Investigate and provide information to district administrators on laws relating to planning, construction, and maintenance services to the district. Serve as a liaison, between the district, site and program administrators, architects, legal counsel, and technical and other representatives as they relate to facilities planning/construction activities ; Prepare oral and written materials, reports, Board of Education meeting agenda item(s), and conduct follow-up activities as necessary for specialized facilities planning/projects; Research and apply federal, state, local and district policies, materials, opinions and trends regarding facility planning and construction matters; provide support and information for project management including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, Federal/State environmental guidelines; Review construction plans, specifications, planning reports and other documents; assist in the review, analysis and preparation of contracts for professional services as needed ; Perform and interpret statistical calculations; Plans, develops and coordinates updates of the department website items; Use word processing, spreadsheet, project management and planning software tools to produce charts, graphs, tables, and other type documents; use and learn a variety of software systems, including facilities database management and fiscal management, or web-based systems that the District may utilize in the course of planning, design and construction, typical to facility planning; Assist in reviewing, analyzing, preparing, and administering request for proposals, solicitations, quotes for services, and qualifications of consultants/vendors/contractors related to pre-construction and construction activities as assigned; Assist the department in fiscal analysis relating to facilities

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

**CLASS SPECIFICATION
REVISED OCTOBER 2013**

FACILITY PLANNING SPECIALIST cont'd

planning and construction accounting, budgeting, processing invoices and payment requests; auditing accounts to ensure funds are appropriately expended and comply with appropriate state and federal regulations; Assist in the preparation of expenditure and close-out reports with the State Chancellor's Office, Division of State Architect or other regulatory agencies as assigned; Performs duties such as receiving visitors and incoming calls, schedules meetings and appointments; prepare reports, requisitions and statistical materials; may compose standard letters; operates office machines and equipment, such as calculators, fax machines, photocopying, personal computers, plotters; Perform other tasks/duties as required.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator or supervisor.

DESIRABLE QUALIFICATION GUIDE

Training and Experience:

Bachelor's degree in planning, business, or similar field, and three years of experience in facilities planning or a related field with increasingly responsible experience in project management and/or working with architects, consultants, legal counsel, technical and financial consultants is preferred. Must be computer literate and/or willing to learn a variety of software systems for financial, project management, project scheduling support, and building inventory/space management support. Experience may be substituted for the educational requirement on a year for year basis.

Knowledge and Abilities:

Knowledge of: English, grammar, spelling, and punctuation. School facilities planning and construction process, architectural design process, general contracting procedures, and general facilities accounting practices preferred. General office procedures, filing and filing systems; record keeping and records management; arithmetic; use of modern technical equipment such as computers, faxes, email, copiers, plotters, and printers.

Ability to: Operate standard office equipment and familiar with computer applications including word processing, spreadsheets, CAD, facilities database management and fiscal management systems. Ability to prioritize complex and multiple tasks effectively. Prepare clear and precise reports and written documents. Read, interpret, apply, and explain laws, rules, regulations, policies and materials. Understand and carry out oral and written instructions. Meet established schedules and deadlines. Establish and maintain effective relationships with those contacted during the course of the working day. Train other clerical staff or part-time student helpers.

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

**CLASS SPECIFICATION
REVISED OCTOBER 2013**

FACILITY PLANNING SPECIALIST cont'd

Physical and Environmental Demands:

Physical:

Position requires sitting for extended periods of time, operation of a typewriter and/or keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist; Position will often be required to lift, carry, pull or otherwise move objects between 10 and 20 pounds. Position also requires walking and standing for extended time periods. Exposure to hot, cold, wet, humid or windy conditions caused by weather may also occasionally be experienced.

Working Conditions:

Occasional outdoor work in various environments such as exposure to sun, wind and rain for the purposes of project and site visitations.

Possess a valid California driver's license.

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

To: Board of Trustees	Date: October 14, 2013
Re: Approval of SLPA Agreement Renewal – Jurupa Unified School District	
Action: Request for Approval	

BACKGROUND

The Speech-Language Pathology Assistant was introduced in the Fall of 2001. Speech-Language pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

ANALYSIS

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with Jurupa Unified School District in Jurupa Valley, California.

Fiscal Impact: None	Board Date: October 14, 2013
Prepared by: Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the Rancho Santiago Community College District on behalf of Santa Ana College, a public educational agency, hereinafter called the District and, JURUPA UNIFIED SCHOOL DISTRICT hereinafter called the Agency.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Speech-Language Pathology Assistant Program education for the benefit of students and to meet community needs.

WHEREAS, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for students enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical needs of the District Speech-Language Pathology Assistant Program.

WHEREAS, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

NOW, THEREFORE, the District and Facility do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.
2. For Student Workers' Compensation

The District shall carry Workers' Compensation Insurance on Students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workers' Compensation Insurance Fund.

3. The District will designate the students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the agency in such numbers as are mutually agreed upon by both parties.
4. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the agency, provided however, that the responsibility for service to the client remain with the Agency.
5. The District will keep academic and clinical experience records of students participating in said program.
6. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.
7. The District will be responsible for the supervision and control of the students in the activities of their clinical experience under the general supervision and delivery of service framework of the Agency.
8. The District will agree that the student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.
9. The District will require District's Speech-Language Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:
 - a. Student Speech-Language Pathology Assistant schedules.
 - b. Placement of student in clinical experience assignments.
 - c. Changes in clinical experience assignments.
10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.

11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.

10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency's staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

B. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by

the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

C. **Insurance:**

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance coverage shall be furnished to either party upon written request.

PART V STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

- A. Speech-Language Pathology Assistant Program students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring the Speech-Language Pathology Assistant students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI PERIOD OF AGREEMENT

- A. This agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

*Rancho Santiago Community
College District*

Jurupa Unified School District

SPK

District
2323 North Broadway
Santa Ana, CA 92706

Agency/Facility/Location
4850 Pedley Road
Jurupa Valley, CA 92509

Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Name and Title
April Devlin
Director, Centralized Support Svs

Date: _____

Date: 9/4/13

Check Registers Submitted for Approval
Checks Written for Period 09/14/13 thru 10/04/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57664	General Fund Unrestricted	716.35	0.00	716.35	92*0362833	92*0362840
57665	General Fund Unrestricted	7,882.07	0.00	7,882.07	92*0362843	92*0362846
57666	General Fund Unrestricted	4,511.05	0.00	4,511.05	92*0362848	92*0362851
57667	General Fund Unrestricted	86,302.99	0.00	86,302.99	92*0362854	92*0362854
57669	General Fund Unrestricted	13,410.00	0.00	13,410.00	92*0362866	92*0362867
57670	General Fund Unrestricted	2,993.30	0.00	2,993.30	92*0362868	92*0362878
57674	General Fund Unrestricted	1,697.65	0.00	1,697.65	92*0362887	92*0362893
57675	General Fund Unrestricted	1,545.77	0.00	1,545.77	92*0362894	92*0362899
57676	General Fund Unrestricted	2,263.34	0.00	2,263.34	92*0362900	92*0362903
57677	General Fund Unrestricted	1,420.33	0.00	1,420.33	92*0362907	92*0362907
57680	General Fund Unrestricted	3,692.27	0.00	3,692.27	92*0362914	92*0362920
57681	General Fund Unrestricted	3,006.29	0.00	3,006.29	92*0362921	92*0362927
57682	General Fund Unrestricted	1,717.94	0.00	1,717.94	92*0362928	92*0362932
57683	General Fund Unrestricted	1,180.08	0.00	1,180.08	92*0362934	92*0362937
57685	General Fund Unrestricted	1,125.60	0.00	1,125.60	92*0362946	92*0362952
57686	General Fund Unrestricted	779.96	0.00	779.96	92*0362955	92*0362957
57687	General Fund Unrestricted	7,850.52	0.00	7,850.52	92*0362961	92*0362964
57688	General Fund Unrestricted	1,161.35	0.00	1,161.35	92*0362968	92*0362968
57690	General Fund Unrestricted	3,682.50	0.00	3,682.50	92*0362973	92*0362981
57693	General Fund Unrestricted	69,905.95	0.00	69,905.95	92*0362991	92*0363075
57694	General Fund Unrestricted	86,408.32	0.00	86,408.32	92*0363076	92*0363159
57695	General Fund Unrestricted	62,696.85	0.00	62,696.85	92*0363160	92*0363228
57696	General Fund Unrestricted	59,892.28	0.00	59,892.28	92*0363229	92*0363312
57697	General Fund Unrestricted	72,621.84	0.00	72,621.84	92*0363313	92*0363396
57698	General Fund Unrestricted	79,210.48	0.00	79,210.48	92*0363397	92*0363480
57699	General Fund Unrestricted	80,185.48	0.00	80,185.48	92*0363481	92*0363564
57700	General Fund Unrestricted	58,116.75	0.00	58,116.75	92*0363565	92*0363626
57701	General Fund Unrestricted	1,568.37	0.00	1,568.37	92*0363627	92*0363631
57702	General Fund Unrestricted	286.41	0.00	286.41	92*0363638	92*0363640
57703	General Fund Unrestricted	7,263.42	0.00	7,263.42	92*0363643	92*0363647
57704	General Fund Unrestricted	525.89	0.00	525.89	92*0363650	92*0363653
57705	General Fund Unrestricted	2,675.49	0.00	2,675.49	92*0363657	92*0363661
57706	General Fund Unrestricted	5,325.22	0.00	5,325.22	92*0363662	92*0363666
57710	General Fund Unrestricted	11,160.00	0.00	11,160.00	92*0363679	92*0363687
57711	General Fund Unrestricted	478.90	0.00	478.90	92*0363692	92*0363692
57713	General Fund Unrestricted	491.13	0.00	491.13	92*0363706	92*0363708
57714	General Fund Unrestricted	878.38	0.00	878.38	92*0363710	92*0363716
57715	General Fund Unrestricted	7,868.45	0.00	7,868.45	92*0363718	92*0363722
57716	General Fund Unrestricted	5,436.74	0.00	5,436.74	92*0363724	92*0363728
57717	General Fund Unrestricted	1,273.80	0.00	1,273.80	92*0363730	92*0363731
57718	General Fund Unrestricted	18,998.57	0.00	18,998.57	92*0363736	92*0363742

5.1 (1)

Check Registers Submitted for Approval
 Checks Written for Period 09/14/13 thru 10/04/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57719	General Fund Unrestricted	3,127.89	0.00	3,127.89	92*0363743	92*0363753
57720	General Fund Unrestricted	1,061.00	0.00	1,061.00	92*0363754	92*0363754
57722	General Fund Unrestricted	643.06	0.00	643.06	92*0363769	92*0363769
57723	General Fund Unrestricted	6,236.00	0.00	6,236.00	92*0363771	92*0363771
57724	General Fund Unrestricted	1,036.48	0.00	1,036.48	92*0363773	92*0363774
57729	General Fund Unrestricted	71.26	0.00	71.26	92*0363797	92*0363804
57730	General Fund Unrestricted	2,014.20	0.00	2,014.20	92*0363805	92*0363811
57735	General Fund Unrestricted	1,707.36	0.00	1,707.36	92*0363825	92*0363832
57736	General Fund Unrestricted	3,437.22	0.00	3,437.22	92*0363833	92*0363839
57737	General Fund Unrestricted	885.53	0.00	885.53	92*0363842	92*0363848
57738	General Fund Unrestricted	18,952.18	0.00	18,952.18	92*0363849	92*0363852
57742	General Fund Unrestricted	53,176.00	0.00	53,176.00	92*0363858	92*0363888
57743	General Fund Unrestricted	91,060.00	0.00	91,060.00	92*0363889	92*0363930
57744	General Fund Unrestricted	9,124.00	0.00	9,124.00	92*0363931	92*0363934
57745	General Fund Unrestricted	1,485.00	0.00	1,485.00	92*0363935	92*0363939
57746	General Fund Unrestricted	255.00	0.00	255.00	92*0363944	92*0363944
57747	General Fund Unrestricted	1,544.92	0.00	1,544.92	92*0363947	92*0363953
57748	General Fund Unrestricted	1,750.40	0.00	1,750.40	92*0363954	92*0363956
57749	General Fund Unrestricted	5,099.26	0.00	5,099.26	92*0363960	92*0363965
57751	General Fund Unrestricted	11,328.62	0.00	11,328.62	92*0363968	92*0363968
57753	General Fund Unrestricted	5,665.77	0.00	5,665.77	92*0363979	92*0363988
57758	General Fund Unrestricted	1,521.38	0.00	1,521.38	92*0363994	92*0363998
57759	General Fund Unrestricted	2,290.79	0.00	2,290.79	92*0364001	92*0364005
57760	General Fund Unrestricted	112,513.07	0.00	112,513.07	92*0364008	92*0364011
57761	General Fund Unrestricted	1,649,266.48	0.00	1,649,266.48	92*0364012	92*0364013
57762	General Fund Unrestricted	692.66	0.00	692.66	92*0364014	92*0364016
57763	General Fund Unrestricted	4,851.79	0.00	4,851.79	92*0364021	92*0364024
57764	General Fund Unrestricted	43,848.00	0.00	43,848.00	92*0364025	92*0364030
57766	General Fund Unrestricted	2,205.08	0.00	2,205.08	92*0364037	92*0364039
57772	General Fund Unrestricted	368.15	0.00	368.15	92*0364062	92*0364063
57775	General Fund Unrestricted	1,228.25	0.00	1,228.25	92*0364083	92*0364083
57776	General Fund Unrestricted	5,879.25	0.00	5,879.25	92*0364084	92*0364091
57777	General Fund Unrestricted	6,980.00	0.00	6,980.00	92*0364092	92*0364092
57781	General Fund Unrestricted	8,476.97	0.00	8,476.97	92*0364107	92*0364115
57788	General Fund Unrestricted	153.69	0.00	153.69	92*0364128	92*0364134
57790	General Fund Unrestricted	7,259.52	0.00	7,259.52	92*0364141	92*0364141
57791	General Fund Unrestricted	4,280.71	0.00	4,280.71	92*0364144	92*0364148
57793	General Fund Unrestricted	1,967.71	0.00	1,967.71	92*0364160	92*0364165
57794	General Fund Unrestricted	3,631.06	0.00	3,631.06	92*0364166	92*0364168
57796	General Fund Unrestricted	899.00	0.00	899.00	92*0364174	92*0364174
57798	General Fund Unrestricted	1,113.18	0.00	1,113.18	92*0364184	92*0364186

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57799	General Fund Unrestricted	11,652.32	0.00	11,652.32	92*0364187	92*0364189
57800	General Fund Unrestricted	458.21	0.00	458.21	92*0364192	92*0364197
57801	General Fund Unrestricted	1,961.25	0.00	1,961.25	92*0364203	92*0364203
57802	General Fund Unrestricted	3,389.00	0.00	3,389.00	92*0364205	92*0364207
57803	General Fund Unrestricted	5,688.22	0.00	5,688.22	92*0364208	92*0364211
57804	General Fund Unrestricted	10,983.00	0.00	10,983.00	92*0364212	92*0364212
57829	General Fund Unrestricted	20,339.82	0.00	20,339.82	92*0365525	92*0365528
57830	General Fund Unrestricted	5,337.37	0.00	5,337.37	92*0365532	92*0365538
57831	General Fund Unrestricted	600.00	0.00	600.00	92*0365539	92*0365544
57832	General Fund Unrestricted	195.00	0.00	195.00	92*0365555	92*0365555
57833	General Fund Unrestricted	2,130.60	0.00	2,130.60	92*0365556	92*0365601
57834	General Fund Unrestricted	4,862.40	0.00	4,862.40	92*0365602	92*0365620
57835	General Fund Unrestricted	950.64	0.00	950.64	92*0365621	92*0365627
57836	General Fund Unrestricted	459.87	0.00	459.87	92*0365636	92*0365636
57837	General Fund Unrestricted	10,246.38	0.00	10,246.38	92*0365639	92*0365645
57838	General Fund Unrestricted	706.00	0.00	706.00	92*0365646	92*0365646
Total Fund 11 General Fund Unrestricted		<u>\$2,939,256.05</u>	<u>\$0.00</u>	<u>\$2,939,256.05</u>		

Check Registers Submitted for Approval
 Checks Written for Period 09/14/13 thru 10/04/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57664	General Fund Restricted	1,337.02	0.00	1,337.02	92*0362835	92*0362838
57665	General Fund Restricted	5,154.36	0.00	5,154.36	92*0362847	92*0362847
57666	General Fund Restricted	4,900.37	0.00	4,900.37	92*0362849	92*0362852
57667	General Fund Restricted	33,806.74	0.00	33,806.74	92*0362853	92*0362853
57668	General Fund Restricted	516.16	0.00	516.16	92*0362855	92*0362864
57674	General Fund Restricted	321.12	0.00	321.12	92*0362892	92*0362892
57676	General Fund Restricted	910.99	0.00	910.99	92*0362904	92*0362905
57677	General Fund Restricted	1,890.47	0.00	1,890.47	92*0362906	92*0362906
57684	General Fund Restricted	1,905.85	0.00	1,905.85	92*0362938	92*0362945
57685	General Fund Restricted	1,956.47	0.00	1,956.47	92*0362947	92*0362953
57686	General Fund Restricted	1,875.70	0.00	1,875.70	92*0362954	92*0362960
57687	General Fund Restricted	14,939.43	0.00	14,939.43	92*0362962	92*0362965
57688	General Fund Restricted	3,345.48	0.00	3,345.48	92*0362966	92*0362967
57689	General Fund Restricted	60,986.33	0.00	60,986.33	92*0362969	92*0362972
57701	General Fund Restricted	729.40	0.00	729.40	92*0363630	92*0363635
57702	General Fund Restricted	2,072.35	0.00	2,072.35	92*0363636	92*0363642
57703	General Fund Restricted	18,045.21	0.00	18,045.21	92*0363644	92*0363649
57704	General Fund Restricted	482.37	0.00	482.37	92*0363651	92*0363654
57705	General Fund Restricted	2,118.09	0.00	2,118.09	92*0363655	92*0363656
57710	General Fund Restricted	961.29	0.00	961.29	92*0363681	92*0363688
57711	General Fund Restricted	1,831.17	0.00	1,831.17	92*0363689	92*0363694
57712	General Fund Restricted	2,184.27	0.00	2,184.27	92*0363695	92*0363702
57713	General Fund Restricted	980.54	0.00	980.54	92*0363703	92*0363709
57714	General Fund Restricted	181.92	0.00	181.92	92*0363717	92*0363717
57715	General Fund Restricted	4,444.46	0.00	4,444.46	92*0363720	92*0363723
57716	General Fund Restricted	5,189.79	0.00	5,189.79	92*0363726	92*0363729
57717	General Fund Restricted	252.24	0.00	252.24	92*0363732	92*0363735
57719	General Fund Restricted	449.49	0.00	449.49	92*0363750	92*0363752
57720	General Fund Restricted	4,340.82	0.00	4,340.82	92*0363755	92*0363757
57721	General Fund Restricted	895.46	0.00	895.46	92*0363758	92*0363763
57722	General Fund Restricted	1,366.87	0.00	1,366.87	92*0363764	92*0363768
57723	General Fund Restricted	5,425.00	0.00	5,425.00	92*0363772	92*0363772
57724	General Fund Restricted	1,582.53	0.00	1,582.53	92*0363775	92*0363777
57728	General Fund Restricted	5,043.16	0.00	5,043.16	92*0363795	92*0363796
57729	General Fund Restricted	1,138.34	0.00	1,138.34	92*0363798	92*0363803
57734	General Fund Restricted	946.92	0.00	946.92	92*0363821	92*0363824
57737	General Fund Restricted	788.89	0.00	788.89	92*0363840	92*0363843
57746	General Fund Restricted	1,862.18	0.00	1,862.18	92*0363940	92*0363943
57747	General Fund Restricted	635.77	0.00	635.77	92*0363951	92*0363952
57749	General Fund Restricted	3,180.50	0.00	3,180.50	92*0363961	92*0363963
57752	General Fund Restricted	865.18	0.00	865.18	92*0363969	92*0363978

Check Registers Submitted for Approval
 Checks Written for Period 09/14/13 thru 10/04/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57753	General Fund Restricted	811.85	0.00	811.85	92*0363980	92*0363984
57758	General Fund Restricted	468.86	0.00	468.86	92*0363995	92*0364000
57759	General Fund Restricted	867.04	0.00	867.04	92*0364006	92*0364007
57762	General Fund Restricted	1,401.40	0.00	1,401.40	92*0364017	92*0364019
57763	General Fund Restricted	3,180.32	0.00	3,180.32	92*0364020	92*0364020
57765	General Fund Restricted	196.84	0.00	196.84	92*0364032	92*0364036
57772	General Fund Restricted	849.27	0.00	849.27	92*0364056	92*0364061
57773	General Fund Restricted	3,161.38	0.00	3,161.38	92*0364064	92*0364074
57774	General Fund Restricted	1,635.01	0.00	1,635.01	92*0364075	92*0364081
57780	General Fund Restricted	840.65	0.00	840.65	92*0364098	92*0364106
57783	General Fund Restricted	0.00	0.00	0.00	92*0364118	92*0364119
57784	General Fund Restricted	27,095.15	0.00	27,095.15	92*0364120	92*0364120
57787	General Fund Restricted	465.66	0.00	465.66	92*0364125	92*0364126
57788	General Fund Restricted	2,005.38	0.00	2,005.38	92*0364127	92*0364133
57790	General Fund Restricted	30,859.78	0.00	30,859.78	92*0364142	92*0364143
57791	General Fund Restricted	663.43	0.00	663.43	92*0364147	92*0364149
57792	General Fund Restricted	1,298.64	0.00	1,298.64	92*0364150	92*0364159
57796	General Fund Restricted	3,478.63	0.00	3,478.63	92*0364172	92*0364180
57798	General Fund Restricted	703.05	0.00	703.05	92*0364182	92*0364185
57800	General Fund Restricted	1,086.97	0.00	1,086.97	92*0364193	92*0364198
57801	General Fund Restricted	2,447.52	0.00	2,447.52	92*0364199	92*0364202
57802	General Fund Restricted	13,760.75	0.00	13,760.75	92*0364204	92*0364206
57828	General Fund Restricted	1,510.92	0.00	1,510.92	92*0365519	92*0365524
57829	General Fund Restricted	14,417.28	0.00	14,417.28	92*0365526	92*0365531
57831	General Fund Restricted	250.00	0.00	250.00	92*0365545	92*0365545
57832	General Fund Restricted	1,115.41	0.00	1,115.41	92*0365546	92*0365554
57835	General Fund Restricted	1,325.61	0.00	1,325.61	92*0365622	92*0365628
57836	General Fund Restricted	3,678.44	0.00	3,678.44	92*0365629	92*0365638
Total Fund 12 General Fund Restricted		<u>\$321,415.94</u>	<u>\$0.00</u>	<u>\$321,415.94</u>		

Check Registers Submitted for Approval
 Checks Written for Period 09/14/13 thru 10/04/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57663	GF Unrestricted One-Time Func	29,091.50	0.00	29,091.50	92*0362825	92*0362832
57665	GF Unrestricted One-Time Func	6,422.56	0.00	6,422.56	92*0362841	92*0362842
57669	GF Unrestricted One-Time Func	15,500.00	0.00	15,500.00	92*0362865	92*0362865
57683	GF Unrestricted One-Time Func	2,733.98	0.00	2,733.98	92*0362933	92*0362933
57722	GF Unrestricted One-Time Func	700.53	0.00	700.53	92*0363770	92*0363770
57728	GF Unrestricted One-Time Func	2,214.00	0.00	2,214.00	92*0363794	92*0363794
57733	GF Unrestricted One-Time Func	12,538.14	0.00	12,538.14	92*0363819	92*0363819
57734	GF Unrestricted One-Time Func	742.73	0.00	742.73	92*0363820	92*0363823
57746	GF Unrestricted One-Time Func	875.89	0.00	875.89	92*0363942	92*0363946
57748	GF Unrestricted One-Time Func	877.90	0.00	877.90	92*0363957	92*0363959
57750	GF Unrestricted One-Time Func	9,075.64	0.00	9,075.64	92*0363966	92*0363967
57763	GF Unrestricted One-Time Func	2,398.44	0.00	2,398.44	92*0364022	92*0364022
57765	GF Unrestricted One-Time Func	398.58	0.00	398.58	92*0364031	92*0364031
57775	GF Unrestricted One-Time Func	2,090.91	0.00	2,090.91	92*0364082	92*0364082
57782	GF Unrestricted One-Time Func	2,301.76	0.00	2,301.76	92*0364116	92*0364116
57783	GF Unrestricted One-Time Func	9,089.15	0.00	9,089.15	92*0364117	92*0364117
57789	GF Unrestricted One-Time Func	5,935.54	0.00	5,935.54	92*0364135	92*0364140
57797	GF Unrestricted One-Time Func	102,986.72	0.00	102,986.72	92*0364181	92*0364181
57799	GF Unrestricted One-Time Func	3,807.37	0.00	3,807.37	92*0364190	92*0364191
Total Fund 13 GF Unrestricted One-Time		<u>\$209,781.34</u>	<u>\$0.00</u>	<u>\$209,781.34</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57671	Child Development Fund	661.46	0.00	661.46	92*0362879	92*0362881
57691	Child Development Fund	1,225.02	0.00	1,225.02	92*0362982	92*0362988
57707	Child Development Fund	379.14	0.00	379.14	92*0363667	92*0363674
57725	Child Development Fund	3,802.28	0.00	3,802.28	92*0363778	92*0363788
57739	Child Development Fund	359.37	0.00	359.37	92*0363853	92*0363855
57754	Child Development Fund	834.85	0.00	834.85	92*0363989	92*0363989
57767	Child Development Fund	2,028.20	0.00	2,028.20	92*0364040	92*0364043
57778	Child Development Fund	27,224.12	0.00	27,224.12	92*0364093	92*0364096
57785	Child Development Fund	1,939.46	0.00	1,939.46	92*0364121	92*0364123
57795	Child Development Fund	1,911.97	0.00	1,911.97	92*0364169	92*0364171
57805	Child Development Fund	4,493.78	0.00	4,493.78	92*0364213	92*0364216
Total Fund 33 Child Development Fund		<u>\$44,859.65</u>	<u>\$0.00</u>	<u>\$44,859.65</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57679	Capital Outlay Projects Fund	411,777.10	0.00	411,777.10	92*0362911	92*0362913
57709	Capital Outlay Projects Fund	7,624.75	0.00	7,624.75	92*0363678	92*0363678
57727	Capital Outlay Projects Fund	84,000.00	0.00	84,000.00	92*0363793	92*0363793
57732	Capital Outlay Projects Fund	138,878.23	0.00	138,878.23	92*0363817	92*0363818
57740	Capital Outlay Projects Fund	15.00	0.00	15.00	92*0363856	92*0363856
57756	Capital Outlay Projects Fund	1,530.00	0.00	1,530.00	92*0363992	92*0363992
57771	Capital Outlay Projects Fund	1,730.16	0.00	1,730.16	92*0364055	92*0364055
57807	Capital Outlay Projects Fund	14,487.13	0.00	14,487.13	92*0364222	92*0364225
Total Fund 41 Capital Outlay Projects Fu		<u>\$660,042.37</u>	<u>\$0.00</u>	<u>\$660,042.37</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57672	Bond Fund, Measure E	56,544.76	0.00	56,544.76	92*0362882	92*0362885
57678	Bond Fund, Measure E	43,311.95	0.00	43,311.95	92*0362908	92*0362910
57692	Bond Fund, Measure E	72,999.87	0.00	72,999.87	92*0362989	92*0362990
57708	Bond Fund, Measure E	23,627.51	0.00	23,627.51	92*0363675	92*0363677
57726	Bond Fund, Measure E	1,091,374.68	0.00	1,091,374.68	92*0363789	92*0363792
57731	Bond Fund, Measure E	19,417.42	0.00	19,417.42	92*0363812	92*0363816
57755	Bond Fund, Measure E	6,528.95	0.00	6,528.95	92*0363990	92*0363991
57757	Bond Fund, Measure E	8,558.08	0.00	8,558.08	92*0363993	92*0363993
57768	Bond Fund, Measure E	9,369.50	0.00	9,369.50	92*0364044	92*0364049
57769	Bond Fund, Measure E	61,603.00	0.00	61,603.00	92*0364050	92*0364052
57770	Bond Fund, Measure E	65,924.14	0.00	65,924.14	92*0364053	92*0364054
57779	Bond Fund, Measure E	20,387.21	0.00	20,387.21	92*0364097	92*0364097
57786	Bond Fund, Measure E	15,285.20	0.00	15,285.20	92*0364124	92*0364124
57806	Bond Fund, Measure E	74,314.71	0.00	74,314.71	92*0364217	92*0364221
Total Fund 42 Bond Fund, Measure E		<u>\$1,569,246.98</u>	<u>\$0.00</u>	<u>\$1,569,246.98</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57673	Property and Liability Fund	4,763.65	0.00	4,763.65	92*0362886	92*0362886
57809	Property and Liability Fund	3,056.20	0.00	3,056.20	92*0364227	92*0364227
Total Fund 61 Property and Liability Fund		<u><u>\$7,819.85</u></u>	<u><u>\$0.00</u></u>	<u><u>\$7,819.85</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57808	Workers' Compensation Fund	2,931.29	0.00	2,931.29	92*0364226	92*0364226
Total Fund 62 Workers' Compensation Fu		<u><u>\$2,931.29</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,931.29</u></u>		

57741	Student Financial Aid Fund	200.43	0.00	200.43	92*0363857	92*0363857
Total Fund 74 Student Financial Aid Fund		<u><u>\$200.43</u></u>	<u><u>\$0.00</u></u>	<u><u>\$200.43</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,939,256.05
Total Fund 12 General Fund Restricted	321,415.94
Total Fund 13 GF Unrestricted One-Time Fund	209,781.34
Total Fund 33 Child Development Fund	44,859.65
Total Fund 41 Capital Outlay Projects Fund	660,042.37
Total Fund 42 Bond Fund, Measure E	1,569,246.98
Total Fund 61 Property and Liability Fund	7,819.85
Total Fund 62 Workers' Compensation Fund	2,931.29
Total Fund 74 Student Financial Aid Fund	200.43
Grand Total:	<u><u>\$5,755,553.90</u></u>

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Acceptance of 2012-13 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 Citizens' 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 Citizens' Bond Oversight Committee at its September 19, 2013 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://rscgd.edu/apps/rpub.asp?Q=1304>. This report covers bond funded activities and financial information for the July 1, 2012 – June 30, 2013 period.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Citizens' Bond Oversight Committee Annual Report to the Community for 2012-13 as presented.

Fiscal Impact:	None	Board Date: October 14, 2013
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	

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Adoption of Resolution No. 13-35 - Void or Stale-dated Warrants (Checks)	
Action:	Request for Adoption	

BACKGROUND

Pursuant to Education Code §85270 and Government Code §29802, any warrant issued is void if not presented for payment within six months after its issue date. Warrants that have been stale-dated can be reissued if authorized by the Board. Any such reissuance shall be subject to the same limitations as the original warrant which it replaces.

ANALYSIS

To facilitate the efficient replacement of void or stale-dated warrants, the District has prepared the attached resolution authorizing the Chancellor, Vice Chancellor, Business Operations/Fiscal Services, and the Assistant Vice Chancellor, Fiscal Services to reissue void warrants. This resolution will be kept on file with the Orange County Auditor-Controller.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 13-35, Void or Stale-dated Warrants (Checks) as presented.

Fiscal Impact:	Not applicable	Board Date: October 14, 2013
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

Resolution Regarding Void or Stale-dated Warrants (Checks)

Resolution No. 13-35

WHEREAS, Education Code §85270 and Government Code §29802 provide that the Board of Trustees may by resolution authorize the Auditor-Controller to draw new warrants within the limitations prescribed by the resolution without prior individual order of the Board of Trustees, provided the limitations prescribed by Education Code §85270 and Government Code §29802 have been complied with; and,

WHEREAS, it is in the interest of efficient replacement of void warrants that the Auditor-Controller be so authorized; and,

WHEREAS, the payee, assignee or legal representative of the payee of any void warrant may present the warrant to the Board of Trustees of the District or declare by affidavit that the warrant was lost or destroyed; and,

WHEREAS, the Board of Trustees may adopt a resolution that authorizes its designee to draw a new warrant in favor of the payee, assignee or legal representative of the payee in the same amount as the original void warrant and subject to the same limitations as the original void warrant.

