

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, December 8, 2014**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**District Mission**

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

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**

**INSTALLATION CEREMONY AND RECEPTION**

4:30 p.m.

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Presentation of District Annual Financial Audit

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 November 17, 2014 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 BOARD ORGANIZATION**

### **2.1 Annual Board Organization**

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

- Election of Board Officers (President, Vice President, and Clerk) for the 2014-15 year
- Designation of secretary and assistant secretary
- The President of the Board shall appoint members and chairs to following board committees:
  - Facilities Committee
  - Fiscal and Audit Review Committee
  - Legislative Committee
  - Policy Committee
  - Safety & Security Committee
- The President of the Board shall appoint representatives to the the following organizations:
  - RSCCD Foundation
  - Orange County Community College Legislative Task Force
  - Orange County School Boards Association
  - Nominating Committee on School District Organization
- Adoption of schedule of meeting dates for 2015 (attached)
- Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)
- Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)
- Reaffirmation of Board Policy 2735 – Board Member Travel (attached)
- Reaffirmation of Board Policy 6320 - Investments (attached)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

## **3.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

### **3.1 Report from the Chancellor**

- Accreditation

### **3.2 Reports from College Presidents**

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

### **3.3 Report from Student Trustee**

### **3.4 Reports from Student Presidents**

- Student activities

### **3.5 Reports from Academic Senate Presidents**

- Senate meetings

#### **4.0 INSTRUCTION**

- \*4.1 Approval of New Diesel Technology Instructional Services Agreement - SSA Marine Action  
The administration recommends approval of the contract with SSA Marine in Seattle, Washington.
- \*4.2 Approval of New Courses and New Programs for 2015-2016 Santa Ana College (SAC) Catalog Action  
The administration recommends approval of the new courses and new programs for the 2015-2016 SAC catalog.
- \*4.3 Approval of New Courses and New Programs for 2015-2016 Santiago Canyon College (SCC) Catalog Action  
The administration recommends approval of the new courses and new programs for the 2015-2016 SCC catalog.
- \*4.4 Approval of Student Equity Plans for Santa Ana College and Santiago Canyon College Action  
The administration recommends approval of the Student Equity Plans for SAC and SCC as presented.
- \*4.5 Acceptance of Professor Brian Kehlenbach's Sabbatical Leave Report Action  
The administration recommends acceptance of Dr. Kehlenbach's Sabbatical Leave Report.
- \*4.6 Acceptance of Professor Rosa Salazar de la Torre's Sabbatical Leave Report Action  
The administration recommends acceptance of Professor Salazar de la Torre's Sabbatical Leave Report.
- \*4.7 Acceptance of Professor Irene Soriano's Sabbatical Leave Report Action  
The administration recommends acceptance of Professor Soriano's Sabbatical Leave Report.
- \*4.8 Acceptance of Professor Patricia Waterman's Sabbatical Leave Report Action  
The administration recommends acceptance of Professor Waterman's Sabbatical Leave Report.
- \*4.9 Approval of Renewal Agreement with Santa Ana Beauty Academy to operate Santiago Canyon College Cosmetology Program Action  
The administration recommends approval of the Santa Ana Beauty Academy renewal contract to allow SCC to continue offering the cosmetology, esthetician, and barbering program.

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

- \*4.10 Approval of Consulting Agreement with Cynosure New Media, Inc. Action  
The administration recommends approval of the consulting agreement with Cynosure New Media, Inc. effective January 5, 2015, through May 5, 2015, to allow for the phasing in of the development of the system.
  
- \*4.11 Approval of Renewal Agreement with Sheraton Cerritos for Los Angeles/Orange County Regional Consortia monthly meetings from January 2015 to June 2015 Action  
The administration recommends approval of the Sheraton Cerritos contract for the Los Angeles-Orange County Regional Consortia (January, February, April, May, June 2015) monthly meetings.

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

- \*5.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
  
- \*5.2 Approval of Conflict of Interest Code – 2014 Action  
The administration recommends approval of Appendix A-1 and A-2 of the Rancho Santiago Community College District (RSCCD) Conflict of Interest Code as presented.
  
- \*5.3 Receive and Accept District Audit Reports for Fiscal Year Ended June 30, 2014 Action  
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2014, as presented.
  
- \*5.4 Approval to Hire Independent Audit Firm Action  
The administration recommends approval of hiring Vavrinek, Trine, Day & Co., LLP for auditing services for the 2014-2015 fiscal year audit and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on the district's behalf as presented.
  
- \*5.5 Approval of Lease Agreement with Spectrum Knowledge Action  
The administration recommends approval of the lease agreement with Spectrum Knowledge and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.

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

- \*5.6 Approval of Agreement with Margaret Williams, LLC for On-Call Move Management Consulting Services Districtwide Action  
The administration recommends approval of the agreement with Margaret Williams, LLC for on-call move management consulting services district-wide as presented.
- \*5.7 Award of Bid #1247 for Parking Lot Resurfacing at District Operations Center Action  
The administration recommends awarding Bid #1247 to Bostick Company, Inc. as presented.
- \*5.8 Approval of Amendment with Cumming Corporation for Project Management Services for Santa Ana College Projects and Santiago Canyon College Projects Action  
The administration recommends approval of the amendment with Cumming Corporation for project management services for SAC and SCC projects as presented.
- \*5.9 Approval of Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services for Santa Ana College and District Facilities Action  
The administration recommends approval of the agreement with Engineering Alignment Systems, Inc. for on-call structural engineering services at SAC and district facilities as presented.
- \*5.10 Approval of Agreement with 3QC, Inc. for Commissioning Services for Central Plant Project at Santa Ana College Action  
The administration recommends approval of the agreement with 3QC, Inc. for commissioning services for the central plant, infrastructure and mechanical upgrades projects at SAC as presented.
- \*5.11 Approval of Amendment with Linik Corporation for Project Management Services for Santa Ana College Projects Action  
The administration recommends approval of the amendment with Linik Corporation for project management services for SAC projects as presented.
- \*5.12 Approval of Amendment to Agreement with Ninyo & Moore for Materials Testing and Inspection Consulting Services for Planetarium, Parking Lot 11, and Temporary Village at Santa Ana College Action  
The administration recommends approval of the amendment to the agreement with Ninyo & Moore for materials testing and inspection consulting services for the planetarium, parking lot 11, and temporary village at SAC as presented.

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

- \*5.13 Approval of Agreement with HPI Architecture for Professional Design Services for Orange Education Center (OEC) at Santiago Canyon College Action

The administration recommends approval of the agreement with HPI Architecture for professional design services for OEC as presented.

- \*5.14 Approval of Purchase Orders Action

The administration recommends approval of the purchase order listing for the period November 2, 2014, through November 19, 2014.

## 6.0 GENERAL

- \*6.1 Approval of Resource Development Items Action

The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- CalWORKs/Work Study/TANF (SAC/SCC) \$ 512,438
- Career Technical Education Enhancement Fund (District) \$16,695,271
- Early Head Start – Year 3 (District) \$ 1,807,624
- NSF – Fullerton Mathematics Teacher and Master Teacher Fellows Project (FULL MT2) – Year 5 (SAC) \$ 20,000

- \*6.2 Approval of First Amendment to Sub-Agreement between RSCCD and CHOC/Help Me Grow for Early Head Start Program Action

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

- \*6.3 Approval of Sub-Agreement between RSCCD and California State University, Fullerton for California Career Pathways Trust Grant Action

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

- \*6.4 Approval of Sub-Agreements between RSCCD and Chabot Las Positas Community College District, Coastline Community College, Diablo Valley College, Folsom Lake College, Hartnell College, Merritt College, Ohlone College, and West Los Angeles Community College for Information Communications Technology/Digital Media Sector Navigator Grant Action

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

- \*6.5 Approval of Amendment to Sub-Agreement between RSCCD and San Diego Community College District Action  
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 6.6 Approval of Child Development Services Child Care Fee Structure Action  
The administration recommends approval of the revised full-cost fee structure for the Child Development Centers, effective January 1, 2015.
- \*6.7 Authorization of Signatures Action  
The administration recommends approval of the revised list of authorized signatures.
- 6.8 List of 2015 Conferences and Legislative Executive Visits for Board Members Information  
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.9 Adoption of Resolution No. 14-30 in honor of Jim Adams, Council Representative, Los Angeles/Orange Counties Building & Construction Trades Council Action
- 6.10 Approval of Unconditional Commitment to Cease and Desist from Holding Closed Session Negotiation and Discussions Regarding the Terms of Project Labor Agreements, including Community and Student Workforce Project Agreement Action  
It is recommended that the board unconditionally commit to cease and desist from the alleged violations of the Ralph M. Brown Act and authorization be given to the President of the Board of Trustees to transmit a letter attesting to that commitment to David Wolds, Esq. as provided by Government Code Section 54960.2.
- 6.11 Reports from Board Committees Information
  - Board Facilities Committee
  - Orange County Community Colleges Legislative Task Force
- 6.12 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)*

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

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. Educational Administrator Appointments
    - (1) Dean
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: 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])

## **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 HUMAN RESOURCES**

### **7.1 Management/Academic Personnel**

### **Action**

- Approval of Employment Agreements
- Approval of End of Interim Assignments/Employment of Retired STRS Members
- Approval of Interim Assignments/Employment of Retired STRS Members
- Approval of Adjusted Hourly Rates for Interim Assignments
- Approval of 2014/2015 FARSCCD Permanent Salary Schedules
- Approval of Adjusted Final Salary Placements
- Approval of Changes of Classification
- Ratification of Resignations/Retirements
- Approval of Adjusted Columns



7.1 Management/Academic Personnel – (cont.)

- Approval of Adjusted Steps
- Approval of Leaves of Absence
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

7.2 Classified Personnel

Action

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

7.3 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association (CSEA), Chapter 579

Action

It is recommended that the board approve the agreement with CSEA, Chapter 579, for the period of July 1, 2014, through June 30, 2016.

7.4 Approval of December 2014 Holiday Closure

Action

It is recommended that the board designate December 29, 30, and 31, 2014, and January 2, 2015, as paid holidays for all management employees.

7.5 Authorization for Board Travel/Conferences

Action

**8.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be announced after the 2015 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

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

**Board of Trustees (Regular meeting)**

**Monday, November 17, 2014**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:41 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, and Mr. Phillip Yarbrough. Mr. Jose Solorio and Ms. Alana Voechting arrived at the time noted. Ms. Arianna Barrios was absent due to a prior commitment and Ms. Nelida Mendoza Yanez was absent due to personal business.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispfenning. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Raquel Manriquez, Student President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page and addendum for Item 6.1 (Management/Academic), and an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.4 Public Comment

Ms. Lisa Dela Cusack spoke regarding the increase in tuition at the Child Development Center (CDC) at Santiago Canyon College (SCC).

Ms. Narges Rabii-Rakin spoke regarding the Model United Nations program at SCC.

Mr. Barry Resnick spoke regarding the proposed collective bargaining agreement (Item 6.3) for the Faculty Association of Rancho Santiago Community College District (FARSCCD).

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held October 27, 2014. The motion carried with the following vote:  
Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote:  
Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

3.1 Approval of OTA Agreement (Renewal): Head to Toe Therapy

The board approved the agreement renewal with Head to Toe Therapy in Santa Ana, California.

3.2 Approval of OTA Agreement (Revised): County of Los Angeles

The board approved the revised agreement with the County of Los Angeles in Los Angeles, California.

3.3 Approval of Amendment #1 to OTA Agreement: County of Riverside

The board approved the agreement amendment with the County of Riverside in Riverside, California.

3.4 Approval of Amendment #6 to CJA Agreement: County of Orange

The board approved the agreement amendment with the County of Orange in Santa Ana, California.

3.5 Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2014

The board confirmed the list of recipients of the SAC Associate Degrees and Certificates for summer 2014 as presented.

3.6 Confirmation of Santiago Canyon College Associate Degrees and Certificates for Summer 2014

The board confirmed the list of recipients of the SCC Associate Degrees and Certificates for summer 2014 as presented.

3.7 Approval of Santa Ana College Community Services Program for Spring 2015

The board approved the proposed SAC Community Services program for spring 2015 as presented.

3.8 Approval of Santiago Canyon College Community Services Program for Spring 2015

The board approved the proposed SCC Community Services program for spring 2015 as presented.

1.6 Approval of Consent Calendar – (cont.)

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Transfers and Budget Increases/Decreases

The board approved budget transfers, increases and decreases during the month of October 2014.

4.4 Approval of Agreement with Westburg + White, Inc. for Architectural Services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College

The board approved the agreement with Westburg + White for architectural services for the central plant, infrastructure and mechanical upgrades project at SAC as presented.

4.5 Approval of Notice of Completion for RFP#1314-45 – Agreement for Energy Conservation Services with Sun Industries for the LED Lighting Conversion Project at Santa Ana College

The board approved the Notice of Completion with Sun Industries for the LED lighting conversion project at SAC as presented.

4.6 Approval of Resolution No. 14-29 Authorizing the Partial Release of Retention to McCarthy Building Companies, Inc. for Santa Ana College Projects (Tessman Planetarium Upgrade and Restroom Addition, Parking Lot #11 Expansion and Improvements and Temporary Village)

The board approved Resolution No. 14-29 authorizing the partial release of retention to McCarthy Building Companies, Inc. as presented.

4.7 Approval of Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for the Interior Renovations of Building “D” at Santiago Canyon College

The board approved the agreement with WLC Architects, Inc. for architectural and engineering services for interior renovations of Building “D” at SCC as presented.

4.8 Approval of Agreement with WLC Architects, Inc. for Architectural and Engineering Consulting Services for the “U” Portable Certification and Renovations Project at Santiago Canyon College

The board approved the agreement with WLC Architects, Inc. for architectural and engineering consulting services for the “U” portable certification and renovations project at SCC as presented.

4.9 Approval of Notice of Completion for RFP#1314-24 – Agreement for Energy Conservation Services with Southland Industries for HVAC Renovation at District Office Center

The board approved the Notice of Completion with Southland Industries for the HVAC renovation project at District Office Center as presented.

1.6 Approval of Consent Calendar – (cont.)

4.10 Approval of the Acceptance of Technology Hardware and Support Services from Dell Marketing L.P.

The board approved the acceptance of technology hardware and support services from Dell Marketing L.P. as presented.

4.11 Approval of Purchase Orders

The board approved the purchase order listing for the period October 12, 2014, through November 1, 2014.

5.1 Approval of Resource Development Items

The board approved budgets, accepted the grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:

- Board Financial Assistance Program (BFAP) (SCC)	\$ 293,321
- GEAR UP 2009 – Year 6 (SAC)	\$ 800,000
- National Science Foundation I-USE Project (SAC)	\$ 124,465
- SBA/CSUF – SBDC (District)	\$ 602,000
- Workforce Investment Act Title II – Adult Education and Family Literacy Programs (SAC/SCC)	\$3,760,827

5.2 Approval of Sub-Agreement between Rancho Santiago Community College District (RSCCD) and South Orange County Community College District/Irvine Valley College for Business and Entrepreneurship Center Grant

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

5.3 Approval of Sub-award Agreements between RSCCD and Santa Ana Unified School District and between RSCCD and the Regents of University of California (UCI) for Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) 2009 – Year 6

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

5.4 Approval of Sub-Agreements between RSCCD and Garden Grove Unified School District and Santa Ana Unified School District for the California Career Pathways Trust Grant

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

1.6 Approval of Consent Calendar – (cont.)

5.5 Approval of Sub-Agreement between RSCCD and City College of San Francisco for the Information Communications Technology/Digital Media Sector Navigator Grant

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

5.6 Approval of Sub-Agreement between RSCCD and Foothill-De Anza Community College District for the Information Communications Technology/Digital Media Sector Navigator Grant

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

5.7 Approval of Sub-Agreement between RSCCD and San Diego Community College District for the Information Communications Technology/Digital Media Sector Navigator Grant

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

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board.

Mr. Solorio arrived during Dr. Martinez' report.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College

Dr. John Weispfenning, President, Santiago Canyon College (SCC)

Dr. Martinez and Dr. Weispfenning reported the colleges have received a draft of their respective college's accreditation team report. Dr. Martinez indicated she plans to attend the Commission meeting in January to provide additional testimony of SAC's response to the report. Dr. Weispfenning reported SCC has begun the process of selecting committees, faculty, and staff who will be addressing the SCC recommendations. Dr. Weispfenning expressed confidence in the college's ability to address the recommendations in a timely and decisive manner.

Since the student trustee had not yet arrived yet, Mr. Solorio called upon the student presidents to give their report at this time.

#### 2.4 Reports from Student Presidents

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

Ms. Raquel Manriquez, Student President, Santa Ana College  
Ms. Snow Samão, ASG Senator of Academics, Santiago Canyon College

Ms. Voechting arrived at this time.

#### 2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, provided a report to the board.

#### 2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Mr. John Zarske, Academic Senate President, Santa Ana College

### 3.0 INSTRUCTION

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

### 4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, and 4.4 through 4.11 were approved as part of Item 1.6 (Consent Calendar).  
Item 4.3 (Confirmation of Bond Sale Costs – Series A) was reviewed after Item 5.8 (RSCCD Board of Trustees Self-Evaluation).