NOW, THEREFORE, BE IT RESOLVED and ordered by the Board of Trustees of the Rancho Santiago Community College District that:

1. The Auditor-Controller is hereby authorized to draw new warrants to replace void warrants without individual order of the Board of Trustees.
2. The District's Chancellor, Vice Chancellor of Business Operations/Fiscal Services, or the Assistant Vice Chancellor, Fiscal Services, are hereby also authorized to draw new warrants in favor of the payee or assignee or legal representative of the payee to replace the original void warrant without individual order of the Board of Trustees.
3. Any new warrant shall not exceed the amount of the original void warrant and any such new warrant issued shall be subject to the same limitations as the original void warrant.
4. The limitations prescribed by Code §85270 and Government Code §29802 have been complied with, which sections are incorporated herein by reference.

ADOPTED, SIGNED AND APPROVED this 14th day of October, 2013.

President of the Board of Trustees of
Rancho Santiago Community College District

I, Raúl Rodríguez, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 14th day of October, 2013, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Clerk of the Board of Trustees of Rancho Santiago
Community College District

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Amendment to Agreement with HMC Architects	
Action:	Request for Approval	

BACKGROUND:

HMC Architects has an existing master architectural agreement with the District to cover master planning services and other District wide services on an as needed basis.

ANALYSIS:

HMC Architects has been undertaking various master architect consulting services with the District over the last year, including college campus facility master planning work. The district recommends completing an update to the Santa Ana College Facility Master Plan for a 2013-2014 update. The current agreement needs to be extended for time only to cover the on-going master planning and master architect consulting services in the District as this agreement expired June 30, 2013.

Therefore, an amendment to the Agreement with HMC Architects to extend time only for master architect consulting services through June 30, 2014 is needed. There are no additional fees requested.

This project is funded by Capital Outlay Funds

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Amendment to Agreement with HMC Architects to extend time only for master architect consulting services through June 30, 2014 as presented.

Fiscal Impact:	Time Extension Only	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/14/13

Project: Master Plan Site: District Wide

Consultant: HMC Architects

Type of Service: Master Architect Consulting Services

Agreement Summary	No.	Amount	Duration	
			Start	End
Original Contract Amount		\$ 220,000.00	7/1/2013	6/30/2013
Amendment	1	\$ 35,075.00	-	-
Proposed Amendment	2	\$ -	7/1/2013	6/30/2014
Total Agreement Amount		\$ 255,075.00		
(Not to exceed)				

DESCRIPTION:

Fee Breakdown:

Extension of time for Master Architect Consulting Services

-

Total Proposed Amendment Amount:

\$0.00

New Contract End Date: 6/30/14

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Agreement with All American Inspection Inc. for the Temporary Village at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

Mandated Division of the State Architect (DSA) In-Plant inspection services is required for the fabrication of certain portables for the Santa Ana College temporary village and ramp systems.

ANALYSIS:

A request for proposals was sent to four qualified firms and three responses were received. Staff has reviewed the proposals and recommends approval with All American Inspection Inc.

The services covered by this agreement shall commence September 25, 2013 and ends June 30, 2014. The contract will not exceed \$34,840 for fee.

This project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Agreement with All American Inspection Inc. to provide DSA in-plant inspection services for the Santa Ana College temporary village as presented.

Fiscal Impact:	Not to exceed \$34,840	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/14/2013

Project: Temporary Village

Site: Santa Ana College

Consultant: All American Inspection Inc.

Type of Service: Division of State Architect In-plant Inspection Services

Agreement Summary	No.	Amount	Start	Duration	End
Original Contract Amount		\$ 34,840.00	9/25/2013		6/30/2014
Total Agreement Amount		\$ 34,840.00			
(Not to exceed)					

DESCRIPTION:	Fee Breakdown	
DSA & CWI In-Plant Inspection \$67.00Hr	\$	29,480.00
Relocatable Classrooms \$536.00 Per Day at 11+/- Weeks	\$	5,360.00
Ramp Systems \$268.00 Per Day at 4+/- Weeks	\$	34,840.00
Total Agreement Amount Not To Exceed		
New Contract End Date:		6/30/14

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Adoption of Resolution No. 13-34 – Change Order for Bid #1134 - Contract with Tropical Plaza Nursery Inc. for Landscaping for the Humanities Building at Santiago Canyon College	
Action:	Request for Adoption	

BACKGROUND:

On June 20, 2011, the Board of Trustees awarded a contract to Tropical Plaza Nursery, Inc. for Bid #1134, landscaping for the Humanities Building at Santiago Canyon College. This is the completion contract originally awarded to Sierra Landscape.

ANALYSIS:

Additional landscaping work to add irrigation sleeves and lines within the parking lot landscaped areas adjacent to the Aquatics Complex was not originally included in the bid for the Humanities project but is needed to complete the work in this parking area.

Resolution No. 13-34 and Change Order #8 as outlined, increases the contract by \$8,916.28. The revised contract amount is \$473,327.14. 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 21.42% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 13-34, Tropical Plaza Nursery, Inc. for Bid #1134, Landscaping for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$8,916.28	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR APPROVAL OF AWARD OF CONTRACT TO TROPICAL
PLAZA NURSERY FOR CERTAIN ADDITIONAL WORK AT THE SANTIAGO
CANYON COLLEGE HUMANITIES BUILDING**

RESOLUTION NO. 13-34

WHEREAS, the Governing Board of the Rancho Santiago Community College District (“District”) previously awarded a contract for construction work at the Humanities Building at Santiago Canyon College, (“Project”) to Tropical Plaza Nursery (“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”) to provide labor and materials to install irrigation sleeves and lines for the Athletics and Aquatics parking lot planters, that was not on the original Bid, as more fully set forth 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 \$8,916.28 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 5. 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 14th of October, 2013, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAINED: _____

I, Arianna P. Barrios, 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, Lawrence R. Labrado, 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 14th of October, 2013, 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 14th day of October, 2013.

Clerk of the Board of Trustees
Rancho Santiago Community College District

EXHIBIT "A"

***CHANGE ORDER FOR ADDITIONAL WORK RELATED TO
THE SANTIAGO CANYON COLLEGE HUMANITIES BUILDING***

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
	Project: Santiago Canyon College Humanities Building	Bid No. 1134 P.O. # 12-P0019622
Contractor: Tropical Plaza Nursery, Inc.	D.S.A. No. 04-110212	Change Order No. 8
Architect: LPA Inc	Date: August 8, 2013	

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		\$389,823.00
Previous Change Orders	\$74,587.86	
This Change Order	\$8,916.28	
Total Change Orders		\$83,504.14
Revised Contract Amount		\$473,327.14
Previous Time Extensions	4 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		4 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 29, 2011
RSCCD Board Approval Date		September 23, 2013

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Seville CS	Authorized Signature	Date
District Inspector	Authorized Signature	Date
Director - District Construction and Support Services		Date
Carri Matsumoto	Authorized Signature	Date
Assistant Vice Chancellor - Facility Planning		Date
Peter J. Hardash		Date
Vice Chancellor, Business Operations/Fiscal Services		Date

Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building	Bid No. 1134	P.O. # 12-P0019622
	D.S.A. No. 04-110212	
Contractor: Tropical Plaza Nursery, Inc.	Change Order No. 8	
Architect: LPA Inc	Date: August 8, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide labor & material to install irrigation sleeves & lines for the Athletics & Aquatics parking lot planters.</p> <p><u>REASON:</u> This needed to be done to complete contract scope of work for Humanities. Existing irrigation was not installed previously. This was part of another project.</p> <p><u>REQUESTOR:</u> District</p>	\$0.00	\$8,916.28
Sub-Total		\$0.00	\$8,916.28
Total			\$8,916.28

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Amendment of Agreement with TYR I.O.R Services for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 14, 2011, the Board of Trustees approved an agreement with TYR I.O.R. Services to provide Division of State Architect (DSA) mandated inspection services as the Inspector of Record (I.O.R.) for the Humanities Building at Santiago Canyon College.

ANALYSIS:

Due to an extension in time for construction and project certification, additional services are needed on the existing contract for the Humanities Building at Santiago Canyon College.

This additional fee is to cover services performed from April 2013 through the completion of project anticipated by December 31, 2013. The District staff has reviewed the proposal and concur that these additional services are necessary for the project completion.

It is requested that the contract is increased for a total cost not to exceed \$107,965. The revised contract total for the project will be \$628,204.

This project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to existing contract with TYR I.O.R. Services to provide an extension of time and for additional costs for DSA inspection services for the Humanities Building as presented.

Fiscal Impact:	Not to exceed \$107,965	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 10/14/13

Project: Humanities **Site: Santiago Canyon College**

Consultant: TYR I.O.R Services

Type of Service: Division of State Architect Inspection

Agreement Summary	No.	Amount	Duration	
			Start	End
Original Contract Amount		\$ 436,386.00	3/14/2011	NA
Amendment	1	\$ 83,853.00	NA	NA
Proposed Amendment	2	\$ 107,965.00	4/1/2013	12/31/2013
Total Agreement Amount		\$ 628,204.00		
(Not to exceed)				

DESCRIPTION:

Fee Breakdown:

DSA II Inspector 656 hours x \$70	\$	45,920.00
DSA I Inspector 679 hours x \$77	\$	52,283.00
Reimbursable Special Inspection	\$	9,762.00
Total Proposed Amendment Amount:	\$	107,965.00

New Contract End Date: 12/31/13

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Change Order #1, Bid #1211 - Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On June 6, 2013, the Board of Trustees awarded a contract to J.B. Bostick Company Inc. for Bid #1211 , asphalt overlay and stripping for parking lots 2-5 at Santiago Canyon College

ANALYSIS:

This reduction is for an unused allowance.

Change Order #1 as outlined, decreases the contract by \$21,013.29. The revised contract amount is \$485,971.71. This reduction is for an unused allowance. 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 -4.14% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by scheduled maintenance funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Bid #1211, Asphalt Overlay and Stripping for Parking Lots 2-5 at Santiago Canyon College as presented.

Fiscal Impact:	- \$21,013.29	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

CHANGE ORDER		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Santiago Canyon College - Asphalt Overlay Project and Stripping Project	Bid No. 1211	P.O. # 14-P0027502
Contractor:	J.B Bostick Co., Inc.	D.S.A. No.	
Engineer:	BKF	Change Order No.	1
		Date:	September 10, 2013

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		\$506,985.00
Previous Change Orders	\$0.00	
This Change Order	-\$21,013.29	
Total Change Orders		-\$21,013.29
Revised Contract Amount		\$485,971.71
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 1, 2013
Revised Contract Completion Date		September 1, 2013
RSCCD Board Approval Date		September 23, 2013

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
<u>Alex Oviedo</u> District Construction Supervisor		_____ Date
<u>Carri Matsumoto</u> Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
<u>Peter J. Hardash</u> Vice Chancellor, Business Operations/Fiscal Services		_____ Date

Board Change Order Summary

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

Project: <i>Santiago Canyon College - Asphalt Overlay Project and Stripping Project</i>	Bid No. 1211	P.O. # 14-P0027502
	D.S.A. No. 0	
Contractor: <i>J.B Bostick Co., Inc.</i>	Change Order No. 1	
Architect: <i>BKF</i>	Date: <i>September 10, 2013</i>	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> This is an administrative deductive change order to deduct the unused allowance and adjust the contract amount <u>REASON:</u> <u>REQUESTOR:</u> <u>TIME EXTENSION:</u> ADDS ?? calendar days	\$21,013.29	
2.0	<u>DESCRIPTION:</u> <u>REASON:</u> <u>REQUESTOR:</u> <u>TIME EXTENSION:</u> ADDS ?? calendar days		
Sub-Total		\$21,013.29	\$0.00
Total			-\$21,013.29

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1134 - Contract with Tropical Plaza Nursery Inc. for Landscaping for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Tropical Plaza Nursery Inc. to complete the landscaping for the Chapman Road Entry and Learning Resource Center parking lot at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on May 6, 2013, 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 \$9,360.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Tropical Plaza Nursery Inc. for Landscaping for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1134 – Landscaping for Chapman Entry and Learning Resource Center Parking Lot, the contract for the doing of which was heretofore entered into on the 20th day of June, 2011, which contract was made with Tropical Plaza Nursery Inc. PO# 12-0019619 as contractor; that said improvements were completed on the 6th day of May, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1136 - Contract with Guy Yocom Construction Inc. for Concrete and Asphalt for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Guy Yocom Construction Inc. to complete the concrete and asphalt for the Chapman Road Entry and Learning Resource Center parking lot at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on May 6, 2013, 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 \$65,959.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Guy Yocom Construction Inc. for Concrete and Asphalt for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1136 – Concrete and Asphalt for Chapman Entry and Learning Resource Center Parking Lot, the contract for the doing of which was heretofore entered into on the 11th day of April, 2011, which contract was made with Guy Yocom Construction, Inc. PO# 11-BP000256 as contractor; that said improvements were completed on the 6th day of May, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Travelers Casualty and Surety.

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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1136 - Contract with Guy Yocom Construction Inc. for Concrete for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Guy Yocom Construction Inc. to complete the concrete for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 7, 2013, 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 \$1,501,936.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Guy Yocom Construction Inc. for Concrete for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1136 – Concrete for Humanities Building, the contract for the doing of which was heretofore entered into on the 11th day of April, 2011, which contract was made with Guy Yocom Construction, Inc. PO# 11-BP000253 as contractor; that said improvements were completed on the 7th day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Great American 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1138 - Contract with Blazing Industrial Steel Inc. for Steel for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Blazing Industrial Steel Inc. to complete the steel for the Chapman Road Entry and Learning Resource Center parking lot at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on May 6, 2013, 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 \$500.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Blazing Industrial Steel Inc. for Steel for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1138 – Steel for Chapman Entry and Learning Resource Center Parking Lot, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Blazing Industrial Steel, Inc. PO# 11-B0014488 as contractor; that said improvements were completed on the 6th day of May, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1139 - Contract with Dynalectric Inc. for Electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Dynalectric Inc. to complete the electrical for the Chapman Road Entry and Learning Resource Center parking lot at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on May 6, 2013, 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 \$26,212.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Dynalectric Inc. for electrical for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1139 – Electrical for Chapman Entry and Learning Resource Center Parking Lot, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Dynaletric Inc. PO# 10-BP000228 as contractor; that said improvements were completed on the 6th day of May, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Travelers Casualty and Surety Company of America.

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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1140 - Contract with Interpipe Contracting Inc. for Plumbing and Water Utilities for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Interpipe Contracting, Inc. to complete the plumbing and water utilities for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 7, 2013, 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 \$876,672.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Interpipe Contracting, Inc. to complete the Plumbing and Water Utilities for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1140 – Plumbing and Water Utilities for Humanities Building, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Interpipe Contracting, Inc. PO# 10-0014548 as contractor; that said improvements were completed on the 7th day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Merchants Bonding 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1140 - Contract with Interpipe Contracting Inc. for Underground Utilities for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Interpipe Contracting Company to complete the underground utilities for the Chapman Road Entry and Learning Resource Center parking lot at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on May 6, 2013, 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 \$61,355.15.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Interpipe Contracting Inc. for Underground Utilities for the Chapman Road Entry and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1140 – Underground Utilities for Chapman Entry and Learning Resource Center Parking Lot, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Interpipe Contracting, Inc. PO# 10-0014553 as contractor; that said improvements were completed on the 6th day of May, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Merchants Bonding 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1143 - Contract with Glazcon Production, Inc. for Glazing for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Glazcon Production, Inc. to complete the glazing for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 7, 2013, 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 \$1,235,774.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Glazcon Production, Inc. to complete the Glazing for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1143 – Glazing for Humanities Building, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Glazcon Production, Inc. PO# 10-0014580 as contractor; that said improvements were completed on the 7th day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Developers Surety and Indemnity Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on

_____, 20____.

Signature _____
(include name of corporation, partnership, etc., if any)

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1144 - Contract with Troyer Contracting Company for Roofing and Waterproofing for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Troyer Contracting Company to complete the roofing and waterproofing for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 1, 2013, 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 \$1,154,986.65.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Troyer Contracting Company for Roofing and Waterproofing for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1144 – Roofing and Waterproofing for Humanities Building, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Troyer Contracting Company PO# 10-0014762 as contractor; that said improvements were completed on the 1st day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Western Surety 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1145 - Contract with K&Z Cabinet Company for Architectural Woodwork for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to K&Z Cabinet Company to complete the architectural woodwork for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 7, 2013, 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 \$107,662.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with K&Z Cabinet Company to complete the Architectural Woodwork for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1145 – Architectural Woodwork for Humanities Building, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with K&Z Cabinet Company PO# 10-0014697 as contractor; that said improvements were completed on the 7th day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Insurance Company of the West.

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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1148 - Contract with Continental Flooring Inc. for Flooring for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to Continental Flooring Inc. to complete the flooring for the Humanities Building at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on July 7, 2013, 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 \$381,096.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Continental Flooring Inc. for Flooring for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1148 – Flooring for Humanities Building, the contract for the doing of which was heretofore entered into on the 22nd day of March, 2010, which contract was made with Continental Flooring Inc. PO# 10-0014660 as contractor; that said improvements were completed on the 7th day of July, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; 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 Washington International 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Notice of Completion: Bid #1211 - Contract with J.B. Bostick Company Inc. for Asphalt Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District issued a contract to J.B. Bostick Company Inc. to complete the asphalt for the overlay project and stripping for parking lots 2-5 at Santiago Canyon College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially completed on September 16, 2013, 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 \$485,971.71

This project was funded by scheduled maintenance funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with J.B. Bostick Company Inc. for Asphalt for the Overlay Project and Stripping for Parking Lots 2-5 at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located at 8045 E. Chapman Avenue, Orange, California, caused improvements to be made to the property to with: Bid No. 1211 – Asphalt for Overlay Project and Stripping of Parking Lots 2-5, the contract for the doing of which was heretofore entered into on the 6th day of June, 2013, which contract was made with J.B. Bostick Company Inc. PO# 12-0019619 as contractor; that said improvements were completed on the 16th day of September, 2013, and accepted by formal action of the governing Board of said District on the 14th day of October, 2013; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Developers Surety and Indemnity Company.

Rancho Santiago Community College District of Orange
County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on
_____, 20____.

Signature _____
(include name of corporation, partnership, etc., if any)

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Sole Source for Ellucian Inc.	
Action:	Request for Approval	

BACKGROUND

In 2005, the District purchased an Enterprise Resource Planning solution called Colleague from Ellucian Inc., (formerly known as Datatel Inc.), which comprised of software, licensing, maintenance and support, customization and implementation. Since the original purchase, Ellucian Inc., has developed several additional modules. Information Technology Services, in conjunction with the Colleges, would like evaluate the benefits of implementing these modules. For example, a district-wide committee is evaluating the Student Planning module in order to assist with student success initiatives.

Ellucian Inc., is the only vendor that can fully support all the existing and future software modules. However, in order for the District to procure newly developed software licenses, maintenance and support for existing and new software, and implementation services from Ellucian Inc., Board approval is required.

ANALYSIS

Sole sourcing a particular vendor requires an opinion from an independent consultant who has the expertise to review the feasibility of sole sourcing such products and services, Mr. Jack Plicet was hired for this outside opinion.

As detailed in the attached letter, Mr. Plicet conducted a thorough and comprehensive evaluation of the District's requirements and has rendered a sole source recommendation. The recommendation is based on Ellucian Inc., being the only vendor who has the ability to provide software modules, licensing, maintenance and support, training, enhancements and upgrades that seamlessly integrates with the District's ERP software system, Colleague as well as providing ongoing maintenance and support on existing software.

Claire Morey, County Counsel at the Orange County Department of Education Services, has reviewed the attached letter and finds it acceptable.

RECOMMENDATION

It is recommended that the Board of Trustees declare and approve Ellucian Inc., as the sole source provider for existing and future software modules including licensing, maintenance and support services, training, enhancements and upgrades to the installed Colleague application as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services and Sylvia LeTourneau, Assistant Vice Chancellor, Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Jack Plicet
Independent Consultant
701 Tourmaline Court, Anaheim Hills, CA 92807

September 23, 2013

To: Ms. Tracey Conner-Crabbe
Director of Purchasing Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

Re: Sole Source Opinion on the Provider of Enterprise Resource Planning
System (ERP)

I have been providing information technology consulting services since 1987. My areas of expertise include developing strategic plans for the use of technology, conducting capacity studies for mainframes/servers/networks, and performing evaluations for users of computer equipment, software, and networks. My customers have included the Orange County Department of Education (OCDE), Rancho Santiago Community College District (RSCCD), Santa Ana Unified School District, and Garden Grove Unified School District.

I have completed a thorough and comprehensive review of the RSCCD requirement for enterprise resource planning system (ERP). This review included interviews with Ms. Sylvia LeTourneau of Information Technology Services and you. The review also included an examination of an RSCCD District Office document requesting that the RSCCD Board of Trustees approve a vendor name change from Datatel, Inc. to Ellucian, Inc. as well as an Internet research of enterprise resource planning system offerings from major vendors.

ANALYSIS

To conduct an effective evaluation of the RSCCD requirements for enterprise resource planning system (ERP), the following areas were reviewed:

- RSCCD Board of Trustees Approval of Vendor Name Change from Datatel, Inc. to Ellucian, Inc.
- Requirements for Future Enhancements to Installed Enterprise Resource Planning System (ERP)
- Alternative Providers of Enterprise Resource Planning System (ERP)

RSCCD Board of Trustees Approval of Vendor Name Change from Datatel, Inc. to Ellucian, Inc.

On June 21, 2005, the RSCCD Board of Trustees approved the award of an Enterprise Resource Planning System (ERP) to Datatel, Inc. This contract was comprised of software purchase, licensing, software maintenance and support, customization and implementation. It took approximately three years to implement. The District pays software maintenance, support, and licensing on an annual basis estimated at \$300,000 per year.

On March 27, 2012, it was announced that Datatel, Inc. renamed their company to Ellucian, Inc and was filed with the State of California on July 18, 2012. Ellucian, Inc. retained the same maintenance business which includes the licenses and software maintenance agreements under the same terms and conditions of the original agreement.

In order to avoid interruption of existing IT services, software updates and support, it was necessary for the RSCCD District Office to seek Board approval to change the vendor name to Ellucian, Inc. The name change does not change the current services, software updates or support previously provided by Datatel, Inc. nor does it change their tax ID number and assets. Ellucian, Inc. is committed to fulfilling the licenses, services, and maintenance obligations.

On August 19, 2013, the RSCCD Board of Trustees approved the vendor Datatel, Inc. name change to Ellucian, Inc.

Requirements for Future Enhancements to Installed Enterprise Resource Planning System (ERP)

The Enterprise Resource Planning System (ERP) installed at the RSCCD is called Colleague, an administrative software suite based on a single-source technology approach coupled with data-driven, rules-based architecture. The four components of Colleague installed at the RSCCD are Core, Student, Finance, and Human Resources.

The Colleague application is used by students of RSCCD who perform self-service via the Internet. The Colleague application is also used by administrators who ensure the accuracy of the data. These administrators are employees of Student Affairs, Admissions & Records, Business Office, Financial Aids, Financial Services, Human Resources, and Payroll.

All the software components of Colleague are fully supported by Ellucian, Inc. who provides ongoing maintenance service, technical support services, training, as well as enhancements and upgrades to the installed Colleague application software.

Ellucian, Inc. continues to develop new software modules which are integrated within the Colleague application software. Several of these modules available at present are Mobile Access, Portal, Recruiter, WCMS, and Intelligent Learning Platform. The

RSCCD is interested in evaluating these software modules to determine whether they satisfy RSCCD's unique requirements.

In conclusion, it is mandatory that the RSCCD be able to continue the uninterrupted use of the installed Colleague application software and be able to acquire any new software module which is fully integrated within Colleague. In my opinion, Ellucian, Inc. satisfies this mandatory requirement.

Alternative Providers of Enterprise Resource Planning System (ERP)

Although there are alternative providers of enterprise resource planning systems, none provide the range of capabilities available in Colleague offered by Ellucian, Inc.

As stated earlier, Colleague is an administrative software suite based on a single-source technology approach coupled with data-driven, rules-based architecture. The four components of Colleague installed at the RSCCD (Core, Student, Finance, Human Resources) are fully supported by Ellucian, Inc. who provides ongoing maintenance service, technical support services, training, as well as enhancements and upgrades to the installed Colleague application software.

As Ellucian, Inc. develops new software modules which are integrated within the Colleague application software (e.g. Mobile Access, Portal, Recruiter, WCMS, and Intelligent Learning Platform); the RSCCD should have the flexibility of evaluating these modules and acquiring them from Ellucian, Inc.

In conclusion, it is mandatory that the RSCCD be able to continue working with the provider that offers the most cost-effective solution. In my opinion, Ellucian, Inc. offers the most cost-effective solution.

CONCLUSION

Based on the analysis conducted above, it is my professional opinion that the Enterprise Resource Planning System (ERP) provided by Ellucian, Inc. satisfies all the requirements of the Rancho Santiago Community College District and that Ellucian, Inc. is the sole source provider of the Enterprise Resource Planning System (ERP) along with ongoing maintenance service, technical support services, training, enhancements and upgrades to the installed Colleague application software. Ellucian, Inc. is also the sole source provider of any new software modules which are integrated within the Colleague application.

If you have any questions regarding this matter, please do not hesitate to contact me at 714-974-6498.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Plicet', with a long horizontal line extending to the right.

Jack Plicet

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

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Measure Q Citizens' Bond Oversight Committee Amended Bylaws and Ethics Policy Statement	
Action:	Request for Approval	

BACKGROUND

Measure Q was approved by the electorate of the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District (RSCCD) on November 6, 2012. This bond measure authorizes the RSCCD to issue up to \$198 million in general obligation (G.O.) bonds to finance renovations, repairs and construction at Santa Ana College.

The RSCCD Board of Trustees certified the election results at the February 4, 2013 meeting. Also at that meeting, the Measure Q Citizens' Bond Oversight Committee was established with the committee's corresponding bylaws and ethics policy.

ANALYSIS

The RSCCD Board of Trustees has established the Measure Q Citizens' Bond Oversight Committee to have an eleven (11) membership composition. A change to the bylaws is necessary to acknowledge this change and also includes other necessary corrections prior to the committee's first meeting scheduled for October 24, 2013.

RECOMMENDATION

It is recommended that the Board of Trustees approved the amended Bylaws for the Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District for the Measure Q Citizens' Bond Oversight Committee as presented.

Fiscal Impact:	N/A	Board Date: October 14, 2013
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	

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The Rancho Santiago Community College District (the "District") School Facilities Improvement No. 1 ("Improvement District") was successful at the election conducted on November 6, 2012 (the "Bond Election") in obtaining authorization from the Improvement District's voters to issue up to \$198,000,000 aggregate principal amount of the District's general obligation bonds ("Measure Q"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Rancho Santiago Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure Q. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure Q; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Chancellor. Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of Measure Q projects to get funded;
- (ii) Approval of contracts;
- (iii) Approval of change orders;
- (iv) Expenditures of bond funds;
- (v) Handling of all legal matters;
- (vi) Approval of project plans and schedules;
- (vii) Approval of all deferred maintenance plans; and
- (viii) Approval of the sale of bonds.

3.5 Measure Q Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.

(g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect school facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Vice Chancellor, Business Operations/Fiscal Services.

(c) Review copies of scheduled maintenance plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Board of Trustees have determined that the Committee shall consist of at least seven (11) members appointed by the Board of Trustees from a list of candidates submitting written applications and through the online application process, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for Santa Ana College, such as a foundation.
- Six (6) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots, or otherwise select a minimum majority (6) for an initial two (2) year term and the remaining members for an initial one (1) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums as well as solicit appropriate local groups for applications; (b) the Chancellor will review the applications; and (c) the Chancellor will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy. Members whose terms have expired may continue to serve on the Committee until their successor has been appointed.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to Measure Q funded projects.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the Improvement District, located in Orange County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum, a minimum of six out of the eleven (11) membership categories, for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board of Trustees of the District.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure Q monies.

**CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Rancho Santiago Community College District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: October 14, 2013
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. Board Financial Assistance Program (BFAP) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (13/14). <i>No match required.</i>	07/01/2013	\$333,031
2. Child Care Access Means Parents in School (CCAMPIS) – Year 1 (District) First year of a four year grant award from the U.S. Department of Education to provide additional child care services and fund a key staff position that will provide individualized evaluation, counseling and referral services to parents at the Child Development Center whom are also students at the college. (13/14, 14/15). <i>No match required.</i>	10/01/2013	\$132,827
3. 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 colleges Child Development Programs. (13/14). <i>No match required.</i>	09/01/2013	\$17,000
4. Cooperative Agencies Resources for Education (CARE) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (13/14). <i>No match required.</i> <ul style="list-style-type: none"> • SAC - \$60,043 • SCC - \$18,216 	08/30/2013	\$78,259

Fiscal Impact: \$5,997,042	Board Date: October 14, 2013
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Doctoral Psychology Internship (SAC) Funds from the American Psychological Association to pursue APA-accreditation, to expand the number of accredited internship positions and to promote quality training for psychologists. (13/14, 14/15, 15/16). <i>No match required.</i>	8/29/2013	\$20,000
6. Extended Opportunity Programs & Services (EOPS) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (13/14). <i>Minimum cash match required is \$252,729 for SAC and \$129,758 for SCC.</i> <ul style="list-style-type: none"> • SAC - \$1,224,887 • SCC - \$318,153 	08/30/2013	\$1,543,040
7. UCI Graduate Student/Faculty Internship (SAC & SCC) Funds from the Regents of the University of California on behalf of UCI to pay stipends to SAC and SCC faculty to mentor UCI graduate student who are intern faculty at SAC and SCC. (13/14, 14/15, 15/16). <i>No match required.</i>	06/25/2013	\$37,500
8. Veterans Upward Bound Program – Year 2 (SAC) Second year of a five-year grant award from the U. S. Department of Education to identify veterans who have not yet enrolled in college, and recruit them to participate in a college preparation program featuring comprehensive assessment, targeted academic skill development, career exploration and preparation, tutors and mentors, referrals to veterans assistance services, and college and financial aid advisement and application completion assistance, in order to increase the number of veterans who enroll in college and complete a certificate or degree and successfully enter employment. (13/14, 14/15). <i>No match required.</i>	09/24/2013	\$214,874
9. WIA Title II – Adult Basic Education Programs (SAC/SCC) Annual allocation from the California Department of Education of Workforce Investment Act Title II federal funds for non-credit Adult Secondary Education/GED, ESL, Family Literacy, ABE, and English Literacy/Civics Education for adult education and jail programs. (13/14). <i>No match required.</i> <ul style="list-style-type: none"> • SAC CEC \$2,651,760 • SCC OEC \$968,751 	07/01/2013	\$3,620,511

RECOMMENDATION

It is recommended that the board approve these items 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: \$5,997,042	Board Date: October 14, 2013
Item Prepared by: Maria Gil, 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 # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 - 06/30/14
 CONTRACT INCOME: \$333,031 - Advance Allocation

PROJ. ADM. John Hernandez
 PROJ. DIR. Syed Rizvi

Date: 9/30/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-20000-8629	Other Gen Categorical Appor		287,818		333,031		45,213
12-2550-646000-29500-2130	Classified Employees : Fina - Elizabeth Bergara (100%) - Andrea Garcia (72%) - Jitesh Prajapati (6 mos @ 88%) - Baltimore Padron (10 mos @ 100%)	131,927		150,673		18,746	
12-2550-646000-29500-2320	Classified Employees - Hour - FA Technician	29,003		27,908			1,095
12-2550-646000-29500-2350	Overtime - Classified Emplo	2,675		9,000		6,325	
12-2550-646000-29500-3215	PERS - Non-Instructional :	14,984		20,433		5,449	
12-2550-646000-29500-3315	OASDHI - Non-Instructional	8,266		11,400		3,134	
12-2550-646000-29500-3325	Medicare - Non-Instructiona	2,425		2,666		241	
12-2550-646000-29500-3335	PARS - Non-Instructional :	441		-			441
12-2550-646000-29500-3415	H & W - Non-Instructional :	40,774		51,248		10,474	
12-2550-646000-29500-3435	H & W - Retiree Fund Non-In	1,720		1,896		176	
12-2550-646000-29500-3515	SUI - Non-Instructional : F	1,893		95			1,798
12-2550-646000-29500-3615	WCI - Non-Instructional : F	4,129		4,551		422	
12-2550-646000-29500-3915	Other Benefits - Non-Instru	3,524		4,041		517	
12-2550-646000-29500-4610	Non-Instructional Supplies	1,238		4,130		2,892	
12-2550-646000-29500-4710	Food and Food Service Suppl	2,502		2,500			2
12-2550-646000-29500-5100	Contracted Services : Finan	7,180		7,180		-	-
12-2550-646000-29500-5220	Mileage/Parking Expenses :	991		104			887
12-2550-646000-29500-5300	Inst Dues & Memberships : F	3,294		3,294		-	-
12-2550-646000-29500-5630	Maint Contract - Office Equ	632		-			632
12-2550-646000-29500-5845	Excess/Copies Usage : Fina	295		-			295

6.1 (3)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 - 06/30/14
 CONTRACT INCOME: \$333,031 - Advance Allocation

PROJ. ADM. John Hernandez
 PROJ. DIR. Syed Rizvi

Date: 9/30/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-646000-29500-5940	Reproduction/Printing Expen	567		206			361
12-2550-646000-29500-6415	Equipment - Technology >\$1,	1,079		3,525		2,446	
12-2550-647000-29340-2310	Classified Employees - Ongo - Loretta Campbell	17,019		17,283		264	
12-2550-647000-29340-3215	PERS - Non-Instructional :	1,943		1,978		35	
12-2550-647000-29340-3315	OASDHI - Non-Instructional	1,055		1,072		17	
12-2550-647000-29340-3325	Medicare - Non-Instructiona	247		251		4	
12-2550-647000-29340-3435	H & W - Retiree Fund Non-In	170		173		3	
12-2550-647000-29340-3515	SUI - Non-Instructional : S	187		9			178
12-2550-647000-29340-3615	WCI - Non-Instructional : S	408		415		7	
12-2550-675000-29500-5210	Conference Expenses : Finan	7,250		7,000			250
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	287,818	287,818	333,031	333,031	51,152	51,152

6.1 (4)

SPECIAL PROJECT DETAILED BUDGET #1XXX

NAME: Child Care Access Means Parents in School (CCAMPIS) - Year 1 of 4 (District)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 10/01/13 - 9/30/14
 CONTRACT INCOME: \$132,827
 CFDA #: 84.335A
 AWARD #: P335A130140

PROJ. ADM. Enrique Perez
 PROJ. DIR. Janneth Linnell
 Date: 10/04/2013

GL Account String	Description	New Budget	
		Debit	Credit
33-XXXX-000000-50000-8199	Other Federal Revenues		132,827
33-XXXX-672000-50000-5865	Indirect - 4%	5,109	
33-XXXX-692000-53321-1210	Academic Management <i>Family Services Manager (TBD)</i>	54,744	
33-XXXX-692000-53321-3115	<i>STRS - Non-Instructional</i>	4,517	
33-XXXX-692000-53321-3325	<i>Medicare - Non-Instructional</i>	794	
33-XXXX-692000-53321-3415	<i>Helath and Welfare - Non-Instructional</i>	20,383	
33-XXXX-692000-53321-3435	<i>H&W Retiree Fund - Non-Instructional</i>	547	
33-XXXX-692000-53321-3515	<i>SUI - Non-Instructional</i>	27	
33-XXXX-692000-53321-3615	<i>WCI - Non-Instructional</i>	1,314	
33-XXXX-692000-53321-3915	<i>Other Benefits - Non-Instructional</i>	2,100	
33-XXXX-692000-53321-7670	Other Expenses Paid for Students <i>\$10,823 per toddler space x four (4) spaces. Use of a sliding fee scale may result in parent contributions of a sufficient amount to add up to 2 additional spaces.</i>	43,292	
	Total - CCAMPIS Year 1	132,827	132,827

6.1 (5)

SPECIAL PROJECT DETAILED BUDGET #1241

NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - SANTA ANA COLLEGE & SANTIAGO CANYON COLLEGE

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 9/1/13 - 6/30/14

PROJ. ADM. Bart Hoffman/Corine Doughty

CONTRACT INCOME:

PROJ. DIR. Michelle Hardy

Instructional Services 12,500

Date: 10/2/2013

Coordinator Stipend 4,500

TOTAL 17,000

CFDA #: 93.575

Instructional and Campus Coordinator Agreement No. 13-14-2885 from Yosemite Community College District/Child Development Training Consortium

Datatel String					Description	Existing Budget		Revised Budget		Budget Change (+/-)	
Fd	Prj	Tops	Dept	Code		Debit	Credit	Debit	Credit	Debit	Credit
Santa Ana College											
12	1241	000000	10000	8199	Other Federal Revenues : Santa Ana College		10,000		16,800		6,800
12	1241	130500	15717	1480	Part-Time Reassigned Time : Human Development Michelle Hardy, Program Facilitator for SAC and SCC Non-instructional rate: \$29.11 x 136 hrs.	0		3,959		3,959	
12	1241	130500	15717	3115	STRS - Non-Instructional : Human Development	0		347		347	
12	1241	130500	15717	3325	Medicare - Non-Instructional : Human Development	0		57		57	
12	1241	130500	15717	3435	H & W - Retiree Fund Non-Inst : Human Development	0		40		40	
12	1241	130500	15717	3515	SUI - Non-Instructional : Human Development	0		2		2	
12	1241	130500	15717	3615	WCI - Non-Instructional : Human Development	0		95		95	
12	1241	130500	15717	4310	Instructional Supplies : Human Development	500		800		300	
12	1241	732000	15717	7610	Books Paid for Students : Human Development	3,000		3,000		0	
12	1241	732000	15717	7640	Tuition Paid for Students : Human Development	6,500		8,500		2,000	
Santiago Canyon College											
12	1241	000000	20000	8199	Other Federal Revenues : Santiago Canyon College		3,600		200	3,400	
12	1241	130500	25230	1480	Part-Time Reassigned Time : Human Development	3,166		0		3,166	
12	1241	130500	25230	3115	STRS - Non-Instructional : Human Development	245		0		245	
12	1241	130500	25230	3325	Medicare - Non-Instructional : Human Development	46		0		46	
12	1241	130500	25230	3435	H & W - Retiree Fund Non-Inst : Human Development	32		0		32	
12	1241	130500	25230	3515	SUI - Non-Instructional : Human Development	35		0		35	
12	1241	130500	25230	3615	WCI - Non-Instructional : Human Development	76		0		76	
12	1241	130500	25230	4310	Instructional Supplies : Human Development	0		200		200	
Total - 1241 Child Dvlp Training Consortium (SAC/SCC)						13,600	13,600	17,000	17,000	10,400	10,400

6.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE Program - SAC

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 to 06/30/14

CONTRACT INCOME: \$60,043

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 10/02/13

GL Accounts	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-10000-8629	Other Gen Categorical Appor		60,043		60,043		-
12-2090-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	17,798		18,619		821	
12-2090-643000-19300-1250	Contract Coordinator : EOP - Ann Lockhart (15%)	13,349		13,964		615	
12-2090-643000-19300-1434	Int/Sum Beyond Contr-Course	4,721		3,633			1,088
12-2090-643000-19300-1435	Int/Sum - Counselors,Part-T	4,276		-			4,276
12-2090-643000-19300-2130	Classified Employees - Irma Fernandez Gonzalez (5%)	-		2,086		2,086	
12-2090-643000-19300-3115	STRS - Non-Instructional :	3,348		3,024			324
12-2090-643000-19300-3215	PERS - Non-Instructional	-		239		239	
12-2090-643000-19300-3315	OASDHI - Non-Instructional	-		133		133	
12-2090-643000-19300-3325	Medicare - Non-Instructiona	588		563			25
12-2090-643000-19300-3415	H & W - Non-Instructional :	3,830		4,296		466	
12-2090-643000-19300-3435	H & W - Retiree Fund Non-In	406		388			18
12-2090-643000-19300-3515	SUI - Non-Instructional : E	446		19			427
12-2090-643000-19300-3615	WCI - Non-Instructional : E	974		931			43
12-2090-643000-19300-3915	Other Benefits - Non-Instru	438		931		493	
12-2090-643000-19300-4610	Non-Instructional Supplies	1,000		2,238		1,238	
12-2090-643000-19300-4710	Food and Food Service Suppl	1,200		630			570
12-2090-643000-19300-5940	Reproduction/Printing Expen	250		250		-	-
12-2090-675000-19300-5210	Conference Expenses : EOPS	2,100		1,800			300
12-2090-732000-19300-7670	Other Exp Paid for Students	5,319		6,299		980	
Totals for PROJECT: 2090	CARE Program	60,043	60,043	60,043	60,043	7,071	7,071

6.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE - SCC

FISCAL YEAR: 2013/14

CONTRACT PERIOD: 7/01/13 to 6/30/14

CONTRACT INCOME: \$18,216

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

CFDA #: N/A

DATE: 10/03/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other Gen Categorical Appor		15,716		15,716		-
	Part-Time Counselors : EOPS						
	- Susanna Duarte (Fall - .96 LHE) assume Spring will be the same						
12-2090-643000-29335-1430		4,147		4,189		42	
12-2090-643000-29335-3115	STRS - Non-Instructional :	342		346		4	
12-2090-643000-29335-3325	Medicare - Non-Instructiona	60		61		1	
12-2090-643000-29335-3435	H & W - Retiree Fund Non-In	42		42		-	
12-2090-643000-29335-3515	SUI - Non-Instructional : E	46		2			44
12-2090-643000-29335-3615	WCI - Non-Instructional : E	100		101		1	
12-2090-675000-29335-5210	Conference Expenses : EOPS	250		-			250
12-2090-732000-29335-7670	Other Exp Paid for Students	10,729		10,975		246	
Totals for PROJECT: 2090	CARE Program	15,716	15,716	15,716	15,716	294	294
74-2090-000000-20000-8629	Other Gen Categorical Appor		-		2,500		2,500
74-2091-732000-29335-7504	CARE Grant : EOPS	-		2,500		2,500	
Total Project 2090	CARE Grant	-	-	2,500	2,500	2,500	2,500
Totals for PROJECT: 2090		15,716	15,716	18,216	18,216	2,794	2,794

6.1 (8)

SPECIAL PROJECT DETAILED BUDGET #3345
NAME: Doctoral Psychology Internship - SAC
FISCAL YEAR 2013/2014 - 2015/2016

CONTRACT AWARD: \$20,000
 CONTRACT TERM: 09/01/13 - 02/29/16

PROJ ADM: Micki Bryant
 PROJ DIR: Phi Loan Le
 DATE: 09/27/13

Account String	Description	Debit	Credit
12-3345-000000-10000-8891	Other Local Revenue - Special Project		20,000
	Part-Time Physicians and Psychologists		
	- PT Psych: 2 hrs/wk x \$72.87 x 32 weeks		
12-3345-644000-19530-1460	- Interns: \$750 x 3 interns x 2 years	9,164	
12-3345-644000-19530-1463	Beyond Contract - Physcians/Psych	-	
12-3345-644000-19530-1464	Int/Sum Beyond Contract-Physc/Psych	-	
12-3345-644000-19530-1465	Int/Sum Part-Time Physc/Psych	-	
12-3345-644000-19530-1480	Part-Time Reassigned Time	-	
	Beyond Contract Reassigned Time:		
12-3345-644000-19530-1483	- Learning Disability Trainer	3,391	
12-3345-644000-19530-1484	Int/Sum Beyond Contract Reassigned Time	-	
12-3345-644000-19530-1485	Int/Sum Part-Time Reassigned Time	-	
12-3345-644000-19530-3115	STRS - Non-Instructional	1,036	
12-3345-644000-19530-3325	Medicare - Non-Instructional	182	
12-3345-644000-19530-3335	PARS - Non-Instructional		
12-3345-644000-19530-3435	H & W Ret Fnd - Non-Instructional	126	
12-3345-644000-19530-3515	SUI - Non-Instructional	63	
12-3345-644000-19530-3615	WCI - Non-Instructional	269	
12-3345-644000-19530-4610	Non-Instructional Supplies (Materials)	119	
12-3345-675000-19530-5210	Conference/Travel	-	
	Institutional Dues & Memberships:		
12-3345-644000-19530-5300	- APA Membership Fee	2,250	
	Other Licenses and Fees:		
12-3345-644000-19530-5895	- Fee charged by APA to perform site visits	3,400	
Totals for Project: 3345	Doctoral Psychology Internship	20,000	20,000

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 to 06/30/14

CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 10/02/13

GL Accounts	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-679000-10000-5999	Special Project Holding account		247,398		252,729		5,331
11-2250-643000-19300-1210	Academic Management : EOPS - Christine Leon (97%)	80,686		123,055		42,369	
11-2250-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	73,890		18,619			55,271
11-2250-643000-19300-1250	Contract Coordinator : EOP - Gabriela Sanchez (40%)	31,503		35,294		3,791	
11-2250-643000-19300-1430	Part-Time Counselors : EOPS	3,058		-			3,058
11-2250-643000-19300-1434	Int/Sum Beyond Contr-Course - Madeleine Nguyen (1A) - Madeleine Nguyen (12A: 3.75 hrs = .09 LHE)	2,457		3,438		981	
11-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (25%)	11,256		10,429			827
11-2250-643000-19300-3115	STRS - Non-Instructional :	9,353		15,204		5,851	
11-2250-643000-19300-3215	PERS - Non-Instructional :	1,285		1,193			92
11-2250-643000-19300-3315	OASDHI - Non-Instructional	722		667			55
11-2250-643000-19300-3325	Medicare - Non-Instructiona	1,809		2,825		1,016	
11-2250-643000-19300-3415	H & W - Non-Instructional :	20,606		31,733		11,127	
11-2250-643000-19300-3435	H & W - Retiree Fund Non-In	1,250		1,951		701	
11-2250-643000-19300-3515	SUI - Non-Instructional : E	2,013		98			1,915
11-2250-643000-19300-3615	WCI - Non-Instructional : E	3,000		4,681		1,681	
11-2250-643000-19300-3915	Other Benefits - Non-Instru	4,510		3,542			968
Totals for PROJECT: 2250	EOPS (Match Fund)	247,398	247,398	252,729	252,729	67,517	67,517

6.1 (10)

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 to 06/30/14
 CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 10/02/13

GL Accounts	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-10000-8622	EOPS : Santa Ana College		992,848		1,224,887		232,039
	Inst Assistant - Hourly : E						
	- Juan Cabrera (\$15.96/hr x 534 hrs)						
12-2250-499900-19300-2420	- Annette Bui (\$15.96/hr x 300 hrs)	53,262		13,311			39,951
12-2250-499900-19300-3211	PERS - Instructional : EOPS	3,475		1,523			1,952
12-2250-499900-19300-3311	OASDHI - Instructional : EO	1,887		825			1,062
12-2250-499900-19300-3321	Medicare - Instructional :	772		193			579
12-2250-499900-19300-3331	PARS - Instructional : EOPS	297		-			297
12-2250-499900-19300-3431	H & W - Retiree Fund Inst :	533		133			400
12-2250-499900-19300-3511	SUI - Instructional : EOPS	586		7			579
12-2250-499900-19300-3611	WCI - Instructional : EOPS	1,278		319			959
	Contract Counselors : EOPS						
	- Jane Mathis (100%)						
12-2250-643000-19300-1230	- Madeleine Nguyen (100%)	199,493		208,407		8,914	
	Contract Coordinator : EOP						
12-2250-643000-19300-1250	- Ann Lockhart (15%)	13,349		13,964		615	
	Part-Time Counselors : EOPS						
	- S Sanchez (63 hrs/sem x 2 ses x \$49.48)						
12-2250-643000-19300-1430	- Others (F13 @ 347.25 hrs & Sp14 @ 300 hrs)	8,000		39,859		31,859	
	Beyond Contract - Counselors						
12-2250-643000-19300-1433	- Ann, Jane & Madeleine	-		11,789		11,789	
	Int/Sum Beyond Contr-Course						
	- Jane Mathis (1A) & June 2014 (1 LHE)						
12-2250-643000-19300-1434	- Madeleine Nguyen (12A - .91 LHE)	15,620		8,308			7,312

6.1 (11)

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 to 06/30/14

CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 10/02/13

GL Accounts	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (70%) - Deborah Gossett (40%) - Gloria Ramos (40%) - Bylth Paz (100%) - Maria Torres-Carranza (100%) - Miriam Velarde (100%)	214,476		233,755		19,279	
12-2250-643000-19300-2310	Classified Employees - Ongoing - Learning Facilitators (4) (\$17.89/hr x 1,645 hrs total)	-		49,094		49,094	
12-2250-643000-19300-2320	Classified Employees - Hour - Student Services Specialist (\$19.49/hr x 19 hrs/wk x 39 wks)	12,514		14,442		1,928	
12-2250-643000-19300-2340	Student Assistants - Hourly	17,905		15,575			2,330
12-2250-643000-19300-3115	STRS - Non-Instructional :	19,730		23,514		3,784	
12-2250-643000-19300-3215	PERS - Non-Instructional :	24,487		27,756		3,269	
12-2250-643000-19300-3315	OASDHI - Non-Instructional	14,766		15,333		567	
12-2250-643000-19300-3325	Medicare - Non-Instructiona	7,102		8,227		1,125	
12-2250-643000-19300-3335	PARS - Non-Instructional :	163		456		293	
12-2250-643000-19300-3415	H & W - Non-Instructional :	106,033		111,215		5,182	
12-2250-643000-19300-3435	H & W - Retiree Fund Non-In	4,898		5,829		931	
12-2250-643000-19300-3515	SUI - Non-Instructional : E	5,191		284			4,907
12-2250-643000-19300-3615	WCI - Non-Instructional : E	11,756		13,991		2,235	
12-2250-643000-19300-3915	Other Benefits - Non-Instru	8,461		8,763		302	
12-2250-643000-19300-4210	Books, Mags & Ref Mat, Non-	1,966		1,800			166
12-2250-643000-19300-4610	Non-Instructional Supplies	3,000		3,000		-	-
12-2250-643000-19300-4710	Food and Food Service Suppl	5,000		6,500		1,500	

6.1 (12)

SPECIAL PROJECT DETAILED BUDGET # 2250

NAME: EOPS - SAC

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 7/1/13 to 06/30/14

CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist

PROJ. DIR. Christine Leon

DATE: 10/02/13

GL Accounts	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-5220	Mileage/Parking Expenses :	100		100		-	-
12-2250-643000-19300-5535	Laundry & Dry Cleaning Serv	34		75		41	
12-2250-643000-19300-5630	Maint Contract - Office Equ	672		672		-	
12-2250-643000-19300-5845	Excess/Copies Useage : EOPS	250		175			75
12-2250-643000-19300-5940	Reproduction/Printing Expen	239		150			89
12-2250-643000-19300-5966	Transportation - Student :	2,500		3,375		875	
12-2250-643000-19300-6410	Equipment - All Other > \$1,	2,500		1,500			1,000
12-2250-643000-19300-6419	Equip/Software - >\$200 <\$1,	1,000		2,000		1,000	
12-2250-675000-19300-5210	Conference Expenses : EOPS	3,000		4,100		1,100	
12-2250-732000-19300-7610	Books Paid for Students : E	199,016		312,668		113,652	
12-2250-732000-19300-7620	Fees Paid for Students : EO	2,500		3,900		1,400	
12-2250-732000-19300-7670	Other Exp Paid for Students	25,037		58,000		32,963	
Totals for PROJECT: 2250	EOPS	992,848	992,848	1,224,887	1,224,887	293,697	293,697

6.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2013/14

CONTRACT PERIOD: 07/01/13 TO 06/30/14

CONTRACT INCOME: \$318,153

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

CFDA #: N/A

DATE: 10/03/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
	Funds from SCC will transfer into 11-2250-643000-29335-1280	7,133		-			7,133
11-2250-643000-29335-1230	Contract Counselors : EOPS	112,702		-			112,702
11-2250-643000-29335-1280	Contract - Reassigned Time - Nena Baldizon-Rios (100%)	-		116,493		116,493	
11-2250-643000-29335-2130	Classified Employees : EOPS - Juana Galvan (91%)	57,658		60,208		2,550	
11-2250-643000-29335-3115	STRS - Non-Instructional :	9,405		9,714		309	
11-2250-643000-29335-3215	PERS - Non-Instructional :	6,298		6,889		591	
11-2250-643000-29335-3315	OASDHI - Non-Instructional	3,651		3,809		158	
11-2250-643000-29335-3325	Medicare - Non-Instructiona	2,440		2,598		158	
11-2250-643000-29335-3415	H & W - Non-Instructional :	36,830		38,921		2,091	
11-2250-643000-29335-3435	H & W - Retiree Fund Non-In	1,730		1,792		62	
11-2250-643000-29335-3515	SUI - Non-Instructional : E	2,784		90			2,694
11-2250-643000-29335-3615	WCI - Non-Instructional : E	4,149		4,300		151	
11-2250-643000-29335-3915	Other Benefits - Non-Instru	2,513		2,479			34
Totals for PROJECT: 2250	EOPS - Match	247,293	-	247,293	-	122,563	122,563

6.1 (14)

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2013/14

CONTRACT PERIOD: 07/01/13 TO 06/30/14

CONTRACT INCOME: \$318,153

CFDA #: N/A

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/03/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS : Santiago Canyon Coll	-	259,276		318,153		58,877
12-2250-643000-29335-1430	Part-Time Counselors : EOPS - Susanne Duarte	6,746		4,188			2,558
12-2250-643000-29335-1433	Beyond Contract - Counselor - Nena Baldizon-Rios	6,328		9,775		3,447	
12-2250-643000-29335-1434	Int/Sum Beyond Contr-Course - Leonor Aguilera	9,449		922			8,527
12-2250-643000-29335-1435	Int/Sum - Counselors,Part-T	5,460		-			5,460
12-2250-643000-29335-2130	Classified Employees : EOPS - Juana Galvan (9%) - Rosie Gonzalez (100%) - Zulema Mendez-Bocanegra (100%)	102,171		105,845		3,674	
12-2250-643000-29335-3115	STRS - Non-Instructional :	1,768		1,228			540
12-2250-643000-29335-3215	PERS - Non-Instructional :	11,594		12,111		517	
12-2250-643000-29335-3315	OASDHI - Non-Instructional	6,421		6,737		316	
12-2250-643000-29335-3325	Medicare - Non-Instructiona	1,923		1,791			132
12-2250-643000-29335-3335	PARS - Non-Instructional :	99		-			99
12-2250-643000-29335-3415	H & W - Non-Instructional :	31,951		27,687			4,264
12-2250-643000-29335-3435	H & W - Retiree Fund Non-In	1,339		1,236			103
12-2250-643000-29335-3515	SUI - Non-Instructional : E	1,473		62			1,411
12-2250-643000-29335-3615	WCI - Non-Instructional : E	3,215		2,965			250
12-2250-643000-29335-3915	Other Benefits - Non-Instru	2,822		2,822		-	-
12-2250-643000-29335-4610	Non-Instructional Supplies	1,000		3,500		2,500	
12-2250-643000-29335-4710	Food and Food Service Suppl	1,534		3,000		1,466	
12-2250-643000-29335-5220	Mileage/Parking Expenses :	200		100			100

6.1 (15)

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR : 2013/14

CONTRACT PERIOD: 07/01/13 TO 06/30/14

CONTRACT INCOME: \$318,153

CFDA #: N/A

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/03/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-5610	Lease Agreement - Equipment	-		824		824	
12-2250-643000-29335-5630	Maint Contract - Office Equ	1,365		-			1,365
12-2250-643000-29335-5845	Excess/Copies Useage : EOPS	325		50			275
12-2250-643000-29335-5940	Reproduction/Printing Expen	36		-			36
12-2250-643000-29335-5966	Transportation - Student :	800		1,000		200	
12-2250-675000-29335-5210	Conference Expenses : EOPS	1,466		5,000		3,534	
12-2250-732000-29335-7610	Books Paid for Students : E	53,185		115,200		62,015	
12-2250-732000-29335-7630	Supplies Paid for Students	4,163		6,110		1,947	
12-2250-732000-29335-7670	Other Exp Paid for Students	2,443		6,000		3,557	
Totals for PROJECT: 2250	EOPS	259,276	259,276	318,153	318,153	83,997	83,997

6.1 (16)

SPECIAL PROJECT DETAILED BUDGET #3440
NAME: UCI - Graduate Student/Faculty Internship - Carryover
FISCAL YEAR: 2013/14 - 2015/16

CONTRACT PERIOD: 7/22/13 to 06/30/16
 CONTRACT INCOME: \$37,500 (\$12,500/year for 3 years)

PROJ. ADM. Shelly Jaffray
 PROJ. DIR. Shelly Jaffray
 DATE: 10/2/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3440-000000-10000-8891	Other Local Rev - Special P		25,480		37,500		12,020
12-3440-675000-15170-1483	Beyond Contr - Reassigned T	-		2,000		2,000	
12-3440-675000-15170-3115	STRS - Non-Instructional :	-		165		165	
12-3440-675000-15170-3325	Medicare - Non-Instructiona	-		29		29	
12-3440-675000-15170-3435	H & W - Retiree Fund Non-In	-		20		20	
12-3440-675000-15170-3515	SUI - Non-Instructional : M	-		1		1	
12-3440-675000-15170-3615	WCI - Non-Instructional : M	-		48		48	
12-3440-675000-15620-1483	Beyond Contr - Reassigned T	2,220		2,159			61
12-3440-675000-15620-3115	STRS - Non-Instructional :	184		165			19
12-3440-675000-15620-3325	Medicare - Non-Instructiona	33		29			4
12-3440-675000-15620-3435	H & W - Retiree Fund Non-In	23		20			3
12-3440-675000-15620-3515	SUI - Non-Instructional : E	36		1			35
12-3440-675000-15620-3615	WCI - Non-Instructional : E	54		48			6
12-3440-675000-15643-1483	Beyond Contr - Reassigned T	1,000		2,000		1,000	
12-3440-675000-15643-3115	STRS - Non-Instructional :	83		165		82	
12-3440-675000-15643-3325	Medicare - Non-Instructiona	15		29		14	
12-3440-675000-15643-3435	H & W - Retiree Fund Non-In	10		20		10	
12-3440-675000-15643-3515	SUI - Non-Instructional : S	17		1			16
12-3440-675000-15643-3615	WCI - Non-Instructional : S	24		48		24	
12-3440-675000-15655-1483	Beyond Contr - Reassigned T	3,000		4,000		1,000	
12-3440-675000-15655-3115	STRS - Non-Instructional :	247		330		83	
12-3440-675000-15655-3325	Medicare - Non-Instructiona	43		58		15	
12-3440-675000-15655-3435	H & W - Retiree Fund Non-In	30		40		10	
12-3440-675000-15655-3515	SUI - Non-Instructional : H	48		2			46
12-3440-675000-15655-3615	WCI - Non-Instructional : H	72		96		24	

6.1 (17)

SPECIAL PROJECT DETAILED BUDGET #3440
NAME: UCI - Graduate Student/Faculty Internship - Carryover
FISCAL YEAR: 2013/14 - 2015/16

CONTRACT PERIOD: 7/22/13 to 06/30/16
 CONTRACT INCOME: \$37,500 (\$12,500/year for 3 years)

PROJ. ADM. Shelly Jaffray
 PROJ. DIR. Shelly Jaffray
 DATE: 10/2/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3440-675000-15670-1483	Beyond Contr - Reassigned T	3,000		4,000		1,000	
12-3440-675000-15670-3115	STRS - Non-Instructional :	247		330		83	
12-3440-675000-15670-3325	Medicare - Non-Instructiona	43		58		15	
12-3440-675000-15670-3435	H & W - Retiree Fund Non-In	30		40		10	
12-3440-675000-15670-3515	SUI - Non-Instructional : P	48		2			46
12-3440-675000-15670-3615	WCI - Non-Instructional : P	72		96		24	
12-3440-675000-15685-1480	Part-Time Reassigned Time :	1,000		2,000		1,000	
12-3440-675000-15685-3115	STRS - Non-Instructional :	83		165		82	
12-3440-675000-15685-3325	Medicare - Non-Instructiona	15		29		14	
12-3440-675000-15685-3435	H & W - Retiree Fund Non-In	10		20		10	
12-3440-675000-15685-3515	SUI - Non-Instructional : S	17		1			16
12-3440-675000-15685-3615	WCI - Non-Instructional : S	24		48		24	
12-3440-675000-15690-1483	Beyond Contr - Reassigned T	3,000		4,000		1,000	
12-3440-675000-15690-3115	STRS - Non-Instructional :	247		330		83	
12-3440-675000-15690-3325	Medicare - Non-Instructiona	30		58		28	
12-3440-675000-15690-3435	H & W - Retiree Fund Non-In	30		40		10	
12-3440-675000-15690-3515	SUI - Non-Instructional : W	48		2			46
12-3440-675000-15690-3615	WCI - Non-Instructional : W	72		96		24	
12-3440-675000-15717-1484	Int/Sum Beynd Contr-Reassig	2,000		4,000		2,000	
12-3440-675000-15717-3115	STRS - Non-Instructional :	165		330		165	
12-3440-675000-15717-3325	Medicare - Non-Instructiona	29		58		29	
12-3440-675000-15717-3435	H & W - Retiree Fund Non-In	20		40		20	
12-3440-675000-15717-3515	SUI - Non-Instructional : H	32		2			30
12-3440-675000-15717-3615	WCI - Non-Instructional : H	48		96		48	
12-3440-675000-16201-1483	Beyond Contr - Reassigned T	1,000		2,000		1,000	

6.1 (18)

SPECIAL PROJECT DETAILED BUDGET #3440
NAME: UCI - Graduate Student/Faculty Internship - Carryover
FISCAL YEAR: 2013/14 - 2015/16

CONTRACT PERIOD: 7/22/13 to 06/30/16
 CONTRACT INCOME: \$37,500 (\$12,500/year for 3 years)

PROJ. ADM. Shelly Jaffray
 PROJ. DIR. Shelly Jaffray
 DATE: 10/2/13

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3440-675000-16201-1484	Int/Sum Beynd Contr-Reassig	2,000		2,000		-	
12-3440-675000-16201-3115	STRS - Non-Instructional :	249		330		81	
12-3440-675000-16201-3325	Medicare - Non-Instructiona	44		58		14	
12-3440-675000-16201-3435	H & W - Retiree Fund Non-In	30		40		10	
12-3440-675000-16201-3515	SUI - Non-Instructional : M	48		2			46
12-3440-675000-16201-3615	WCI - Non-Instructional : M	72		96		24	
12-3440-675000-16410-1483	Beyond Contr - Reassigned T	1,000		1,000		-	
12-3440-675000-16410-1484	Int/Sum Beynd Contr-Reassig	3,000		4,000		1,000	
12-3440-675000-16410-3115	STRS - Non-Instructional :	330		413		83	
12-3440-675000-16410-3325	Medicare - Non-Instructiona	58		73		15	
12-3440-675000-16410-3435	H & W - Retiree Fund Non-In	40		50		10	
12-3440-675000-16410-3515	SUI - Non-Instructional : B	64		3			61
12-3440-675000-16410-3615	WCI - Non-Instructional : B	96		120		24	
Totals for PROJECT: 3440	Grad Student/Faculty Intern	25,480	25,480	37,500	37,500	12,455	12,455

6.1 (19)

SPECIAL PROJECT DETAILED BUDGET # 1731
NAME: Veterans Upward Bound Program Year 2 of 5 (Santa Ana College)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 10/1/2013 - 9/30/2014
 CONTRACT INCOME: \$214,874
 CFDA #: 84.047V
 Award #P047V120138-13A