### 5.0 GENERAL

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

#### 5.8 Review of RSCCD Board of Trustees Self-Evaluation

The Board of Trustees reviewed the evaluation responses. Mr. Hanna and Mr. Solorio thanked community members and college staff that completed the evaluation survey. Mr. Hanna assured them that board members considered their responses upon completing their self-evaluation survey. Mr. Solorio indicated some board members are still learning and understanding their roles as board members; therefore, the staff and community members have witnessed the process of growth in board members. The board completed the self-evaluation process for 2014.

The board reviewed Item 4.3 at this time.

4.3 Confirmation of Bond Sale Costs – Series A

The total cost of issuance for Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2014 Series A was provided as information. Board members received clarification on items related to the bond sale costs.

5.9 Board of Trustees Express Interest in Board Officer Positions

The board president solicited expressions of interest from board members regarding service as president, vice president, clerk, and committee assignments for 2014-2015. The following board members expressed interest in the following positions and committee assignments:

President - Mr. Labrado  
Vice President – Ms. Alvarez  
Clerk – Mr. Hanna

5.10 Adoption of Board Policy

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt BP 6610 Opportunities for Local Hires and Local Businesses on District Capital Improvement and Construction Projects. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

5.11 Reports from Board Committees

Mr. Yarbrough provided a report on the November 17, 2014, Board Fiscal/Audit Committee meeting.

5.12 Board Member Comments

Mr. Hanna reported he met with classified staff from the Child Development Center at Centennial Education Center (CEC) and noticed the back parking lot did not have lines painted on it. In order to maximize parking, Mr. Hanna asked that the back parking lot at CEC have lines drawn on it.

Mr. Hanna expressed concern for the University of California’s (UC) proposed tuition increase after the recent pay increases of top officials. Mr. Hanna referred to an article by Mr. George Skelton that he had distributed to board members, and college, student, and academic senate presidents.

Mr. Hanna indicated he is looking forward to the next board meeting since three board members (Mr. Hanna, Mr. Labrado, and Mr. Yarbrough) will be sworn in to serve another term.



5.12 Board Member Comments – (cont.)

Mr. Labrado thanked those who recently voted for him and expressed appreciation for being able to serve as trustee for another term.

Board members congratulated Mr. Labrado on being elected to serve another term as trustee.

Ms. Voechting received clarification that the public and others in attendance were able to comment during the public comment section relating to items on the agenda.

Ms. Voechting thanked Ms. Evett for recently meeting with her on such short notice.

Ms. Voechting encouraged students to participate in a protest on November 18 at the University of California, Los Angeles or University of California, Irvine regarding proposed tuition increases.

Mr. Yarbrough reported he plans to attend the Community College League of California's Annual Convention in Rancho Mirage, California, on November 19-22.

Ms. Alvarez congratulated Mr. Hanna and Mr. Yarbrough on serving another term as trustee and not having to run a campaign since they ran unopposed.

Ms. Alvarez thanked the faculty for its work on the baccalaureate degree programs. She indicated she was able to meet Governor Brown and thank him for signing SB 850 (pilot program for community colleges to offer baccalaureate degrees) at a presentation that the Orange County Water District and Orange County Sanitation District hosted on October 28.

Ms. Alvarez thanked Mr. Solorio for his service as president and running a great campaign for the California State Senate.

Ms. Alvarez participated in a community service course at SAC and indicated the parking lot near the SAC Village was not illuminated. She wasn't sure if it was because of the time change, but asked the chancellor to research it.

Mr. Solorio asked for a presentation on the SAC ¡Adelante! program.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 5:59 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Part-time Faculty
  - b. Classified Staff
  - c. Volunteers
  - d. Student Workers
  - e. Professional Experts

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 Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

## **RECONVENE**

The board reconvened at 6:47 p.m.

### **Closed Session Report**

Ms. Alvarez reported the board discussed public employment, anticipated litigation, labor negotiations, the chancellor's evaluation, and public employee discipline/dismissal/release, and took no reportable action.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

- Approve Adjusted Salary/Allowances/TSA Reflecting .85% COLA (per Employee Agreement)
- Approve Permanent 2014-2015 Cabinet Salary Schedule
- Approve Permanent 2014-2015 Management Salary Schedule
- Approve Changes of Assignments
- Approve Interim Assignments
- Approve Leaves of Absence

6.1 Management/Academic Personnel – (cont.)

- Approve Final Salary Placements
- Ratify Resignations/Retirements
- Approve Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Interns

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Location/Position
- Approve Leaves of Absence
- Approve Changes in Salary Placement
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignment
- Approve Substitute Assignments
- Approve Changes in Temporary Assignment
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistants

6.3 Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District (RSCCD) and the Faculty Association of Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the collective bargaining agreement with FARSCCD for the period of July 1, 2014 through June 30, 2015. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

6.4 Approval of Amended and Restated Alternate Retirement System

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the amended and Restated Alternate Retirement System plan and authorize the Executive Vice Chancellor, Human Resources and Educational Services, to execute the plan agreement. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on December 8, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 6:48 p.m.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: December 8, 2014

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Office of the Chancellor)

To: Board of Trustees	Date: December 8, 2014
Re: Board Organization	
Action: Request for Action	

**BACKGROUND**

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

**ANALYSIS**

Per Board Policy 2305, the Board shall:

- a) Elect the Board Officers (President, Vice President, and Clerk) for the 2014-2015 year
- b) Designate Secretary and Assistant Secretary to the board
- c) Appoint members and chairs of board committees:
  - Facilities Committee
  - Fiscal and Audit Review Committee
  - Legislative Committee
  - Policy Committee
  - Safety & Security Committee

Appoint members/representatives of committees:

- Representative to the RSCCD Foundation
- Representative to the Orange County Community College Legislative Task Force
- Representative to the Orange County School Boards Association
- Representative to the Nominating Committee on School District Organization
- d) Adopt a schedule of meeting dates for 2015 (attached)
- e) Reaffirm Board Policy 2200 – Board Duties and Responsibilities (attached)
- f) Reaffirm Board Policy 2715 - Code of Ethics/Standards of Practice (attached)
- g) Reaffirm Board Policy 2735 – Board Member Travel (attached)
- h) Reaffirm Board Policy 6320 - Investments (attached)
- g) Designate specific days, weeks or months of observance, which relate to the educational mission of the district

**RECOMMENDATION**

It is recommended that the Board take action on those items listed above.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared and Submitted by: Anita Lucarelli, Executive Assistant to the RSCCD Board	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## BP 2305 Annual Organizational Meeting

### Reference:

Education Code Section 72000(c)(2)(A)

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

Revised: January 13, 2014 (Previously BP9013)

## **Proposed Board Meetings – 2015**

In following the guidelines that the board is to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month (except for those months that the board meets once a month), I am proposing the following dates for 2015:

January 12

February 2, 23 (Board Planning Session)

March 9, 23

April 13, 27

May 11, 26 (Tuesday)

June 15

July 20

August 17

September 14, 28

October 12 (SCC), 26 (SAC)

November 9 (annual self-evaluation meeting)

December 7

For your information:

January 25-26, 2015 - CCLC Annual Legislative Conference, Sacramento

February 9-12, 2015 - ACCT National Legislative Summit, Washington, D.C.

May 4, 2015 – SAC Golf Tournament

April 24, 2015 - Hawks Golf Tournament

## BP 2200 Board Duties and Responsibilities

### Reference:

Accreditation Standard IVB.1.d

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District except the board shall not delegate any power that is expressly made non-delegable by statute
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

Revised: October 8, 2012 (Previously BP9000)



## BP 2715 Code of Ethics/Standards of Practice

### Reference:

Accreditation Standard IV.B.1.a, e, & h

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee, remove the trustee from a board officer position or from board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

**Revised: July 21, 2014 (Previously BP9002)**

## **BP 2735 Board Member Travel**

### **Reference:**

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement.

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

**Revised: October 8, 2012 (Previously BP9011)**

## BP 6320 Investments

### Reference:

Government Code Sections 53600 et seq.

The Governing Board authorizes the Chancellor, or designee, to invest monies not required for the immediate necessities of the district in accordance with existing law. Funds are to be invested in a manner which will provide the maximum security of principal.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- The investments shall remain sufficiently liquid to meet all operating obligations of the district.
- The investments shall be done with the objective of attaining a market rate of return, taking into account risks and liquidity needs.

Investments shall be made with judgment and care, which persons of prudence, discretion and intelligence would exercise for the safety of capital and reasonable income.

The Vice Chancellor of Business and Fiscal Services shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this investment policy.

Administrators and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment activity or which could impair their ability to make impartial investment decisions.

Revised: September 9, 2013 (Previously BP3211)

2015 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
American Indian Heritage Month	November
Anaheim Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Asian-Pacific Islander Month	May
Black History Month	February
California Coastal Cleanup Day	3rd Sat. of September
City of Anaheim	TBD
City of Garden Grove	TBD
City of Irvine	TBD
City of Orange	TBD
City of Santa Ana	TBD
City of Tustin	TBD
City of Villa Park	TBD
Classified Appreciation Week	May
Community College Month	April
Constitution Day/Citizenship Day	September 17
Constitution Week	September 17-23
Garden Grove Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Hispanic Heritage Month	September
Holocaust Remembrance Day	April 15-16
Irish American Heritage Month	March
Irvine Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Lesbian, Gay, Bisexual, & Transgender History Month	October
National Public Health Week	April
Nurses Recognition Week	May
Orange Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

2015 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
National Hispanic Women Business Association (NHWBA) Business Women of the Year	May
Orange County Labor Federation Solidarity Day Honoring of Individuals/Businesses/Unions	April
Peace Officer Memorial Day	May
POW/MIA Recognition Day	September 18
Recognition/honoring individuals who have served the RSCCD community	TBD
Santa Ana Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Small Business Week	April
Teacher Appreciation Week	May
Teacher of the Year	September/October
Tustin Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Veterans Appreciation Week	November
Villa Park Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Human Services and Technology Division**

To:	Board of Trustees	Date: December 08, 2014
Re:	Approval of New Diesel Technology Instructional Services Agreement– SSA Marine	
Action:	Request for Approval	

**BACKGROUND**

SSA Marine and the Rancho Santiago Community College District, on behalf of the Santa Ana College Diesel Program, would like to enter into an instructional services agreement providing SSA Marine employees with educational instruction and services to insure that SSA Marine's diesel vehicle fleet is in compliance with California Environmental Protection Agency Air Resources Board regulations. Instruction will take place at SSA Marine's facilities in the Port of Long Beach. Performance of this agreement is in partnership with the Santa Ana College Community Services Program.

**ANALYSIS**

This agreement covers the scope of work to be performed at SSA Marine's facilities, the fee of \$150.00 per student (minimum of 10 and maximum of 24 students), as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective until November 30, 2015, unless earlier terminated by either party in the manner set forth therein. It has been reviewed by Dean Simon B. Hoffman and the Santa Ana College program administrators, as well as college staff.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this contract with SSA Marine in Seattle, Washington.

Fiscal Impact:	None	Board Date: December 08, 2014
Prepared by:	Omar Torres, 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 Rodríguez, Ph.D., Chancellor, RSCCD	

## **INSTRUCTIONAL SERVICES AGREEMENT**

With: **SSA MARINE**

**THIS AGREEMENT** is entered into this 1<sup>st</sup> day of December, 2014 between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, on behalf of Santa Ana College, hereinafter referred to as "DISTRICT" and SSA MARINE, hereinafter referred to as "CLIENT."

### **RECITALS**

**WHEREAS**, DISTRICT has the certified personnel, expertise and testing equipment to provide the special services required herein;

**WHEREAS**, the CLIENT will supply: facilities including whiteboard, computer, projector, sound and internet access; diesel test vehicle(s); test equipment, and; students that are mandated to become certified in the California Air Resource Board (CARB) Period Smoke Inspection Program (PSIP).

**NOW THEREFORE**, CLIENT and DISTRICT agree as follows:

### **PROVISIONS OF THE AGREEMENT**

**A. DISTRICT'S RESPONSIBILITIES:**

1. **Services** - DISTRICT's responsibility shall be to diligently furnish to the CLIENT the services and materials as set forth in Attachment A.
  
2. **Student Attendance Records**. Records of student attendance and achievement of certification will be maintained by DISTRICT.

3. Non-Discrimination. CLIENT agrees that it will not engage in unlawful discrimination of persons because of race, color, religion, creed, national origin, ancestry, disability, medical condition, marital status, veteran status, sex, age, sexual orientation or other legally protected classification.

4. Applicable Law. CLIENT agrees to comply with all federal, state, and local laws, rules regulations, and ordinances that are now or may in the future become applicable to CLIENT, CLIENT's business, equipment, and personnel engaged in operations covered by this agreement or occurring out of the performance of such operations.

**B. DISTRICT'S RESPONSIBILITIES**

1. Educational Program. DISTRICT is responsible for the educational program that will be conducted on CLIENT's site.

2. Qualifications of Instructor. DISTRICT shall provide an instructor with the necessary qualifications for course delivery. Such qualifications shall be consistent with requirements specified by the CARB.

3. Enrollment. DISTRICT, in accord with CLIENT, will specify the enrollment period, student enrollment fees and the number of class hours sufficient to meet the stated performance objectives.

4. Courses Held Outside of DISTRICT. Courses located outside the boundaries of the DISTRICT, must comply with the requirements of Title 5, Sections 55230-55232, concerning approval by adjoining high school or community college districts and use of non-DISTRICT facilities.



C. FEE

1. Fees and Expenses. CLIENT fees and expenses are specified in Attachment A to this agreement.

2. Invoicing. The DISTRICT shall invoice the CLIENT for all fees and expenses associated with the delivery of instruction.

D. TERMS AND CONDITIONS

1. Insurance. Each party to the agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such a program of insurance shall include but not be limited to commercial general liability with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. Proof of insurance coverage shall be furnished to either party upon written request.

2. 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

3. Term. This Agreement shall be in effect for the period of **December 1, 2014** through **November 30, 2015**, unless earlier terminated by either party in the manner set forth herein. This agreement may be extended for one (1) additional year by mutual agreement between the parties no later than 30 days prior to the anniversary date of the Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given by either party.

4. Termination for Cause. The CLIENT may terminate this Agreement and be relieved of any consideration to DISTRICT should DISTRICT fail to perform the covenants herein at the time and in the manner provided. Any services provided up to the point of termination shall be compensated in full up until the point of termination.

5. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to DISTRICT:

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

If to CLIENT:

SSA Marine  
1131SW Klickitat Way  
Seattle, WA 98134

Attn: Michael Dyson

6. Time Is of the Essence. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

7. Modifications. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

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

CLIENT: SSA MARINE

DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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

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

Name: Michael Dyson

Name: Peter J. Hardash

Title: M&R Manager

Title: Vice Chancellor of  
Business Operations/Fiscal Services

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

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

**ATTACHMENT A**  
**INSTRUCTIONAL SERVICES AGREEMENT**  
**SERVICES TO BE PROVIDED BY DISTRICT**  
**AND**  
**FEEES TO BE PAID BY CLIENT**

**District Services:** As a member of the California Council on Diesel Education, the DISTRICT will provide:

1. One-day PSIP certification course
2. Hands-on training on the correct administration of the SAE J1667 Snap Acceleration Smoke Test Procedure for heavy-duty diesel-powered vehicles
3. Basic smoke emissions troubleshooting and repair
4. CARB certified instructor
5. Graded exam
6. CARB-approved certificate

**Client Fees:** \$150.00 per student with a minimum number of 10 students and maximum number of 24 students.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTA ANA COLLEGE – ACADEMIC AFFAIRS**

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of New Courses and New Programs for the 2015 – 2016 Santa Ana College Catalog	
Action:	Request for Approval	

**BACKGROUND**


The attached memo is a summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2014. It only includes new courses and new programs through November 17, 2014 which will appear in the 2015 – 2016 catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new courses and new programs for the 2015 – 2016 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: December 8, 2014
Prepared by:	Omar Torres, Vice President of Academic Affairs, SAC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: December 8, 2014  
TO: Erlinda J. Martinez, Ed. D., President  
FROM: Monica Porter, Chair of Curriculum & Instruction Council  
RE: Proposed Revisions for 2015 – 2016 Catalog

This memorandum is a summary of the proposed changes to the college catalog from the Santa Ana College Curriculum and Instruction Council. All changes to academic policies, courses, and programs are reviewed by the division curriculum committees before action is taken by the Council.

The Curriculum & Instruction Council was chaired by Monica Porter, Designee of the SAC Academic Senate. Membership included two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Curriculum Specialist.

The Curriculum & Instruction Council addresses the college-wide impact and changes in academic policies and monitors their acceptance by the CSU and UC systems and the Community College Chancellor's Office.