PROJ. ADM. Lilia Tanakeyowma
 PROJ. DIR. Lilia Tanakeyowma
 Date: 10/03/2013

GL Account String	Description	New Budget	
		Debit	Credit
12-1731-000000-10000-8120	Higher Education Act : Santa Ana College		214,874
12-1731-679000-10000-5865	Indirect Costs : Santa Ana College	15,917	
12-1731-648000-19725-2130	Classified Employees : Veterans Resource Center Joseph Alonzo, Student Services Coordinator (100%) Abel Arredondo, Student Program Specialist (100%)	108,315	
12-1731-648000-19725-2310	Classified Employees - Ongoing : Veterans Resource Marisol Sanchez, Senior Clerk (0.475FTE)	18,100	
12-1731-648000-19725-3215	PERS - Non-Instructional : Veterans Resource Center	12,393	
12-1731-648000-19725-3315	OASDHI - Non-Instructional : Veterans Resource Cent	6,883	
12-1731-648000-19725-3325	Medicare - Non-Instructional : Veterans Resource Ce	1,872	
12-1731-648000-19725-3335	PARS - Non-Instructional : Veterans Resource Center	235	
12-1731-648000-19725-3415	H & W - Non-Instructional : Veterans Resource Cente	39,522	
12-1731-648000-19725-3435	H & W - Retiree Fund Non-Inst : Veterans Resource C	1,291	
12-1731-648000-19725-3515	SUI - Non-Instructional : Veterans Resource Center	65	
12-1731-648000-19725-3615	WCI - Non-Instructional : Veterans Resource Center	3,099	
12-1731-648000-19725-3915	Other Benefits - Non-Instruct : Veterans Resource C	2,700	
12-1731-648000-19725-4610	Non-Instructional Supplies : Veterans Resource Cent	250	
12-1731-648000-19725-4710	Food and Food Service Supplies : Veterans Resource	250	
12-1731-648000-19725-5300	Inst Dues & Memberships : Veterans Resource Center	150	
12-1731-648000-19725-5940	Reproduction/Printing Expenses : Veterans Resource	250	
12-1731-675000-19725-5210	Conference Expenses : Veterans Resource Center	3,582	
Total 1731 - Veterans Upward Bound Program Yr. 2 (SAC)		214,874	214,874

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014
 CONTRACT INCOME: \$256,731
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Nilo Lipiz
 Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_000000_10000_8199	Other Federal Revenues : Santa Ana College		210,376		256,731		46,355
12_1101_601000_18100_1410	Part-Time Academic Management : Continuing <i>Jerry Wheeler, Site Director \$43.38/hr.</i>	20,825		22,774		1,949	
12_1101_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	302		330		28	
12_1101_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	208		228		20	
12_1101_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	229		11			218
12_1101_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	500		547		47	
12_1101_649000_18100_1480	Part-Time Reassigned Time : Continuing Educat	11,210		5,000			6,210
12_1101_649000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	330		0			330
12_1101_649000_18100_3115	STRS - Non-Instructional : Continuing Educati	952		413			539
12_1101_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	167		73			94
12_1101_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	115		50			65
12_1101_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	127		3			124
12_1101_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	277		120			157
12_1101_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	817		1,500		683	
12_1101_675000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	2		0			2
12_1101_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	67		124		57	
12_1101_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	12		22		10	
12_1101_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	9		15		6	
12_1101_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	9		1			8
12_1101_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	20		36		16	
12_1101_493062_18200_1250	Contract Coordinator : SAC Continuing Ed-Inst <i>Sue Garnett, Coordinator (50%)</i>	26,874		45,084		18,210	
12_1101_493062_18200_1252	Contract Extension-Coordinator : SAC Continui	0		1,326		1,326	
12_1101_493062_18200_1450	Part-Time Coordinators : SAC Continuing Ed-In	31,518		0			31,518
12_1101_493062_18200_1455	Int/Sum - Coordinators, PT : SAC Continuing E	3,575		0			3,575

6.1 (21)

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014
 CONTRACT INCOME: \$256,731
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Nilo Lipiz
 Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_493062_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Mary Chang \$15.96/hr. x 19hrs/wk x 40 wks German Ramirez \$15.96/hr. x 19 hrs/wk x 40 wks Rosalba Rodriguez \$15.96/hr. x 19hrs/wk x 40 wks Elida Sanchez \$15.96/hr. x 19hrs/wk x 40 wks Jorge Vargas \$15.96/hr. x 19hrs/wk x 40 wks +1PG \$250 Slawa Wajner \$17.16/hr. x 19hrs/wk x 40 wks 7.5%L Shawna Stukey \$15.96/hr. x 19hrs/wk x 31 wks Vacant \$15.96/hr. x 19hrs/wk x 25 wks	27,291		90,921		63,630	
12_1101_493062_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	25,000		37,149		12,149	
12_1101_493062_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	6,441		3,829			2,612
12_1101_493062_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	2,854		9,310		6,456	
12_1101_493062_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	1,550		5,045		3,495	
12_1101_493062_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	693		0			693
12_1101_493062_18200_3321	Medicare - Instructional : SAC Continuing Ed-	363		1,857		1,494	
12_1101_493062_18200_3325	Medicare - Non-Instructional : SAC Continuing	1,303		682			621
12_1101_493062_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	0		607		607	
12_1101_493062_18200_3335	PARS - Non-Instructional : SAC Continuing Ed-	145		0			145
12_1101_493062_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	11,268		10,616			652
12_1101_493062_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	250		1,281		1,031	
12_1101_493062_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	899		470			429
12_1101_493062_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	275		64			211
12_1101_493062_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	989		24			965
12_1101_493062_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	600		3,074		2,474	
12_1101_493062_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	2,157		1,129			1,028
12_1101_493062_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	625		625		0	
12_1101_493062_18200_4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	184		0			184
12_1101_493062_18200_4310	Instructional Supplies : SAC Continuing Ed-In	1,883		0			1,883
12_1101_493062_18200_4610	Non-Instructional Supplies : SAC Continuing E	2,000		273			1,727
12_1101_493062_18200_5100	Contracted Services : SAC Continuing Ed-Instr	600		0			600
12_1101_493062_18200_5630	Maint Contract - Office Equip : SAC Continuin	4,535		480			4,055
12_1101_493062_18200_5845	Excess/Copies Useage : SAC Continuing Ed-Inst	2,000		0			2,000
12_1101_493062_18200_5895	Other Licenses & Fees : SAC Continuing Ed-Ins	48		0			48

6.1 (22)

SPECIAL PROJECT DETAILED BUDGET #1101
NAME: WIA Title II, Sec. 231 : ASE/GED - SANTA ANA COLLEGE (Centennial Education Center)
FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014
 CONTRACT INCOME: \$256,731
 CFDA #: 84.002

PRJ. ADMIN. James Kennedy
 PRJ. DIR. Nilo Lipiz
 Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_493062_18200_5940	Reproduction/Printing Expenses : SAC Continui	200		200		0	
12_1101_493062_18200_5950	Software License and Fees : SAC Continuing Ed	2,160		2,160		0	
12_1101_493062_18200_6411	Equipment - Federal Progs >200 : SAC Continui	12,376		0			12,376
12_1101_602000_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	3,102		7,975		4,873	
12_1101_602000_18200_1485	Int/Sum - Reassigned Time, PT : SAC Continuin	0		226		226	
12_1101_602000_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	256		675		419	
12_1101_602000_18200_3325	Medicare - Non-Instructional : SAC Continuing	45		119		74	
12_1101_602000_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	31		82		51	
12_1101_602000_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	34		4			30
12_1101_602000_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	74		197		123	
Total 1101 - 231 Adult Secondary Education - CEC		210,376	210,376	256,731	256,731	119,454	119,454

6.1 (23)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_000000_10000_8199	Other Federal Revenues : Santa Ana College		1,331,008		1,169,388	161,620	
12_1102_601000_18100_1410	Part-Time Academic Management : Continuing	52,871		41,801			11,070
12_1102_601000_18100_2130	Classified Employees : Continuing Education Pat Adame, Administrative Secretary (30%) Susie Albuja, Senior Clerk (30%) Jose Lopez-Mercedes, Admin. Secretary (30%) Rosalind Smith, Administrative Secretary (20%) John Quimzon, Administrative Clerk (60%)	97,789		98,453		664	
12_1102_601000_18100_2310	Classified Employees - Ongoing : Continuing Paula Kusenda, Student Prq. Specialist 0.475 FTE	19,821		20,131		310	
12_1102_601000_18100_2320	Classified Employees - Hourly : Continuing Ed	23,500		4,000			19,500
12_1102_601000_18100_2350	Overtime - Classified Employee : Continuing E	0		170		170	
12_1102_601000_18100_3115	STRS - Non-Instructional : Continuing Educati	4,362		1,224			3,138
12_1102_601000_18100_3215	PERS - Non-Instructional : Continuing Educati	16,110		14,046			2,064
12_1102_601000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	9,059		7,837			1,222
12_1102_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	2,885		2,439			446
12_1102_601000_18100_3415	H & W - Non-Instructional : Continuing Educat	23,099		27,197		4,098	
12_1102_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,989		1,682			307
12_1102_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	2,189		84			2,105
12_1102_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	4,776		4,037			739
12_1102_601000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	2,295		3,645		1,350	
12_1102_601000_18100_5100	Contracted Services : Continuing Education Di	2,847		2,513			334
12_1102_601000_18100_5220	Mileage/Parking Expenses : Continuing Educati	1,000		1,000		0	
12_1102_601000_18100_5550	Security Systems & Services : Continuing Educ	690		360			330
12_1102_601000_18100_5630	Maint Contract - Office Equip : Continuing Ed	890		0			890
12_1102_619000_18100_2130	Classified Employees : Continuing Education James King, Publications Assistant (30%)	11,582		12,353		771	
12_1102_619000_18100_3215	PERS - Non-Instructional : Continuing Educati	1,322		1,413		91	
12_1102_619000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	827		791			36
12_1102_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	193		185			8
12_1102_619000_18100_3415	H & W - Non-Instructional : Continuing Educat	4,072		4,076		4	
12_1102_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	134		128			6
12_1102_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	147		6			141
12_1102_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	320		306			14

6.1 (24)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_619000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	405		405		0	
12_1102_620000_18100_2110	Classified Management : Continuing Education Phuong Nguyen, Associate Registrar (50%)	0		44,771		44,771	
12_1102_620000_18100_2130	Classified Employees : Continuing Education Kristy Leung, Intermediate Clerk (30%) Cristina Orozco, Senior Clerk (100%) Lillian Reimer, A&R Specialist I (18%) Sarah Salas, A&R Specialist III (18%)	26,269		84,643		58,374	
12_1102_620000_18100_2310	Classified Employees - Ongoing : Continuing Evangelina Camarena, Intermediate Clerk 0.475 FTE Sharon Leung, Intermediate Clerk 0.40 FTE Olivia Lopez, Intermediate Clerk 0.475 FTE Norma Meraz, Admissions Assistant 0.475 FTE Raydene Puente, Admissions Assistant 0.475 FTE Isadora Romero, Intermediate Clerk 0.475 FTE Yolanda Vasquez, Admissions Assistant 0.475 FTE Griselda Campos/vacant Intermediate Clerk	66,243		118,140		51,897	
12_1102_620000_18100_2320	Classified Employees - Hourly : Continuing	0		8,000		8,000	
12_1102_620000_18100_3215	PERS - Non-Instructional : Continuing Educati	8,639		25,293		16,654	
12_1102_620000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	4,904		13,930		9,026	
12_1102_620000_18100_3325	Medicare - Non-Instructional : Continuing Edu	1,391		3,778		2,387	
12_1102_620000_18100_3335	PARS - Non-Instructional : Continuing Educati	219		449		230	
12_1102_620000_18100_3415	H & W - Non-Instructional : Continuing Educat	8,144		32,028		23,884	
12_1102_620000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	959		2,605		1,646	
12_1102_620000_18100_3515	SUI - Non-Instructional : Continuing Educatio	1,056		130			926
12_1102_620000_18100_3615	WCI - Non-Instructional : Continuing Educatio	2,303		6,253		3,950	
12_1102_620000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	743		4,966		4,223	
12_1102_631000_18100_1430	Part-Time Counselors : Continuing Education D	65,629		0			65,629
12_1102_631000_18100_1435	Int/Sum - Counselors,Part-Time : Continuing E	10,567		0			10,567
12_1102_631000_18100_1483	Beyond Contr - Reassigned Time : Continuing E	6,719		0			6,719
12_1102_631000_18100_3115	STRS - Non-Instructional : Continuing Educati	6,840		0			6,840
12_1102_631000_18100_3325	Medicare - Non-Instructional : Continuing Edu	1,202		0			1,202
12_1102_631000_18100_3335	PARS - Non-Instructional : Continuing Educati	76		0			76
12_1102_631000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	829		0			829

6.1 (25)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_631000_18100_3515	SUI - Non-Instructional : Continuing Educatio	912		0			912
12_1102_631000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,990		0			1,990
12_1102_632000_18100_2310	Classified Employees - Ongoing : Continuing E	30,387		0			30,387
12_1102_632000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		0		0	
12_1102_632000_18100_3215	PERS - Non-Instructional : Continuing Educati	1,808		0			1,808
12_1102_632000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	1,967		0			1,967
12_1102_632000_18100_3325	Medicare - Non-Instructional : Continuing Edu	460		0			460
12_1102_632000_18100_3335	PARS - Non-Instructional : Continuing Educati	189		0			189
12_1102_632000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	318		0			318
12_1102_632000_18100_3515	SUI - Non-Instructional : Continuing Educatio	349		0			349
12_1102_632000_18100_3615	WCI - Non-Instructional : Continuing Educatio	761		0			761
12_1102_649000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		7,567		7,567	
12_1102_649000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	168		1,138		970	
12_1102_649000_18100_2130	Classified Employees : Continuing Education <i>Lorraine Melendez, Senior Account Clerk (10%)</i>	5,845		5,937		92	
12_1102_649000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		712		712	
12_1102_649000_18100_3215	PERS - Non-Instructional : Continuing Educati	668		679		11	
12_1102_649000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	454		376			78
12_1102_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	108		214		106	
12_1102_649000_18100_3335	PARS - Non-Instructional : Continuing Educati	2		6		4	
12_1102_649000_18100_3415	H & W - Non-Instructional : Continuing Educat	1,937		1,939		2	
12_1102_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	75		148		73	
12_1102_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	82		7			75
12_1102_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	180		355		175	
12_1102_649000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	135		135		0	
12_1102_651000_18100_5100	Contracted Services : Continuing Education Di	4,894		4,894		0	
12_1102_651000_18100_6412	Equipment - Modular Furniture : Continuing Ed	1,609		0			1,609
12_1102_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	5,034		2,000			3,034
12_1102_675000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	0		0		0	
12_1102_675000_18100_2310	Classified Employees - Ongoing : Continuing <i>Maureen Saunders, Intermediate Clerk 0.475 FTE</i>	16,727		16,989		262	
12_1102_675000_18100_2320	Classified Employees - Hourly : Continuing Ed	4		0			4
12_1102_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	415		165			250
12_1102_675000_18100_3215	PERS - Non-Instructional : Continuing Educati	18		0			18

6.1 (26)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_675000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	94		0			94
12_1102_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	335		275			60
12_1102_675000_18100_3335	PARS - Non-Instructional : Continuing Educati	216		221		5	
12_1102_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	231		190			41
12_1102_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	255		9			246
12_1102_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	554		456			98
12_1102_675000_18100_5210	Conference Expenses : Continuing Education Di	3,500		5,000		1,500	
12_1102_678000_18100_3215	PERS - Non-Instructional : Continuing Educati	2,255		0			2,255
12_1102_678000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	1,224		0			1,224
12_1102_678000_18100_3325	Medicare - Non-Instructional : Continuing Edu	286		0			286
12_1102_678000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	197		0			197
12_1102_678000_18100_3515	SUI - Non-Instructional : Continuing Educatio	217		0			217
12_1102_678000_18100_3615	WCI - Non-Instructional : Continuing Educatio	474		0			474
12_1102_493060_18200_1250	Contract Coordinator : SAC Continuing Ed-Inst <i>Sue Garnett, Coordinator (50%)</i>	42,985		45,084		2,099	
12_1102_493060_18200_1252	Contract Extension-Coordinator : SAC Continui	17,194		17,680		486	
12_1102_493060_18200_1450	Part-Time Coordinators : SAC Continuing Ed-In	31,445		0			31,445
12_1102_493060_18200_1455	Int/Sum - Coordinators, PT : SAC Continuing E	3,575		0			3,575
12_1102_493060_18200_2340	Student Assistants - Hourly : SAC Continuing	5,600		5,600		0	
12_1102_493060_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed-	36,024		0			36,024
12_1102_493060_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	3,000		0			3,000
12_1102_493060_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	7,854		5,178			2,676
12_1102_493060_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	1,713		0			1,713
12_1102_493060_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	930		6,172		5,242	
12_1102_493060_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	0		0		0	
12_1102_493060_18200_3321	Medicare - Instructional : SAC Continuing Ed-	566		2,358		1,792	
12_1102_493060_18200_3325	Medicare - Non-Instructional : SAC Continuing	1,471		1,000			471
12_1102_493060_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	312		0			312
12_1102_493060_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	11,268		10,616			652
12_1102_493060_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	390		1,626		1,236	
12_1102_493060_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	1,014		690			324
12_1102_493060_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	429		81			348
12_1102_493060_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	1,054		32			1,022
12_1102_493060_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	937		3,902		2,965	

6.1 (27)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_493060_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	2,434		1,656			778
12_1102_493060_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	625		625		0	
12_1102_493060_18200_4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	5,275		0			5,275
12_1102_493060_18200_4310	Instructional Supplies : SAC Continuing Ed-In	6,582		3,058			3,524
12_1102_493087_18200_1250	Contract Coordinator : SAC Continuing Ed-Inst <i>Coordinator (vacant - 5 months) (50%)</i>	42,021		21,340			20,681
12_1102_493087_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	1,000		0			1,000
12_1102_493087_18200_1483	Beyond Contr - Reassigned Time : SAC Continui	3,779		6,418		2,639	
12_1102_493087_18200_2130	Classified Employees : SAC Continuing Ed-Inst <i>Steve Tlaseca, Senior Clerk (100%)</i>	53,154		53,989		835	
12_1102_493087_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed <i>Marysol Aguirre \$16.36/hr x 43 wks x 19 hrs/wk</i> <i>Linda Furlong Diaz \$16.36/hr x 40 wks x 11 hrs/wk</i> <i>Marisol Gahbler \$17.16/hr x 41 wks x 19 hrs/wk</i> <i>Omar Gardea \$17.16/hr. x 40 wks x 19 hrs/wk</i> <i>Arturo Hernandez Morales \$15.96/hr x 42 wks x 19 hrs/wk</i> <i>Thu Nuyen \$15.96 x 40 wks x 15 hrs/wk</i> <i>Emelda Mendoza \$16.36/hr x 48 wks x 19 hrs/wk</i> <i>Nancy Silva \$16.36/hr x 44 wks x 19 hrs/wk</i> <i>Connie Trejo \$15.96/hr x 44 wks x 19 hrs/wk</i> <i>Liliana Valdovinos \$16.36/hr x 48 wks x 19 hrs/wk</i> <i>Felipe Esparza \$16.36/hr x 33 wks x 19 hrs/wk</i> <i>Anabelle Ramirez \$16.36/hr x 33 wks x 19 hrs</i>	158,525		148,964			9,561
12_1102_493087_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	9,645		13,625		3,980	
12_1102_493087_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	3,913		2,290			1,623
12_1102_493087_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	10,473		11,392		919	
12_1102_493087_18200_3215	PERS - Non-Instructional : SAC Continuing Ed-	5,880		6,177		297	
12_1102_493087_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	5,687		6,172		485	
12_1102_493087_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	2,561		3,431		870	
12_1102_493087_18200_3321	Medicare - Instructional : SAC Continuing Ed-	2,650		2,358			292
12_1102_493087_18200_3325	Medicare - Non-Instructional : SAC Continuing	1,286		1,209			77
12_1102_493087_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	1,183		819			364
12_1102_493087_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	18,388		12,473			5,915
12_1102_493087_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	1,827		1,626			201

6.1 (28)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_493087_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	887		834			53
12_1102_493087_18200_3511	SUI - Instructional : SAC Continuing Ed-Inst	2,010		81			1,929
12_1102_493087_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	529		42			487
12_1102_493087_18200_3611	WCI - Instructional : SAC Continuing Ed-Inst	4,385		3,902			483
12_1102_493087_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	2,130		2,002			128
12_1102_493087_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	1,975		1,663			312
12_1102_493087_18200_4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	5,456		5,000			456
12_1102_493087_18200_4310	Instructional Supplies : SAC Continuing Ed-In	8,853		0			8,853
12_1102_493087_18200_4610	Non-Instructional Supplies : SAC Continuing E	31,362		5,000			26,362
12_1102_493087_18200_5610	Lease Agreement - Equipment : SAC Continuing	4,754		3,168			1,586
12_1102_493087_18200_5630	Maint Contract - Office Equip : SAC Continuin	451		172			279
12_1102_493087_18200_5650	Rental - Facility (Short-term) : SAC Continui	89,782		43,436			46,346
12_1102_493087_18200_5940	Reproduction/Printing Expenses : SAC Continui	10,000		3,279			6,721
12_1102_493087_18200_5950	Software License and Fees : SAC Continuing Ed	188		19			169
12_1102_493087_18200_6411	Equipment - Federal Progs >200 : SAC Continui	16,810		967			15,843
12_1102_499900_18200_2130	Classified Employees : SAC Continuing Ed-Inst <i>Margaret Caudillo, Instr. Center Tech. (50%)</i>	26,341		27,337		996	
12_1102_499900_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	2,500		0			2,500
12_1102_499900_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	285		0			285
12_1102_499900_18200_3215	PERS - Non-Instructional : SAC Continuing Ed-	3,008		3,128		120	
12_1102_499900_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	155		0			155
12_1102_499900_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	1,758		1,737			21
12_1102_499900_18200_3321	Medicare - Instructional : SAC Continuing Ed-	36		0			36
12_1102_499900_18200_3325	Medicare - Non-Instructional : SAC Continuing	411		406			5
12_1102_499900_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	5,430		5,122			308
12_1102_499900_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	25		0			25
12_1102_499900_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	284		280			4
12_1102_499900_18200_3511	SUI - Instructional : SAC Continuing Ed-Inst	28		0			28
12_1102_499900_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	312		14			298
12_1102_499900_18200_3611	WCI - Instructional : SAC Continuing Ed-Inst	60		0			60
12_1102_499900_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	680		672			8
12_1102_499900_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	675		675		0	
12_1102_602000_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	11,486		5,000			6,486
12_1102_602000_18200_1483	Beyond Contr - Reassigned Time : SAC Continui	4,311		7,823		3,512	

6.1 (29)

Original Budget

Prepared by: Maria Gil

Board Approval Date: October 14, 2013

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,169,388

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_602000_18200_1485	Int/Sum - Reassigned Time, PT : SAC Continuin	1,330		3,201		1,871	
12_1102_602000_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	1,413		1,305			108
12_1102_602000_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	0		0		0	
12_1102_602000_18200_3325	Medicare - Non-Instructional : SAC Continuing	248		232			16
12_1102_602000_18200_3335	PARS - Non-Instructional : SAC Continuing Ed-	0		17		17	
12_1102_602000_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	171		160			11
12_1102_602000_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	189		8			181
12_1102_602000_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	411		385			26
Total 1102 - 231 English as a 2nd Language - CEC		1,331,008	1,331,008	1,169,388	1,169,388	435,960	435,960

6.1 (30)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,112,279

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_000000_10000_8199	Other Federal Revenues : Santa Ana College		1,065,845		1,112,279		46,434
12_1106_601000_18100_1410	Part-Time Academic Management : Continuing Ed	52,491		62,798		10,307	
12_1106_601000_18100_2130	Classified Employees : Continuing Education Ma. Urydiche Betancourt, Studet Services Coordinator (100%) Margaret Caudillo, Instructional Center Technician (50%) Araceli Gonzalez, General Office Clerk (100%) Kerry Penning, Intermediate Clerk (50%) John Quimzon, Administrative Clerk (40%) Rosalind Smith, Administrative Secretary (30%)	194,754		197,929		3,175	
12_1106_601000_18100_2310	Classified Employees - Ongoing : Continuing Veronica Bizon, Intermediate Account Clerk (100%)	16,814		17,075		261	
12_1106_601000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		3,000		3,000	
12_1106_601000_18100_3115	STRS - Non-Instructional : Continuing Educati	4,955		2,833			2,122
12_1106_601000_18100_3215	PERS - Non-Instructional : Continuing Educati	24,155		24,944		789	
12_1106_601000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	13,594		13,826		232	
12_1106_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	4,303		4,144			159
12_1106_601000_18100_3415	H & W - Non-Instructional : Continuing Educat	51,679		56,603		4,924	
12_1106_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,967		2,858			109
12_1106_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	3,265		143			3,122
12_1106_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	7,121		6,859			262
12_1106_601000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	4,995		4,995		0	
12_1106_601000_18100_4610	Non-Instructional Supplies : Continuing Educa	558		0			558
12_1106_601000_18100_5950	Software License and Fees : Continuing Educat	5,015		5,415		400	
12_1106_619000_18100_2130	Classified Employees : Continuing Education James King, Publications Assistant (50%)	19,303		20,588		1,285	
12_1106_619000_18100_2310	Classified Employees - Ongoing : Continuing Diana Hammond, Publications Assistant 0.475 FTE Jorge Garcia \$15.96/hr x 40 wks x 19 hrs/wk Harold Sawits, \$15.96/hr x 40 wks x 8 hrs/wk	32,739		33,588		849	
12_1106_619000_18100_3215	PERS - Non-Instructional : Continuing Education	5,364		5,605		241	
12_1106_619000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	3,039		3,079		40	
12_1106_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	784		795		11	
12_1106_619000_18100_3335	PARS - Non-Instructional : Continuing Educati	66		67		1	

6.1 (31)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,112,279

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_619000_18100_3415	H & W - Non-Instructional : Continuing Educat	6,786		6,794		8	
12_1106_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	540		549		9	
12_1106_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	595		27			568
12_1106_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,298		1,316		18	
12_1106_619000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	675		675		0	
12_1106_649000_18100_2130	Classified Employees : Continuing Education Lorraine Melendez, Senior Account Clerk (20%) Ma. Teresa Verduzco, Senior Clerk (100%)	61,844		62,815		971	
12_1106_649000_18100_2310	Classified Employees - Ongoing : Continuing E	13,460		13,810		350	
12_1106_649000_18100_3215	PERS - Non-Instructional : Continuing Educati	8,598		8,767		169	
12_1106_649000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	4,853		4,851			2
12_1106_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	1,135		1,135		0	
12_1106_649000_18100_3415	H & W - Non-Instructional : Continuing Educat	23,220		23,247		27	
12_1106_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	782		782		0	
12_1106_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	861		39			822
12_1106_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,878		1,878		0	
12_1106_649000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,620		1,620		0	
12_1106_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	6,000		0			6,000
12_1106_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	495		0			495
12_1106_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	87		0			87
12_1106_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	60		0			60
12_1106_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	66		0			66
12_1106_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	144		0			144
12_1106_678000_18100_3215	PERS - Non-Instructional : Continuing Educati	660		0			660
12_1106_678000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	359		0			359
12_1106_678000_18100_3325	Medicare - Non-Instructional : Continuing Edu	84		0			84
12_1106_678000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	58		0			58
12_1106_678000_18100_3515	SUI - Non-Instructional : Continuing Educatio	64		0			64
12_1106_678000_18100_3615	WCI - Non-Instructional : Continuing Educatio	139		0			139
12_1106_691000_18100_2130	Classified Employees : Continuing Education Beatrice Padilla, Auxiliary Services Specialist (100%)	53,254		54,089		835	
12_1106_691000_18100_3215	PERS - Non-Instructional : Continuing Educati	6,080		6,189		109	
12_1106_691000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	3,469		3,437			32

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,112,279

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_691000_18100_3325	Medicare - Non-Instructional : Continuing Edu	811		804			7
12_1106_691000_18100_3415	H & W - Non-Instructional : Continuing Educat	19,353		19,376		23	
12_1106_691000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	560		554			6
12_1106_691000_18100_3515	SUI - Non-Instructional : Continuing Educatio	616		28			588
12_1106_691000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,343		1,331			12
12_1106_691000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,350		1,350		0	
12_1106_493087_18200_1250	Contract Coordinator : SAC Continuing Ed-Inst Jaroslaw Janio, Coordinator ESL Integrated (100%) Coordinator (vacant - 5 months) (50%)	136,056		117,256			18,800
12_1106_493087_18200_1252	Contract Extension-Coordinator : SAC Continui	35,516		36,002		486	
12_1106_493087_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	13,440		27,364		13,924	
12_1106_493087_18200_1483	Beyond Contr - Reassigned Time : SAC Contin	0		9,779		9,779	
12_1106_493087_18200_1485	Int/Sum - Reassigned Time, PT : SAC Continuin	3,803		1,417			2,386
12_1106_493087_18200_2310	Classified Employees - Ongoing : SAC Continui Instr. Center Technician (vacant) \$17.20/hr x 30 wks x 19 hrs/wk	13,262		9,958			3,304
12_1106_493087_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Jarunee Chaikaew \$15.96/hr x 40 wks x 19 hrs/wk Stephen Crenshaw \$15.96/hr x 48 wks x 19 hrs/wk Quyem Duong \$15.96/hr x 40 wks x 19 hrs/wk Maria Knepper \$17.16/hr x 40 wks x 19 hrs/wk Arturo Zamudio \$17.55/hr x 40 wks x 12 hrs/wk	73,639		63,876			9,763
12_1106_493087_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	0		5,000		5,000	
12_1106_493087_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	15,229		15,825		596	
12_1106_493087_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	6,084		5,492			592
12_1106_493087_18200_3215	PERS - Non-Instructional : SAC Continuing Ed-	1,514		1,139			375
12_1106_493087_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	3,304		2,976			328
12_1106_493087_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	822		617			205
12_1106_493087_18200_3321	Medicare - Instructional : SAC Continuing Ed-	1,068		999			69
12_1106_493087_18200_3325	Medicare - Non-Instructional : SAC Continuing	2,887		2,948		61	
12_1106_493087_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	265		271		6	
12_1106_493087_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	32,999		27,075			5,924
12_1106_493087_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	736		689			47
12_1106_493087_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	1,991		2,033		42	

Original Budget
Prepared by: Maria Gil

Board Approval Date: October 14, 2013
Accountant: Melissa Tran

6.1 (33)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTA ANA COLLEGE (Centennial Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$1,112,279

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_493087_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	810		34			776
12_1106_493087_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	1,743		102			1,641
12_1106_493087_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	1,767		1,653			114
12_1106_493087_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	4,779		4,880		101	
12_1106_493087_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	1,875		1,563			312
12_1106_493087_18200_4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	4,874		0			4,874
12_1106_493087_18200_4610	Non-Instructional Supplies : SAC Continuing E	4,000		2,779			1,221
12_1106_493087_18200_5610	Lease Agreement - Equipment : SAC Continuing	760		0			760
12_1106_493087_18200_5630	Maint Contract - Office Equip : SAC Continuin	227		10			217
12_1106_493087_18200_5650	Rental - Facility (Short-term) : SAC Continuing	0		50,138		50,138	
12_1106_499900_18200_2130	Classified Employees : SAC Continuing Ed-Inst <i>Gloria Arvizu, Learning Center Specialist (50%)</i>	20,206		21,438		1,232	
12_1106_499900_18200_3215	PERS - Non-Instructional : SAC Continuing Ed-	2,219		2,453		234	
12_1106_499900_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	1,374		1,371			3
12_1106_499900_18200_3325	Medicare - Non-Instructional : SAC Continuing	322		321			1
12_1106_499900_18200_3415	H & W - Non-Instructional : SAC Continuing Ed	5,427		5,117			310
12_1106_499900_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	221		221		0	
12_1106_499900_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	243		11			232
12_1106_499900_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	532		531			1
12_1106_499900_18200_3915	Other Benefits - Non-Instruct : SAC Continuin	675		675		0	
12_1106_602000_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	16		5,000		4,984	
12_1106_602000_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	2		413		411	
12_1106_691000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		73		73	
12_1106_691000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		50		50	
12_1106_691000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		3		3	
12_1106_691000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		120		120	
Total 1106 - English Lit Civics Education - CEC		1,065,845	1,065,845	1,112,279	1,112,279	115,274	115,274