The following academic courses and programs have been reviewed and are now recommended by the Curriculum and Instruction Council:

### **NEW COURSES**

Twenty-two (22) new courses were approved because of new and/or expanded programs or major changes in the discipline. (See Attachment #1)

### **NEW PROGRAMS**

Eleven (11) new programs were approved. (See Attachment #1)

## Santa Ana College

### Catalog 2015 – 20156

#### NEW COURSES

#### Santa Ana College

1	AUTO	145	Advanced Drivetrain Systems
2	AUTO	160	Foundations of Mobile Air Conditioning and Refrigeration
3	AUTO	161	Automotive Air Conditioning, Heating and Ventilation Systems
4	DSL	160	Foundations of Mobile Air Conditioning and Refrigeration
5	ENGR	133	Principles of Engineering Technology
6	ENGR	134	Introduction to Electromechanical Engineering Design
7	ENGR	135	Electricity and Electronics for Engineering Technicians
8	ENTR	147	Acting for the Non-Actor
9	ENTR	148	The Business of Entertainment
10	FDM	136	Fundamentals of Costume Design
11	MNFG	096	Manufacturing Technology Lab
12	TELV	215	Advanced Single -Camera Digital Cinema Production
13	THEA	107	Acting for the Non-Actor
14	THEA	108	The Business of Entertainment
15	THEA	166L	Intermediate Programming Lab
16	THEA	114	Acting for the Camera II
17	THEA	136	Fundamentals of Costume Design
18	THEA	165L	Fundamentals of Programming for Intelligent Lighting Lab
19	THEA	225	Motion Picture Performance Production
20	WELD	054A	Beginning Pipe Fundamentals
21	WELD	054B	Intermediate Pipe Welding
22	WELD	054C	Advanced Pipe Welding

**NEW PROGRAMS**

**Santa Ana College**

- 1 Advanced Pipe Welding Technology Certificate of proficiency
- 2 Associate in Arts in Economics for Transfer
- 3 Associate in Arts in Philosophy for Transfer
- 4 Entertainment Business Certificate of Proficiency
- 5 Performance Emphasis Certificate of Proficiency
- 6 Screen Performance Certificate of Proficiency
- 7 Survey of International Business Certificate of Proficiency

**Continuing Education**

- 8 Basic Clerk 1 Certificate of Completion
- 9 Basic Clerk 2 Certificate of Completion
- 10 Intermediate Clerk Certificate of Completion
- 11 Retail Sales Clerk Certificate of Completion



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College**  
**Academic Affairs**

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of New Courses and New Programs for the 2015-2016 Santiago Canyon College Catalog	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council during 2014. It includes new courses and programs approved through December 1, 2014, which will appear in the 2015–2016 catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the new courses and new programs for the 2015-2016 Santiago Canyon College catalog as presented.

Fiscal Impact:	None.	Board Date: December 8, 2014
Prepared by:	Aracely Mora, Ed.D., Vice President, Academic Affairs Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council	
Submitted by:	John Weispenning, Ph.D., President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



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**CURRICULUM AND INSTRUCTION COUNCIL**

**DATE:** November 24<sup>th</sup>, 2014  
**TO:** John Weispfenning, President of Santiago Canyon College  
**FROM:** Joyce Wagner, Chair of the Curriculum and Instruction Council  
**RE:** **PROPOSED NEW CURRICULA FOR THE 2015-2016 CATALOG**

The following changes to the 2015-2016 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Joyce Wagner, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The new curricula initiated at Santiago Canyon College for the 2015-2016 catalog are:

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A):**

The following option was added for general education requirements:

Area A – Natural Sciences  
Chemistry 219H added.

**GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (Plan B):**

The following options were added for general education requirements:

Area B1 – Physical Sciences  
Chemistry 219H added.

Area B3 – Laboratory Activity  
Chemistry 219H added.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C):**

The following options were added for general education requirements:

Area 5A – Physical Sciences  
Chemistry 219H added.

Area 5C – Laboratory Activity  
Chemistry 219H added.

**NEW PROGRAMS, DEGREES AND CERTIFICATES:**

(See Attachment #1)

Two (2) new program control numbers will be requested from the California Community colleges Chancellor's Office due to substantial and qualitative content changes to programs, degrees and certificates for the upcoming academic year in accordance with California Code of Regulations §55130.

**NEW COURSES:**

(See Attachment #2)

Forty-three (43) new courses were approved due to new and/or expanded programs or major changes in the discipline.

**NEW DISTANCE EDUCATION OFFERINGS:**

(See Attachment #3)

Ten (10) courses in the 2014-2015 Catalog were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

CC: Corinna Evett, Academic Senate President, Santiago Canyon College  
Aracely Mora, Vice-President of Academic Affairs, Santiago Canyon College  
John Hernandez, Vice-President of Student Services, Santiago Canyon College  
Jose Vargas, Vice-President of Continuing Education, Orange Education Center  
Carolyn Breeden, Interim Dean of Business and Career Technical Education, Santiago Canyon College  
Aaron Voelker, Dean Institutional Effectiveness, Library & Learning Support  
Ruth Babeshoff, Dean of Counseling and Student Support Services, Santiago Canyon College  
Marilyn Flores, Dean of Library, Arts, Humanities and Social Sciences, Santiago Canyon College  
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College  
Monica Porter, Chair of the Curriculum and Instruction Council, Santa Ana College  
Erlinda Martinez, President of Santa Ana College  
John Zarske, Academic Senate President, Santa Ana College  
Omar Torres, Vice-President of Academic Affairs, Santa Ana College  
Raúl Rodríguez, Ph.D., Chancellor

**NEW PROGRAMS, DEGREES AND CERTIFICATES**

**2015-2016 Catalog**

**Credit**

Art: Graphic Design, Associate in Science Degree (11921)

Art: Digital Media Arts: Mobile Application Development and Design (11922)

**Non-Credit**

None

## NEW COURSES

Credit

Apprenticeship Carpentry 021E*	Tool/Equipment Applications
Apprenticeship Carpentry 041A*	Powered Industrial Truck Operator - Rough Terrain
Apprenticeship Carpentry 041B*	Powered Industrial Truck Operator - Industrial Terrain
Apprenticeship Carpentry 075C	Light Gage Welding AWS - B
Apprenticeship Carpentry 098*	Tool/Equipment Applications
Apprenticeship Carpentry Pile Driver 024B	Piles and Hammers B
Apprenticeship Carpentry Pile Driver 025B	Pile Caps and Columns B
Apprenticeship Carpentry Pile Driver 026B	Falsework B
Apprenticeship Carpentry Pile Driver 027B	Abutment B
Apprenticeship Carpentry Pile Driver 028B	Bridge and Deck Forms B
Apprenticeship Carpentry Pile Driver 029B	Structural Welding-AWS B
Apprenticeship Carpentry Pile Driver 031B	Welding Fabrication B
Apprenticeship Carpentry Pile Driver 22	Safety and Health Certifications
Apprenticeship Carpentry Plasterer 023*	Tool/Equipment Applications
Apprenticeship Carpentry Plasterer 031	Ornamental Plastering
Apprenticeship Modular Furnishings Installation 023C*	Tool/Equipment Applications
Apprenticeship Modular Furnishings Installation 098*	Tool/Equipment Applications
Apprenticeship Operating Engineers 047J*	Operating Engineers Hazmat 40 Journeyworker
Apprenticeship Operating Engineers 048J*	Disaster Site Worker Journeyworker
Apprenticeship Operating Engineers 049J*	OSHA Construction Training Journeyworker
Apprenticeship Operating Engineers 051J*	Operating Engineers Hazmat 8 Journeyworker
Apprenticeship Operating Engineers 052J*	Mobile Cranes Journeyworker
Apprenticeship Operating Engineers 053J*	Special Inspector Education Journeyworker
Apprenticeship Operating Engineers 061J*	Concrete Transportation Construction Inspector Journeyworker
Apprenticeship Operating Engineers 062J*	Asphalt Inspection Journeyworker
Apprenticeship Operating Engineers 063AJ*	ACI Laboratory Testing Technician I Journeyworker
Apprenticeship Operating Engineers 064AJ*	ACI Laboratory Testing Technician II Journeyworker
Apprenticeship Operating Engineers 075AJ*	Soils Inspection and Testing Journeyworker
Apprenticeship Operating Engineers 076AJ*	Structural Plan Reading for Inspectors Journeyworker
Chemistry 219H	Honors General Chemistry
Computer Information Systems 159	Introduction to iOS/iPhone Mobile App Development
Computer Information Systems 198*	Advanced iOS/iPhone Mobile App Development
Computer Information Systems 198*	Introduction to iPhone Mobile App Development
Computer Information Systems 259	Advanced iOS/iPhone Mobile App Development
English 213*	Creative Writing
English 298*	The Modern American Novel
Mathematics 199*	Mathematics Independent Study
Music 182*	Musical Ensemble
Music 198*	Musical Ensemble
Theatre Arts 121*	Beginning Performance Ensemble
Theatre Arts 122*	Beginning Production Showcase
Theatre Arts 198*	Performance Ensemble
Theatre Arts 198*	Advanced Acting

Non-Credit

None

# Distance Education Addendum

\* Stand Alone Course

**NEW DISTANCE EDUCATION OFFERINGS**

Biology 149	Human Anatomy and Physiology
Philosophy 111	Introductory Logic
Spanish 101	Elementary Spanish I
Spanish 101H	Honors Elementary Spanish I
Spanish 101A	Elementary Spanish IA
Spanish 101B	Elementary Spanish IB
Spanish 102	Elementary Spanish II
Spanish 201	Intermediate Spanish I
Spanish 202	Intermediate Spanish II
Water Utility Science 109	Water Distribution Systems

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College and Santiago Canyon College**

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Student Equity Plans for Santa Ana College and Santiago Canyon College	
Action: Request for Approval	

**BACKGROUND**

The Chancellor's Office of the California Community Colleges established a funded Student Equity Initiative for the state's 112 community colleges effective for the 2014-2015 year and continuing thereafter. The colleges were charged with developing Student Equity Plans that were research-based and presented robust plans for reducing equity gaps in target populations across the areas of access, basic skills/ESL course completion, course completion, degree & certificate completion, and university transfer. The colleges completed extensive analyses to determine where there was disproportionate impact for students by gender, age, ethnicity, disability status, foster youth status, veteran status and low income status. This data drove the development of strategic plans that were reviewed college and are attached for your approval. The plans are developed for a three year period with annual progress reports due each year beginning in the 2015-2016 year.

**ANALYSIS**

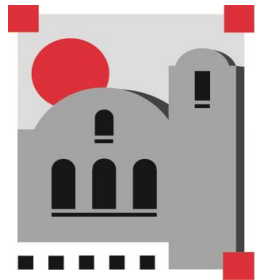
The plans represent an exciting opportunity for the colleges and the district to increase student success for extremely critical and deserving students who face higher risks to completion and college success than the average student. The equity planning process has provided the colleges with an opportunity to build a community of equity minded practitioners that are committed to action and results.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Student Equity Plans for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services, SAC John Hernandez, Ph.D., Vice President of Student Services, SCC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College John Weispfenning, Ph.D., President, Santiago Canyon College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

2014



# SANTA ANA COLLEGE



# STUDENT EQUITY PLAN

December 2014



# SANTA ANA COLLEGE STUDENT EQUITY PLAN

## Contents

<b>Signature Page</b> .....	4
<b>Executive Summary</b> .....	6
Goals .....	7
Activities and Outcomes.....	9
Overall .....	9
Access.....	11
Basic Skills/ESL.....	13
Course Completion .....	13
Degree & Certificates.....	15
Transfer.....	16
Resources.....	19
Summary of Findings .....	20
Contact Persons/Student Equity Coordinator .....	23
<b>Campus-Based Research</b> .....	24
Overview of Campus-Based Research .....	24
Summary of Disproportionate Impact Findings .....	25
Access.....	26
Basic Skills/ESL .....	27
Course Completion.....	30
Degree & Certificates .....	40
Transfer .....	44
<b>Goals and Activities</b> .....	45
Overall.....	46
Access.....	50
Basic Skills/ESL.....	53
Course Completion.....	55
Degrees & Certificates .....	63
Transfer.....	64
<b>Budget</b> .....	68
<b>Evaluation Schedule and Process</b> .....	71


# Santa Ana College Student Equity Plan Signature Page

**District: Rancho Santiago Community College District**

**Date Approved by Board of Trustees:** \_\_\_\_\_

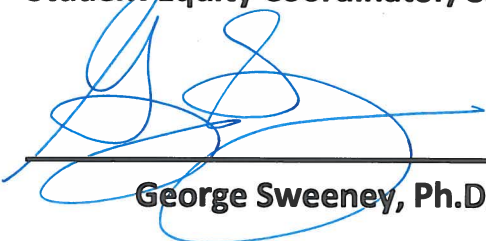
**College President:**  \_\_\_\_\_  
**Erlinda J. Martinez, Ed.D.**


**Vice President of Student Services:**  \_\_\_\_\_  
**Sara Lundquist, Ph.D.**

**Vice President of Instruction:**  \_\_\_\_\_  
**Omar Torres**

**Academic Senate President:**  \_\_\_\_\_  
**John Zarske**

**Student Equity Coordinator/Contact Person(s):**

 \_\_\_\_\_  
**George Sweeney, Ph.D.**

 \_\_\_\_\_  
**Sara Lundquist, Ph.D.**

# EXECUTIVE SUMMARY

# Santa Ana College Student Equity Executive Summary 2014

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Santa Ana College is privileged to serve a community that places the American dream of education and prosperity at the center of its identity, and continuously mobilizes resources to make that dream come true at every stage of life for its residents. Educators, community and business leaders, municipal partners, entrepreneurs and philanthropists all join together to make Santa Ana College a place where success for each successive generation of students is not predicted by income, gender, ethnicity, disability status, previous military service, or any qualifying characteristic other than the ability to benefit from higher education and the desire to excel. As the open door to higher educational opportunity regionally, SAC has created a proud tradition of being equity and success-centered for decades and in the form of this Student Equity Plan offers the most comprehensive and substantial educational achievement plan in its history.

This plan was co-created by a team of over 50 college leaders and students who worked tirelessly on both specialized and comprehensive strategies that together have the power to transform the outcomes of Santa Ana College by shrinking achievement gaps among the highest performing groups of students and those left behind in the five target areas of Access, ESL/Basic Skills, Course Completion, Degree and Certificate Attainment, and University Transfer.

The creation of the plan required extensive research, an analysis of current assets and strategies, and the development of a roadmap that would help us realize measurable improvements in equality of outcomes over the next three years—all in close coordination with Santa Ana College’s Student Success and Support Program Plan. A summary of the broad goals established by each of the five areas is listed below and followed by a description of the resources that were dedicated to the development of the plan and a summary of the findings that informed our strategic equity priorities as we brought the plan to life at Santa Ana College.

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## Target Populations

As specified in Education Code Section 78220, this plan targets equity work established by analyzing the access, progress, and outcomes for the groups of students listed below.

- Current or former foster youth
- Students with disabilities
- Low-income students
- Veterans
- Ethnic groups (American Indian/Alaskan Native, Asian, Black/African American, Hispanic/Latino, Native Hawaiian/Pacific Islander, White)

## Goals

Once the team identified disproportionate impact within each indicator, goals were established to ensure an equity-centered infrastructure to build the institutional capacity necessary to achieving the proposed goals and to gather strategies that cut across all domain areas and encompass college-wide equity efforts.

### Goal 1: Overall

- O1. Create a leadership team representing all stakeholder groups that will help to build critical equity-centered institutional capacity to achieve the goals of the plan and provide basic support resources.
- O2. Implement a series of college-wide efforts that are expected to engage all constituency groups at SAC to improve equality of opportunity across all of the five specific areas for students from all target groups.

### Goal 2: Access

- A1. Improve access to SAC for historically underserved populations through interaction with outside agencies and schools (including SCE) serving these populations.
- A2. Increase information, awareness about SAC and its specialized programs by building a more robust pre-orientation process to historically underserved populations complementing the Student Success and Support Program (3SP) efforts.

### Goal 3: ESL and Basic Skills Completion

- B1. Determine why students are not succeeding in Basic Skills and ESL classes through the student voice.
- B2. Student Focused Goal: Improve student equity in degree-applicable course completion by students who completed Basic Skills Math, English, or ESL levels below transfer.

### Goal 4: Course Completion

- C1. Provide academic support services for target population students to increase retention and successful course completion.
- C2. Create accelerated developmental education pathways.
- C3. To provide an equity-centered process for at-risk students allowing students to have all course materials at the start of classes by providing Open Educational Resources (OER). A no-cost solution for students to have access to all materials necessary for course success on day-one would improve their course engagement, retention, and success.

### Goal 5: Degree and Certificate Completion

- D1. Develop best practices for increasing degree and certificate completion.

### Goal 6: Transfer

- E1. Bring staffing and staff/counselor training in the University Transfer Center to adequate levels to support equity initiatives.
- E2. Provide enhanced financial aid application and follow-up assistance to students in the targeted subgroups as they work toward and achieve transfer.
- E3. Expand support services to targeted subgroups needing alternatives to the traditional

educational model.