6.1 (34)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$113,362

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Christine Kosko

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1109_000000_10000_8199	Other Federal Revenues : Santa Ana College		105,844		113,362		7,518
12_1109_619000_18100_5220	Mileage/Parking Expenses : Continuing Education	0		1,000		1,000	
12_1109_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	1,043		2,000		957	
12_1109_675000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	0		78		78	
12_1109_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	86		171		85	
12_1109_675000_18100_3215	PERS - Non-Instructional : Continuing Educati	0		0		0	0
12_1109_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	15		30		15	
12_1109_675000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		1		1	
12_1109_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	10		21		11	
12_1109_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	11		1			10
12_1109_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	25		50		25	
12_1109_675000_18100_5210	Conference Expenses : Continuing Education Di	1,670		2,460		790	
12_1109_499900_18200_1450	Part-Time Coordinators : SAC Continuing Ed <i>Leticia Quiroz</i>	9,514		9,200			314
12_1109_499900_18200_1455	Int/Sum - Coordinators, PT : SAC Continuing E	2,684		1,464			1,220
12_1109_499900_18200_1480	Part-Time Reassigned Time : SAC Continuing	0		6,616		6,616	
12_1109_499900_18200_1485	Int/Sum - Reassigned Time, PT : SAC Continuin	0		638		638	
12_1109_499900_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed <i>Luz Navarro; Leticia Quiroz</i>	31,151		31,958		807	
12_1109_499900_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	15,000		13,345			1,655
12_1109_499900_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	5,269		5,184			85
12_1109_499900_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	2,861		2,809			52
12_1109_499900_18200_3321	Medicare - Instructional : SAC Continuing Ed-	669		657			12
12_1109_499900_18200_3325	Medicare - Non-Instructional : SAC Continuing	177		260		83	
12_1109_499900_18200_3335	PARS - Non-Instructional : SAC Continuing Ed-	159		233		74	
12_1109_499900_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	462		453			9
12_1109_499900_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	122		179		57	
12_1109_499900_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	508		23			485
12_1109_499900_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	134		9			125
12_1109_499900_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	1,108		1,087			21
12_1109_499900_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	293		430		137	

6.1 (35)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$113,362

CFDA #: 84.002

PRJ. ADMIN. James Kennedy

PRJ. DIR. Christine Kosko

Date: 10/03/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1109_499900_18200_4210	Books, Mags & Ref Mat, Non-Lib : SAC Continui	8,652		7,407			1,245
12_1109_499900_18200_4310	Instructional Supplies : SAC Continuing Ed-In	2,950		2,950		0	0
12_1109_499900_18200_4610	Non-Instructional Supplies : SAC Continuing E	1,803		2,000		197	
12_1109_499900_18200_5630	Maint Contract - Office Equip : SAC Continuin	260		0			260
12_1109_499900_18200_5950	Software License and Fees : SAC Continuing Ed	2,100		5,000		2,900	
12_1109_499900_18200_6411	Equipment - Federal Progs >200 : SAC Continui	9,663		9,989		326	
12_1109_499900_18200_6419	Equip/Software - >\$200 <\$1,000 : SAC Continui	440		0			440
12_1109_602000_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed	3,418		5,000		1,582	
12_1109_602000_18200_1485	Int/Sum - Reassigned Time, PT : SAC Continuin	3,085		0			3,085
12_1109_602000_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	30		413		383	
12_1109_602000_18200_3325	Medicare - Non-Instructional : SAC Continuing	94		73			21
12_1109_602000_18200_3335	PARS - Non-Instructional : SAC Continuing Ed-	85		0			85
12_1109_602000_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	65		50			15
12_1109_602000_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	72		3			69
12_1109_602000_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	156		120			36
Total 1109 - Jail 225 Adult Second Ed GED - CEC		105,844	105,844	113,362	113,362	16,762	16,762

6.1 (36)

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: WIA Title II, Sec. 231 : ASE/GED - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$120,903

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		110,447		120,903		10,456
12_1101_601000_28100_4610	Non-Instructional Supplies : Continuing Education	0		6,000		6,000	
12_1101_601000_28100_5610	Lease Agreement - Equipment : Continuing Educ	12,828		12,825			3
12_1101_601000_28100_5845	Excess/Copies Useage : Continuing Education D	6,570		6,569			1
12_1101_631000_28100_1430	Part-Time Counselors : Continuing Education	36,000		10,370			25,630
12_1101_631000_28100_1433	Beyond Contract - Counselors : Continuing Edu	5,600		14,000		8,400	
12_1101_631000_28100_1434	Int/Sum Beyond Contr-Counselor : Continuing	7,628		0			7,628
12_1101_631000_28100_1483	Beyond Contr - Reassigned Time : Continuing	0		6,700		6,700	
12_1101_631000_28100_3115	STRS - Non-Instructional : Continuing Educati	4,555		2,561			1,994
12_1101_631000_28100_3325	Medicare - Non-Instructional : Continuing Edu	801		451			350
12_1101_631000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	552		311			241
12_1101_631000_28100_3515	SUI - Non-Instructional : Continuing Educatio	608		16			592
12_1101_631000_28100_3615	WCI - Non-Instructional : Continuing Educatio	1,325		746			579
12_1101_675000_28100_1480	Part-Time Reassigned Time : Continuing Ed	2,000		1,000			1,000
12_1101_675000_28100_3115	STRS - Non-Instructional : Continuing Educati	165		83			82
12_1101_675000_28100_3325	Medicare - Non-Instructional : Continuing Edu	29		15			14
12_1101_675000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	20		10			10
12_1101_675000_28100_3515	SUI - Non-Instructional : Continuing Educatio	22		1			21
12_1101_675000_28100_3615	WCI - Non-Instructional : Continuing Educatio	48		24			24
12_1101_675000_28100_5210	Conference Expenses : Continuing Education Di	1,000		1,000		0	
12_1101_493062_28200_2410	Inst Assistant - Ongoing : Orange Educ Ctr-In <i>Blanca Cruz-Real \$15.96/hr.; Nicole Bennett \$15.96/hr.</i>	16,000		32,000		16,000	
12_1101_493062_28200_1480	Part-Time Reassigned Time : Orange Educ	0		16,000		16,000	
12_1101_493062_28200_3115	STRS - Non-Instructional : Orange Educ Ctr	0		1,320		1,320	
12_1101_493062_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	232		464		232	
12_1101_493062_28200_3325	Medicare - Non-Instructional : Orange Educ	0		232		232	
12_1101_493062_28200_3331	PARS - Instructional : Orange Educ Ctr-Instru	208		416		208	
12_1101_493062_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	160		320		160	
12_1101_493062_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ	0		160		160	
12_1101_493062_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	176		16			160
12_1101_493062_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Inst	0		8		8	

6.1 (37)

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: WIA Title II, Sec. 231 : ASE/GED - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$120,903

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_493062_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	384		768		384	
12_1101_493062_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Inst	0		384		384	
12_1101_493062_28200_4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	9,685		2,500			7,185
12_1101_493062_28200_4310	Instructional Supplies : Orange Educ Ctr-Inst	2,137		2,500		363	
12_1101_602000_28200_1480	Part-Time Reassigned Time : Orange Educ	1,500		1,000			500
12_1101_602000_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	124		83			41
12_1101_602000_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	22		15			7
12_1101_602000_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ	15		10			5
12_1101_602000_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	17		1			16
12_1101_602000_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	36		24			12
Total 1101 - 231 Adult Secondary Education - OEC		110,447	110,447	120,903	120,903	56,551	56,551

6.1 (38)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$466,936

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		559,807		466,936	92,871	
12_1102_601000_28100_1410	Part-Time Academic Management : Continuing Paul Huston, Site Director, \$43.38/hr. (no STRS)	20,000		15,000			5,000
12_1102_601000_28100_3325	Medicare - Non-Instructional : Continuing Edu	290		218			72
12_1102_601000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	200		150			50
12_1102_601000_28100_3515	SUI - Non-Instructional : Continuing Educatio	220		8			212
12_1102_601000_28100_3615	WCI - Non-Instructional : Continuing Educatio	480		360			120
12_1102_601000_28100_4610	Non-Instructional Supplies : Continuing Educa	18,691		13,471			5,220
12_1102_601000_28100_5100	Contracted Services : Continuing Education Di	12,000		0			12,000
12_1102_601000_28100_5611	Lease Agreement - Facility : Continuing Educa	18,130		25,587		7,457	
12_1102_601000_28100_5630	Maint Contract - Office Equip : Continuing Ed	1,888		1,888			0
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	1,290		1,080			210
12_1102_601000_28100_5925	Postage : Continuing Education Division	8,312		0			8,312
12_1102_601000_28100_6411	Equipment - Federal Progs >200 : Continuing E	6,135		1,000			5,135
12_1102_619000_28100_2310	Classified Employees - Ongoing : Continuing E Melven Herrera, Media Sys Elec Tech. Grade 13 Step 3 +5%L	11,631		11,983		352	
12_1102_619000_28100_3215	PERS - Non-Instructional : Continuing Educati	1,328		1,371		43	
12_1102_619000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	721		743		22	
12_1102_619000_28100_3325	Medicare - Non-Instructional : Continuing Edu	169		174		5	
12_1102_619000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	116		120		4	
12_1102_619000_28100_3515	SUI - Non-Instructional : Continuing Educatio	128		6			122
12_1102_619000_28100_3615	WCI - Non-Instructional : Continuing Educatio	279		288		9	
12_1102_620000_28100_2130	Classified Employees : Continuing Education D Victoria Dillon, Intermediate Clerk @ 40% Diane Espitia, Student Program Specialist @ 22% Maria Gutierrez-Lucero, Administrative Clerk @ 100% Ascencion Ramirez, Admissions/Records Specialist III @ 35% Gisela Rodriguez, Administrative Clerk @ 10%	100,418		106,042		5,624	
12_1102_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	11,465		12,133		668	
12_1102_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	6,399		6,748		349	
12_1102_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	1,497		1,578		81	

6.1 (39)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$466,936

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	22,059		23,711		1,652	
12_1102_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,032		1,088		56	
12_1102_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	1,135		54			1,081
12_1102_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	2,477		2,612		135	
12_1102_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	2,795		2,795			0
12_1102_631000_28100_1430	Part-Time Counselors : Continuing Education D	35,000		9,670			25,330
12_1102_631000_28100_1435	Int/Sum - Counselors,Part-Time : Continuing E	0		8,932		8,932	
12_1102_631000_28100_3115	STRS - Non-Instructional : Continuing Educati	2,888		1,526			1,362
12_1102_631000_28100_3325	Medicare - Non-Instructional : Continuing Edu	508		270			238
12_1102_631000_28100_3335	PARS - Non-Instructional : Continuing Educati	0		10		10	
12_1102_631000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	350		186			164
12_1102_631000_28100_3515	SUI - Non-Instructional : Continuing Educatio	385		9			376
12_1102_631000_28100_3615	WCI - Non-Instructional : Continuing Educatio	840		446			394
12_1102_632000_28100_2320	Classified Employees - Hourly : Continuing Ed	28,000		303			27,697
12_1102_632000_28100_3215	PERS - Non-Instructional : Continuing Educati	2,833		35			2,798
12_1102_632000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	1,736		19			1,717
12_1102_632000_28100_3325	Medicare - Non-Instructional : Continuing Edu	406		4			402
12_1102_632000_28100_3335	PARS - Non-Instructional : Continuing Educati	364		0			364
12_1102_632000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	280		3			277
12_1102_632000_28100_3515	SUI - Non-Instructional : Continuing Educatio	308		1			307
12_1102_632000_28100_3615	WCI - Non-Instructional : Continuing Educatio	672		7			665
12_1102_649000_28100_2130	Classified Employees : Continuing Education <i>Edna Tse, Auxiliary Services Specialist @ 67%</i>	37,336		38,443		1,107	
12_1102_649000_28100_3215	PERS - Non-Instructional : Continuing Educati	4,263		4,399		136	
12_1102_649000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	2,371		2,440		69	
12_1102_649000_28100_3325	Medicare - Non-Instructional : Continuing Edu	554		571		17	
12_1102_649000_28100_3415	H & W - Non-Instructional : Continuing Educat	12,971		12,987		16	
12_1102_649000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	382		393		11	
12_1102_649000_28100_3515	SUI - Non-Instructional : Continuing Educatio	421		20			401
12_1102_649000_28100_3615	WCI - Non-Instructional : Continuing Educatio	918		944		26	
12_1102_649000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	905		905			0

6.1 (40)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$466,936

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12 1102 675000 28100 1480	Part-Time Reassigned Time : Continuing Ed	2,000		1,000			1,000
12_1102_675000_28100_3115	STRS - Non-Instructional : Continuing Educati	165		83			82
12_1102_675000_28100_3325	Medicare - Non-Instructional : Continuing Edu	29		15			14
12_1102_675000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	20		10			10
12_1102_675000_28100_3515	SUI - Non-Instructional : Continuing Educatio	22		1			21
12_1102_675000_28100_3615	WCI - Non-Instructional : Continuing Educatio	48		24			24
12_1102_675000_28100_5210	Conference Expenses : Continuing Education Di	6,790		5,000			1,790
12_1102_493000_28200_5940	Reproduction/Printing Expenses : Orange Educ	42		0			42
12 1102 493060 28200 2410	Inst Assistant - Ongoing : Orange Educ Ctr-In	20,000		13,000			7,000
12 1102 493060 28200 2420	Inst Assistant - Hourly : Orange Educ Ctr-Ins	2,000		1,000			1,000
12 1102 493060 28200 1480	Part-Time Reassigned Time : Orange Educ Ctr	0		1,000		1,000	
12_1102_493060_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	0		83		83	
12_1102_493060_28200_3211	PERS - Instructional : Orange Educ Ctr-Instru	2,512		1,602			910
12_1102_493060_28200_3311	OASDHI - Instructional : Orange Educ Ctr-Inst	1,364		868			496
12_1102_493060_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	319		203			116
12_1102_493060_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	0		15		15	
12_1102_493060_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-l	220		140			80
12_1102_493060_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ C	0		10		10	
12_1102_493060_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	242		7			235
12_1102_493060_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	0		1		1	
12_1102_493060_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	528		336			192
12_1102_493060_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	0		24		24	
12_1102_493060_28200_4310	Instructional Supplies : Orange Educ Ctr-Inst	729		0			729
12 1102 493087 28200 1450	Part-Time Coordinators : Orange Educ Ctr-Inst	10,105		0			10,105
12 1102 493087 28200 1455	Int/Sum - Coordinators, PT : Orange Educ Ctr-	0		1,928		1,928	

6.1 (41)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$466,936

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_493087_28200_2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Maria Flores @ \$16.36/hr. Anaisabelle Garcia @ \$15.96/hr +\$20.80PG/mth Jazmin Martinez-Escutia @ \$15.96/hr. Gloria Trujillo @ \$15.96/hr. V. John Truong @ \$15.96/hr. David Villalovos @ \$17.55/hr. Lupe Villalovos @ \$17.55/hr. (vacant) Kelly Nakagawa	94,000		100,000		6,000	
12_1102_493087_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	835		159			676
12_1102_493087_28200_3211	PERS - Instructional : Orange Educ Ctr-Instru	10,655		11,354		699	
12_1102_493087_28200_3311	OASDHI - Instructional : Orange Educ Ctr-Inst	5,828		6,112		284	
12_1102_493087_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	1,363		1,450		87	
12_1102_493087_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	147		28			119
12_1102_493087_28200_3331	PARS - Instructional : Orange Educ Ctr-Instru	77		88		11	
12_1102_493087_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	940		1,000		60	
12_1102_493087_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ C	101		19			82
12_1102_493087_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	1,034		50			984
12_1102_493087_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	111		1			110
12_1102_493087_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	2,256		2,400		144	
12_1102_493087_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	243		46			197
12_1102_493087_28200_4210	Books, Mags & Ref Mat, Non-Lib : Orange Educ	3,597		2,800			797
12_1102_493087_28200_4310	Instructional Supplies : Orange Educ Ctr-Inst	1,239		215			1,024
12_1102_493087_28200_5605	Contracted Repair Services : Orange Educ Ctr-	630		0			630
12_1102_493087_28200_6411	Equipment - Federal Progs >200 : Orange Educ	356		0			356
12_1102_602000_28200_1480	Part-Time Reassigned Time : Orange Educ Ctr	2,000		1,000			1,000
12_1102_602000_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	139		83			56
12_1102_602000_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	29		15			14
12_1102_602000_28200_3335	PARS - Non-Instructional : Orange Educ Ctr-In	26		0			26
12_1102_602000_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ C	20		10			10
12_1102_602000_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	22		1			21

6.1 (42)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$466,936

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_602000_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	48		24			24
Total 1102 - 231 English as a 2nd Language - OEC		559,807	559,807	466,936	466,936	129,998	129,998

6.1 (43)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$311,827

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		319,617		311,827	7,790	
12_1106_601000_28100_2130	Classified Employees : Continuing Education <i>Sonia Gomez, Administrative Secretary @ 100%</i>	56,594		58,303		1,709	
12_1106_601000_28100_3215	PERS - Non-Instructional : Continuing Educati	6,461		6,671		210	
12_1106_601000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	3,593		3,698		105	
12_1106_601000_28100_3325	Medicare - Non-Instructional : Continuing Edu	840		865		25	
12_1106_601000_28100_3415	H & W - Non-Instructional : Continuing Educat	19,362		19,385		23	
12_1106_601000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	579		597		18	
12_1106_601000_28100_3515	SUI - Non-Instructional : Continuing Educatio	637		30			607
12_1106_601000_28100_3615	WCI - Non-Instructional : Continuing Educatio	1,391		1,432		41	
12_1106_601000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,350		1,350		0	
12_1106_601000_28100_4610	Non-Instructional Supplies : Continuing Education	0		5,000		5,000	
12_1106_601000_28100_5630	Maint Contract - Office Equip : Continuing Ed	3,815		2,831			984
12_1106_620000_28100_2130	Classified Employees : Continuing Education <i>Gloria Goss, Administrative Clerk @ 100% (1B-12B)</i> <i>Araceli Trujillo, Std Prg Specialist @ 50% (2B-12B)</i>	78,446		79,214		768	
12_1106_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	8,956		9,064		108	
12_1106_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	4,989		5,033		44	
12_1106_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	1,167		1,177		10	
12_1106_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	31,254		30,072			1,182
12_1106_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	805		812		7	
12_1106_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	885		41			844
12_1106_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	1,931		1,948		17	
12_1106_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	2,025		1,969			56
12_1106_631000_28100_1430	Part-Time Counselors : Continuing Education Division	0		7,620		7,620	
12_1106_631000_28100_2320	Classified Employees - Hourly : Continuing Ed	10,000		0			10,000
12_1106_631000_28100_3115	STRS - Non-Instructional : Continuing Education Division	0		628		628	
12_1106_631000_28100_3215	PERS - Non-Instructional : Continuing Educati	1,142		872			270
12_1106_631000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	620		472			148
12_1106_631000_28100_3325	Medicare - Non-Instructional : Continuing Edu	145		110			35
12_1106_631000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	100		76			24
12_1106_631000_28100_3515	SUI - Non-Instructional : Continuing Educatio	110		4			106
12_1106_631000_28100_3615	WCI - Non-Instructional : Continuing Educatio	240		183			57

6.1 (44)

SPECIAL PROJECT DETAILED BUDGET #1106

NAME: WIA Title II : English Literacy and Civics Education - SANTIAGO CANYON COLLEGE (Orange Education Center)

FISCAL YEAR: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$311,827

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_632000_28100_2320	Classified Employees - Hourly : Continuing Ed <i>Jazmin Martinez-Escutia; Anaisabelle Garcia</i>	0		5,000		5,000	
12_1106_632000_28100_3215	PERS - Non-Instructional : Continuing Educati	0		572		572	
12_1106_632000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	0		310		310	
12_1106_632000_28100_3325	Medicare - Non-Instructional : Continuing Edu	0		73		73	
12_1106_632000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		50		50	
12_1106_632000_28100_3515	SUI - Non-Instructional : Continuing Educatio	0		3		3	
12_1106_632000_28100_3615	WCI - Non-Instructional : Continuing Educatio	0		120		120	
12_1106_675000_28100_1480	Part-Time Reassigned Time : Continuing Educat	930		1,000		70	
12_1106_675000_28100_3115	STRS - Non-Instructional : Continuing Educati	83		83		0	
12_1106_675000_28100_3325	Medicare - Non-Instructional : Continuing Edu	15		15		0	
12_1106_675000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	100		10			90
12_1106_675000_28100_3515	SUI - Non-Instructional : Continuing Educatio	110		1			109
12_1106_675000_28100_3615	WCI - Non-Instructional : Continuing Educatio	240		24			216
12_1106_675000_28100_5210	Conference Expenses : Continuing Education Di	70		2,000		1,930	
12_1106_493087_28200_1450	Part-Time Coordinators : Orange Educ Ctr-Inst <i>Yumiko Carney \$34.85/hr.; Rocio Silva \$35.74/hr.</i>	48,595		51,000		2,405	
12_1106_493087_28200_1455	Int/Sum - Coordinators, PT : Orange Educ Ctr-	8,149		4,036			4,113
12_1106_493087_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	4,680		4,529			151
12_1106_493087_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	823		798			25
12_1106_493087_28200_3335	PARS - Non-Instructional : Orange Educ Ctr-In	0		11		11	
12_1106_493087_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ C	567		550			17
12_1106_493087_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	624		28			596
12_1106_493087_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	1,362		24			1,338
12_1106_493087_28200_4310	Instructional Supplies : Orange Educ Ctr-Inst	3,814		1,000			2,814
12_1106_493087_28200_4520	Repair & Replacement Parts : Orange Educ Ctr-	10,875		0			10,875
12_1106_602000_28200_1480	Part-Time Reassigned Time : Orange Educ Ctr-I	1,000		1,000		0	
12_1106_602000_28200_3115	STRS - Non-Instructional : Orange Educ Ctr-In	83		83		0	
12_1106_602000_28200_3325	Medicare - Non-Instructional : Orange Educ Ct	15		15		0	
12_1106_602000_28200_3435	H & W - Retiree Fund Non-Inst : Orange Educ C	10		10		0	
12_1106_602000_28200_3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	11		1			10
12_1106_602000_28200_3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	24		24		0	
Total 1106 - English Lit Civics Education - OEC		319,617	319,617	311,827	311,827	34,667	34,667

6.1 (45)

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: 2013/2014

CONTRACT PERIOD: 07/01/2013 - 06/30/2014

CONTRACT INCOME: \$69,085

CFDA #: 84.002

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 10/02/2013

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1108_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		97,409		69,085	28,324	
12_1108_601000_28100_5220	Mileage/Parking Expenses : Continuing Educati	3,300		5,300		2,000	
12_1108_620000_28100_2130	Classified Employees : Continuing Education Araceli Trujillo, Std Prg Specialist @ 100% (1B) Araceli Trujillo, Std Prg Specialist @ 50% (2B-12B)	26,627		29,422		2,795	
12_1108_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	3,040		3,367		327	
12_1108_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	1,686		1,870		184	
12_1108_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	394		437		43	
12_1108_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	9,675		10,495		820	
12_1108_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	273		302		29	
12_1108_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	300		15			285
12_1108_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	655		724		69	
12_1108_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	675		731		56	
12_1108_493000_28300_1450	Part-Time Coordinators : Inmate Education Pro	30,115		5,243			24,872
12_1108_493000_28300_1455	Int/Sum - Coordinators, PT : Inmate Education	5,315		5,559		244	
12_1108_493000_28300_3115	STRS - Non-Instructional : Inmate Education P	3,034		891			2,143
12_1108_493000_28300_3325	Medicare - Non-Instructional : Inmate Educati	533		157			376
12_1108_493000_28300_3435	H & W - Retiree Fund Non-Inst : Inmate Educat	368		108			260
12_1108_493000_28300_3515	SUI - Non-Instructional : Inmate Education Pr	404		5			399
12_1108_493000_28300_3615	WCI - Non-Instructional : Inmate Education Pr	882		259			623
12_1108_493062_28300_4210	Books, Mags & Ref Mat, Non-Lib : Inmate Educa	5,364		0			5,364
12_1108_493062_28300_5870	Instructional Agreements : Inmate Education P	4,200		4,200		0	
12_1108_675000_28300_1480	Part-Time Reassigned Time : Inmate Education	64		0			64
12_1108_675000_28300_3115	STRS - Non-Instructional : Inmate Education P	207		0			207
12_1108_675000_28300_3325	Medicare - Non-Instructional : Inmate Educati	73		0			73
12_1108_675000_28300_3435	H & W - Retiree Fund Non-Inst : Inmate Educat	50		0			50
12_1108_675000_28300_3515	SUI - Non-Instructional : Inmate Education Pr	55		0			55
12_1108_675000_28300_3615	WCI - Non-Instructional : Inmate Education Pr	120		0			120
Total 1108 - Jail 225 Adult Second Ed GED - OEC		97,409	97,409	69,085	69,085	34,891	34,891

6.1 (46)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 14, 2013
Re: Approval of Sub-award Agreements between RSCCD and SAUSD and between RSCCD and The Regents of the University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 - Year 5	
Action: Request for Approval	

BACKGROUND

Santa Ana College receives a six-year United States Department of Education grant called Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP), 2009. The GEAR UP program is a discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP is unique from other initiatives. This program uses partnerships committed to serving students beginning no later than the seventh grade through high school graduation. GEAR UP supplements existing reform efforts, offers services that promote academic preparation and the understanding of necessary costs to attend college, provides professional development, and continuously builds capacity so that projects can be sustained beyond the term of grant.

ANALYSIS

Santa Ana College GEAR UP partnerships consist of Santa Ana Unified School District and University of California, Irvine. Each of these partners will be a sub-recipient and contract with Rancho Santiago Community College District/Santa Ana College for the six year grant period. Each year Santa Ana College receives \$800,000 in grant funds to empower 2,000 Santa Ana Unified School District students (1,000 per cohort) to improve their academic skills, motivation, and college preparation necessary to succeed in post-secondary education. The amounts listed below are for the fifth year contracts with the sub-recipients.

DO-13-1516-01 Santa Ana Unified School District - \$62,000

DO-13-1516-02 University of California, Irvine - \$295,696

Project Administrator is Sara Lundquist. Project Director is Lilia Tanakeyowma.

RECOMMENDATION

It is recommended that the board approve these sub-award agreements and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter related contractual agreements on behalf of the district.

Fiscal Impact: \$357,696	Board Date: October 14, 2013
Prepared by: Huong Nguyen, Resource Development Coordinator	
Submitted by: Enrique Perez, Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/
SANTA ANA COLLEGE
AND
SANTA ANA UNIFIED SCHOOL DISTRICT**

This Agreement is entered into on the 14th day of October, 2013 between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and Santa Ana Unified School District (hereinafter “**SAUSD**”).

WHEREAS, RSCCD has received a six-year grant entitled Gaining Early Awareness & Readiness for Undergraduate Programs (**GEAR UP**) **2009** (Grant No. P334A090134; CFDA # 84.334A) from the U.S. Department of Education, for the performance period between July 31, 2009 and July 30, 2015, to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education, and

WHEREAS, SAUSD has agreed to participate in the purpose of this grant, for the six years (2009 through 2015), and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE the **RSCCD** and **SAUSD** do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning July 31, 2013 and ending July 30, 2014 and shall be in the amount of **\$62,000** and subject to the provisions of this Agreement. **SAUSD** further agrees to contribute **\$717,605** as match during this same period set forth in as *Exhibit A, Budget Narrative*, which by this reference is incorporated herein and made a part hereof as if fully set forth. An extension for one year beyond this current term is allowed by the expanded authority conditions identified in the Grant Award Notice, and thus is allowed under this agreement.

PURPOSE

2. The purpose of the program is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. **SAUSD** shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, **SAUSD** shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:

- (a) The Higher Education Act of 1965, Title IV, Part A, Subpart 2 Chapter 2 – Gaining Early Awareness and Readiness for Undergraduate Programs.

- (b) The Education Department General Administrative Regulations (EDGAR): (a) 34 CFR 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99; (b) the regulations for this program in 34 CFR part 694.
- (c) All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.
- (d) All applicable State statutes, regulations, policies, procedures and directives;
- (e) All applicable local ordinances and requirements, including use permits and licensing;
- (f) Court orders applicable to its operation; and
- (g) The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, **SAUSD** will comply with such or will notify **RSCCD** after enactment or modification that it cannot so comply. **RSCCD** may thereupon terminate this Agreement, if necessary.

STATEMENT OF WORK

4. This Agreement is based on the Application for Federal Education Assistance included as *Exhibit A* to this Agreement. **SAUSD** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Application for Federal Education Assistance in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Education Assistance will be controlling.

SAUSD shall utilize funding provided under this Agreement to support the following:

- 1) Substitute teachers
- 2) Buses and hospitality for college and campus tours
- 3) Attendance at conferences and meetings
- 4) Counselor Professional Development
- 5) AP & AVID Initiative

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in *Exhibit A* may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 34 CFR 74.25 (c)(2) and/or 34 CFR 80.30 (d)(3)) of the program are not altered. However, any such modification shall not be made without the prior written notification of **RSCCD**. Any requests for changes in scope, objectives or key personnel requires written approval and should be coordinated through **RSCCD** for submission to the U.S. Department of Education.

PLANS AND PROCEDURES

6. **SAUSD** shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

REPORTS

7. **SAUSD** shall submit such reports, data and information at such times as **RSCCD** may require, and in the form **RSCCD** may require, regarding the performance of **SAUSD's** services, or **SAUSD's** activities, costs or other data. Such reports shall include information and data for the annual performance report (financial information as specified in 34 CFR 75.118, and program activity documentation), which will be due April 1 of each year. The Annual Report Template is incorporated by reference and attached hereto as *Exhibit B*, which by this reference is incorporated herein and made a part hereof as if fully set forth.

NO SUPPLANTATION

8. Funds provided under this Agreement shall be used only for activities that are in addition to those that would otherwise be available in the absence of such funds. **SAUSD** shall not render the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

INDEPENDENT CONTRACTOR

9. **SAUSD** agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

SUBCONTRACT ASSIGNMENT

10. None of the duties of, or work to be performed by, **SAUSD** under this Agreement shall be Sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SAUSD** pursuant to this Agreement. **SAUSD** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local **SAUSD** guidelines. **SAUSD** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each. By entering into this Agreement **SAUSD** agrees that it is the direct provider of intended services. Upon request, **SAUSD** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

CONTINGENCY OF FUNDS

11. **SAUSD** acknowledges that approval of and funding for this Agreement in accordance with 34 CFR 75.253 is contingent upon U.S. Department of Education approval, receipt of funds from, and obligation of funds by, the U.S. Department of Education to **RSCCD**. The Department will consider continued funding if: (1) Congress has appropriated sufficient funds under the program, (2) the Department determines that continuing the project would be in the best interests of the government, (3) the recipient has made substantial progress toward meeting the objectives in its approved application, and (4) the recipient has submitted reports of project performance and budget expenditures that meet reporting requirements found at 34 CFR 73.118 and any other requirements deemed necessary. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, **RSCCD** shall notify **SAUSD** immediately and in writing. Immediately upon such notice **SAUSD** shall modify or cease operations as directed by **RSCCD**. If the approving authority determines that modification of **SAUSD's** operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written

notice, **RSCCD** and **SAUSD** shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

BUDGET SCHEDULE

12. **SAUSD** agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached hereto as part of the Application for Federal Education Assistance, *Exhibit A*, and which by this reference is incorporated herein and made a part hereof as if fully set forth. The **SAUSD** may spend unexpended funds in the following budget period for any allowable cost that falls within the scope and objectives of the project (See Carryover, Section 14).

MODIFICATION OF BUDGET SCHEDULE

13. **SAUSD** shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the scope of the program is not altered. Where the scope of the program is altered and results in need for a change in the budget, written approval is required and should be coordinated through **RSCCD** for submission to the U.S. Department of Education.

CARRYOVER

14. **SAUSD** may spend unexpended funds in a following budget period for any allowable cost(s) that fall(s) within the scope and objectives of the project, not just for expenditures arising out of uncompleted activities. However, if during the course of program monitoring reservations are developed on behalf of the approving authority about the **SAUSD's** use of such funds, a written statement from the **SAUSD** describing the ways it intends to use the remaining funds may be required.

SUBMISSION OF INVOICES

15. Upon the effective date of this Agreement, **RSCCD** shall make payments to **SAUSD** in accordance with the following payment schedule:

- a. Payments. Beginning July 31, 2013, no more often than once per quarter and no less than once per year, upon receipt and approval by **RSCCD** of **SAUSD's** invoice, showing itemized expenditures in accordance with the invoice template provided as *Exhibit C*, **RSCCD** shall make reimbursement payments as long as the total payments under this Agreement do not exceed **\$62,000**.
- b. Invoices. One original signed invoice should be sent to the GEAR UP 2009 Project Director, as follows:

Lilia Tanakeyowma, Dean
Office, School & Community Partnerships Division
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

16. (a) Financial Management System. **SAUSD** shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. **SAUSD's** system shall provide fiscal control and accounting procedures that will include the following:

- (1) Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
- (2) Effective internal controls to safeguard assets and assure their proper use;
- (3) Source documentation to support accounting records; and
- (4) Proper charging of costs and cost allocation.

(b) SAUSD's Records. **SAUSD's** records shall be sufficient to:

- (1) Permit preparation of required reports;
- (2) Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
- (3) Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.

(c) Costs Charged. Costs shall be charged to this contract only in accordance with the following:

- (1) Approved Application for Federal Assistance (*Exhibit A*)
- (2) The Education Department General Administrative Regulations (EDGAR)
- (3) Office of Management and Budget (OMB) Circulars A-21 (2 CFR 220) and A-110 (2 CFR 215)

(d) Cost Principles. In all cases of any type of personnel must be supported by complete and accurate record-keeping of time and effort reports, which will be due quarterly.

ANNUAL AUDIT

17. **SAUSD** shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program should be listed in their Schedule of Federal Expenditures. **SAUSD** shall submit a copy of each required audit report to **RSCCD** within thirty (30) days after the date received by the **SAUSD**.

ACCESS AND RECORDS

18. (a) Access. **RSCCD**, the U.S. Department of Education, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to **SAUSD's** activities, books, documents and papers (including computer records) and to records of **SAUSD's** subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of **SAUSD** are kept. In the event **SAUSD** does not make the above-referenced documents available within the County of Orange, California, **SAUSD** agrees to pay all necessary and reasonable expenses incurred by **RSCCD** in conducting any audit at the location where said records and books of account are maintained.

(b) Records Retention. All accounting records and evidence pertaining to all costs of **SAUSD** and all documents related to this Agreement shall be kept available at **SAUSD's** office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to which **RSCCD** or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

19. **SAUSD** shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal laws and regulations.

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Education to **SAUSD** from **RSCCD**, **SAUSD** assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 34 CFR part 100 et seq. The United States, the State of California and **RSCCD** have the right to seek judicial enforcement of this assurance.

(a) During the performance of this Agreement, **SAUSD** and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. **SAUSD** will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

(b) **SAUSD** will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.

(c) **SAUSD** will give written notice of its obligations under this Section of the Agreement to labor organizations with which **SAUSD** has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, **SAUSD** shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, **SAUSD** shall submit to **RSCCD**, the U.S. Department of Education, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations,

monitoring and verification of reports submitted by **SAUSD**, costs incurred and services rendered hereunder.

PROPERTY

22. (a) Definitions

1. “Real Property” is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
2. “Equipment” is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

(b) Property Management. **SAUSD** shall budget, manage and maintain an inventory of property in accordance the standards established by the U.S. Government. Notwithstanding the provisions of Section 20, **SAUSD** shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property. Cost of equipment shall immediately return all equipment, finished or unfinished documents, photographs, data, studies and reports or unused supplies prepared or purchased by **SAUSD** under this Agreement to **RSCCD** or its representatives, or dispose of them in accordance with directions from **RSCCD**.

REPORTS

23. **SAUSD** will furnish reports, documents, photographs, and data, or copies of each, as reasonably requested by **RSCCD** concerning **SAUSD**'s activities as they affect the services hereunder. **RSCCD** shall be specific as to the nature of the information requested and allow thirty (30) days for **SAUSD** to respond.

INDEMNIFICATION

24. (a) **SAUSD** shall indemnify, hold harmless and defend **RSCCD**, its School Board, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of **SAUSD**'s performance of this Agreement, or any act or omission of **SAUSD**, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by **SAUSD** in violation of federal, State or **RSCCD** requirements or of this Agreement, or any negligent or intentional acts or omissions of **SAUSD**, its officers, agents or employees which injure or damage any participants or other third parties, including **RSCCD** personnel representatives. **SAUSD** shall forthwith remit all sums due **RSCCD**, along with the legal rate of interest pursuant to this paragraph.

(b) **RSCCD** shall indemnify, hold harmless and defend **SAUSD**, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of **RSCCD**'s performance of this Agreement, or any act or omission of **RSCCD**, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by **RSCCD** in violation of federal, State or **SAUSD** requirements or of this Agreement, or any negligent or intentional acts or omissions of **RSCCD**, its officers, agents or employees which injure or damage any participants or other third parties, including **SAUSD** personnel representatives. **RSCCD** shall forthwith remit all sums due **SAUSD**, along with the legal rate of interest pursuant to this paragraph.

INSURANCE

25. **SAUSD** shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. **SAUSD** shall deliver certificate(s) of insurance under **SAUSD's** comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, **RSCCD** shall be provided a copy of said policy.

SAUSD shall provide workers' compensation coverage for each of its employees. **SAUSD** and **RSCCD** shall each be responsible for providing coverage for their own students.

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

26. In accordance with 34 CFR 74.36, 34 CFR 80.34, and in order for **RSCCD** to meet its obligations contained in the prime Grant No. P334A090134 with the U.S. Department of Education, **SAUSD** shall grant **RSCCD** a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. **RSCCD**, in the fulfillment of its obligations contained in the prime Grant No. P334A090134, the U.S. Department of Education, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by **SAUSD** under this Agreement and in accordance with 34 CFR 75.626, any patent application filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the Department of Education."

STANDARDS OF CONDUCT

27. (a) General Assurance. Every reasonable course of action will be taken by **SAUSD** in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. **SAUSD**, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

(b) Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of **SAUSD** will receive favorable treatment when considered for enrollment in programs provided by, or employment with, **SAUSD**.

(c) Conducting Business Involving Close Personal Friends and Associates. Executives of **SAUSD** will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for **SAUSD** to conduct business with a friend or associate of an executive or employee of **SAUSD**, or an elected official in the area, a permanent record of the transaction will be retained.

(d) Avoidance of Economic Interest. No executive or employee of **SAUSD**, elected official in the area, will solicit or accept money or any other consideration from a third person, for the

performance of an act reimbursed in whole or part by **SAUSD** or **RSCCD**. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

ASSURANCES

28. **SAUSD** shall execute and abide by the Assurance-Non-Construction Programs attached hereto as *Exhibit D* and incorporated herein by this reference.

DEBARMENT

29. **SAUSD** certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 34 CFR Part 85 (*See Exhibit E*).

LOBBYING

30. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82 (*See Exhibit F*), **SAUSD** certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. Any literature distributed by **SAUSD** for the purpose of apprising businesses, participants, or the general public of its programs under this Agreement shall state and acknowledge, in accordance with 34 CFR 75.620, the support of the Department of Education in publicizing the work under this agreement in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under grant award number P334A090134. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

Any public announcements disclosing the federal funding must conform to the requirements and guidelines in *Exhibit G*.

BREACH – SANCTIONS

32. If, through any cause, **SAUSD** violates any of the terms and conditions of this Agreement, or any prior Agreements whereby grant funds were received by **SAUSD**, or if **SAUSD** reports inaccurately, or if any audit report makes disallowances, **SAUSD** shall promptly remedy its acts or omissions and/or repay **RSCCD** all amounts due **RSCCD** as a result thereof. For any such failures or violations **RSCCD** shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as **SAUSD** fulfills its obligations or remedies all violations of this Agreement or prior Agreements; and/or (2) collect outstanding amounts, as determined by **RSCCD** to be due **RSCCD** from **SAUSD**, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice **SAUSD** has failed to repay same or a repayment schedule has not been made; and/or (3) terminate this Agreement in accordance with Section 34 herein.

DISPUTES

33. In the event of a dispute between the parties, the aggrieved party shall notify the other party and provide a detailed description of the alleged problem. The parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the parties hereby agree that such dispute will be resolved in the manner specified below.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the US Department of Education, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

34. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of **SAUSD**'s expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SAUSD** with written notification of such determination. **SAUSD** shall immediately comply with **RSCCD**'s decision.

TOTAL AGREEMENT

35. This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as are stated herein. **SAUSD** acknowledges that it has read and agrees to all terms and conditions included in this contract.

AMENDMENTS

36. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

NOTICES

37. All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

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

SAUSD: Agency Representative: Dawn Miller, Assistant Superintendent-Secondary
Department: Educational Services
Agency: Santa Ana Unified School District
Address: 1601 E. Chestnut Ave.
City, State Zip: Santa Ana, CA 92701
Phone: (714) 558-5724

IN WITNESS WHEREOF, **RSCCD** and **SAUSD** have executed this Agreement as of the date first above written.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SANTA ANA UNIFIED
SCHOOL DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
 Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board
Approval

Date: October 14, 2013

Employer/Taxpayer Identification Number (EIN)

LIST OF EXHIBITS

Please use all the exhibits from Year One (except EXHIBIT A).

- EXHIBIT A Application for Federal Funding
- EXHIBIT B Report Template
- EXHIBIT C Invoice Template
- EXHIBIT D Assurances – Non-Construction Programs
- EXHIBIT E Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion – Lower Tier Covered Transactions.
- EXHIBIT F Certification Regarding Lobbying
- EXHIBIT G Disclosing Federal Funding in Public Announcements

**GEAR UP IV - Year 5
(2013-2014)**

Exhibit A

Distribution of Funded + Match by Institution
(Saddleback Valley: 10th 11th Grades)

	TOTAL	Distribution by Institution		
	GEAR UP IV Year 5	SAC	SAUSD	UCI
Program Staff (salary + benefits)	\$ 481,540	262,045	-	219,495
Tutors (Math/in-class)	\$ 50,000	25,000	-	25,000
Substitutes for PD	\$ 10,000	-	10,000	-
Buses for field trips (approximately 5 per year)	\$ 5,000	-	5,000	-
Travel: (5 people X \$3,000 for National Conference)	\$ 45,000	15,000	15,000	15,000
Materials & supplies (for students and promotores)	\$ 33,000	18,000	-	15,000
Incidentals (TB test, mileage, etc.)	\$ 6,000	3,000	-	3,000
Counselors Training	\$ 15,201	-	10,000	5,201
Printing	\$ 2,000	-	2,000	-
SAT Prep for 11th graders	\$ 10,000	-	10,000	-
PSAT cost for all 10th graders	\$ 10,000	-	10,000	-
Research software	\$ 8,000	-	-	8,000
Promotores Stipends	\$ 60,000	60,000	-	-
Parent Programming at UCI	\$ 5,000	-	-	5,000
Indirect (8% to Fiscal Agent)	\$ 59,259	59,259	-	-
	\$ 800,000	\$ 442,304	\$ 62,000	\$ 295,696
In-kind MATCH (as per USDOE approved)	\$ 1,087,430	282,578	717,605	87,247

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT/
SANTA ANA COLLEGE
AND
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

This Agreement is entered into on the 14th day of October, 2013 between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and The Regents of the University of California on behalf of its Irvine campus (hereinafter “**UCI**”).

WHEREAS, RSCCD has received a six-year grant entitled Gaining Early Awareness & Readiness for Undergraduate Programs (**GEAR UP**) **2009** (Grant No. P334A090134; CFDA # 84.334A) from the U.S. Department of Education, for the performance period between July 31, 2009 and July 30, 2015, to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education, and

WHEREAS, UCI has agreed to participate in the purpose of this grant, for the six years (2009 through 2015), and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE the **RSCCD** and **UCI** do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning July 31, 2013 and ending July 30, 2014 and shall be in the amount of **\$295,696** and subject to the provisions of this Agreement. **UCI** further agrees to contribute **\$87,247** as match during this same period set forth in as *Exhibit A, Budget Narrative*, which by this reference is incorporated herein and made a part hereof as if fully set forth. An extension for one year beyond this current term is allowed by the expanded authority conditions identified in the Grant Award Notice, and thus is allowed under this agreement.

PURPOSE

2. The purpose of the program is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. **UCI** shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, **UCI** shall fully comply with the applicable requirements of the following, whether or not otherwise referred to in this Agreement:

- (a) The Higher Education Act of 1965, Title IV, Part A, Subpart 2 Chapter 2 – Gaining Early Awareness and Readiness for Undergraduate Programs.
- (b) The Education Department General Administrative Regulations (EDGAR): (a) 34 CFR 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99; (b) the regulations for this

- program in 34 CFR part 694.
- (c) All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.
 - (d) All applicable State statutes, regulations, policies, procedures and directives;
 - (e) All applicable local ordinances and requirements, including use permits and licensing;
 - (f) Court orders applicable to its operation; and
 - (g) The terms and conditions of this Agreement.

If any of the foregoing is enacted, amended, or revised, **UCI** will comply with such or will notify **RSCCD** after enactment or modification that it cannot so comply. **RSCCD** may thereupon terminate this Agreement, if necessary.

STATEMENT OF WORK

4. This Agreement is based on the Application for Federal Education Assistance included as *Exhibit A* to this Agreement. **UCI** agrees to comply with all applicable provisions, to perform all of its proposed work, and to provide all of its proposed services set forth in this Agreement and the aforementioned Application for Federal Education Assistance in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application for Federal Education Assistance will be controlling.

UCI shall utilize funding provided under this Agreement to support the following:

- 1) GEAR UP Project Coordinator
- 2) Program Specialist to implement activities at each GEAR UP school
- 3) Teaching Assistants
- 4) Staff to monitor GEAR UP student data
- 5) GEAR UP motivational materials, supplemental math and ELA books
- 6) Attendance at conferences and meetings
- 7) Residential programs
- 8) Facilities, materials, and hospitality for the inter-segmental meetings.

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in *Exhibit A* may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 34 CFR 74.25 (c)(2) and/or 34 CFR 80.30 (d)(3)) of the program are not altered. However, any such modification shall not be made without the prior written notification to **RSCCD**. Any requests for changes in scope, objectives or key personnel requires written approval and should be coordinated through **RSCCD** for submission to the U.S. Department of Education.

PLANS AND PROCEDURES

6. **UCI** shall monitor its program for compliance with the provisions of this Agreement and all applicable laws, regulations and its institutional policies and procedures.

REPORTS

7. **UCI** shall submit such reports, data and information at such times as **RSCCD** may require, and in the form **RSCCD** may require, regarding the performance of **UCI's** services, or **UCI's** activities, costs or other data. Such reports shall include information and data for the annual performance report (financial information as specified in 34 CFR 75.118, and program activity documentation), which will be due April 1 of each year. The Annual Report Template is incorporated by reference and attached hereto as *Exhibit B*, which by this reference is incorporated herein and made a part hereof as if fully set forth.

NO SUPPLANTATION

8. Funds provided under this Agreement shall not be used for services, staff, programs or materials that would otherwise be available in the absence of such funds. Additionally, **UCI** shall not be reimbursed for rendering the same services under this Agreement to any participant whose cost of services is otherwise paid for by any other person or entity.

INDEPENDENT CONTRACTOR

9. **UCI** agrees that the services provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.

SUBCONTRACT ASSIGNMENT

10. None of the duties of, or work to be performed by, **UCI** under this Agreement shall be Subcontracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **UCI** pursuant to this Agreement. **UCI** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with Federal and local **UCI** guidelines. **UCI** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by each. By entering into this Agreement **UCI** agrees that it is the direct provider of intended services. Upon request, **UCI** shall submit to **RSCCD** copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

CONTINGENCY OF FUNDS

11. **UCI** acknowledges that approval of and funding for this Agreement in accordance with 34 CFR 75.253 is contingent upon U.S. Department of Education approval, receipt of funds from, and obligation of funds by, the U.S. Department of Education to **RSCCD**. The Department will consider continued funding if: (1) Congress has appropriated sufficient funds under the program, (2) the Department determines that continuing the project would be in the best interests of the government, (3) the recipient has made substantial progress toward meeting the objectives in its approved application, and (4) the recipient has submitted reports of project performance and budget expenditures that meet reporting requirements found at 34 CFR 73.118 and any other requirements deemed necessary. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, **RSCCD** shall notify **UCI** immediately and in writing. Immediately upon such notice **UCI** shall modify or cease operations as directed by **RSCCD**. If the approving authority determines that modification of **UCI's** operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, **RSCCD** and **UCI**

shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

BUDGET SCHEDULE

12. **UCI** agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached hereto as part of the Application for Federal Education Assistance, *Exhibit A*, and which by this reference is incorporated herein and made a part hereof as if fully set forth. **UCI** may spend unexpended funds in the following budget period for any allowable cost that falls within the scope and objectives of the project (See Carryover, Section 14).

MODIFICATION OF BUDGET SCHEDULE

13. **UCI** shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total grant is not increased and the scope of the program is not altered. Where the scope of the program is altered and results in need for a change in the budget, written approval is required and should be coordinated through **RSCCD** for submission to U.S. Department of Education.

CARRYOVER

14. **UCI** may spend unexpended funds in a following budget period for any allowable cost(s) that fall(s) within the scope and objectives of the project, not just for expenditures arising out of uncompleted activities. However, if during the course of program monitoring reservations are developed on behalf of the approving authority about the **UCI's** use of such funds, a written statement from the **UCI** describing the ways it intends to use remaining funds may be required.

SUBMISSION OF INVOICES

15. Upon the effective date of this Agreement, **RSCCD** shall make payments to **UCI** in accordance with the following payment schedule:

- a. Payments. Beginning July 31, 2013, no more often than once per quarter and no less than once per year, upon receipt and approval by **RSCCD** of **UCI's** invoice, showing itemized expenditures in accordance with the invoice template provided as *Exhibit C*, **RSCCD** shall make reimbursement payments as long as the total payments under this Agreement do not exceed **\$295,696**.
- b. Invoices. One original signed invoice should be sent to the GEAR UP 2009 Project Director, as follows:

Lilia Tanakeyowma, Dean
Office, School & Community Partnerships Division
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

16. (a) **Financial Management System**. UCI shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. UCI's system shall provide fiscal control and accounting procedures that will include the following:

- (1) Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
- (2) Effective internal controls to safeguard assets and assure their proper use;
- (3) Source documentation to support accounting records; and
- (4) Proper charging of costs and cost allocation.

(b) **UCI'S Records**. UCI's records shall be sufficient to:

- (1) Permit preparation of required reports;
- (2) Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
- (3) Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.

(c) **Costs Charged**. Costs shall be charged to this contract only in accordance with the following:

- (1) Approved Application for Federal Assistance (*Exhibit A*);
- (2) The Education Department General Administrative Regulations (EDGAR); and
- (3) Office of Management and Budget (OMB) Circulars A-21 (2 CFR 220) and A-110 (2 CFR 215)

(d) **Cost Principles**. In all cases of any type of personnel must be supported by complete and accurate record-keeping of time and effort reports, which will be due quarterly.

ANNUAL AUDIT

17. UCI shall arrange for an independent audit of their federal funds in accordance with OMB Circular A-133. This program (GEAR UP) should be listed in their Schedule of Federal Expenditures. UCI shall submit a copy of each required audit report to RSCCD within thirty (30) days after the date received by the UCI.

ACCESS AND RECORDS

18. (a) **Access**. RSCCD, the U.S. Department of Education, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to UCI's activities, books, documents and papers (including computer records) and to records of UCI's subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring during normal business hours at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of UCI are kept. In the event UCI does not make the above-referenced documents available within the County of Orange, California, UCI agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.

(b) Records Retention. All accounting records and evidence pertaining to all costs of **UCI** and all documents related to this Agreement shall be kept available at **UCI's** office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records which relate to (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to which **RSCCD** or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

19. **UCI** shall promptly report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this Agreement, in accordance with the applicable federal, state, and local laws and regulations.

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Education to **UCI** from **RSCCD**, **UCI** assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 34 CFR part 100 et seq. The United States, the State of California and **RSCCD** have the right to seek judicial enforcement of this assurance.

(a) During the performance of this Agreement, **UCI** and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief. **UCI** will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

(b) **UCI** will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.

(c) **UCI** will give written notice of its obligations under this Section of the Agreement to labor organizations with which **UCI** has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, **UCI** shall, where applicable, maintain the confidential nature of information provided to it by **RSCCD** concerning participants in accordance with the requirements of federal and state laws. However, in accordance with Article 18(a), **UCI** shall provide **RSCCD**, the U.S. Department of Education, and/or the United States Government or their representatives, access to records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by

UCI, costs incurred and services rendered hereunder. **RSCCD**, the U.S. Department of Education and the United States Government, or their representatives, shall also maintain confidential information provided to it concerning participants in accordance with the requirements of the federal and/or state laws.

PROPERTY

22. (a) Definitions

1. “Real Property” is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
2. “Equipment” is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

(b) Property Management. **UCI** shall budget, manage and maintain an inventory or property in accordance the standards established by the U.S. Government. Notwithstanding the provisions of Article 18(b), **UCI** shall retain records pertaining to all equipment or property described above, and to costs incurred with respect thereto, for a period of three (3) years after final disposition of such property.

REPORTS

23. **UCI** will furnish reports, documents, photographs, and data, or copies of each, as reasonably requested by **RSCCD** concerning **UCI**'s activities as they affect the services hereunder. **RSCCD** shall be specific as to the nature of the information requested and allow thirty (30) days for **UCI** to respond.

INDEMNIFICATION

24. (a) **UCI** shall indemnify, hold harmless and defend **RSCCD**, its Board of Trustees, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of **UCI**'s performance of this Agreement, or any act or omission of **UCI**, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by **UCI** in violation of federal, State or **RSCCD** requirements or of this Agreement, or any negligent or intentional acts or omissions of **UCI**, its officers, agents or employees which injure or damage any participants or other third parties, including **RSCCD** personnel representatives. **UCI** shall forthwith remit all sums due **RSCCD**, along with the legal rate of interest pursuant to this paragraph.

(b) **RSCCD** shall indemnify, hold harmless and defend **UCI**, its Board of Regents, its officers, agents and employees from any and all claims, demands, loss, liability, injury death, suits or judgments arising out of or alleged to arise out of or in consequence of **RSCCD**'s performance of this Agreement, or any act or omission of **RSCCD**, its officers, agents or employees, including, but not limited to, and without waiving the generality of the foregoing, any audit disallowances or sums expended by **RSCCD** in violation of federal, State or **UCI** requirements or of this Agreement, or any negligent or intentional acts or omissions of **RSCCD**, its officers, agents or employees which injure or damage any participants or other third parties, including **UCI** personnel representatives. **RSCCD** shall forthwith remit all sums due **UCI**, along with the legal rate of interest pursuant to this paragraph.

INSURANCE

25. **UCI** shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, **UCI** shall deliver certificate(s) of insurance under **UCI's** comprehensive general liability insurance policy. Upon request, **RSCCD** shall be provided a copy of said policy.

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

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

26. In accordance with 34 CFR 74.36, 34 CFR 80.34, and in order for **RSCCD** to meet its obligations contained in the prime Grant No. P334A090134 with the U.S. Department of Education, **UCI** shall grant **RSCCD** a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. **RSCCD**, in the fulfillment of its obligations contained in the prime Grant No. P334A090134, the U.S. Department of Education, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by **UCI** under this Agreement and in accordance with 34 CFR 75.626, any patent application filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the Department of Education."

STANDARDS OF CONDUCT

27. (a) General Assurance. Every reasonable course of action will be taken by **UCI** in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. **UCI**, its officers and employees, in administering this Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

(b) Conducting Business Involving Relatives. No relative by blood, adoption or marriage of any executive or employee of **UCI** will receive favorable treatment when considered for enrollment in programs provided by, or employment with, **UCI**.

(c) Conducting Business Involving Close Personal Friends and Associates. Executives of **UCI** will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for **UCI** to conduct business with a friend or associate of an executive or employee of **UCI**, or an elected official in the area, a permanent record of the transaction will be retained.

(d) Avoidance of Economic Interest. No executive or employee of **UCI**, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by **UCI** or **RSCCD**. Supplies, materials,

equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

ASSURANCES

28. UCI shall execute and abide by the Assurance-Non-Construction Programs attached hereto as *Exhibit D* and incorporated herein by this reference.

DEBARMENT

29. UCI certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 34 CFR Part 85 (*See Exhibit E*).

LOBBYING

30. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82 (*See Exhibit F*), UCI certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. Any literature distributed by UCI for the purpose of appraising businesses, participants, or the general public of its programs under this Agreement shall state and acknowledge, in accordance with 34 CFR 75.620, the support of the Department of Education in publicizing the work under this agreement in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under grant award number P334A090134. The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

Any public announcements disclosing the federal funding must conform to the requirements and guidelines in *Exhibit G*.

BREACH – SANCTIONS

32. If, through any cause, **UCI** violates any of the terms and conditions of this Agreement, or if **UCI** reports inaccurately, or if any audit report makes disallowances, **UCI** shall promptly remedy its acts or omissions and/or repay **RSCCD** all amounts due **RSCCD** as a result thereof. For any such failures or violations **RSCCD** shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as **UCI** fulfills its obligations or remedies all violations of this Agreement; and/or (2) collect outstanding amounts, as determined by **RSCCD** to be due **RSCCD** from **UCI**, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice **UCI** has failed to repay same or a repayment schedule has not been made; and/or (3) terminate this Agreement in accordance with Section 34 herein.

DISPUTES

33. In the event of a dispute between the parties, the aggrieved party shall notify the other party and provide a detailed description of the alleged problem. The parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the parties hereby agree that such dispute will be resolved through arbitration and/or legal action.

The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the U.S. Department of Education, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

34. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of Federal and/or State funds, as applicable, for the reimbursement of **UCI**'s expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect or operation. In the event that such funding is terminated or reduced, **RSCCD** shall provide **UCI** with written notification of such determination. **UCI** shall immediately comply with **RSCCD**'s decision.

TOTAL AGREEMENT

35. This Agreement, together with the attachments hereto, expresses the total understanding of the parties. There are no oral understandings of the parties or terms and conditions other than as are stated herein. **UCI** acknowledges that it has read and agrees to all terms and conditions included in this contract.

AMENDMENTS

36. This Agreement may be modified or revised at any time by the parties as long as the amendment is made in writing and signed by both parties.

NOTICES

37. All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

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

UCI: Agency Representative: Amy Kimble, Sr. Contract & Grant Officer
 Department: Office of Research Administration
 Agency: University of California, Irvine
 Address: 5171 California Ave, Suite 150
 City, State Zip: Irvine, CA 92697-7600
 Phone: (949) 824-8634

IN WITNESS WHEREOF, **RSCCD** and **UCI** have executed this Agreement as of the date first above written.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By: _____
Name: Peter J. Hardash
 Vice Chancellor
Title: Business Operations/Fiscal Services
Date: _____
Board
Approval
Date: October 14, 2013

By: _____
Name: _____
Title: _____
Date: _____

Employer/Taxpayer Identification Number (EIN)

LIST OF EXHIBITS

Please use all the exhibits from Year One (except EXHIBIT A).

- EXHIBIT A Application for Federal Funding
- EXHIBIT B Report Template
- EXHIBIT C Invoice Template
- EXHIBIT D Assurances – Non-Construction Programs
- EXHIBIT E Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion – Lower Tier Covered Transactions.
- EXHIBIT F Certification Regarding Lobbying
- EXHIBIT G Disclosing Federal Funding in Public Announcements

**GEAR UP IV - Year 5
(2013-2014)**

Exhibit A

Distribution of Funded + Match by Institution
(Saddleback Valley: 10th 11th Grades)

	TOTAL	Distribution by Institution		
	GEAR UP IV Year 5	SAC	SAUSD	UCI
Program Staff (salary + benefits)	\$ 481,540	262,045	-	219,495
Tutors (Math/in-class)	\$ 50,000	25,000	-	25,000
Substitutes for PD	\$ 10,000	-	10,000	-
Buses for field trips (approximately 5 per year)	\$ 5,000	-	5,000	-
Travel: (5 people X \$3,000 for National Conference)	\$ 45,000	15,000	15,000	15,000
Materials & supplies (for students and promotores)	\$ 33,000	18,000	-	15,000
Incidentals (TB test, mileage, etc.)	\$ 6,000	3,000	-	3,000
Counselors Training	\$ 15,201	-	10,000	5,201
Printing	\$ 2,000	-	2,000	-
SAT Prep for 11th graders	\$ 10,000	-	10,000	-
PSAT cost for all 10th graders	\$ 10,000	-	10,000	-
Research software	\$ 8,000	-	-	8,000
Promotores Stipends	\$ 60,000	60,000	-	-
Parent Programming at UCI	\$ 5,000	-	-	5,000
Indirect (8% to Fiscal Agent)	\$ 59,259	59,259	-	-
	\$ 800,000	\$ 442,304	\$ 62,000	\$ 295,696
In-kind MATCH (as per USDOE approved)	\$ 1,087,430	282,578	717,605	87,247

6.2 (27)

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

To:	Board of Trustees	Date: October 14, 2013
Re:	First Reading of Revised Board Policies	
Action:	Information	

BACKGROUND

The Board Policy Committee met on September 30, 2013 and reviewed one new policy, recommended revisions to two existing policies, and the updated Human Resources section (7000) of the restructured Board Policies. These policies are now presented for first reading.

ANALYSIS

The District subscribes to the Policy and Procedure Services of the Community College League of California (CCLC). This service provides district's with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. The CCLC system for numbering and organizing these policies is different than the current RSCCD system. The Board Policy Committee is recommending that our policies be updated and revised to conform to the CCLC model structure.

RECOMMENDATION

These policies are presented for first reading as an information item.

Fiscal Impact: None	Board Date: October 14, 2013
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

BP 3410 Nondiscrimination —BP7300

Legal References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, sex or gender, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination (~~see Board Policy and Administrative Regulation 4119~~).

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, sex or gender, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Unlawful Discrimination and Sexual Harassment —BP4119

Revised April 13, 2009

~~The policy of the Rancho Santiago Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, 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, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.~~

~~The policy of the Rancho Santiago Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.~~

~~The policy of Rancho Santiago Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.~~

~~In so providing, the Rancho Santiago Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§~~

66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Rancho Santiago Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom the District will consult with a faculty member appointed by the appropriate Academic Senate with respect to contemporary practices and standards for course content and delivery.

Responsible District Officer

The District has identified the Executive Vice Chancellor of Human Resources and Educational Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer. The appropriate forms and procedures for filing and investigating complaints of unlawful discrimination are contained in Administrative Regulation 4119.

Legal References: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Adopted March 28, 2011; Revised _____ (Previously BP4119 and BP7300)

BP 5055 Enrollment Priorities (New)

Reference: Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Regulation 5055.

Adopted: _____

BP 6332 Competitive Bidding and Quotation Policies

Reference: Public Contract Code 20105 - 20113 and 20651 – 20654; Government Contract Code 53060

A. Competitive bids are required for all public works (i.e., construction, alterations, repairs, or improvements) with costs of \$ 15,000 or more, and for all purchases of materials, supplies, and equipment with costs as per ~~BP3306, C-1~~ Public Contract Code 20651, or more (sales taxes included) with the following exceptions:

1. "Emergency Work" as defined by the Education Code, where time is of the essence. This is work necessary to permit the continuance of classes, and/or avoid danger to life or property.
2. "Sole Source" situations as defined by existing case law, in those instances where "competitive proposals would be unavailing or not produce an advantage."
3. Purchases through public corporations in those instances "when the Board has determined it to be in the best interests of the district," or via cooperative purchasing as described in BP3304.
4. "Special Services and Advice" consulting as defined by the Government Contract Code, where persons specially trained in financial, economic, accounting, architectural, engineering, legal, or administrative matters are needed by the District.
5. Informal bidding procedures for public works projects under the Uniform Public Construction Cost Accounting Act as described in ~~BP3340~~ 6603.