- E4.** Develop effective, early, and sustained college-wide and community communication regarding opportunities in higher education, purposefully reaching out to targeted subgroups.
- E5.** Increase transfer to universities for all groups, specifically among the targeted subgroups.

## Activities and Outcomes

Santa Ana College formulated activities using a constellation of current programs positioned for growth and expansion while simultaneously identifying areas where new efforts are needed to address the disproportionate impacts that our data revealed. The following activities are noted for each indicator, followed by examples of anticipated outcomes.

### Overall O1

#### **O1.1 Make the needed governance, organizational, and strategic planning changes needed to migrate equity work into the core of the institution.**

- Outcomes:
  - Changes will be documented in SAC's governance structure that specify the locus of participatory governance related to equity.
  - A Task Force comprised of specialty teams will be created to implement the Student Educational Plan (SEP) in the five target areas.
  - Strategic planning documents, including SLO's & Program Effectiveness Review work, will include equity metrics and strategies.

#### **O1.2 Establish leadership positions, including some support staff that will be dedicated to the successful implementation of SAC's Student Equity Plan overall.**

- Outcome:
  - Leadership positions will be established and filled at the faculty and management levels, with some dedicated support.

#### **O1.3 Dedicate resources for professional development at SAC, including an overall steering/advisory group that represents all stakeholders & includes a segment designed for PT faculty.**

- Outcomes:
  - Leadership positions will be established and filled.
  - Faculty and staff Professional Development teams will be up and running.

#### **O1.4 Hire a FT Researcher to provide needed data.**

- Outcome:
  - A Researcher will be hired and active.

#### **O1.5 Establish funding to underwrite equity-centered Professional Development and related meetings, including targeted activities for PT faculty (may include conference participation).**

- Outcomes:
  - The fund will be established and utilized through the new equity-centered conference request form.
  - Utilization of the fund and related college impacts will be documented.

#### **O1.6 Provide Reading Apprenticeship Training for faculty and follow up workshops to sustain training.**

- Outcome:
  - Instructors trained in Reading Apprenticeship will implement a minimum of one strategy in one or more classes and report on the effectiveness of the strategy as measured by increased scores in pre- and post-testing. Impact measures will be established for students subsequent to faculty completion of training.

**O1.7 Establish a materials account to ensure that staff have the materials needed to support plan implementation.**

- Outcome:
  - Equity account is established and used to support plan activities.

**Overall O2**

**O2.1 Hold two town hall meetings and a convocation to engage the entire campus community in a conversation about equity.**

- Outcome:
  - 90% of FT faculty and 10% of FT classified employees will voluntarily attend at least one town hall meeting or convocation a year.

**O2.2 Faculty and staff will participate in professional development about equity that increases awareness as it relates to the SAC community.**

- Outcomes:
  - Faculty and staff will show increased awareness of equity issues as measured by pre- and post-surveys.
  - Self-selected faculty/staff will create and implement an equity related activity as measured by a presentation at SAC.
  - The conference request process at SAC will be adjusted to require both a cover sheet identifying the equity & student success benefits of the conference and a brief report documenting highlights and committing to share knowledge & materials.

**O2.3 Create a hub for cross-cultural awareness activities and resources within the Office of Student Life.**

- Outcome:
  - Documented participation and measurable impact in student surveys.

**O2.4 Conduct research and develop a marketing plan informed by and focused on target populations.**

- Outcomes:
  - Research findings will be summarized and analyzed.
  - Phase One implementation plan activated in 2015-2016.

**O2.5 Increase evening and weekend hours for core services in student services, the Learning Center, the library, Math Center, & the Academic Computing Center.**

- Outcomes:
  - Schedule changes go into effect spring 2015, and are fine-tuned and maintained thereafter.
  - Documentation of expanded access achieved and academic gains.

**O2.6 Implement improved tracking for math, learning, transfer, academic computing & career centers.**

- Outcome:
  - Continuously accessible data on usage and target population impact for each of the participating centers.

**O2.7 Explore Blackboard Learn software for integrated, & real time access to student data to maximize equity & success.**

- Outcome:
  - Cohorts of disproportionately impacted academic & service areas would begin to utilize the



tool for targeted interventions and progress checks on at-risk students if implemented.

**O2.8 Explore the creation of a Freshman Welcome Center specializing in target populations.**

- Outcomes:
  - A single stop hub for freshman students would be activated at SAC.
  - Focus on equity target groups would yield high participation rates and improved persistence and success.

**O2.9 Fully incorporate equity into Program Review and SLO analysis at the department level, while maintaining comparative aggregated data sets to inform strategic analysis and departmental action, as appropriate.**

- Outcomes:
  - Equity elements will be incorporated into the above academic planning activities on a continuous basis.
  - An expanded equity-centered database will be established and regularly updated for faculty use.

**O2.10 Establish an enrollment management plan that specifies pathways to completion, including the ability for students to start college with access to the core courses they need.**

- Outcomes:
  - Existence of pathways widely available to students.
  - Documentation of incoming student access to critical courses.

**Access A1**

**A1.1 SAC faculty and staff will provide annual training to outside agency staff (Veterans Services Agency; Orange County Department of Education; Orange County Social Services Agency; Dept. of Rehabilitation etc.) and feeder schools, including articulation meetings with School of Continuing Education(SCE) faculty, regarding the matriculation process at SAC for historically underserved populations (foster youth, special needs, and veterans).**

- Outcomes:
  - 100 individuals representing community agencies and schools serving the targeted populations will complete the training within the first 3 years.
  - Show increased knowledge of SAC's matriculation process and services to students as measured by post training survey.

**A1.2 Produce increased quality written and electronic materials for use by agencies and schools working with these targeted populations.**

- Outcomes:
  - Marketing materials specifically targeting historically underserved populations will be developed for use by agencies and schools. Materials and Website will be focus-tested prior to implementation.
  - Outcomes will be measured by analytics annually.

**Access A2**

**A2.1 Create and Sustain an Annual "Foster Youth to College Day" at SAC.**

- Outcomes:
  - 100 prospective foster youth will attend the Foster Youth to College Day event each year.

- The number of foster youth enrolled at SAC will increase by at least 20% within the first 3 years. Baseline: 199 (2014) to 250 by 2017.
- The number of foster youth that opt into the Foster Youth support service at SAC will increase by 100% within the first 3 years. Baseline: 30 (2014) to 60 by 2017.

**A2.2 SAC counselors will collaborate with high school counselors in service area (SAUSD, GGUSD, and AUHSD) to meet individually or in small groups with foster youth and special education students at each high school.**

- Outcomes:
  - The number of foster youth, DSPS, and adult students from SCE at SAC will increase as detailed below within the first 3 years as measured by enrollment data analysis.
  - Foster Youth - Baseline: 199 to 250 by 2017
  - DSPS - Baseline: 903 to 1,100 by 2017
  - Adult pop: Baseline 51 to 75 by 2014

**A2.3 Implement a once-per-semester “Transition Day” for non-credit population targeting ABE.**

- Outcome:
  - The number of adult students transitioning from non-credit to credit will increase by at least 30% within the first 3 years. Baseline: 51 in 2014 to 75 by 2017

**A2.4 Implement a daylong orientation for targeted populations during the summer before their first semester to create linkages to services prior to the first term and develop an academic plan.**

- Outcomes:
  - Historically underserved students will begin their college career with a full academic plan and connection to targeted support services.
  - Foster Youth - Baseline: 38 to 100 by 2017
  - DSPS - Baseline: 903 to 1,100 by 2017
  - Veterans - Baseline: 350 to 1,000 by 2017

**A2.5 Engage veterans students as outreach team to help community of veterans know the opportunities for them in college**

- Outcome:
  - Number of veterans enrolling at SAC will increase by 30% within the first 3 years. Baseline: 700 in 2014 rising by approximately 100 per year to 1,000 by 2017

**A2.6 Provide targeted outreach and workshops regarding scholarships to historically underserved populations.**

- Outcomes:
  - Number of low-income students, foster youth, veterans, and DSPS receiving scholarships will increase within the first 3 years.
  - Foster Youth Scholarship Workshops - Baseline: 0 to 5 by 2017
  - DSPS (20%) Scholarship Workshops– Baseline: 13 to 15
  - Veterans (50%) Scholarship Workshops– Baseline: 10 to 15

**A2.7 Provide the opportunity for high school students to earn college credit while in high school with counseling courses offered at their school site.**

- Outcome:
  - 1,000 high school seniors will enroll in a 3 unit SAC counseling course, offered at their school site. Two courses will be offered each semester at 6 comprehensive high schools.

## **A2.8 Increase DSPS orientation to twice yearly (Flex week and midsummer)**

- Outcome:
  - 10% DSPS enrollment increase within 3 years.

### **Basic Skills/ESL B1**

#### **B1.1 Create, administer, and analyze a survey and interview protocol to gain student a perspective on success from the vantage point of targeted student groups.**

- Outcome:
  - The survey will provide guidance for the development of activities that address disparities in successful outcomes for basic skills and ESL classes, and will inform the college overall.

#### **B1.2 Design and implement activities to improve success rates in basic skills and ESL classes after reviewing the SAC equity research report and the survey analysis of student voice.**

- Outcome:
  - A minimum of three equity enhancing activities will be created, implemented, and evaluated by formative and summative evaluation. Activities may include but are not limited to curriculum redesign, supplemental instruction, and other academic support services.

### **Basic Skills/ESL B2**

#### **B2.1 Offer Math Boot Camps to high school students, veterans, and other equity impacted populations to ensure accurate assessment and placement of students.**

- Outcome:
  - A minimum of 40% of participants who complete boot camp will move up one level in math placement as measured by the pre and post placement scores.

#### **B2.2 Research best practices in English Boot Camps and design curriculum for English Boot Camp.**

- Outcomes:
  - Establish a curriculum for an English Boot Camp that reflects best practices as described by the National Council of Teachers of English.
  - Once established, a minimum of 40% of participants will move up one level in their English placement as measured by pre and post placement scores.

### **Course Completion C1**

#### **C1.1 Learning Center Coordinator**

- Outcome:
  - The Learning Center will provide tutoring & Directed Learning Activities (DLA) services for SAC & SCE students. Students served will average 500 per week . 80% of students surveyed will rate their experience in the Learning Center as Good or Excellent & those receiving tutoring will Agree or Strongly Agree that they received the assistance that they needed.

#### **C1.2 Senior Clerk (19 hour)**

- Outcome:
  - A Senior Clerk would manage attendance data and staff scheduling and coordination. These are clerical tasks presently handled by the Learning Center Coordinator.

- C1.3 Expanded academic support services will be offered targeting equity populations in SAC's Learning Center.**
- Outcome:
    - Students receiving tutoring 3 or more visits will have a higher completion rate than students who do not receive tutoring.
- C1.4 Hire more Math Center Tutors**
- Outcome:
    - The impact of this augmentation will be tracked according to target equity populations.
- C1.5 Hire one additional Instructional Assistant**
- Outcome:
    - The impact of this augmentation will be tracked according to target equity populations.
- C1.6 Improve course textbook availability in the Reserve Collection textbook section and fund collections needed by target populations (this effort will be part of a college-wide initiative to expand student access to required academic texts).**
- Outcome:
    - Utilization will be tracked on a semesterly basis in relation to target populations.
- C1.7 Academic Endzone (Academic Support Program for SAC Student Athletes) will provide supplemental instruction for targeted population students who are athletes. System to track and assess academic progress for a student population with a higher transfer requirement along with an NCAA regulated time restraint. Students will be monitored through course completion, degree completion, and transfer.**
- Outcomes:
    - Course completion percentages and transfer level course GPA will rise with the new NCAA standards of a 2-4 and 4-2-4 transfer student.
    - Student population (current football team) is recognized as a target group by age (100%) and by ethnicity (70%)
    - Desired outcomes include expansion to other sports that have similar target percentages.
    - Outreach to identified population and recruitment will continue and be monitored.
- C1.8 Add a mechanism to Update WebAdvisor to require students to indicate the reason they are dropping the course, including the capacity to automatically notify the instructor.**
- Outcome:
    - Rich and immediate data will become available to inform follow-up and intervention work to support course completion.

## **Course Completion C2**

- C2.1 Secure and prepare the classrooms needed to offer these new classes.**
- Outcomes:
    - Six classrooms will be ready for Fall '15 full implementation of Math 083 and Math 084.
    - Students in the redesigned classes will be able to access the online learning component of their classes as well as receive support from the Math Center tutors.

- C2.2 Create a Redesign Coordinator position**

- Outcome:
  - The Redesign coordinator will successfully facilitate the full redesign implementation including interfacing with all impacted programs, services, and departments.

### **C2.3 Create 2 Course Coordinator positions**

- Outcome:
  - The Course Coordinators for Math 083 & Math 084 will manage the courses (including developing and maintaining related software, assessments, training, and working with the FT and PT staff).

### **C2.4 Provide training for all new and part time faculty who will teach the new courses.**

- Outcome:
  - Faculty will understand the philosophy, pedagogy, software, and assessment practices of the new courses and use the courses as a vehicle for achieving equity goals for transfer.

### **C2.5 Provide student tutors in the redesigned classrooms.**

- Outcome:
  - Immediate feedback and support, a major tenet of redesign, will be provided for students and achievement gaps will be reduced for target populations.

## **Course Completion C3**

### **C3.1 Provide Open Educational Resource (OER) course materials for SAC students focused on courses that affect successful course completion in the groups disproportionately impacted (18-24 yrs., African-American, Hispanic, Pacific Islander and Foster Youth).**

- Outcomes:
  - Availing the target population to all course materials is expected to reduce the equity gap for course completion and success, as it is suspected that 65%<sup>1</sup> of students do not purchase textbooks at SAC.
    - Possible target courses include Psychology 100, Anthropology 100, Biology 109 and more.

### **C3.2 Invite faculty to replace course materials with OER, focusing on the highest impact courses with the largest number of target population students served.**

- Outcomes:
  - For 1 course assume: 25 students/section, Textbook cost is \$100<sup>3</sup> = \$2,500 textbook savings per course.
  - For 20 courses: = \$50,000 textbook savings for just one section of 20 courses.
  - It is expected that in following semesters more sections will adopt the use of the OER materials with the assistance of faculty for an exponential savings to students.

## **Degree & Certificates D1**

### **D1.1 Counseling**

**D1.1a** Provide training to all PT/FT counselors regarding degree and certificate requirements and career opportunities.

**D1.1b** Plan the best possible way to create optimal counselor/FT classroom faculty collaboration for student success.

- Outcome:
  - Documented increased success for target populations, linked to SSSP accountability

measures with special attention to equity targets.

**D1.2 Completion: Increase use of degree and certificate audit program to support target student completion.**

- Outcome:
  - Documented increased services to target populations and improved course/certificate/degree completion.

**Transfer E1**

**E1.1 Hire a full-time Student Services Coordinator to expand core pre-transfer services to target populations.**

- Outcome:
  - A minimum of 1,000 currently underserved students will be helped; progress growth will be documented.

**E1.2 Expand transfer information sessions (Counseling N45) to new pre-transfer students not affiliated with a support program.**

- Outcome:
  - A minimum of 200 new students will benefit from transfer information sessions currently offered to students in specialized programs.

**E1.3 Increase transfer counseling resources for currently underserved students. (1 full-time equivalent of hourly counselors).**

- Outcome:
  - 700 pre-transfer students not in specialized programs will receive continuous transfer guidance.

**E1.4 Offer Transfer workshops on critical topics continuously.**

- Outcome:
  - 700 more students will have access to critical transfer support services, annually.

**E1.5 Intensive training will be provided to all counselors on increasingly complex transfer issues.**

- Outcome:
  - 100% of the counseling division will attend scheduled training annually and 45 counselors will attend related conferences.

**E1.6 Provide training and resources for full- and part-time counselors on opportunities and services for DSPS transfer students.**

- Outcomes:
  - Counselors will indicate increased knowledge of DSPS transfer programs and services via survey.
  - A webpage for students and staff with information for this population will be developed.

**Transfer E2**

**E2.1 Hire a financial aid specialist at the University Transfer Center who will focus on transfer support to target equity populations.**

**E.2.1a** Offer workshops such as “Funding your education at SAC, after transfer, and beyond into

professional/graduate schools” for parents and students.

- Outcome:
  - At least 250 resident students & 250 AB540 students will be contacted and assisted in the financial aid application process to award (pre & post transfer) annually.

## **E2.2 Implement warnings and safeguards so students save enough financial aid (especially Cal Grant B) for after transfer.**

**E.2.2a** Mandatory orientations for financial aid recipients

**E.2.2b** Warnings before students accept awards on WebAdvisor, for example

**E.2.2c** Document how many students deny awards while at SAC to inform legislators of the impact of limitations.

- Outcomes:
  - 250 students attend orientations annually and 75 % will indicate ‘significant new information on how to best use financial aid for higher education’ when surveyed.
  - A report will be generated annually, detailing the number of students who qualify for Pell and Cal Grants but deny them to save enough for after transfer, for dissemination to decision making bodies.

## **Transfer E3**

### **E3.1 Conduct surveys and round table talks with identified student subgroups to see how we can assist them to transfer, and work to assure courses are offered when these populations can take them (i.e. evenings/weekends/online) and in advantageous formats (i.e. accelerated/online).**

- Outcomes:
  - 100 students from targeted equity groups will participate in surveys.
  - Increased nontraditional course sections will be available.

## **Transfer E4**

### **E4.1 Identify and implement ways for SAC to effectively communicate with current and former students.**

**E.4.1a** Produce, print, and widely disseminate a regular newsletter from the UTC.

**E.4.1b** Consult with experts on technological options for communications.

- Outcomes:
  - All SAC transfer-bound students will be effectively notified of deadlines and critical opportunities.
  - A database of former SAC students who have transferred will be established.
  - SAC, SAUSD, and community partners will be aware of transfer issues and successes at SAC.

### **E4.2 Train new and existing SAC faculty on transfer facts and trends at the New Faculty Institute, through Flex workshops, and other venues.**

- Outcome:
  - 40 - 60 SAC faculty will document new knowledge regarding transfer policies and procedures annually. transfer policies and procedures when surveyed after presentations, each academic year.

## **Transfer E5**

### **E5.1 Expand the Transfer Mentor Program by 25% each year to a goal of 150 annually, targeting identified equity subgroups.**

- Outcomes:
  - At least 90% of TMP students will successfully transfer.
  - 400 SAUSD middle school students, 800 HS students, and 2,700 SAC students will benefit from presentations related to transfer annually.

### **E5.2 Fund the Summer Scholars Transfer Institute**

- Outcome:
  - 100+ students will complete a transfer level course in 10 days.

### **E5.3 Provide exposure to transfer institutions through site visits.**

- Outcome:
  - 500 students will participate and commit to transfer.

### **E5.4 Expand honors course offerings for target students.**

- Outcome:
  - The number of honors transfer students from targeted equity groups will increase each year by 15%.

### **E5.5 Fund conferences for underrepresented STEM students.**

- Outcome:
  - At least 50 STEM students from target groups will participate annually.

### **E5.6 Expand transfer counseling in EOPS.**

- Outcome:
  - Expanded service delivery will be documented.



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## Resources

The Rancho Santiago Community College District received a Student Equity allocation of \$1,611,247 for the 2014-2015 year. We entered into a collegial process for dividing the funds between the two colleges by adapting the state funding formula to locally available data. The result was a distribution of \$1,188,918 to Santa Ana College. This plan deploys those funds in support of specific activities and further leverages a robust team of college personnel who will co-lead the work campus-wide and a constellation of categorical funding streams where complementary work is carefully coordinated for maximum impact.

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## Summary of Findings

The following section provides an overview of the findings that emerged from a comprehensive review of student success through the lens of equity in relation to target populations. This information and the compendium of campus-based research that follows informed the goals that we framed, the strategies that we detailed, and the progress we anticipate as we activate and sustain our equity plan at Santa Ana College.

**Summary of Findings – Equity Groups and Identified Disproportionate Impact**

	Subgroup	# 1 ACCESS (Compared to SAC Service Area)	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
ETHNICITY	African-American	Disproportionate impact	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: <b>Disproportionate Impact</b> English: <b>Disproportionate Impact</b> ESL: n is too small to draw any valid conclusion (n<30)	Degree: <b>Disproportionate Impact</b> Certificate: <b>Disproportionate Impact</b>	n is too small to draw any valid conclusion (n<30)
	Asian/ Pacific / Filipino	Disproportionate impact	Success Rate: <b>Disproportionate Impact</b> (Only Pacific Islander) Retention Rate: No Disproportionate Impact	Math: No disproportionate Impact English: No Disproportionate impact ESL: No Disproportionate Impact	Degree: No Disproportionate impact Certificate: <b>Disproportionate Impact</b> (Only Pacific Islander)	<b>Disproportionate Impact</b> (Only Pacific Islander)
	Latino/ Hispanic	Disproportionate impact	Success Rate: <b>Disproportionate Impact</b> Retention Rate: No Disproportionate Impact	Math: <b>Disproportionate Impact</b> English: <b>Disproportionate Impact</b> ESL: <b>Disproportionate Impact</b>	Degree: <b>Disproportionate Impact</b> Certificate: No Disproportionate Impact	<b>Disproportionate Impact</b>
	Native American/ Alaskan	Limited or no data available	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	N is too small to draw any valid conclusion (n<30) for all categories	N is too small to draw any valid conclusion (n<30) for all categories	n is too small to draw any valid conclusion (n<30)
	White	Disproportionate Impact	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: <b>Disproportionate Impact</b> English: <b>Disproportionate Impact</b> ESL: n is too small to draw any valid conclusion (n<30)	Degree: No Disproportionate impact Certificate: No Disproportionate Impact	No Disproportionate Impact
	Other (incl. Decline to state and Unreported)	No Disproportionate Impact	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: <b>Disproportionate Impact</b> English: <b>Disproportionate Impact</b> ESL: n is too small to draw any valid conclusion (n<30)	Degree: No Disproportionate Impact Certificate: <b>Disproportionate Impact</b>	No Disproportionate Impact
AGE	17 and under	Disproportionate Impact	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	No Disproportionate Impact

**Summary of Findings – Equity Groups and Identified Disproportionate Impact**

	Subgroup	# 1 ACCESS (Compared to SAC Service Area)	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
	18 - 21	No Disproportionate Impact	Success Rate: <b>Disproportionate Impact</b> Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	No Disproportionate Impact
	22 - 25	No Disproportionate Impact	Success Rate: <b>Disproportionate Impact</b> Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	No Disproportionate Impact
	26 - 29	No Disproportionate Impact	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: <b>Disproportionate Impact</b>	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	<b>Disproportionate Impact</b>
	30 - 39	<b>Disproportionate Impact</b>	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: <b>Disproportionate Impact</b>	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	n is too small to draw any valid conclusion (n<30)
	40 - 49	<b>Disproportionate Impact</b>	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: <b>Disproportionate Impact</b>	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	n is too small to draw any valid conclusion (n<30)
	50 and above	<b>Disproportionate Impact</b>	Success Rate: No Disproportionate impact Retention Rate: No Disproportionate Impact	Math: n is too small to draw any valid conclusion (n<30) English: n is too small to draw any valid conclusion (n<30) ESL: <b>Disproportionate Impact</b>	n is too small to draw any valid conclusion (n<30)	n is too small to draw any valid conclusion (n<30)
<b>GENDER</b>	<b>Female</b>	No Disproportionate Impact	Success Rate: No Disproportionate impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	No Disproportionate Impact

**Summary of Findings – Equity Groups and Identified Disproportionate Impact**

	Subgroup	# 1 ACCESS (Compared to SAC Service Area)	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
	Male	<b>Disproportionate Impact</b>	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Math: No Disproportionate Impact English: <b>Disproportionate Impact</b> ESL: No Disproportionate Impact	Degree: <b>Disproportionate Impact</b> Certificate: No Disproportionate Impact	No Disproportionate Impact
DISABILITY	Non-DSPS	Limited or no data available	Limited or no data available	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	No Disproportionate Impact
	DSPS	Limited or no data available	Limited or no data available	Math: No Disproportionate Impact English: <b>Disproportionate Impact</b> ESL: n is too small to draw any valid conclusion (n<30)	Degree: <b>Disproportionate Impact</b> Certificate: No Disproportionate Impact	No Disproportionate Impact
SPECIAL POPULATIONS	Foster Youth	Limited or no data available	Success Rate: <b>Disproportionate Impact</b> Retention Rate: No disproportionate Impact	Limited or no data available	N is too small to draw any valid conclusion (n<30)	n is too small to draw any valid conclusion (n<30)
	Low-Income	Limited or no data available	Limited or no data available	Math: No Disproportionate Impact English: No Disproportionate Impact ESL: No Disproportionate Impact	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	n is too small to draw any valid conclusion (n<30), or limited data available
	Veterans	Limited or no data available	Success Rate: No Disproportionate Impact Retention Rate: No Disproportionate Impact	Limited or no data available	Degree: No Disproportionate Impact Certificate: No Disproportionate Impact	<b>Disproportionate Impact</b>

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# CAMPUS-BASED RESEARCH

## Overview of Campus-Based Research

Santa Ana College began preliminary work on its Student Equity plan in the winter of 2014 and made a number of organizational and governance changes to advance the effort. Specifically, SAC's Participatory Governance Model was modified in spring 2014 to expand the scope of the Student Success Committee to provide leadership and guidance to equity work. To broadcast this expansion of scope, the committee was officially renamed the SAC Student Success and Equity Committee and is now fully functioning.

In addition, a significant amount of research and professional development was undertaken to apply the model to our available data and to search out best practices and model programs (including the validation of work in progress at SAC itself) to create a broad-based review of related work to guide our strategic planning and help us identify and address priorities. To accomplish this, the college created a Student Equity Task Force under the auspices of its Student Success and Equity Committee and the Task Force was divided into five areas with a sixth area created for overall coordination, research, and support. Each team met on numerous occasions and received research data and briefings to guide the plan development, culminating in a planning symposium and special consultation with both students and the Academic Senate for input and recommendations enroute to finalization.

The following summary, by equity plan area, provides a snapshot of disproportionate impact findings and encompasses the research that was undertaken, including a brief analysis of findings.

## Summary of Disproportionate Impact Findings

Indicators	Sub-Category	Groups Disproportionately Impacted
ACCESS	Participation Rates	19 or less, 30 to 39, 40 to 49, 50 to 59, 60+, African American, Asian, Hispanic, White, Female
Course Completion	Credit Course, Success	18-24, Pacific Islander, Hispanic, Foster Youth, Non-Veteran
	Credit Course, Retention	None
	Degree Applicable Credit Courses, Success	18-24, Pacific Islander, Hispanic, Foster Youth
	Degree Applicable Credit Courses, Retention	None
	Credit Transferrable Courses, Success	Pacific Islander, Foster Youth
	Credit Transferrable Courses, Retention	None
	Credit Vocational Courses, Success	18-24, Hispanic, Pacific Islander, Foster Youth
	Credit Vocational Courses, Retention	None
Basic Skill Progression	Basic Skills Credit Course, Success	18-29, Hispanic, Veteran
	Basic Skills Credit Course, Retention	None
	ESL Completion	Male, 25+, Hispanic
	English Completion	Male, African-American, Hispanic, Disabled
	Math Completion	African-American, Hispanic, White
Degree/CT	Degree & Certificate Completion, Persistence	Veteran
	Degree & Certificate Completion, 30 units earned	African-American, Hispanic
	Degree & Certificate Completion, earned AA degree	Male, 25+, African-American, Hispanic, Disabled
	Degree & Certificate Completion, Earned Certificates	Filipino, African-American, Non-Veterans
Transfer	Transfer to Four Year Universities	25-29, Filipino, Hispanic, non-recipient of Fin. Aid, Veteran

**Santa Ana College**  
**ACCESS: Participation Rates (Credit Enrollment Students and City of Santa Ana Population)**

	Fall 2013 Credit Students	City of Santa Ana (2010 census)	Enrollment %	City of Santa Ana Population %	Participation Rate	80 percent index
<b>Total Count</b>	<b>25674</b>	<b>324528</b>				
<b>Age</b>						
19 or Less	4596	113585	17.9%	35.0%	4.0%	21.3%
20 - 29	11110	58415	43.3%	18.0%	19.0%	100.0%
30 to 39	4791	51924	18.7%	16.0%	9.2%	48.5%
40 to 49	3402	42188	13.3%	13.0%	8.1%	42.4%
50 to 59	1337	29215	5.2%	9.0%	4.6%	24.1%
60 +	438	29201	1.7%	9.0%	1.5%	7.9%
<b>Ethnicity</b>						
African-American	485	4868	1.9%	1.5%	10.0%	8.8%
Asian	2339	32453	9.1%	10.0%	7.2%	6.4%
Hispanic	12815	253132	49.9%	78.0%	5.1%	4.5%
White	4520	29208	17.6%	9.0%	15.5%	13.7%
Other	5515	4867	21.5%	1.5%	113.3%	100.0%
<b>Gender</b>						
Female	14862	159019	57.9%	49.0%	9.3%	100.0%
Male	10812	165509	42.1%	51.0%	6.5%	69.9%

**ANALYSIS: All categories aside from 20-29 years of age and female are disproportionately impacted. These other groups are less likely to have participated in SAC than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Source: RSCCD Research Department (student data); American Community Survey, Census 2010 (city of Santa Ana data).



**Santa Ana College**  
**ESL and BASIC SKILLS COMPLETION: ESL Completion**

Students who enrolled first time in 2006-2007 in a ESL course coded below transfer level AND successfully completed a college-level ESL course within six years (2012-2013).

ESL	Student Cohort	% of Cohort	# Completed	% Completed	Completion Rate	80 Percent Index
	489		117			
<b>Gender</b>						
Male	186	38.0%	40	34.2%	21.5%	84.6%
Female	303	62.0%	77	65.8%	25.4%	<b>100.0%</b>
<b>Age</b>						
0-19	71	14.5%	32	27.4%	45.1%	<b>100.0%</b>
20-24	117	23.9%	44	37.6%	37.6%	83.4%
25-49	265	54.2%	36	30.8%	13.6%	30.1%
50 or more	36	7.4%	5	4.3%	13.9%	30.8%
<b>Ethnicity</b>						
Asian	207	42.3%	73	62.4%	35.3%	<b>100.0%</b>
Filipino*	2	0.4%	1	0.9%	50.0%	141.8%
African American*	3	0.6%	1	0.9%	33.3%	94.5%
Hispanic	257	52.6%	37	31.6%	14.4%	40.8%
American Indian/Alaskan Native*	0	0.0%	0	0.0%		-
Pacific Islander*	2	0.4%	1	0.9%	50.0%	141.8%
White*	11	2.2%	2	1.7%	18.2%	51.6%
Unknown*	7	1.4%	2	1.7%	28.6%	81.0%
<b>Disabled</b>						
Yes*	25	5.1%	7	6.0%	28.0%	118.1%
No	464	94.9%	110	94.0%	23.7%	<b>100.0%</b>
<b>Economically Disadvantaged</b>						
Yes	265	54.2%	67	57.3%	25.3%	<b>100.0%</b>
No	224	45.8%	50	42.7%	22.3%	88.3%

**ANALYSIS: Students 25+ years of age and Hispanics are disproportionately impacted. These groups are less likely to complete ESL courses than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Note: in the race category for 80-percent index, Asian was selected as the highest performing group since Filipino and Pacific Islander did not have enough students to make it a viable comparison subgroup.

Compiled by the RSCCD Research Department using Chancellor's Office Data on Demand

**Santa Ana College**  
**ESL and BASIC SKILLS COMPLETION: English Completion**

**Students who enrolled first time in 2006-2007 in a ENGLISH course coded below transfer level AND successfully completed a college-level English course within six years (2012-2013).**

ENGLISH	Student Cohort	% of Cohort	# Completed	% Completed	Completion Rate	80 Percent Index
	1285		464			
<b>Gender</b>						
Male	649	50.5%	207	44.6%	31.9%	78.9%
Female	636	49.5%	257	55.4%	40.4%	100.0%
<b>Age</b>						
0-19	819	63.7%	301	64.9%	36.8%	92.7%
20-24	275	21.4%	89	19.2%	32.4%	81.6%
25-49	179	13.9%	71	15.3%	39.7%	100.0%
50 or more*	12	0.9%	3	0.6%	25.0%	63.0%
<b>Ethnicity</b>						
Asian	111	8.6%	60	12.9%	54.1%	100.0%
Filipino*	27	2.1%	18	3.9%	66.7%	123.3%
African American	40	3.1%	11	2.4%	27.5%	50.9%
Hispanic	943	73.4%	323	69.6%	34.3%	63.4%
American Indian/Alaskan Native*	5	0.4%	1	0.2%	20.0%	37.0%
Pacific Islander*	10	0.8%	1	0.2%	10.0%	18.5%
White	104	8.1%	32	6.9%	30.8%	56.9%
Unknown	45	3.5%	18	3.9%	40.0%	74.0%
<b>Disabled</b>						
Yes	95	7.4%	27	5.8%	28.4%	77.4%
No	1190	92.6%	437	94.2%	36.7%	100.0%
<b>Economically Disadvantaged</b>						
Yes	823	64.0%	289	62.3%	35.1%	92.7%
No	462	36.0%	175	37.7%	37.9%	100.0%

**ANALYSIS: Males, African Americans, Hispanics, and disabled students are disproportionately impacted. These groups are less likely to complete college-level English courses than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Note: in the race category for 80-percent index, Asian was selected as the highest performing group since there were very few Filipino students to make it a viable comparison subgroup.