B. When elements of both the "Services" and "Equipment/Supply" spending categories are combined (e.g. a printing project where the vendor provides a service and materials) the higher limit (as per ~~BP3306, C-1~~ Public Contract Code 20651) applies for bid requirement purposes.

C. Integral projects cannot be separated into separate components to circumvent the competitive bidding requirements.

D. Except for the items at A1-A3 above, requesting competitive quotations is preferable on those purchases which do require competitive bids, and is mandatory for those purchases over \$ 15,000 (unless the conditions at A1-A3 apply, or time is a critical constraint). Generally two (2) or three (3) quotes should be obtained. However, this will vary depending on the nature of the product, the urgency of need, and the responsiveness of vendors. The adequacy of competitive quotes shall be based on the Purchasing Director's judgment.

E. Regarding item A4, Government Contract Code Section 53060 allows for the award of contracts for Special Services and Advice without competitive bidding. However, it will be District practice that all purchases estimated to be \$ 15,000 or more will be subject to the procedure at section D above, unless that requirement is waived by the Chancellor or a Vice Chancellor in the Chancellor's absence. Purchases estimated to be greater than \$1 million will be subject to this policy without exception.

F. The Board delegates to the responsible managers authorization to make any "emergency work" purchases with cost below the amounts where competitive bids are required. Those "emergency work" purchases, with cost at or above the amounts where competitive bids are required, can be performed without competitive bidding as long as they are pre-approved by the Board and the Orange County Superintendent of Schools or executed in accordance with policy ~~BP3310~~ 6603.

Revised: ~~September 9, 2013~~ _____ (Previously BP3307)

Section 7000 – Human Resources

This section will consist largely of policies that are in the current RSCCD 4000 Section, "Human Resources" in the current policy manual. The following policies are presented in the order listed in the CCLC model.

BP 7001 Code of Ethics – ~~BP7020~~

Reference: Accreditation Standard IIIA.1.d

All employees of Rancho Santiago Community College District are professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, intellectual development, and uniqueness of each individual, as well as the collegiality of a learning community. Although we work in various settings and positions, we are committed to protecting human rights and to the advancement of learning. While we require an environment with freedom of inquiry and open communication, we accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and a learning community; and avoidance of conflicts of interest and the appearance of impropriety.

The consistent exercise of integrity is the cornerstone of ethical behavior.

Ethical behavior is often defined as "right" or "good" behavior as measured against commonly accepted rules of conduct for a society or profession. The ethical person is often described as one who is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

The RSCCD Board of Trustees, administration, faculty, staff, and contractors shall subscribe to the following standards of ethical and professional behavior. For purposes of this policy "employees" refers to individuals hired and/or paid by the District, including members of the Board of Trustees, full- and part-time employees, and student employees. Employees will:

- address responsibilities and work with people without prejudice, and therefore not discriminate unjustly against or in favor of any student or employee. Employees will act to prevent intimidation, harassment, favoritism, and discrimination.

- ensure the accurate representation of district and college goals, services, programs, and policies to the public, students, and colleagues.
- avoid creating the impression that, when speaking as individuals, we speak or act for the District or the colleges.
- not enter into relationships that seek to benefit the employee at the expense of the District, a student, or a person under their supervision. They avoid conflicts of interest which may result from dual relationships, such as those of a contractual, personal, financial, or sexual nature.
- avoid conflicts of interest between their contractual obligations to the District and those to private business or personal commitments. For example, they will not solicit clients and sell services or products during the course of their regular work at RSCCD, and they refuse remuneration for services rendered to persons for whom they perform the same services as an employee of the District.
- not use the resources of the District (e.g., computers, programs, offices, supplies) to secure financial gain for oneself or any other person or party. No employee shall conduct business at the District that is not directly related to the mission of the District and colleges.
- recognize that personal problems and conflicts can interfere with employee effectiveness. Accordingly, employees monitor their personal and professional effectiveness, seek assistance when needed (e.g., psychological, medical, legal), and maintain physical, mental, and emotional health.
- contribute to the development of their respective professions through dialogue with colleagues; serving professional organizations; and serving as mentors to emerging professionals.
- maintain and enhance individual professional effectiveness, currency, and competence through continuing education to improve abilities and acquire new knowledge, and they assure the same opportunity for persons within their supervision.
- accurately represent their experience and credentials, competencies and limitations to all concerned. Employees will provide services within the boundaries of their competence, based on their education, training, professional experience, ongoing professional development and licensure.
- in supervisory, management and administrative roles, treat those they supervise with respect and integrity, and value the well-being of employees as they make decisions about the needs of the institution. They use the power inherent in their positions wisely and with serious regard for individual worth and personal and professional growth.
- foster openness by encouraging and maintaining two-way communication, characterized by honesty and integrity.
- ensure that students and employees have access to varying points of view.
- make reasonable effort to protect students and employees from conditions harmful to learning or to health and safety.
- not disclose private information about students or employees obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- recognize that an information society gives us access to increasing amounts of data, much of it automated. They exercise the privilege of using such information with care and integrity, actively protect the privacy of individuals, and use due caution when creating conclusions relative to such data specific to RSCCD.
- avoid knowingly making false or malicious statements about students or employees.
- not intentionally embarrass or disparage a student or employee.
- be respectful of fellow employees, community members, and students and their opinions. Diverse opinions and free inquiry should be encouraged.
- facilitate a climate of trust and mutual support through relationships focused on respect for reason, freedom of expression, and the right to peacefully dissent.
- not impose personal values, beliefs, and behaviors on others.

Adopted February 7, 2005 Revised _____ (Previously BP7020)

BP 7002 Civility –~~BP4137~~

All employees of the Rancho Santiago Community College District retain their freedom of speech under both the federal and state constitutions. Freedom of speech is a fundamental personal right, but it does not confer an absolute right to speak, without responsibility, whatever one may choose, or an unrestricted license that gives immunity for every possible use of language.

The Rancho Santiago Community College District respects and even encourages its employees to exercise their freedom of speech on issues of public importance. The District, however, properly may regulate speech if it injures the District, its employees, its students or members of the public. There is an expectation that all employees will be courteous and polite to one another in any interaction while they are in the course and scope of their employment. Discourtesy and impoliteness constitute unacceptable professional behavior.

This Board Policy does not completely or comprehensively attempt to regulate the conduct of District employees. Its purpose is to communicate the requirement that interactions between employees, which may involve spirited and serious debate or criticism, may not involve any threat, coercion, intimidation, use of obscenities, illegal harassment, assault or battery.

Adopted 04/14/97 Revised _____ (Previously BP4137)

BP 7003 Oath –~~BP4103~~

All persons employed in any capacity shall swear or affirm to support the Constitution of the United States and the Constitution of the State of California.

Adopted 03/27/95 Revised _____ (Previously BP4103)

BP 7004 Non-School Outside Employment –~~BP4106~~

Legal Reference: Government Code 1126

All personnel are employed for a specific job in the district. It is understood that the duties of each position shall be carried out to the satisfaction of the chancellor and supervisors. Personnel of the district may be engaged in outside employment as long as such employment does not interfere with the proper discharge of their assigned duties.

Except as provided in Government Code Sections 1128 and 1129, Rancho Santiago Community College District employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as an employee or with the duties, functions, or responsibilities of the Board of Trustees or Rancho Santiago Community College District. The employee shall not perform any work, service, or counsel for compensation outside of employment where any part of his or her efforts will be subject to approval by any other officer, employee, board or commission of his or her employing body, unless otherwise approved by Board Policy 4126 and in accordance with Government Code 1126.

Revised 03/27/95 _____ (Previously BP4106)

BP 7005 Personnel Files –~~BP4110~~

~~Legal Reference:~~ Education Code 87031; Labor Code Section 1198.5; Accreditation Standard IIIA.3.b
Collective Bargaining Agreements

Rancho Santiago Community College District shall keep personnel files on all current and former employees.

All personnel files are confidential and are available for review only to those persons having legal right or authorization to inspect.

Revised ~~April 13, 2009~~ _____ (Previously BP4110)

BP 7006 Service Recognition ~~–BP4111~~

The Board of Trustees is appreciative of the long and faithful service of many district employees and wishes to make formal and public recognition of such services. The chancellor is directed to provide the Board with a list of employees with extended service of 10, 15, 20, 25 or 30 years or more and provide a suitable service pin and recognition for such service.

Revised ~~03/27/95~~ _____ (Previously BP4111)

BP 7007 Volunteers Personnel Service ~~–BP4117~~

~~The Rancho Santiago Community College District authorizes Worker's Compensation Insurance coverage for Advisory Board members while in attendance at meetings on Rancho Santiago Community College campuses. The Rancho Santiago Community College District authorizes Worker's Compensation Insurance coverage for Rancho Santiago Community College campuses or sites. The Board of Trustees shall authorize service of said Advisory Board members and volunteers. The dates of volunteer service and a description of the service to be provided shall be presented to the Board on the Human Resources docket. Should accident, injury or work-related illness be sustained while volunteering at Rancho Santiago Community College District, the Board approved volunteer shall be covered under the district's worker's compensation insurance.~~

Adopted 03/27/95 Revised _____ (Previously BP4117)

BP 7008 Employee Evaluation ~~–BP4128~~

~~Legal References: Education Code 87663 Probationary faculty; 88013 Probationary classified employees~~
~~Collective Bargaining Agreements~~ Accreditation Standard IIIA.1.b

Rancho Santiago Community College District employees who are represented by ~~FARSCCD, CSEA, CEFA or CDCTA~~ an exclusive representative shall be evaluated in accordance with the terms and conditions of the appropriate collective bargaining agreement. Management employees, including confidential employees, shall be evaluated in accordance with administrative regulations approved by the chancellor.

Revised ~~April 13, 2009~~ _____ (Previously BP4128)

BP 7009 Staff Development ~~–BP4138~~

Legal Reference: California Education Code 87150-87154; Accreditation Standard IIIA.5

The board of trustees recognizes the importance of continuous professional development activities for faculty and staff. The Chancellor shall develop procedures for appropriate professional development activities that shall include but not be limited to:

- Programs and activities supported by that the operation of the Community College Faculty and Staff Development Fund; program shall be consistent with Article 5, sections 87150-87154 of the California Education Code.
- Sabbatical leaves;
- Flex Day activities
- Conferences, seminars, and workshops

~~Funds received pursuant to the provisions shall be allocated to the colleges and the district office. Each college and the district office shall form an advisory committee comprised of representatives from appropriate employee groups.~~

~~Funds may be used for the purposes enumerated in education code section 87153; however, funds shall not be used for recreational activities.~~

Adopted June 26, 2000 Revised _____ (Previously BP4138)

BP 7100 Commitment to Diversity (new)

Reference: Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. Accreditation Standard IIIA.4

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Nothing in this Board Policy shall authorize hiring and staff development processes that set numerical goals or quotas, or preferences, in conflict with state law.

Adopted _____

BP 7110 General Personnel Policy Statement Delegation of Authority –~~BP4101~~

Legal Reference: Education Code 70902(d)

~~The Board of Trustees directs the chancellor to develop and implement policies and administrative regulations which direct the work of the Rancho Santiago Community College District. The policies and administrative regulations shall be in writing and shall be made available for public review.~~

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

Revised April 13, 2009 _____

BP 7120 Recruitment and Hiring, Selection, Appointment and Transfer of Employees –~~BP4102~~

Legal References: Title VII of the Civil Rights Act of 1964; Article 1, Section 31 of the California Constitution ~~Sections 53000~~; Title 5 of the California Code of Regulations, Section 53000 et seq., 51023.5 Education Code Sections 87100, 87400 and 88000 et seq. ~~of the California Education Code~~; Accreditation Standard III.1.A

It is the responsibility of the Chancellor to determine the personnel needs of the district. The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions.

~~The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.~~

~~Nothing in this Board Policy shall authorize hiring and staff development processes that set numerical goals or quotas, or preferences, in conflict with state law.~~

It shall be the duty of the chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the appropriate constituent groups an opportunity to participate in the decisions under the Board's policies regarding local decision making.

The chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the chancellor or delegated agent subject to ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the district is delegated to the chancellor except as such power may be limited by law, district policies, procedures, and collective bargaining agreements.

Revised ~~July 13, 2009~~ _____ (Previously BP4102)

BP 7121 Applicant Travel Reimbursement ~~BP4204~~

It is the policy of Rancho Santiago Community College District to reimburse travel expenses of candidates who interview for faculty and administrative positions as follows.

First Interview:-

- ~~1. Applicant must live farther than 300 miles from RSCCD.~~
- ~~2. Reimbursement will be for one-half of travel and lodging, not to exceed \$300.~~
- ~~3. Travel by rail, air, bus, private or rented automobile will be considered acceptable. Mileage reimbursement for personal auto use will be at the appropriate district rate.~~
- ~~4. Applicant submits original receipts and verification of expenses.~~

Final Interview:-

- ~~1. Rancho Santiago Community College District will make travel and lodging arrangements for final interview candidates who live farther than 300 miles from RSCCD. These expenses will be paid for by the district.~~

~~Personnel Administrative Applicant Travel Reimbursement Administrative~~ ~~BP4417~~

~~Revised 08/29/2005~~

~~It is the policy of Rancho Santiago Community College District to reimburse travel expenses of candidates who interview for positions covered by individual administrative employment contracts.~~

~~For first interviews, 50% of authorized transportation and lodging expenses will be reimbursed if one-way travel of at least 300 miles is required.~~

~~For final interviews, 100% of authorized transportation and lodging expenses will be reimbursed if one-way travel of at least 300 miles is required.~~

~~Authorized travel and lodging expenses for all interviews for cabinet-level positions shall be fully reimbursed.~~

~~The Chancellor shall develop regulations to implement this policy.~~

Revised ~~5/11/98~~ _____ (~~Previously BP4204 and BP4417~~)

BP 7130 Compensation Payroll Warrants for Employees **BP3219**

References: Education Code Sections 70902(b)(4), 87801, and 88160; Government Code Section 53200; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; Education Code 87821 Time Payment 87822 Time of Payment for Additional Activities 87823 Payroll Warrants 87824 Deposit of Payroll Warrants with County Treasurer 87828 Drawing of Warrants for Teachers 87833 Deductions for Organization Dues 87834 Governing Board May Make Deductions from Payments 88165 Time of Payment of Compensation 88166 Error in Salary 88167 Deductions for Dues of Employee Organizations Government Code 20222 Compensation: Inclusions and Exclusions 20222.05 Payment Determination for Retirement 20222.3 Compensation: School Employee Employed Less than 12 Months a Year STRS "Mandatory Membership" PERS Membership Status IRS Internal Revenue Code 403(b) (TSA) 457 (DCP)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board.

Payroll warrants will be processed for employees and Board of Trustees in accordance with federal, state and local laws and requirements.

~~Required reports will be processed on a timely basis. The district will work closely and coordinate payroll activities with the County Department of Education. No payroll warrant shall be processed until Board approval and proper receipt of documents from personnel. The chancellor shall develop administrative regulations and procedures to ensure the legal and expedient processing of warrants.~~

Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy. This prohibition is not applicable to circumstances pertaining to foreign students residing in foreign countries who are not eligible to receive federal student assistance.

Adopted 11/14/94 Revised _____ (Previously BP3219)

BP 7131 Personnel Management Salary Schedules **Initial Placement & Salary Step Advancement** **Recommendation BP4401**

Legal Reference:

~~The Rancho Santiago Community College District shall approve, on an annual basis, the management and chancellor's cabinet salary schedule.~~

Management employees new to the district shall be placed on a step the appropriate salary schedule according to professional training and experience as determined by the chancellor. Advancement of step placement is subject to the annual recommendation of the chancellor. An employee must begin work before January 1 to be eligible for a step increment on July 1 of the next fiscal year.

Revised August 29, 2005 _____ (Previously BP4401)

BP 7132 Management Medical/Dental Insurance Benefits - BP4402

Eligibility

All management employees (including cabinet-level employees) who have an assignment of 50% or more are eligible for district-paid Group Medical/Dental benefits. The district's contribution in each succeeding year will be the district's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 10%.

Health Insurance

The district will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be pro-rated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

Retired Staff

For the purposes of determining benefit eligibility under this policy, retirement is defined as a management employee's termination from full-time District employment which is concurrent with his/her retirement under STRS and/or PERS.

Retired management employees shall receive district-paid medical/dental benefits based upon the following eligibility criteria:

Managers whose first date of full-time service was prior to May 31, 1986, shall receive the same district-paid medical insurance coverage as is provided to active management employees for life.

Managers whose first date of full-time service was on or after May 31, 1986, and who serve as a manager for at least fifteen (15) years shall receive the same district-paid medical insurance coverage as is provided to active management employees until age 70, after which such retirees may continue coverage at their own expense.

Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the district may participate in medical/dental benefits by paying their own premiums.

Surviving dependent spousal benefits will continue at district expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005. Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the district) may continue surviving dependent spousal benefits at their own expense.

Revised ~~April 13, 2009~~ _____ (Previously BP4402)

BP 7133 Holidays Management ~~–BP4414~~

~~Legal~~ Reference: Education Code 88203.

~~Permanent and probationary~~ classified ~~administrative/supervisory/confidential~~ management ~~and confidential~~ employees ~~who are contract employees~~ shall be entitled to payment for authorized holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

Revised ~~08/29/2005~~ _____ (Previously BP4414)

BP 7140 Collective Bargaining (new)

Reference: Government Code Sections 3540 et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Adopted _____

BP 7141 Organizations Right of Access ~~–BP4133~~

~~Legal~~ Reference: Government Code 3543.1(b)

In accordance with Government Code Section 3543.1(b), exclusive representative employee organizations shall have the right of access at reasonable times to areas where employees work, the right to use district bulletin boards, mailboxes, and other means of communication, and district facilities subject to administrative regulations established by the chancellor. A copy of materials to be distributed or posted shall be provided to the chancellor or designee one working day prior to distribution.

These employee organizations shall be permitted reasonable access to employees. Such access shall not interfere with the school district operations nor infringe upon hours of assigned duties of the employees.

These employee organizations shall pay for their own supplies. When college equipment is used for producing materials, the organization shall pay a reasonable fee for the use. The fee shall be established by the administration. District materials shall have priority over organizational materials where staff time is limited for the production of materials. Employee organizations shall not use district telephones for employee organizations purposes; no long distance or other telephone charges shall be charged to the district.

~~Adopted 04/24/95; Revised April 13, 2009~~ _____ (Previously BP4133)

BP 7210 Academic Employees (new)

Reference: Education Code Sections 87400 et seq., 87419.1; 87600 et seq., and 87482.8; Title 5 Section 51025

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code and the collective bargaining agreement for full-time faculty. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Adopted _____

BP 7230 Definition Classified Employees Service ~~BP4301~~

Legal References: ~~Collective Bargaining Agreement; Education Code 88003, 88004, 88009, and 88013~~
~~Classified service in districts not incorporating the merit system 88004; Positions not specifically exempted 88009; Fixing of duties 88013; Rules and regulations governing personnel management of classified service in districts not incorporating merit system; designation as permanent employee; disciplinary action~~

Persons employed in positions that are not academic positions shall be known as the Classified Service.

A permanent classified employee is one who has satisfactorily served and completed one year of probationary employment. A probationary employee is one who has been employed less than 12 months.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service.

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Chancellor shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

Revised ~~April 13, 2009~~ _____

BP 7240 Confidential Employees (new)

Reference: Government Code Section 3540.1(c)

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Chancellor. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

Adopted _____

BP 7250 Educational Administrators-Administrative Retreat Rights Administrative - BP4423 (formerly BP4520)

~~**Legal References:** Education Code 87458- Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)~~

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Adopted 03/27/95, Revised April 13, 2009

~~In order to properly balance the rights of students, administrators, and faculty, and in accordance with Education Code Section 87458, the Rancho Santiago Community College District adopts the following Administrator Retreat Rights Policy.~~

~~This policy does not apply to certificated administrators hired before the effective date for these sections of Assembly Bill 1725 (June 30, 1990).—A tenured faculty member employee, when assigned from a faculty position to an educational administrative position, retains his or her status and continues to accumulate seniority as a tenured faculty member. The reassignment of such an administrator back to a faculty position~~

shall be done in accordance with Section II below. ~~Administrators hired after the effective date can acquire the right to become first-year probationary faculty members as provided by Education Code Section 87458 and in accordance with this policy.~~

I. An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

~~An administrator hired after June 30, 1990, and who did not have faculty tenure in this district at the time of hire, may be reassigned to a first-year probationary faculty position provided that he or she meets all of the following:~~

A. Holds an administrative position that is not part of the classified service. For every administrative job title, the records of the district shall show whether or not it is part of the classified service.

B. Has served in this district a total of at least two years as one or more of the following: a faculty member or ~~instructional or student services~~ educational administrator. This service has not been documented as unsatisfactory.

C. Is being ~~dismissed~~ reassigned due to the elimination of the current position as part of ~~the~~ an administrative reorganization or as part of a reduction in force among administrators, that is, for reasons other than for cause. In no case shall this district reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause.

D. Has voluntarily requested a reassignment to faculty status within the district.

II. To determine the disciplines to which an administrator shall be assigned, the following shall apply:

A. The administrator can be assigned only to a discipline in which he or she has at least the minimum qualifications, or equivalencies as specified by the Education Code and Title 5. Before the board makes a determination, the appropriate academic senate shall certify (through the Equivalencies Committee) to the Governing Board the discipline(s) for which ~~discipline(s)~~ the administrator meets the minimum qualifications and shall recommend the discipline(s) to which the administrator may be assigned. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.

B. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualification but also where all the following apply:

1. There are sufficient noncontract assignments in the discipline or service to make a full-time assignment for an additional faculty member.
2. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

Every educational administrator shall be employed by an appointment or contract.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Revised _____ **(Previously BP4423)**

BP 7260 Classified Supervisors and Managers (new)

Reference: Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Adopted _____

BP 7310 Nepotism –BP4118

Reference: Government Code Sections 1090 et seq. and 12940 et seq.

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Sections 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has a family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

It shall be the policy of the district not to offer employment to an applicant or to assign or promote an employee to a position which would have a supervisory or evaluative relationship with a close relative.

A supervisory or evaluative relationship includes the ability to recommend or influence the appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative or domestic partner as defined by Family Code Section 297 et seq.

For the purposes of this policy, a ~~close~~ relative shall be a spouse, domestic partner, parent, child, grandchild, sibling, aunt, uncle, cousin, niece, nephew, or in-laws. A parent, child, grandchild or sibling of a domestic partner shall also be considered an in-law. Persons related by blood or marriage living in the same household and foster parents/children are also considered to be ~~close~~ relatives.

This policy would require, as soon as possible, the reassignment of one employee, to a comparable position when two employees get married or form a domestic partnership and a supervisory or evaluative relationship exists between the positions held by the employees.

The District will also make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest ~~due to the employment of relatives.~~

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place relatives in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Revised ~~April 13, 2009~~ _____ (Previously BP4118)

BP 7330 Communicable Disease Medical Examinations **BP4130**

~~Legal Reference:~~ Education Code Sections 87408; 87408.6; 88021 ~~Physical Examination-Collective Bargaining Agreement~~

~~Examination for Communicable Disease/Tuberculosis~~

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

~~Following initial employment,~~ All employees shall be required to undergo an examination within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

~~Employment of Retirant; Medical Certificate; Periodic Medical Examinations~~

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

~~Fitness for Duty Examinations~~

~~The Chancellor may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.~~

Revised ~~April 13, 2009~~ _____ (Previously BP4130)

BP 7335 Health Medical Examinations –BP4130

~~Legal References: Education Code 88021 Physical Examination Collective Bargaining Agreement Government Code Section 12940; 42 U.S. Code Section 12112; 29 Code of Federal Regulations, Part 1630~~

~~Examination for Communicable Disease/Tuberculosis~~

~~All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.~~

~~All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.~~

~~Following initial employment, all employees shall be required to undergo an examination within every four years to determine if they are free from tuberculosis.~~

~~Employment of Retirant; Medical Certificate; Periodic Medical Examinations~~

~~Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.~~

~~Fitness for Duty Examinations~~

~~The Chancellor may require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.~~

~~Revised April 13, 2009 _____ (Previously BP4130)~~

BP 7340 Leaves

~~References: Education Code Sections 87763 et seq. and 88190 et seq. and citations below~~

~~The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:~~

- ~~• illness leaves for all classes of permanent employees;~~
- ~~• vacation leave for members of the classified bargaining unit and managers;~~
- ~~• leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization; Education Code Sections 87768.5 and 88210~~
- ~~• leave of absence to serve as an elected member of the legislature; Education Code Section 87701~~
- ~~• pregnancy leave; Education Code Sections 87766 and 88193; Government Code Section 12945~~

- use of illness leave for personal necessity; Education Code Sections 87784; 88207
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Sections 87036 and 87037
- military service; Education Code Section 87700; and
- sabbatical leaves for permanent faculty

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Revised: (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)

~~Maternity Leave – BP4114~~

~~Revised 03/27/95~~

~~Employees who are disabled as a result of pregnancy, miscarriage or childbirth may request a paid maternity leave. Pregnancy in and of itself is not considered a disability. Approved maternity leave shall be deducted from the employee's accrued sick leave.~~

~~Qualifying employees may request additional unpaid leave benefits under the Family and Medical Leave Act of 1993 or through appropriate collective bargaining agreements. It is the policy of Rancho Santiago Community College District that once an employee is in an unpaid status, an employee is not eligible to move into a paid leave status for recovery of childbirth.~~

~~**Legal Reference:** Education Code 87766. Power to Grant Leaves of Absence for Pregnancy 88193. Leave of Absence for Pregnancy Collective Bargaining Agreements~~

~~Military Leave – BP4115~~

~~Adopted 03/27/95; Revised April 13, 2009~~

~~Employees shall be entitled to a military leave of absence as prescribed by provisions of the federal Uniformed Services Employment and Reemployment Rights Act, and the California Military and Veterans Code.~~

~~Affected employees shall also receive vacation, sick leave, health and welfare benefits, and reemployment rights, pursuant to the applicable provisions of federal and state law.~~

~~Legal Reference: Uniformed Services Employment and Reemployment Rights Act Military and Veterans Code Education Code Section 87700~~

~~Bereavement Leave Management – BP4404~~

~~Revised April 13, 2009~~

~~Management employees shall be granted, without loss of salary or other benefits, five days leave of absence due to the death of the employee's spouse, parent or child.~~

~~Upon the death of a member of the employee's immediate family (other than a parent, spouse or child), bereavement leave shall be granted as follows:~~

- ~~• Up to three working days if required travel is less than 200 land miles one way from the district;~~
- ~~• Up to five working days if required travel equals or exceeds two hundred land miles one way from the district.~~

~~Requests for additional bereavement leave days may be approved by the chancellor.~~

~~"Member of the immediate family," as used herein, means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships. Exceptions may be approved by the chancellor.~~

~~**Legal Reference:** Education Code 87788. Leave of Absence due to death in immediate family 88194. Bereavement leave of absence~~

~~Family and Medical Leave Management – BP4405~~

~~Revised 08/29/2005~~

~~It is the policy of the Rancho Santiago Community College District to provide Family Medical leave benefits which are consistent with Government Code 12945.2 and the Family and Medical leave Act of 1993.~~

~~**Legal Reference:** Government Code 12945.2 California Family and Medical leave Act of 1993~~

~~Industrial Accident or Illness Leave Management – BP4406~~

~~Revised 08/29/2005~~

~~Management employees are entitled to leave with pay in any one (1) fiscal year for an industrial accident or illness as prescribed by the appropriate provisions of the California Education Code for either academic or classified employees. An industrial accident or illness is defined as one where the employee becomes ill or is injured while he/she is serving the district, the accident or illness is reported in accordance with the district's regulations, and the district responsibility for the treatment of the employee.~~

~~**Legal Reference:** Education Code 87786. Exception to sick leave when district adopts specific rule 88191. Leave of absence for illness or injury 87787. Required rules for industrial accident and illness leaves of absence 88192. Industrial accident and illness leave for classified employees~~

~~Judicial Leave Management - BP4407~~

~~Revised 08/29/2005~~

~~When called for jury duty or as a witness in the manner provided by law, except when called as a witness adverse to the district or as a party in an action against the district, employees shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty or act as a witness during the employee's regularly assigned working hours.~~

~~Request for jury duty or witness leave should be made by presenting as soon as possible the official court summons to the employee's immediate supervisor and to the district payroll office through regular administrative channels.~~

~~The employee shall reimburse to the district any monies earned as a juror, or witness, except mileage.~~

~~Any employee called for jury duty shall not be encouraged in any way to seek exemption from such duty, nor shall he/she be discriminated against in any way for not seeking such exemption.~~

~~Employees are required to return to work during any day in which jury services are not required.~~

~~The district may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.~~

~~**Legal Reference:** Education Code 87035. Leaves of Absence 87036. Unlawful to encourage exemption from jury duty 88190. Leave of Absence & Vacation~~

~~Personal Necessity Leave Management - BP4408~~

~~Revised 08/29/2005~~

~~Academic managers may be granted a maximum of six days leave of absence in any school year without loss of pay, in cases of personal necessity. Classified managers may be granted a maximum of seven days leave of absence in any school year without loss of pay, in cases of personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave.~~

~~An employee shall request personal necessity leave at least five (5) days in advance to the immediate supervisor, who reserves the right to verify such request by an appropriate means. The requirement for five (5) days notice shall not be mandatory in the case of death or serious illness of a member of the employee's immediate family, or an accident involving his person or property, or the person or property of a member of the employee's immediate family. (Immediate family used in this section means blood, step and foster relations limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships.)~~

~~**Legal Reference:** Education Code 87784. Leave of Absence for Personal Necessity 88207. Personal Necessity~~

~~Quarantine Leave Management - BP4409~~

~~Revised 08/29/2005~~

~~Management employees shall receive full salary for a period not to exceed thirty (30) days when quarantined by city or county health officers because of another's illness. Such quarantine must be verified by a physician or health officer.~~

~~Legal Reference: Education Code 87765. Education Code 88199~~

~~Sick Leave Management - BP4410~~

~~Revised 08/29/2005~~

~~Management employees shall be entitled to twelve (12) days of sick leave per fiscal year. This entitlement shall be credited at the commencement of employment at the start of each succeeding fiscal year (July 1). Fractional assignment and partial years of service shall receive proportionate leave entitlement.~~

~~Pay for any day of such absence shall be the same as the pay which would have been received had the employee been on paid status during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.~~

~~If the employee does not take the full amount of leave allowed in any year under this section the amount not taken shall be accumulated from year to year.~~

~~Sick leave entitlement shall be reduced by one (1) day for each month an employee is on leave without pay. Entitlement shall be granted for all paid leaves.~~

~~An employee whose sick leave, including current and accrued, has been exhausted and the total sick leave used in a given fiscal year is less than 100 work days, shall be compensated at 50% of his/her daily rate for the balance of 100 days.~~

~~The District shall provide a catastrophic illness bank for management employees, who have exhausted all regular and extended sick leave and vacation.~~

~~Legal Reference: Education Code 87781. Provisions for sick leave of certificated employees 87782. Transfer of accumulated sick leave 87786. Exceptions to sick leave when district adopts specific rule 88191. Leave of absence for illness or injury 88196. Salary deductions during sick leave 88202. Transfer of accumulated sick leave~~

~~Unpaid Leaves of Absence Management - BP4412~~

~~Revised 08/29/2005~~

~~Employees may be granted, long or short term leaves of absence without pay as permitted by law and specific Board of Trustee policies. The request must be received by the chancellor or appropriate president or vice chancellor in ample time for the chancellor or Board of Trustees to be able to take action prior to the requested leave time. The Office of Human Resources will notify the requestor of the action taken by the Board of Trustees.~~

~~Long Term Leave~~

The Board of Trustees reserves the right to specify conditions under which long-term leaves without pay may be granted. Long-term leaves without pay may be granted for the following purposes: approved retraining, study, travel, restoration of health, or disabilities in the immediate family.

Commencement of Leave

Excepting emergencies, no employee will commence a long-term leave without pay other than at the conclusion of a semester.