Compiled by the RSCCD Research Department using Chancellor's Office Data on Demand


**Santa Ana College**  
**ESL and BASIC SKILLS COMPLETION: Math Completion**

**Students who enrolled first time in 2006-2007 in a MATH course coded below transfer level AND successfully completed a college-level math course within six years (2012-2013).**

MATH	Student Cohort	% of Cohort	# Completed	% Completed	Completion Rate	80 percent index
	<b>1141</b>		<b>451</b>			
<b>Gender</b>						
Male	515	45.1%	193	42.8%	37.5%	90.9%
Female	626	54.9%	258	57.2%	41.2%	<b>100.0%</b>
<b>Age</b>						
0-19	615	53.9%	256	56.8%	41.6%	<b>100.0%</b>
20-24	297	26.0%	104	23.1%	35.0%	84.1%
25-49	210	18.4%	87	19.3%	41.4%	99.5%
50 or more*	19	1.7%	4	0.9%	21.1%	50.6%
<b>Ethnicity</b>						
Asian	98	8.6%	57	12.6%	58.2%	<b>100.0%</b>
Filipino*	20	1.8%	8	1.8%	40.0%	68.8%
African American	40	3.5%	14	3.1%	35.0%	60.2%
Hispanic	792	69.4%	301	66.7%	38.0%	65.3%
American Indian/Alaskan Native*	10	0.9%	5	1.1%	50.0%	86.0%
Pacific Islander*	5	0.4%	1	0.2%	20.0%	34.4%
White	134	11.7%	50	11.1%	37.3%	64.2%
Unknown	42	3.7%	15	3.3%	35.7%	61.4%
<b>Disabled</b>						
Yes	73	6.4%	31	6.9%	42.5%	<b>100.0%</b>
No	1068	93.6%	420	93.1%	39.3%	92.6%
<b>Economically Disadvantaged</b>						
Yes	685	60.0%	277	61.4%	40.4%	<b>100.0%</b>
No	456	40.0%	174	38.6%	38.2%	94.4%

**ANALYSIS: African American, Hispanic, and White students are disproportionately impacted. These groups are less likely to complete college-level math than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

 Disproportionate Impact

Compiled by the RSCCD Research Department using Chancellor's Office Data on Demand

**Santa Ana College**  
**COURSE COMPLETION: Success in Credit Courses, Fall 2013**

	Enrollment Count	Success Count	% of Enrollment	% of Success	Success rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>54,663</b>	<b>35,813</b>				
<b>Gender</b>						
Female	27,237	17,352	49.8%	48.5%	63.7%	94.6%
Male	27,426	18,461	50.2%	51.5%	67.3%	<b>100.0%</b>
<b>Age</b>						
1 to 17	1,485	977	2.7%	2.7%	65.8%	82.3%
18 & 19	12,434	7,143	22.7%	19.9%	57.4%	71.9%
20 to 24	18,035	10,624	33.0%	29.7%	58.9%	73.7%
25 to 29	7,012	4,839	12.8%	13.5%	69.0%	86.4%
30 to 34	4,872	3,598	8.9%	10.0%	73.9%	92.4%
35 to 39	3,374	2,691	6.2%	7.5%	79.8%	99.8%
40 to 49	4,660	3,724	8.5%	10.4%	79.9%	<b>100.0%</b>
50 +	2,791	2,217	5.1%	6.2%	79.4%	99.4%
<b>Ethnicity</b>						
African-American	1,501	954	2.7%	2.7%	63.6%	82.1%
American Indian/Alaskan Native	331	233	0.6%	0.7%	70.4%	90.9%
Asian	9,706	6,883	17.8%	19.2%	70.9%	91.6%
Hispanic	29,255	17,288	53.5%	48.3%	59.1%	76.3%
Pacific Islander	313	169	0.6%	0.5%	54.0%	69.7%
Unknown	2,909	2,039	5.3%	5.7%	70.1%	90.5%
White Non-Hispanic	10,648	8,247	19.5%	23.0%	77.5%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	304	152	0.6%	0.4%	50.0%	76.2%
No	54,359	35,661	99.4%	99.6%	65.6%	<b>100.0%</b>
<b>Veterans</b>						
Yes	2,970	2,470	5.4%	6.9%	83.2%	<b>100.0%</b>
No	51,693	33,343	94.6%	93.1%	1	77.6%

**ANALYSIS: Cohort students 18-24 years of age, Pacific Islander, Hispanic, Foster Youths, and Non-Veterans are disproportionately impacted. These groups are less likely to achieve credit course success than the relevant reference**

\* Subgroup with less than 30 participants; findings must be interpreted with caution


Disproportionate Impact


Note: Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Retention in Credit Courses, Fall 2013**

	Enrollment Count	Retention	% of Enrollment	% of Retention	Retention Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>54,663</b>	<b>43,984</b>				
<b>Gender</b>						
Female	27,237	21,582	49.8%	49.1%	79.2%	97.0%
Male	27,426	22,402	50.2%	50.9%	81.7%	<b>100.0%</b>
<b>Age</b>						
1 to 17	1,485	1,255	2.7%	2.9%	84.5%	95.6%
18 & 19	12,434	9,695	22.7%	22.0%	78.0%	88.2%
20 to 24	18,035	13,843	33.0%	31.5%	76.8%	86.9%
25 to 29	7,012	5,660	12.8%	12.9%	80.7%	91.4%
30 to 34	4,872	4,037	8.9%	9.2%	82.9%	93.8%
35 to 39	3,374	2,961	6.2%	6.7%	87.8%	99.3%
40 to 49	4,660	4,067	8.5%	9.2%	87.3%	98.8%
50 +	2,791	2,466	5.1%	5.6%	88.4%	<b>100.0%</b>
<b>Ethnicity</b>						
African-American	1,501	1,179	2.7%	2.7%	78.5%	90.3%
American Indian/Alaskan Native	331	279	0.6%	0.6%	84.3%	96.9%
Asian	9,706	7,961	17.8%	18.1%	82.0%	94.3%
Hispanic	29,255	22,692	53.5%	51.6%	77.6%	89.2%
Pacific Islander	313	223	0.6%	0.5%	71.2%	81.9%
Unknown	2,909	2,389	5.3%	5.4%	82.1%	94.4%
White Non-Hispanic	10,648	9,261	19.5%	21.1%	87.0%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	304	224	0.6%	0.5%	73.7%	91.5%
No	54,359	43,760	99.4%	99.5%	80.5%	<b>100.0%</b>
<b>Veterans</b>						
Yes	2,970	2,735	5.4%	6.2%	92.1%	<b>100.0%</b>
No	51,693	41,249	94.6%	93.8%	1	86.7%

**ANALYSIS: No identifiable/sizeable groups are disproportionately impacted.**

 \* Subgroup with less than 30 participants; findings must be interpreted with caution

 Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Success in Credit Basic Skills Courses, Fall 2013**

	Enrollment Count	Success Count	% of Enrollment	% Success	Success Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>3,344</b>	<b>1,981</b>				
<b>Gender</b>						
Female	1,946	1,190	58.2%	60.1%	61.2%	<b>100.0%</b>
Male	1,398	791	41.8%	39.9%	56.6%	92.5%
<b>Age</b>						
1 to 17	154	93	4.6%	4.7%	60.4%	80.1%
18 & 19	1,324	717	39.6%	36.2%	54.2%	71.8%
20 to 24	771	440	23.1%	22.2%	57.1%	75.6%
25 to 29	279	164	8.3%	8.3%	58.8%	77.9%
30 to 34	252	167	7.5%	8.4%	66.3%	87.8%
35 to 39	168	109	5.0%	5.5%	64.9%	86.0%
40 to 49	225	162	6.7%	8.2%	72.0%	95.4%
50 +	171	129	5.1%	6.5%	75.4%	<b>100.0%</b>
<b>Ethnicity</b>						
African-American	58	33	1.7%	1.7%	56.9%	80.0%
American Indian/Alaskan Native*	10	7	0.3%	0.4%	70.0%	98.5%
Asian	574	408	17.2%	20.6%	71.1%	<b>100.0%</b>
Hispanic	2,429	1,360	72.6%	68.7%	56.0%	78.8%
Pacific Islander*	16	8	0.5%	0.4%	50.0%	70.3%
Unknown	86	46	2.6%	2.3%	53.5%	75.3%
White Non-Hispanic	171	119	5.1%	6.0%	69.6%	97.9%
<b>Foster Youth</b>						
Yes*	24	8	0.7%	0.4%	33.3%	56.1%
No	3,320	1,973	99.3%	99.6%	59.4%	<b>100.0%</b>
<b>Veterans</b>						
Yes	59	30	1.8%	1.5%	50.8%	85.6%
No	3,285	1,951	98.2%	98.5%	59.4%	<b>100.0%</b>

**ANALYSIS: Students 18-29 years of age, Hispanics, Unknown ethnicities, and veterans are disproportionately impacted. These groups are less likely to complete Credit (Basic Skills) courses than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Retention in Credit Basic Skills Courses, Fall 2013**

	Enrollment Count	Retention Count	% of Enrollment	% of Retention	Retention Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>3,344</b>	<b>2,616</b>				
<b>Gender</b>						
Female	1,946	1,547	58.2%	59.1%	79.5%	<b>100.0%</b>
Male	1,398	1,069	41.8%	40.9%	76.5%	96.2%
<b>Age</b>						
1 to 17	154	128	4.6%	4.9%	83.1%	92.9%
18 & 19	1,324	1,022	39.6%	39.1%	77.2%	86.3%
20 to 24	771	593	23.1%	22.7%	76.9%	86.0%
25 to 29	279	209	8.3%	8.0%	74.9%	83.7%
30 to 34	252	197	7.5%	7.5%	78.2%	87.4%
35 to 39	168	135	5.0%	5.2%	80.4%	89.8%
40 to 49	225	179	6.7%	6.8%	79.6%	88.9%
50 +	171	153	5.1%	5.8%	89.5%	<b>100.0%</b>
<b>Ethnicity</b>						
African-American	58	44	1.7%	1.7%	75.9%	89.6%
American Indian/Alaskan Native*	10	8	0.3%	0.3%	80.0%	94.5%
Asian	574	486	17.2%	18.6%	84.7%	<b>100.0%</b>
Hispanic	2,429	1,875	72.6%	71.7%	77.2%	91.2%
Pacific Islander*	16	11	0.5%	0.4%	68.8%	81.2%
Unknown	86	61	2.6%	2.3%	70.9%	83.8%
White Non-Hispanic	171	131	5.1%	5.0%	76.6%	90.5%
<b>Foster Youth</b>						
Yes *	24	19	0.7%	0.7%	79.2%	<b>100.0%</b>
No	3,320	2,597	99.3%	99.3%	78.2%	98.8%
<b>Veterans</b>						
Yes	59	43	1.8%	1.6%	72.9%	93.0%
No	3,285	2,573	98.2%	98.4%	78.3%	<b>100.0%</b>

**ANALYSIS: No identifiable/sizeable groups are disproportionately impacted.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Success in Credit Degree Applicable Courses, Fall 2013**

	Enrollment Count	Success Count	% of Enrollment	% of Success	Success Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>51,088</b>	<b>33,617</b>				
<b>Gender</b>						
Female	25,180	16,064	49.3%	47.8%	63.8%	94.2%
Male	25,908	17,553	50.7%	52.2%	67.8%	<b>100.0%</b>
<b>Age</b>						
1 to 17	1,320	874	2.6%	2.6%	66.2%	82.4%
18 & 19	11,028	6,352	21.6%	18.9%	57.6%	71.6%
20 to 24	17,232	10,154	33.7%	30.2%	58.9%	73.3%
25 to 29	6,710	4,654	13.1%	13.8%	69.4%	86.3%
30 to 34	4,586	3,399	9.0%	10.1%	74.1%	92.2%
35 to 39	3,182	2,558	6.2%	7.6%	80.4%	<b>100.0%</b>
40 to 49	4,415	3,543	8.6%	10.5%	80.2%	99.8%
50 +	2,615	2,083	5.1%	6.2%	79.7%	99.1%
<b>Ethnicity</b>						
African-American	1,432	910	2.8%	2.7%	63.5%	82.0%
American Indian/Alaskan Native	319	224	0.6%	0.7%	70.2%	90.6%
Asian	9,114	6,459	17.8%	19.2%	70.9%	91.4%
Hispanic	26,692	15,803	52.2%	47.0%	59.2%	76.4%
Pacific Islander	296	160	0.6%	0.5%	54.1%	69.7%
Unknown	2,810	1,980	5.5%	5.9%	70.5%	90.9%
White Non-Hispanic	10,425	8,081	20.4%	24.0%	77.5%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	52	23	0.1%	0.1%	44.2%	67.2%
No	51,036	33,594	99.9%	99.9%	65.8%	<b>100.0%</b>
<b>Veterans</b>						
Yes	242	158	0.5%	0.5%	65.3%	99.2%
No	50,846	33,459	99.5%	99.5%	65.8%	<b>100.0%</b>

**ANALYSIS: Cohort students 18-24 years of age, Pacific Islander, Hispanic, and Foster Youths are disproportionately impacted. These groups are less likely to complete degree applicable credit courses**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact


Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.




**Santa Ana College**  
**COURSE COMPLETION: Retention in Credit Degree Applicable Courses, Fall 2013**

	Enrollment Count	Retention Count	% of Enrollment	% of Retention	Retention Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>51,088</b>	<b>41,444</b>				
<b>Gender</b>						
Female	25,180	19,931	49.3%	48.1%	79.2%	96.7%
Male	25,908	21,213	50.7%	51.2%	81.9%	<b>100.0%</b>
<b>Age</b>						
1 to 17	1,320	1,117	2.6%	2.7%	84.6%	95.9%
18 & 19	11,028	8,594	21.6%	20.7%	77.9%	88.3%
20 to 24	17,232	13,220	33.7%	31.9%	76.7%	86.9%
25 to 29	6,710	5,429	13.1%	13.1%	80.9%	91.7%
30 to 34	4,586	3,806	9.0%	9.2%	83.0%	94.0%
35 to 39	3,182	2,802	6.2%	6.8%	88.1%	99.8%
40 to 49	4,415	3,868	8.6%	9.3%	87.6%	99.3%
50 +	2,615	2,308	5.1%	5.6%	88.3%	<b>100.0%</b>
<b>Ethnicity</b>						
African-American	1,432	1,124	2.8%	2.7%	78.5%	90.1%
American Indian/Alaskan Native	319	269	0.6%	0.6%	84.3%	96.8%
Asian	9,114	7,459	17.8%	18.0%	81.8%	94.0%
Hispanic	26,692	20,688	52.2%	49.9%	77.5%	89.0%
Pacific Islander	296	211	0.6%	0.5%	71.3%	81.9%
Unknown	2,810	2,315	5.5%	5.6%	82.4%	94.6%
White Non-Hispanic	10,425	9,078	20.4%	21.9%	87.1%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	52	40	0.1%	0.1%	76.9%	94.8%
No	51,036	41,404	99.9%	99.9%	81.1%	<b>100.0%</b>
<b>Veterans</b>						
Yes	242	200	0.5%	0.5%	82.6%	<b>100.0%</b>
No	50,846	41,244	99.5%	99.5%	81.1%	98.1%

**ANALYSIS: No groups are disproportionately impacted.**

 Subgroup with less than 30 participants; findings must be interpreted with caution


 Disproportionate Impact


Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Success in Credit Transferrable Courses, Fall 2013**

	Enrollment Count	Success Count	% of Enrollment	% of Success	Success Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>38,081</b>	<b>23,630</b>				
Gender						
Female	19,884	12,380	52.2%	52.4%	62.3%	<b>100.0%</b>
Male	18,197	11,250	47.8%	47.6%	61.8%	99.3%
Age						
1 to 17	1,008	688	2.6%	2.9%	68.3%	94.4%
18 & 19	9,233	5,411	24.2%	22.9%	58.6%	81.1%
20 to 24	14,606	8471	38.4%	35.8%	58.0%	80.2%
25 to 29	4,923	3,198	12.9%	13.5%	65.0%	89.9%
30 to 34	2,965	2,016	7.8%	8.5%	68.0%	94.1%
35 to 39	1,698	1,223	4.5%	5.2%	72.0%	99.7%
40 to 49	2,301	1,663	6.0%	7.0%	72.3%	<b>100.0%</b>
50 +	1,347	960	3.5%	4.1%	71.3%	98.6%
Ethnicity						
African-American	1,065	605	2.8%	2.6%	56.8%	81.1%
American Indian/Alaskan Native	218	138	0.6%	0.6%	63.3%	90.4%
Asian	6,966	4,813	18.3%	20.4%	69.1%	98.7%
Hispanic	20,990	12,079	55.1%	51.1%	57.5%	82.2%
Pacific Islander	220	102	0.6%	0.4%	46.4%	66.2%
Unknown	1,858	1,157	4.9%	4.9%	62.3%	88.9%
White Non-Hispanic	6,764	4,736	17.8%	20.0%	70.0%	<b>100.0%</b>
Foster Youth						
Yes	45	20	0.1%	0.1%	44.4%	71.6%
No	38,036	23,610	99.9%	99.9%	62.1%	<b>100.0%</b>
Veterans						
Yes	193	124	0.5%	0.5%	64.2%	<b>100.0%</b>
No	37,888	23,506	99.5%	99.5%	62.0%	96.6%

**ANALYSIS: Pacific Islander and Foster Youth subgroups are disproportionately impacted. These groups are less likely to complete credit (transferrable) courses than the relevant reference group.**

 \* Subgroup with less than 30 participants; findings must be interpreted with caution


 Disproportionate Impact


Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Retention in Credit Transferrable Courses, Fall 2013**

	Enrollment Count	Retention Count	% of Enrollment	% of Retention	Retention Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>38,081</b>	<b>29,668</b>				
<b>Gender</b>						
Female	19,884	15,453	52.2%	52.1%	77.7%	99.5%
Male	18,197	14,215	47.8%	47.9%	78.1%	<b>100.0%</b>
<b>Age</b>						
1 to 17	1,008	862	2.6%	2.9%	85.5%	<b>100.0%</b>
18 & 19	9,233	7,193	24.2%	24.2%	77.9%	91.1%
20 to 24	14,606	11,074	38.4%	37.3%	75.8%	88.7%
25 to 29	4,923	3,830	12.9%	12.9%	77.8%	91.0%
30 to 34	2,965	2,325	7.8%	7.8%	78.4%	91.7%
35 to 39	1,698	1,399	4.5%	4.7%	82.4%	96.3%
40 to 49	2,301	1,873	6.0%	6.3%	81.4%	95.2%
50 +	1,347	1,112	3.5%	3.7%	82.6%	96.5%
<b>Ethnicity</b>						
African-American	1,065	792	2.8%	2.7%	74.4%	90.5%
American Indian/Alaskan Native	218	175	0.6%	0.6%	80.3%	97.7%
Asian	6,966	5,611	18.3%	18.9%	80.5%	98.0%
Hispanic	20,990	15,960	55.1%	53.8%	76.0%	92.5%
Pacific Islander	220	144	0.6%	0.5%	65.5%	79.6%
Unknown	1,858	1,427	4.9%	4.8%	76.8%	93.5%
White Non-Hispanic	6,764	5,559	17.8%	18.7%	82.2%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	45	35	0.1%	0.1%	77.8%	99.8%
No	38,036	29,633	99.9%	99.9%	77.9%	<b>100.0%</b>
<b>Veterans</b>						
Yes	193	159	0.5%	0.5%	82.4%	<b>100.0%</b>
No	37,888	29,509	99.5%	99.5%	77.9%	94.5%

**ANALYSIS: No groups are disproportionately impacted. All groups have similar rates of credit (transferrable) retention.**

 Subgroup with less than 30 participants; findings must be interpreted with caution


 Disproportionate Impact


Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Success in Credit Vocational Courses, Fall 2013**

	Enrollment Count	Success Count	% of Enrollment	% of Success	Success Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>22,556</b>	<b>16,828</b>				
<b>Gender</b>						
Female	8,963	6,355	39.7%	37.8%	70.9%	92.0%
Male	13,593	10,473	60.3%	62.2%	77.0%	<b>100.0%</b>
<b>Age</b>						
1 to 17	168	115	0.7%	0.7%	68.5%	79.1%
18 & 19	2,768	1,570	12.3%	9.3%	56.7%	65.5%
20 to 24	5,910	3,824	26.2%	22.7%	64.7%	74.7%
25 to 29	3,639	2,801	16.1%	16.6%	77.0%	88.9%
30 to 34	2,860	2,324	12.7%	13.8%	81.3%	93.9%
35 to 39	2,213	1,916	9.8%	11.4%	86.6%	<b>100.0%</b>
40 to 49	3,243	2,778	14.4%	16.5%	85.7%	98.9%
50 +	1,755	1,500	7.8%	8.9%	85.5%	98.7%
<b>Ethnicity</b>						
African-American	722	534	3.2%	3.2%	74.0%	87.7%
American Indian/Alaskan Native	185	142	0.8%	0.8%	76.8%	91.1%
Asian	4,020	2,999	17.8%	17.8%	74.6%	88.5%
Hispanic	8,906	5,885	39.5%	35.0%	66.1%	78.4%
Pacific Islander	139	92	0.6%	0.5%	66.2%	78.5%
Unknown	1,544	1,242	6.8%	7.4%	80.4%	95.4%
White Non-Hispanic	7,040	5,934	31.2%	35.3%	84.3%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	50	23	0.2%	0.1%	46.0%	61.6%
No	22,506	16,805	99.8%	99.9%	74.7%	<b>100.0%</b>
<b>Veterans</b>						
Yes	1,942	1,781	8.6%	10.6%	91.7%	<b>100.0%</b>
No	20,614	15,047	91.4%	89.4%	73.0%	79.6%

**ANALYSIS: The 18-24 years of age, Hispanic, Pacific Islander, and Foster Youth cohorts are disproportionately impacted. These groups are less likely to complete credit (vocational) courses than the relevant reference group.**

 Subgroup with less than 30 participants; findings must be interpreted with caution


 Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**COURSE COMPLETION: Retention in Credit Vocational Courses, Fall 2013**

	Enrollment Count	Retention Count	% of Enrollment	% of Retention	Retention Rate	80 Percent Index
<b>Santa Ana College Total</b>	<b>22,556</b>	<b>19,399</b>				
<b>Gender</b>						
Female	8,963	7,503	39.7%	38.7%	83.7%	95.7%
Male	13,593	11,896	60.3%	61.3%	87.5%	<b>100.0%</b>
<b>Age</b>						
1 to 17	168	148	0.7%	0.8%	88.1%	95.6%
18 & 19	2,768	2,190	12.3%	11.3%	79.1%	85.8%
20 to 24	5,910	4,771	26.2%	24.6%	80.7%	87.6%
25 to 29	3,639	3,132	16.1%	16.1%	86.1%	93.4%
30 to 34	2,860	2,533	12.7%	13.1%	88.6%	96.1%
35 to 39	2,213	2,040	9.8%	10.5%	92.2%	<b>100.0%</b>
40 to 49	3,243	2,970	14.4%	15.3%	91.6%	99.3%
50 +	1,755	1,615	7.8%	8.3%	92.0%	99.8%
<b>Ethnicity</b>						
African-American	722	624	3.2%	3.2%	86.4%	93.9%
American Indian/Alaskan Native	185	161	0.8%	0.8%	87.0%	94.5%
Asian	4,020	3,362	17.8%	17.3%	83.6%	90.9%
Hispanic	8,906	7,286	39.5%	37.6%	81.8%	88.9%
Pacific Islander	139	112	0.6%	0.6%	80.6%	87.5%
Unknown	1,544	1,374	6.8%	7.1%	89.0%	96.7%
White Non-Hispanic	7,040	6,480	31.2%	33.4%	92.0%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes	50	36	0.2%	0.2%	72.0%	83.7%
No	22,506	19,363	99.8%	99.8%	86.0%	<b>100.0%</b>
<b>Veterans</b>						
Yes	1942	1884	8.6%	9.7%	97.0%	<b>100.0%</b>
No	20,614	17,515	91.4%	90.3%	85.0%	87.6%

**ANALYSIS: No groups are disproportionately impacted. All groups have similar rates of retention in credit (vocational) courses as compared to the relevant reference group.**

 Subgroup with less than 30 participants; findings must be interpreted with caution
  Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and foster Youth provided by the SAC Admissions and Financial Aid Office.


**Santa Ana College**  
**DEGREE and CERTIFICATE COMPLETION: Persistence**

**First-time students in 2006-07 who successfully completed at least six credit units and attempted any Math or English in the first three years AND enrolled in the first three consecutive primary semesters.**

<b>PERSISTENCE</b>	<b>Student Cohort</b>	<b>% of Cohort</b>	<b># Persisted</b>	<b>% Persistence</b>	<b>Persistence Rate</b>	<b>80 percent index</b>
	<b>2284</b>		<b>1720</b>			
<b>Gender</b>						
Male	1115	48.8%	836	48.6%	75.0%	99.2%
Female	1169	51.2%	884	51.4%	75.6%	<b>100.0%</b>
<b>Age</b>						
0-19	1942	85.0%	1464	85.1%	75.4%	98.2%
20-24	168	7.4%	129	7.5%	76.8%	<b>100.0%</b>
25-49	157	6.9%	116	6.7%	73.9%	96.2%
50 or more*	17	0.7%	11	0.6%	64.7%	84.3%
<b>Ethnicity</b>						
Asian	278	12.2%	218	12.7%	78.4%	97.6%
Filipino	40	1.8%	29	1.7%	72.5%	90.2%
African American	37	1.6%	28	1.6%	75.7%	94.2%
Hispanic	1221	53.5%	877	51.0%	71.8%	89.4%
American Indian/Alaskan Native*	13	0.6%	12	0.7%	92.3%	114.8%
Pacific Islander*	17	0.7%	15	0.9%	88.2%	109.8%
Two or More Races*	0	0.0%	0	0.0%	0.0%	-
White	530	23.2%	426	24.8%	80.4%	<b>100.0%</b>
Unknown	148	6.5%	115	6.7%	77.7%	96.7%
<b>Disabled</b>						
Yes	92	4.0%	77	4.5%	83.7%	<b>100.0%</b>
No	2192	96.0%	1643	95.5%	75.0%	89.6%
<b>Economically Disadvantaged</b>						
Yes	1371	60.0%	1023	59.5%	74.6%	97.7%
No	913	40.0%	697	40.5%	76.3%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes*	4	0.2%	3	0.2%	75.0%	99.6%
No	2280	99.8%	1717	99.8%	75.3%	<b>100.0%</b>
<b>Veterans</b>						
Yes	60	2.6%	18	1.0%	30.0%	<b>39.2%</b>
No	2224	97.4%	1702	99.0%	76.5%	<b>100.0%</b>

**ANALYSIS: The only sizeable group experiencing a disproportionate impact is Veterans. Veterans are less likely to exhibit persistence than non-veterans.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

 Disproportionate Impact

Note: in the ethnicity category for 80-percent index, White was selected as the highest performing group since there were very few American Indian/Alaskan Native students to make it a viable comparison subgroup.

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and Foster Youth provided by the SAC Admissions and Financial Aid Office.

**Santa Ana College**  
**DEGREE and CERTIFICATE COMPLETION: 30 Units Earned**

**First-time students in 2006-07 who successfully completed at least six credit units and attempted any Math or English in the first three years AND earned at least 30 units in the community college systems within six years.**

<b>30 UNITS EARNED</b>	<b>Student Cohort</b>	<b>% of Cohort</b>	<b># Earned 30 Units</b>	<b>% Earned 30 Units</b>	<b>Earned 30 Units Rate</b>	<b>80 Percent Index</b>
	<b>2284</b>		<b>1602</b>			
<b>Gender</b>						
Male	1115	48.8%	762	47.6%	68.3%	95.1%
Female	1169	51.2%	840	52.4%	71.9%	<b>100.0%</b>
<b>Age</b>						
0-19	1942	85.0%	1370	85.5%	70.5%	<b>100.0%</b>
20-24	168	7.4%	116	7.2%	69.0%	97.9%
25-49	157	6.9%	109	6.8%	69.4%	98.4%
50 or more*	17	0.7%	7	0.4%	41.2%	58.4%
<b>Ethnicity</b>						
Asian	278	12.2%	222	13.9%	79.9%	<b>100.0%</b>
Filipino	40	1.8%	27	1.7%	67.5%	84.5%
African American	37	1.6%	21	1.3%	56.8%	71.1%
Hispanic	1221	53.5%	792	49.4%	64.9%	81.2%
American Indian/Alaskan Native*	13	0.6%	9	0.6%	69.2%	86.7%
Pacific Islander*	17	0.7%	12	0.7%	70.6%	88.4%
Two or More Races*	0	0.0%	0	0.0%		-
White	530	23.2%	406	25.3%	76.6%	95.9%
Unknown	148	6.5%	113	7.1%	76.4%	95.6%
<b>Disabled</b>						
Yes	92	4.0%	64	4.0%	69.6%	99.1%
No	2192	96.0%	1538	96.0%	70.2%	<b>100.0%</b>
<b>Economically Disadvantaged</b>						
Yes	1371	60.0%	979	61.1%	71.4%	<b>100.0%</b>
No	913	40.0%	623	38.9%	68.2%	95.6%
<b>Foster Youth</b>						
Yes*	4	0.2%	3	0.2%	75.0%	<b>100.0%</b>
No	2280	99.8%	1599	99.8%	70.1%	93.5%
<b>Veterans</b>						
Yes	60	2.6%	56	3.5%	93.3%	<b>100.0%</b>
No	2224	97.4%	1546	96.5%	69.5%	74.5%

**ANALYSIS: African American and Non-Veteran groups are the only groups with more than 30 participants that are disproportionately impacted. They are less likely to earn 30 units than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and Foster Youth provided by the SAC Admissions and Financial Aid Office.

## Santa Ana College

### DEGREE and CERTIFICATE COMPLETION: Earned AA Degree

First-time students in 2006-07 who successfully completed at least six credit units and attempted any Math or English in the first three years AND earned an AA degree in the community college systems within six years.

Earned AA DEGREE	Student Cohort	% of Cohort	# Earned Degree	% Earned Degree	Degree Earned Rate	80 Percent Index
	<b>2284</b>		<b>624</b>			
<b>Gender</b>						
Male	1115	48.8%	257	41.2%	23.0%	73.4%
Female	1169	51.2%	367	58.8%	31.4%	100.0%
<b>Age</b>						
0-19	1942	85.0%	541	86.7%	27.9%	100.0%
20-24	168	7.4%	43	6.9%	25.6%	91.9%
25-49	157	6.9%	38	6.1%	24.2%	86.9%
50 or more*	17	0.7%	2	0.3%	11.8%	42.2%
<b>Ethnicity</b>						
Asian	278	12.2%	99	15.9%	35.6%	100.0%
Filipino	40	1.8%	12	1.9%	30.0%	84.2%
African American	37	1.6%	6	1.0%	16.2%	45.5%
Hispanic	1221	53.5%	280	44.9%	22.9%	64.4%
American Indian/Alaskan Native	13	0.6%	4	0.6%	30.8%	86.4%
Pacific Islander*	17	0.7%	5	0.8%	29.4%	82.6%
White	530	23.2%	175	28.0%	33.0%	92.7%
Unknown	148	6.5%	43	6.9%	29.1%	81.6%
<b>Disabled</b>						
Yes	92	4.0%	20	3.2%	21.7%	78.9%
No	2192	96.0%	604	96.8%	27.6%	100.0%
<b>Economically Disadvantaged</b>						
Yes	1371	60.0%	359	57.5%	26.2%	90.2%
No	913	40.0%	265	42.5%	29.0%	100.0%
<b>Foster Youth</b>						
Yes*	4	0.2%	2	0.3%	50.0%	183.3%
No	2280	99.8%	622	99.7%	27.3%	100.0%
<b>Veterans</b>						
Yes	60	2.6%	26	4.2%	43.3%	100.0%
No	2224	97.4%	598	95.8%	26.9%	62.1%

**ANALYSIS: Males, African-American, Hispanic, and disabled are disproportionately impacted. These groups are less likely to earn an AA degree than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and Foster Youth provided by the SAC Admissions and Financial Aid Office.

Note: in the foster youth category for 80-percent index, non-foster youth was selected as the highest performing group since there were only few students to make it a viable comparison subgroup.



## Santa Ana College

### DEGREE and CERTIFICATE COMPLETION: Earned Certificates

**First-time students in 2006-07 who successfully completed at least six credit units and attempted any Math or English in the first three years AND earned a certificate in the community college systems within six years.**

Earned CERTIFICATE	Student Cohort	% of cohort	# Earned Certificates	% Earned Certificates	Certificate Earned Rate	80 Percent Index
	2284		324			
<b>Gender</b>						
Male	1115	48.8%	145	44.8%	13.0%	84.9%
Female	1169	51.2%	179	55.2%	15.3%	<b>100.0%</b>
<b>Age</b>						
0-19	1942	85.0%	277	85.5%	14.3%	97.4%
20-24	168	7.4%	24	7.4%	14.3%	97.5%
25-49	157	6.9%	23	7.1%	14.6%	<b>100.0%</b>
50 or more*	17	0.7%	0	0.0%	0.0%	0.0%
<b>Ethnicity</b>						
Asian	278	12.2%	42	13.0%	15.1%	91.0%
Filipino	40	1.8%	4	1.2%	10.0%	60.2%
African American	37	1.6%	1	0.3%	2.7%	16.3%
Hispanic	1221	53.5%	168	51.9%	13.8%	82.9%
American Indian/Alaskan Native*	13	0.6%	3	0.9%	23.1%	139.0%
Pacific Islander*	17	0.7%	0	0.0%	0.0%	0.0%
White	530	23.2%	88	27.2%	16.6%	<b>100.0%</b>
Unknown	148	6.5%	18	5.6%	12.2%	73.2%
<b>Disabled</b>						
Yes	92	4.0%	12	3.7%	13.0%	91.6%
No	2192	96.0%	312	96.3%	14.2%	<b>100.0%</b>
<b>Economically Disadvantaged</b>						
Yes	1371	60.0%	202	62.3%	14.7%	<b>100.0%</b>
No	913	40.0%	122	37.7%	13.4%	90.7%
<b>Foster Youth</b>						
Yes*	4	0.2%	2	0.6%	50.0%	354.0%
No	2280	99.8%	322	99.4%	14.1%	<b>100.0%</b>
<b>Veterans</b>						
Yes	60	2.6%	26	8.0%	43.3%	<b>100.0%</b>
No	2224	97.4%	298	92.0%	13.4%	30.9%

**ANALYSIS: Filipino, African American, and non-veterans are disproportionately impacted. These groups are less likely to earn certificates than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

Disproportionate Impact

Note: in the race category for 80-percent index, White was selected as the highest performing group since American Indian/Alaskan Native did not have enough students to make it a viable comparison subgroup.