Indication of Return to the District

The employee granted a long-term leave without pay shall inform the Board of Trustees within ninety days of the scheduled return date as to his/her intentions.

At the expiration of the long-term leave, the employee shall be offered, if an opening exists, a like position to that previously held unless otherwise provided by law and Board policy.

Short-Term Leave

Requests for short-term leaves of absence without pay for one day may be granted by the immediate supervisor. Short-term leaves for two to five days must also be approved by the chancellor.

Personal leave without pay for longer than five days requires Board of Trustee approval prior to taking leave. An employee absence card must be filed.

Legal Reference: Education Code 87763. Leaves of Absence 87764. Power to grant leaves of absence 88190. Leaves of Absence and Vacation 88198. Provisions Authorizing Leaves of Absence 88221. Leaves of Absence

Vacation Management - BP4413

Revised 08/29/2005

Employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year.

Legal Reference: Education Code 88190. Leaves of Absence and Vacation

BP 7345 Catastrophic Leave Program (new)

Reference: Education Code Section 87045

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

Adopted _____

BP 7348 Faculty Pre-retirement (Workload Reduction) → BP4207

~~Legal References:~~ Education Code 22713. ~~Part-time employment; reduction of workload from full-time~~
87483. ~~Regulations: Reduction to Part-Time Employment Status~~

With Board approval, an academic employee may elect to reduce his/her workload from full-time to not less than half-time for a maximum of five years prior to retirement and continue to receive the same service credit in the State Teachers Retirement System as would have been received had the employee continued to work on a full-time basis. Administrative regulations shall be established to make this benefit available to academic employees of the district on an individual basis, as approved by the Board of Trustees.

Adopted 04/24/95; Revised ~~April 13, 2009~~ _____ (Previously BP4207)

BP 7350 Resignations → BP4129

~~Legal Reference:~~ Education Code Sections 87730; 88201

The Board of Trustees authorizes the Chancellor to accept an employee's resignation on its behalf at any time and resignations shall be deemed accepted by the Board when accepted by the Chancellor. Such action shall be subject to ratification by the Board of Trustees at a subsequent meeting. The employee shall specify the effective date of such resignation and this date shall be approved unless the chancellor desires to accept the resignation sooner, but in no event shall the effective date be later than the last day of the current academic year.

Revised ~~April 13, 2009~~ _____ (Previously BP4129)

BP 7360 Faculty Discipline and Dismissal and/or Discharge – Academic Employees → BP4206

~~Legal References:~~ Education Code Sections 87669; ~~Determination of Penalty~~ 87732; ~~Grounds for Dismissal of Permanent Employees~~

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Chancellor.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Revised ~~April 13, 2009~~ _____ (Previously BP 4206 and and BP4415)

~~Dismissal and/or Discharge Management - BP4415~~

~~Revised 08/29/2005~~

~~Management employees may be dismissed and/or discharged per the terms and conditions in the Education Code and procedures outlined in board policy, regulation, and employment contracts. **Legal Reference:**~~

~~**ACADEMIC** Education Code 87732. Grounds for dismissal of regular employees 87734. Unprofessional conduct or incompetency' notice of charges 87735. Immediate suspension; hearing upon certain charges 87736. Sex offenses and narcotics offenses; compulsory leave of absence 87737. Notice of suspension and intention to dismiss; service~~

~~**CLASSIFIED** Education Code 88016. Notice of disciplinary action 88022. Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender 88023. Employment of sexual psychopath 88024. Use of personal identification cards to ascertain conviction of crime~~

BP 7365 Discipline and Dismissal – Classified Employees

Legal references: Education Code Section 88013; Government Code Sections 3300 et seq.

A permanent classified employee of the district may be disciplined by the district for just cause. The causes for discipline shall include but not be limited to:

1. Incompetency
2. Inefficiency
3. Insubordination
4. Inattention to or dereliction of duty
5. Discourteous treatment of the public or of fellow employees
6. Any willful or persistent violation of the provisions of the Education Code or rules, regulations, or procedures adopted by the Board of Trustees
7. Political activity engaged in by an employee in violation of BP 4227
8. Immoral or unprofessional conduct
9. Any violation of Article 4 (commencing with Section 11400 of Chapter 3 of Title I of Part 4 of the Penal Code)
10. Dishonesty
11. Evident unfitness for service
12. Physical or mental condition which makes him or her unfit to instruct or associate with students
13. Persistent violation of or refusal to obey the school laws of the state or reasonable regulations prescribed by the board of governors or by the Board of Trustees

14. Conviction of a felony or any crime involving moral turpitude
15. Conduct specified in Section 1028 of the Government Code
16. Any other willful failure of good conduct tending to injure the public service

No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the district (Education Code Section 88013).

All notices of proposed disciplinary action shall be processed through the Executive Vice Chancellor of Human Resources and Educational Services or his designee.

The employee shall be notified in writing of any intent to discipline and given the opportunity to respond orally/and in writing to the specific charges (Skelly hearing).

The written notice of the specific charges shall include a statement of the employee's right to a hearing on such charges and the time within which such hearing may be requested, which shall be not less than five days after service of the notice to the employee. Included will be a Request for Evidentiary Hearing form, the signing and filing of which with the party delivering or mailing the charges shall constitute a request for hearing and a denial of all charges.

The hearing will be conducted within a reasonable period of time from receipt of the request by the Board of Trustees or a hearing officer selected by the Board of Trustees or its designee in accordance with the following procedures.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Irrelevant and unduly repetitious evidence shall be excluded. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.

The employee shall have a right to appear in person, with counsel or such other representation as determined by the employee. The district will have the burden of proof and shall first present evidence. Normal procedures shall be followed: i.e., district presentation, defense cross-examination and rebuttal evidence from each party. Each party may introduce exhibits or cross examine witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination, to impeach any witness regardless of which party first called the witness to testify. If the employee does not testify in his own behalf, the respondent may be called and examined as if under cross examination by the district.

A request by the employee for the presence of district witnesses shall be submitted to the Executive Vice Chancellor of Human Resources and Educational Services or his designee in writing at least 72 hours prior to the date of the hearing. After the hearing, the matter shall be given consideration, either in open or closed session after which a decision shall be made. An employee has the right to a public hearing upon request.

If the hearing was conducted by a hearing officer, the hearing officer shall submit a recommendation to the Board within ten days after the conclusion of the hearing. Within five days after receiving such recommendation, the board shall make a decision.

If the hearing was conducted by the Board, it shall make a decision within fifteen days after the conclusion of the hearing.

The Board's decision may be that the recommended discipline be sustained in full, modified, or rescinded.

In the event the Board makes a finding that the recommendation of the administration should be rescinded, the Board shall make a finding that the employee shall be reinstated in his former position and shall receive pay for all of the period of time he was removed from duty.

The Board's determination of the sufficiency of cause for disciplinary action shall be conclusive.

Adopted _____ **(Previously AR4319)**

BP 7370 Solicitation of Political Contributions and Political Activities by Employees -- BP4135

Legal Reference: Government Code 8314; Education Code 7054, 7056

All officers and employees of the Rancho Santiago Community College District shall abide by all State laws, Education and Government codes relating to political activities and the solicitation of political contributions.

Employees shall not use District funds, services, communication resources, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Adopted 11/25/96; Revised April 13, 2009 _____ **(Previously BP4135)**

BP 7380 Retiree Health Benefits: Academic Employees (new)

Reference: Education Code Sections 7000 et seq.

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of a former academic employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of the State Teacher's Retirement System.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense unless provisions in a collective bargaining agreement or Board Policy provide otherwise.

A retired academic employee or surviving spouse may enroll in the District's health and welfare benefit plans only once pursuant to this policy. A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again.

The Chancellor shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

Adopted _____

BP 7385 Salary Deductions ~~BP4127~~

~~**Legal References:** Education Code Sections 87040; Deductions in salary payment as requested by employee 87833; Deductions for organization dues 87834; Deductions for organization service fees 88167; Authorized salary deductions; direct payment of service fees Government Code 3543.1(d)~~

~~Employees may request that salary deductions be made for organization dues, participation in a deferred compensation program, premium contributions on board-approved insurance programs and other items authorized by law and district policy.~~

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying the his/her membership dues in any local, statewide or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

~~Adopted 04/24/95; Revised April 13, 2009~~ _____ **(Previously BP4127)**

BP 7400 Travel ~~BP4108~~

Reference: Education Code Section 87032

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

See Administrative Regulations (AR 4108 7400)

~~Adopted 03/27/95; Revised August 29, 2005~~ _____ **(Previously BP4108)**

~~Professional Conference Leave/In-Service Training Leave Management - BP4403~~

~~Revised 08/29/2005~~

~~Upon filing a conference request form, the chancellor, or designee, may grant to an employee leave with pay (unless otherwise stipulated prior to attendance) for professional conference or in-service training which will improve district operations or the ability of the employee to more effectively perform duties.~~

~~Legal Reference:~~

BP 7510 Domestic Partners (new)

References: Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, and 299.3

-

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in the District's policies or procedures shall be read to include registered domestic partners as permitted by California law.

Adopted _____

BP 7600 Campus Security Officers (new)

Reference: Education Code Section 72330.5

The District shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the facilities owned or operated by the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

The Chancellor shall establish procedures necessary for administration of campus security. In addition, the Chancellor shall enter into agreements with local law enforcement, which includes that campus security officers shall cooperate with local law enforcement in performing their duties.

Every campus security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5 (b).

Every campus security officer shall meet other requirements set out in Education Code Section 72330.5.

Adopted _____

BP 7700 Whistleblower Protection ~~BP 4140~~

~~Legal References:~~ Education Code Sections 87160 – 87164; California Labor Code section 1102.5, U.S. Government Code section 53296, Private Attorney General Act of 2004 (Labor Code section 2698).

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity--intentional or negligent--that violates state or federal law, local ordinances, or district policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. The Chancellor will ensure that avenues for the anonymous reporting of suspected incidents are available to employees.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

~~Adopted 07/24/2006~~; Revised ~~April 13, 2009~~ _____ (Previously BP4140)

The following current board policies are not addressed in the CCLC model documents and will be eliminated.

~~Meetings~~ - ~~BP4116~~ (Eliminate)

~~Adopted 03/27/95~~

~~The chancellor and other management personnel shall hold such meetings as are necessary to conduct the business of the district properly, and attendance at such meetings may be made mandatory.~~

~~Support Program For Substance Abuse~~ - ~~BP4123~~ (Eliminate)

~~Adopted 03/27/95; Revised 01/22/07~~

~~The district recognizes drug and alcohol dependency as treatable conditions and offers support programs for employees with substance dependency problems. Employees are encouraged to seek assistance for drug and alcohol related problems and may request leaves of absence for this purpose, in addition to using approved vacation or sick leave, or attending support programs outside assigned/regular working hours. Information obtained regarding employee participation in a support program will be treated as confidential.~~

~~Legal Reference:~~ Public Law 100-690 Title V, Subtitle D; U.S. Code 812

~~Acceptance of Outside Obligations~~ - ~~BP4126~~ (Eliminate)

~~Revised April 13, 2009~~

~~An employee wishing to accept responsibilities in organizations that might require absence from assigned duties with the district must first obtain approval of the Board of Trustees.~~

~~Legal Reference: Education code 87764; Academic Employees 88190; Classified Employees Government Code 1126 Collective Bargaining Agreements~~

~~Continuing Employment Contracts -- BP4202 (Eliminate)~~

~~FACULTY~~

~~Adopted 03/27/95~~

~~If, without good cause, a regular employee of a community college district fails prior to July 1, of any school year to notify the Governing Board of the district of his or her intention to remain or not to remain in the service of the district, as the case may be, during the ensuing school year if a request to give such notice, including a copy of this section, shall have been personally served upon him or her, or mailed to him or her by United States certified mail with return receipt requested to his last known place of address, by the clerk or secretary of the Governing Board of the community college district, not later than the preceding May 30, he or she may be deemed to have declined employment, and his or her services as an employee of the district may be terminated on June 30, of that year.~~

~~Legal Reference: Education Code 87411. Automatic declining of employment~~

~~Faculty Salary Payments -- BP4205 (Eliminate)~~

~~Adopted 04/24/95~~

~~All full-time academic personnel employed on other than a twelve-month basis shall be given the option of being paid in twelve monthly payments or being paid in monthly payments corresponding to the number of months for which they are employed.~~

~~Classified Salary Payments -- BP4302~~

~~Revised April 13, 2009 _____ (Previously BP4302)~~

~~All contract employees shall be paid on the 10th and 25th of the month, unless the day falls on a holiday or weekend. If this should occur, the employee shall be paid on the last working day before the 10th or the 25th.~~

~~Payment on the 25th of the month is an Earned Salary Advance (ESA) for the current month. The ESA is computed at 50% of the regular monthly take-home salary, and rounded to the nearest whole dollar. The Earned Salary Advance (ESA) will be recomputed upon request of the employees whenever the employee receives a salary change. In the event the employee has a garnishment/levy the Earned Salary Advance may be changed.~~

~~All classified employees, and other persons employed in positions which provide for a fixed monthly salary, shall be paid their full monthly salary subject to any adjustment that may be necessary.~~

~~Absences of all regular employees will be reported on payroll absence cards, which will report the number of hours absent due to illness or injury, personal absence, vacation, bereavement, excused absence, and any other absence.~~

~~All substitutes, temporary, or on-going hourly, will be paid by payroll time sheets for the actual services performed during the payroll period beginning the 11th day of the previous month through the 10th of the current month. Payment is to be made on the 10th day of the following month.~~

~~Overtime earnings for services performed during any payroll period will be paid in addition to the regular earnings, provided full approval of such overtime has been received by the Payroll Department in time for such inclusion.~~

~~Legal Reference: Collective Bargaining Agreement; Education Code 85244. Time of payment of wages of full-time non-certificated employees 85260. Alternate payroll procedure 88165. Time of payment of compensation~~

~~Administrative Leave--Administrative--BP4419~~

~~Adopted 08/29/2005; Revised April 13, 2009~~

~~The Board of Trustees may grant any academic or classified administrator, who has served the Rancho Santiago Community College District as an administrator for five consecutive years, an administrative leave for two consecutive months. The leave is at full pay. A basic consideration in the approval of administrative leave will be the consideration of a plan which will include: (1) the proposal presented to the review committee which will demonstrate how a two-month leave will benefit students and the district, and (2) the reassignment of duties to other administrators while on leave.~~

~~At the expiration of the administrative leave, the administrator shall be required to render service to the district for a minimum of one year. If the administrator fails to render service for the required minimum of one year, he/she shall make financial restitution in whole or in part to the district within 10 months. In no event shall the administrator be assessed more than the amount of pay received during the administrative leave.~~

~~The chancellor shall make recommendations to the Board of Trustees regarding granting administrative leaves following a review of proposals by the Leave Committee which is chaired by the Chancellor. The Leave Committee shall consist of members of the Cabinet the Academic Senate and Classified Union presidents and the requesting administrator's immediate supervisor.~~

~~The administrator may be asked to make a presentation to the Board of Trustees upon completion of the leave. In addition to the administrator's report, the Administrative Leave Committee shall make an evaluation report to the Board of Trustees. The chancellor is directed to develop a procedure to implement this policy.~~

~~Management Retroactive Pay - BP4422 (formerly BP4519)~~

~~Revised April 13, 2009~~

~~Only current management employees, retirees, former employees who have retired with a permanent disability or were former employees who were terminated or laid off due to district financial constraints shall be eligible for retroactive pay.~~

~~To be eligible, employees or former employees identified in paragraph 1 must have been employed during the period covered by the retroactive pay increase. Former employees need not be in an active status when the increase(s) is/are actually approved and implemented; however, pay increases will be made on a prorated basis. Increases covered by this policy include retroactive pay increases (current fiscal year) and lump sum payments (one-time adjustments).~~

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Chancellor's Office)

To: Board of Trustees	Date: October 14, 2013
Re: Adoption of 2013 – 2023 RSCCD Comprehensive Master Plan	
Action: Request for Approval	

BACKGROUND

The District has been engaged in the development of a Comprehensive Master Plan with the assistance of HMC Architects. The initial part of this process involved a redesign of the District's planning process, standing governance committees and the establishment of District-wide goals. That process was completed during the spring semester. The final draft of this plan was presented for first reading to the Board of Trustees on September 23, 2013.

ANALYSIS

The final draft of the plan has been available for public review and comment since the September 23, 2013 Board meeting. Staff will provide a summary of all comments received at the Board meeting. The plan is now presented to the Board of Trustees for adoption.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the 2013- 2023 Rancho Santiago Community College District Comprehensive Master Plan.

Fiscal Impact: None	Board Date: October 14, 2013
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: October 14, 2013
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 2745, the Board Policy Committee met on September 30, 2013 to review the survey instrument to be used for the Board's self-evaluation.

ANALYSIS

Board Policy 745 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 12, 2013 Board meeting:

October 15, 2013 - Designated individuals provide input to the Board using the self-
October 21, 2013 evaluation instrument.

October 28, 2013 Board reviews tabulated input from designated individuals and conducts annual self-evaluation meeting.

October 29, 2013 - Board members complete self-evaluation instrument.
November 4, 2013

November 12, 2013 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 14, 2013
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	

BP 2745 Board Self-Evaluation

Reference:

Accreditation Standard IV.B.1.e & g

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than November, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the district's employee unions, and community members who serve on the district bond oversight committees or foundations. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

Revised: October 8, 2012 (Previously BP9022)



Staff/Community Evaluation of RSCCD Board of Trustees' Operations, 2013

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.					
The board is appropriately involved in defining the vision and goals of the district.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
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.					
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.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
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, the colleges, and the entire district.					
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: _____

How often do you attend Board of Trustees meetings?

- Regularly
- Occasionally
- Rarely
- Never

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?

**DESIGNATED RECIPIENTS OF
BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT**

October 14, 2013

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: October 14, 2013
Re:	Approval of Conditional Settlement Agreement & Memorandum of Understanding for Vehicle License Fee Adjustment Amounts (VLFAA) Litigation	
Action:	Request for Approval	

BACKGROUND

In November 2011 the district learned of the intent of the County of Orange to reallocate property tax revenue that belonged to K-12 and community college districts to the county to solve a budget shortfall. These funds were part of a long-running dispute between the county and state over Vehicle License Fee revenues and adjustment amounts (VLFAA). While K-12 districts' budgets were made whole under the Prop 98 property tax backfill guarantee, the community college districts were not.

In late 2011 the four Orange County community college districts joined together to negotiate with the County of Orange attempting to resolve the issue. The negotiations resulted in an impasse. In April 2012 the California Department of Finance (DOF) and California Community Colleges Chancellor's Office (CCCCO), through the State Attorney General's Office, brought suit against the County of Orange to stop the recalculation. The four Orange County community college districts joined this suit by way of intervention. A ruling in favor of the state Department of Finance against the County of Orange was issued in May 2013.

Legislation (AB 701) was introduced in September 2013 in an attempt to resolve the discrepancy in the VLFAA funding formula. The legislation also recommended specific resolution of the litigation and repayment schedule between the County of Orange and California Department of Finance. The recommended repayment schedule poses a hardship for the four community college districts. The legislation was passed and signed by the Governor. Enactment of AB 701 resulted in an unfavorable repayment schedule and eliminated the interest payments and legal costs provided to the DOF in the judgment.

Subsequent to the passage of AB 701, the Deputy Attorney General and legal counsel of Orange County reached a conditional settlement agreement regarding the lawsuit. A memorandum of understanding was also agreed to which provides priority to the community college districts over the state in the reimbursement of settlement funds.

ANALYSIS

As interveners in the lawsuit, it is in the districts' best interest to agree to the settlement agreement and memorandum of understanding negotiated by the Attorney General on behalf of the DOF and the CCCCCO. These agreements will provide funding to the districts sooner, minimize legal costs of protracted legal action and allow all to move forward.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Conditional Settlement Agreement and Memorandum of Understanding as presented and authorize the Chancellor to execute the documents on behalf of the district.

Fiscal Impact:	Approximately \$1,000,000	Board Date:	October 14, 2013
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

DRAFT

CONDITIONAL SETTLEMENT AGREEMENT

The California Department of Finance and Dr. Jack Scott, Chancellor of the California Community Colleges (collectively “Petitioners”); Jan Grimes, in her official capacity as Interim Orange County Auditor Controller (“Respondent”); Coast Community College District, North Orange County Community College District, Rancho Santiago Community College District, and South Orange County Community College District (collectively referred to as “Intervening Community College Districts”); and the County of Orange (“Intervenor County of Orange” or the “County”) enter into this Conditional Settlement Agreement (“Agreement”) as of this __ day of October, 2013.

A. Recitals

1. The Lawsuit.

- a. On or about April 5, 2012, Petitioners filed a lawsuit in the Orange County Superior Court (Case No. 30-2012-00559592-CU-WM-CJC) seeking a writ of mandamus, injunctive relief, and declaratory relief with respect to Respondent Orange County Auditor Controller’s calculation of the Vehicle License Fee Adjustment Amount (“VLFAA”) to be allocated to Orange County for fiscal years 2011-2012, 2012-2013, and thereafter pursuant to California Revenue and Taxation Code section 97.70 (the “Lawsuit”). The Intervening Community College Districts thereafter intervened in the Lawsuit on behalf of Petitioners, and the County intervened in the Lawsuit on behalf of Respondent.
- b. On January 29, 2013, the Lawsuit came on regularly for trial in the Superior Court. The parties prepared and filed a stipulation of undisputed facts, other documentary evidence was presented by way of requests for judicial notice, and the Lawsuit was argued and submitted for decision.

DRAFT

- c. On May 7, 2013, the Superior Court issued a tentative decision in favor of Petitioners and the Intervening Community College Districts.
- d. On or about July 25, 2013, following negotiations among the parties, Petitioners submitted a proposed Statement of Decision and proposed Final Judgment to the Superior Court for review, signature, and entry. Respondent and the County did not object to the proposed Statement of Decision and approved the proposed Final Judgment as to form.
- e. On August 30, 2013, the Superior Court entered the Statement of Decision and Final Judgment.

2. Adopted Legislation

- a. Chapter 393 of the Statutes of 2013 (Assembly Bill No. 701), attached hereto as Exhibit A, was approved by the Legislature and signed into law by the Governor, effective January 1, 2014, to assist settlement of the Lawsuit by amending Revenue and Taxation Code sections 97.70(c) and 97.80.

3. Petitioners, Respondent, the Intervening Community College Districts, and the County (collectively the “Parties”) now desire to settle the Lawsuit in a manner that advances the public interest and that minimizes the actual and potential costs and risks to all Parties of continuing this litigation.

B. Now, therefore, the Parties agree, for fair consideration, the adequacy of which is hereby acknowledged by the Parties, as follows:

1. Respondent Auditor Controller shall pay a total of \$150,000,000.00 (One-hundred fifty millions dollars) from County funds pursuant to the following payment schedule:
 - a. \$5,000,000.00 (five million dollars) in fiscal year 2014-15;

DRAFT

- b. \$15,000,000.00 (fifteen million dollars) in fiscal year 2015-16;
 - c. \$25,000,000.00 (twenty-five million dollars) in fiscal year 2016-17;
 - d. \$50,000,000.00 (fifty million dollars) in fiscal year 2017-18; and
 - e. \$55,000,000.00 (fifty-five million dollars) in fiscal year 2018-19.
2. The payments specified in Section B, subparagraph 1, above, shall be made through deposits into the County's Educational Revenue Augmentation Fund ("ERAF") and through deposits into a separate account in the County's treasury for the benefit of the California Community Colleges. The appropriate division of payments between the two identified funds will be specified in writing by the Department of Finance following consultation with the Intervening Community College Districts. In addition, the funds deposited in the ERAF pursuant to this Agreement shall be specially identified by Respondent as being funds deposited pursuant to this Agreement. The County and Respondent shall assist Petitioner Department of Finance and Petitioner Scott by providing information they request to determine any shortfall suffered by the community colleges for each of the fiscal years at issue; provided, however, that the County's total payments pursuant to this Agreement shall not exceed \$150,000,000, and there shall be no interest payable on this amount at any time.
 3. The Parties agree that, pursuant to the operation of Revenue and Taxation Code section 97.70(c)(1), as amended by AB 701 (attached hereto as Exhibit A): (1) for the 2013-14 fiscal year, the VLFAA for the County of Orange shall be increased by fifty-three million dollars (\$53,000,000); and (2) for the 2014-15 fiscal year and each fiscal year thereafter, the VLFAA for the County of Orange shall be calculated based on a prior fiscal year

DRAFT

amount that reflects the full amount of the fifty-three million dollar (\$53,000,000) increase.

4. The Parties, including but not limited to Respondent and the County, agree not to file a notice of appeal or otherwise seek appellate review of the Final Judgment entered by the Superior Court on August 30, 2013.
5. The Parties agree that this Agreement shall fully and finally resolve the Lawsuit.
6. In return for the consideration provided in this Agreement, Petitioners and Intervening Community College Districts hereby unconditionally release, discharge, and hold Respondent and Intervenor County of Orange harmless from, and covenant not to sue upon, each and every complaint, action, claim, right, charge, demand, liability, obligation, promise and agreement related to the dispute over calculation of VLFAA in the County of Orange that Petitioners and Intervening Community College Districts have, have now, or might hereafter claim to have against Respondent and Intervenor County of Orange or their successors and assigns, as of the date of execution of this Agreement including, but not limited to, any and all claims for damages, expenses, costs, or injuries whatsoever sustained by Petitioners and/or Intervening Community College Districts or their successors and assigns occasioned directly or indirectly by the incident, events or actions alleged in the Lawsuit or related to the Lawsuit, including any actions, claims, rights, liabilities, charges or demands of any nature whatsoever which may be raised pursuant to any law, constitution, statute, regulation, or any common law theory.
7. Petitioners and the Intervening Community College Districts agree to take no action to enforce the aforementioned Judgment entered on August 30, 2013, so long as Respondent and the Intervenor County of Orange make

DRAFT

the payments specified in Section B, subparagraph 1, above (in the event enforcement of the Judgment is sought, Respondent and Intervenor County of Orange shall receive credit for all payments made).

Respondent's full performance of this Agreement shall constitute a full and complete satisfaction of the aforementioned Judgment entered on August 30, 2013, and once Respondent and Intervenor County of Orange have made all of the payments specified above, Petitioners and the Intervening Community College Districts will file with the court an acknowledgment of satisfaction of judgment in full no later than August 31, 2019.

C. General Terms

1. The respective Parties shall each bear their own costs and expenses of litigation incurred in the Lawsuit, including but not limited to attorney fees, and waive any claims for attorneys' fees and costs against the other Parties.

2. It is understood that this settlement and the execution of this Agreement by Respondent and by Intervenor County is not an admission of any liability whatsoever for any wrongdoing with respect to the Lawsuit or with respect to any issues or matters alleged in or raised by the Lawsuit, but is in compromise and settlement of disputed claims; the acceptance of any benefits pursuant to this Agreement is intended merely to terminate all pending litigation, and avoid further litigation with respect to this subject matter.

3. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced, and governed under the laws of the State of California.

4. This Agreement is drafted by the Parties jointly so that no party is deemed the drafter for purposes of its interpretation.

5. The Parties intend that the terms of this Agreement shall be enforceable in

DRAFT

the manner of a contract. The Superior Court for the County of Orange shall retain jurisdiction to preside over any dispute in the interpretation or enforcement of this Agreement. The Parties shall be responsible for their own costs and attorney's fees in any proceeding regarding a dispute in the interpretation or enforcement of this Agreement.

6. This Agreement may be executed in counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one agreement. The execution of one counterpart by any Party shall have the same force and effect as if that Party had signed all other counterparts.

7. The Agreement, consisting of [] pages and Exhibits [], constitutes the entire agreement of the Parties in this case. All prior conversations, meetings, discussions, drafts, and writings of any kind are superseded by this Agreement.

8. This Agreement shall be binding upon the Parties and upon their heirs, administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the Parties, respectively, and to their heirs, administrators, representatives, executors, successors and assigns.

9. This Agreement cannot be amended, altered, modified, or superseded except by a written agreement so stating, which is signed by all of the Parties or their authorized representatives.

10. Each undersigned representative of the Parties to this Agreement certifies that he or she is fully authorized by the Party he or she represents to enter into and execute the terms and conditions of this Agreement, and to legally bind such Party to this Agreement.

Dated: October ____, 2013

COUNTY OF ORANGE

By: _____
Chairman of the Board of
Supervisors

DRAFT

Signed and certified that a copy of this document has been delivered to the Chair of the Board per G.C. Sec. 25103, Reso 79-1535

Attest: _____
Susan Novak
Clerk of the Board of
Supervisors
Orange County, California

Approved as to form:
Office of the County Counsel
Orange County, California

By: _____
Jeffrey M. Richard
Senior Assistant
Attorneys for Intervenor
COUNTY OF ORANGE

Approved as to form:
Nielsen Merksamer Parrinello Gross
& Leoni LLP

By: _____
James R. Parrinello
Attorney at Law
Attorneys for Intervenor
COUNTY OF ORANGE

DRAFT

Dated: October ____, 2013

[INSERT SIGNATURE BLOCK FOR
DEPARTMENT OF FINANCE]

Dated: October ____, 2013

[INSERT SIGNATURE BLOCK FOR
CHANCELLOR]

Approved as to form:
KAMALA D. HARRIS
Attorney General of California

ROSS C. MOODY
Deputy Attorney General
*Attorneys for Plaintiffs and Petitioners
Department of Finance, et al.*

Dated: October ____, 2013

[INSERT SIGNATURE BLOCK FOR
COMMUNITY COLLEGES]

Approved as to form:
ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

MARK R. BRESEE
Attorney at Law
*Attorneys for Interveners Coast
Community College District; North
Orange County Community College
District; Rancho Santiago Community
College District; South Orange County
Community College District*

DRAFT

Dated: October ____, 2013

[INSERT SIGNATURE BLOCK FOR
AUDITOR CONTROLLER]

Approved as to form:
BELL, MCANDREWS & HILTACHK, LLP

THOMAS W. HILTACHK
Attorney at Law
*Attorneys for Respondent and Defendant
Jan Grimes, Interim Orange County-
Auditor-Controller*

Memorandum of Understanding and Commitment for Reimbursement Priority

Whereas the Department of Finance (“DOF”) recognizes the significant contribution made by intervenors Coast Community College District; North Orange County Community College District; Rancho Santiago Community College District; South Orange County Community College District (“Intervenors”) to the prosecution of *California Department of Finance et al. v. Grimes et al.* (Orange County Superior Court Case No. 30-2012-00559592-CU-WM-CJC), which challenged the County of Orange’s interpretation of Revenue and Taxation Code section 97.70; and

Whereas the County of Orange is scheduled to repay \$150 million to the State of California and the Intervenors to reimburse the parties for the sums improperly withheld from the County’s Educational Revenue Augmentation Fund in fiscal years 2011-12 and 2012-13 pursuant to the County’s erroneous interpretation of section 97.70; and

Whereas the repayment will occur over a number of years, as specified in the judgment of the Superior Court, and as adjusted by a settlement agreement of the parties; and

Whereas the State and the Intervenors are both entitled to a portion of the amount to be repaid by the County; and

Whereas DOF and the Intervenors believe that, in the interest of equity, the Intervenors should receive reimbursement priority over the State with respect to the sums to be paid by the County under the judgment or settlement of the VLFAA litigation;

Therefore DOF and Intervenors hereby agree, by and through their respective counsel of record, that Intervenors will receive the first sums paid by the County pursuant to the judgment or settlement of the VLFAA litigation. The State shall take its pro rata share of the sums paid by the County after the Intervenors have been made whole by receiving their pro rata share in reimbursement for the funding losses they suffered during fiscal years 2011-12 and 2012-13 as a result of the improper funding processes undertaken by the County.

Dated: September ____, 2013

KAMALA D. HARRIS
Attorney General of California

ROSS C. MOODY
Deputy Attorney General
*Attorneys for Plaintiffs and Petitioners
Department of Finance, et al.*

Dated: September ____, 2013

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

MARK R. BRESEE
Attorney at Law
*Attorneys for Interveners Coast Community
College District; North Orange County
Community College District; Rancho Santiago
Community College District; South Orange
County Community College District*