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data were replicated based on Chancellor's Office definition used for other categories above. Lists of Veterans and Foster Youth provided by the SAC Admissions and Financial Aid Office.


**Santa Ana College**  
**TRANSFER TO FOUR-YEAR UNIVERSITIES**

**First-time students in 2006-2007 who completed 12 credit units and attempted transfer-level math or English are tracked for a period of six years to four-year universities.**

	Cohort Students	# Transfers	Cohort % of Total	Transferred %	Transfer Rate	80 Percent Index
<b>Santa Ana Total</b>	<b>1856</b>	<b>733</b>				
<b>Age</b>						
17 or Less	480	206	25.9%	28.1%	42.9%	99.9%
18 & 19	1143	453	61.6%	61.8%	39.6%	92.2%
20 to 24	121	52	6.5%	7.1%	43.0%	<b>100.0%</b>
25 to 29	41	8	2.2%	1.1%	19.5%	45.4%
30 to 34*	18	4	1.0%	0.5%	22.2%	51.7%
35 to 39*	27	6	1.5%	0.8%	22.2%	51.7%
40 to 49*	21	4	1.1%	0.5%	19.0%	44.3%
50 +*	5	0	0.3%	0.0%	0.0%	0.0%
<b>Ethnicity</b>						
African-American*	27	7	1.5%	1.0%	25.9%	53.2%
American Indian/Alaskan Native*	11	5	0.6%	0.7%	45.5%	93.2%
Asian	242	118	13.0%	16.1%	48.8%	<b>100.0%</b>
Filipino	31	10	1.7%	1.4%	32.3%	66.2%
Hispanic	934	316	50.3%	43.1%	33.8%	69.4%
Pacific Islander*	10	4	0.5%	0.5%	40.0%	82.0%
Unknown	129	55	7.0%	7.5%	42.6%	87.4%
White Non-Hispanic	472	218	25.4%	29.7%	46.2%	94.7%
<b>Gender</b>						
Female	988	384	53.2%	52.4%	38.9%	96.7%
Male	868	349	46.8%	47.6%	40.2%	<b>100.0%</b>
<b>Financial Aid</b>						
Yes	976	428	52.6%	58.4%	43.9%	<b>100.0%</b>
No	873	303	47.0%	41.3%	34.7%	79.1%
<b>Disability</b>						
Yes	44	16	2.4%	2.2%	36.4%	91.9%
No	1812	717	97.6%	97.8%	39.6%	<b>100.0%</b>
<b>CalWORKs</b>						
Yes*	7	2	0.4%	0.3%	28.6%	72.3%
No	1849	731	99.6%	99.7%	39.5%	<b>100.0%</b>
<b>Veterans</b>						
Yes	60	18	3.2%	2.5%	30.0%	75.4%
No	1796	715	96.8%	97.5%	39.8%	<b>100.0%</b>
<b>Foster Youth</b>						
Yes*	4	0	0.2%	0.0%	0.0%	0.0%
No	1852	733	99.8%	100.0%	39.6%	<b>100.0%</b>

**ANALYSIS: Students 25-29 years of age, Filipino, Hispanic, non-receptients of Fin. Aid, and Veterans are disproportionately impacted. These groups are less likely to transfer to four-year universities than the relevant reference group.**

\* Subgroup with less than 30 participants; findings must be interpreted with caution

 Disproportionate Impact

Data compiled by the RSCCD Research Department using Chancellor's Office Data on Demand. Veterans and Foster Youth data

# GOALS AND ACTIVITIES

**Overall Goal 1: To create a leadership team representing all stakeholder groups that will help to build critical equity-centered institutional capacity to achieve the goals of the plan & provide basic support resources.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
O 1.1 Make the needed governance, organizational, and strategic planning changes needed to migrate equity work into the core of the institution.	Fall 2014, continuing	S. Lundquist	<ul style="list-style-type: none"> <li>Changes will be documented in SAC's governance structure that specify the locus of participatory governance related to equity.</li> <li>A Task Force comprised of specialty teams will be created to implement the Student Educational Plan SEP in the five target areas.</li> <li>Strategic planning documents, including SLO's &amp; Program Effectiveness Review work, will include equity metrics and strategies.</li> </ul>	\$-0-
O 1.2 Establish leadership positions, including some support staff that will be dedicated to the successful implementation of SAC's Student Equity Plan overall.	Fall 2014, continuing	S. Lundquist	<ul style="list-style-type: none"> <li>Leadership positions will be established and filled at the faculty and management levels, with some dedicated support.</li> </ul>	\$105,000
O 1.3 Dedicate resources for professional development at SAC, including an overall steering/advisory group that represents all stakeholders & includes a segment designed for PT faculty.	Fall 2014, continuing	S. Lundquist	<ul style="list-style-type: none"> <li>Leadership positions will be established and filled.</li> <li>Faculty and staff Professional Development teams will be up and running.</li> </ul>	\$16,000
O 1.4 Hire a FT Research Analyst to provide needed data.	Fall 2014, continuing	S. Lundquist	<ul style="list-style-type: none"> <li>Researcher will be hired and active.</li> </ul>	\$63,000

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
O1.5 Establish funding to underwrite equity-centered Professional Development and related meetings, including targeted activities for PT faculty (may include conference participation).	2014-2015 year, continuing thereafter	Equity & Professional Development Coordinators	<ul style="list-style-type: none"> <li>The fund will be established and utilized through the new equity-centered conference request form.</li> <li>Utilization of the fund and related college impacts will be documented.</li> </ul>	\$25,000
O1.6 Provide Reading Apprenticeship Training for faculty and follow up workshops to sustain training.	Spring 2015 and ongoing	Faculty Professional Development Coordinator	<ul style="list-style-type: none"> <li>Instructors trained in Reading Apprenticeship will implement a minimum of one strategy in one or more classes and report on the effectiveness of the strategy as measured by increased scores in pre- and post-testing. Impact measures will be established for students subsequent to faculty completion of training.</li> </ul>	\$50,000
O1.7 Establish a materials account to ensure that staff have the needed support plan implementation. This includes dedicated materials for DSPS targeting students who are deaf and/or hard of hearing.	2014-2015	S. Lundquist	<ul style="list-style-type: none"> <li>Equity account is established and used to support plan activities.</li> </ul>	\$12,500

**Overall Goal 2: To implement a series of college-wide efforts that are expected to engage all constituency groups at SAC to improve equality of opportunity across all of the five specific areas for students from all target groups.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
O2.1 Hold two town hall meetings and a convocation to engage the entire campus community in a conversation about equity. (staff activity)	Spring 2015 and ongoing	College President/Cabinet Equity Coordinator, PD leads, & research analyst	<ul style="list-style-type: none"> <li>90% of FT faculty and 10% of FT classified employees will voluntarily attend at least one town hall meeting or convocation a year.</li> </ul>	\$2,500
O2.2 Faculty and staff will participate in professional development about equity that increases awareness as it relates to the SAC community.	Spring 2015 and ongoing	Faculty and Staff Professional Development Coordinators & Equity Coordinator	<ul style="list-style-type: none"> <li>Faculty and staff will show increased awareness of equity issues as measured by pre- and post-surveys.</li> <li>Self-selected faculty/staff will create and implement an equity related activity as measured by a presentation at SAC.</li> <li>The conference request process at SAC will be adjusted to require both a cover sheet identifying the equity &amp; student success benefits of the conference and a brief report back documenting highlights and committing to share knowledge &amp; materials.</li> </ul>	\$25,000
O2.3 Create a hub for cross-cultural awareness activities and resources within the Office Of Student Life.	Launch spring 2015, sustain thereafter	ASG leaders & advisors	<ul style="list-style-type: none"> <li>Documented participation and measurable impact in student surveys.</li> </ul>	\$30,000
O2.4 Conduct research and develop a marketing plan informed by and focused on target populations.	Spring 2015 planning 2015-2016 implementation	Research Analyst and Equity Task Force	<ul style="list-style-type: none"> <li>Research findings summarized and analyzed</li> <li>Phase One implementation plan activated in 2015-2016</li> </ul>	\$-0- in current year, Future years to be determined
O2.5 Increase evening and weekend hours for core services in student services, the Learning Center, the library, Math Ctr, & the Academic Computing Center.	Spring 2015 implementation, on-going thereafter	VP's of Student Services & Academic Affairs With deans & center leads	<ul style="list-style-type: none"> <li>Schedule changes go into effect spring 2015, and are fine-tuned and maintained thereafter.</li> <li>Documentation of expanded access achieved and academic gains.</li> </ul>	\$ 159,797

4.4 (48)

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
O2.6 Implement improved tracking for the math, learning, transfer, academic computing, & career centers.	Spring 2015 planning, with 2015-2016 implementation	Student Equity Coordinator and support center leaders	<ul style="list-style-type: none"> <li>Continuously accessible data on usage and target population impact for each of the participating centers.</li> </ul>	\$-0- in current year Future years to be determined
O2.7 Explore Blackboard Learn software for integrated, & real time access to student data to maximize equity & success.	Spring 2015 planning 2015-2016 implementation	Student Equity Coordinator with DE & other college partners	<ul style="list-style-type: none"> <li>Cohorts of high equity-impacted academic &amp; service areas would begin to utilize the tool for targeted interventions and progress checks on at-risk students.</li> </ul>	\$-0- in current year Future years to be determined
O2.8 Explore the creation of a Freshman Welcome Center specializing in target populations.	Spring 2015 planning 2015-2016 implementation	Counseling leaders with Equity Coordinator	<ul style="list-style-type: none"> <li>A single stop hub for freshman students would be activated at SAC.</li> <li>Focus on equity target groups would yield high participation rates and improved persistence &amp; success.</li> </ul>	\$-0- in current year Future years to be determined
O2.9 Fully incorporate equity into Program Review and SLO analysis at the department level, while maintaining comparative aggregated data sets to inform strategic analysis and departmental action, as appropriate.	Spring 2015, on-going	Institutional effectiveness coordinator, Deans, Department Chairs	<ul style="list-style-type: none"> <li>Equity elements will be incorporated into the above academic planning activities on a continuous basis.</li> <li>An expanded equity-centered database will be established and regularly updated for faculty use.</li> </ul>	\$-0-
O2.10 Establish an enrollment management plan that specifies pathways to completion, including the ability for students to start college with access to the core courses they need.	Spring 2015, on-going	VPAA	<ul style="list-style-type: none"> <li>Existence of pathways widely available to students.</li> <li>Documentation of incoming student access to critical courses.</li> </ul>	\$-0-

**OVERALL funding total: \$488,797**

**ACCESS GOAL 1: Improve access to SAC for historically underserved populations through interaction with outside agencies and schools (including SCE) serving these populations.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
<p>A1.1 SAC faculty and staff will provide annual training to outside agencies staff (Veterans Services Agency; Orange County Department of Education; Orange County Social Services Agency; Department of Rehabilitation etc.) and feeder schools, including articulation meetings with School of Continuing Education (SCE) faculty, regarding the matriculation process at SAC for historically underserved populations (foster youth, special needs, entering adults and veterans).</p>	<p>Summer 2015 and on-going</p>	<p>Outreach Sylvia Sanchez Joseph Alonzo DSPS MSW intern, DSPS Supervisor, and School of Continuing Education</p>	<ul style="list-style-type: none"> <li>• 100 individuals representing community agencies and schools serving the targeted populations will complete the training within the first 3 years.</li> <li>• Show increased knowledge of SAC’s matriculation process and services to students as measured by post training survey.</li> </ul>	<p>\$7,500</p>
<p>A1.2 Produce increased quality written and electronic materials for use by agencies and schools working with these targeted populations.</p>			<ul style="list-style-type: none"> <li>• Marketing materials specifically targeting historically underserved populations will be developed for use by agencies and schools. Materials and Website will be focus-tested prior to implementation.</li> <li>• Outcomes will be measured by analytics annually.</li> </ul>	<p>\$-0-</p>



**ACCESS GOAL 2: Increase information, awareness about SAC and its specialized programs by building a more robust pre-orientation process to historically underserved populations complementing the 3SP efforts.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
A2.1 Create and Sustain an Annual “Foster Youth to College Day” at SAC.	Fall 2015 and on-going	Sylvia Sanchez, YESS coordinator	<ul style="list-style-type: none"> <li>100 prospective foster youth will attend the event each year.</li> <li>The number of foster youth at SAC will increase by 20% within the first 3 years. Baseline: 199 (2014) to 250 by 2017.</li> <li>The number of foster youth opts into the Foster Youth support service at SAC will increase by 100% within the first 3 years. Baseline 30 (2014) to 60 by 2017</li> </ul>	\$-0-
A2.2 SAC counselor will collaborate with high school counselors in service area (SAUSD, GGUSD, and AUHSD) to meet individually or in small groups with foster youth and special education students at each high school.	Spring 2015 and on-going	Sylvia Sanchez, coordinator YESS, Sherry DeRosa SAC Counseling to School of Continuing Education	The number of foster youth, DSPS, and adult students from SCE at SAC will increase as detailed below within the first 3 years as measured by enrollment data analysis. Foster Youth - Baseline: 199 to 250 by 2017 DSPS - Baseline: 903 to 1,100 by 2017 Adult pop: Baseline 51 to 75 by 2014	\$15,000
A2.3 Implement a once-per-semester “Transition Day” for non-credit population targeting ABE.	Spring 2015	SCE staff & faculty	The number of adult students transitioning from non-credit to credit will increase by 30% within the first 3 years. Baseline: 51 in 2014 to 75 by 2017	\$2,000
A2.4 Implement daylong orientation for targeted populations during the summer before their first semester to create linkages to services prior to the first term and develop academic plan.	Summer 2015	Sylvia Sanchez Counseling Division School of Continuing Education	Historically underserved students will begin their college career with a full academic plan and connection to targeted support services. Foster Youth - Baseline: 38 to 100 by 2017 DSPS - Baseline: 903 to 1,100 by 2017 Veterans - Baseline: 350 to 1,000 by 2017	\$2,920

4.4 (51)

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
A2.5 Engage veterans students as outreach team to help community of veterans know the opportunities for them in college.	Spring 2015	Joseph Alonzo, Veteran's Resource Center, Peer Mentors	Number of veterans enrolling at SAC will increase by 30% within the first 3 years. Baseline: 700 in 2014 rising by approximately 100 per year to 1,000 by 2017	\$3,500
A2.6 Provide targeted outreach and workshops regarding scholarships to historically underserved populations.	Spring 2015 and on-going	Scholarship Office Staff	Number of low-income students, foster youth, veterans and DSPS receiving scholarships will increase within the first 3 years via workshops. Foster Youth Scholarship Workshops - Baseline: 0 to 5 by 2017 DSPS (20%) Scholarship Workshops – Baseline: 13 to 15 Veterans (50%) Scholarship Workshops– Baseline: 10 to 15	\$6,000
A2.7 Provide the opportunity for high school students to earn college credit while in high school with counseling courses offered at their school site.	Fall 2015	Counseling	1,000 high school seniors will enroll in SAC counseling course, offered at their school site, earning 3 units. Two courses offered each semester at 6 comprehensive high schools.	\$30,000
A2.8 Increase DSPS orientation to twice yearly (Flex week and midsummer)	Spring 2015 and on-going	DSPS staff	10% DSPS enrollment increase within 3 years.	\$1,000

**ACCESS funding total: \$67,920**

**ESL/Basic Skills Goal 1: To determine why students are not succeeding in Basic Skills and ESL classes through the student voice.**

We determined that for ESL and Basic Skills Math and English, efforts to improve equity should be focused on these groups:

1. Math: all non-Asian groups
2. English: male students, all non-Asian and non-Filipino groups, students identifying as DSPS
3. ESL: male students, 25 and older students, Hispanic students

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
B1.1 Create, administer, and analyze a survey and interview protocol to gain student perspective on success from the vantage point of targeted student groups.	Spring 2015	SAC Equity Researcher Basic Skills and ESL department chairs ASB leadership	The survey will provide guidance for the development of activities that address disparities in successful outcomes for basic skills and ESL classes, and will inform the college overall.	\$-0-
B1.2 Design and implement activities to improve success rates in basic skills and ESL classes after reviewing the SAC equity research report and the survey analysis of student voice.	Fall 2015 and ongoing	SAC Equity Coordinator SAC Equity Researcher  Deans of Counseling; Humanities & Social Sciences; Math, Science, and Health Sciences ESL and department chairs Student Services leadership	A minimum of three equity enhancing activities will be created, implemented and evaluated by formative and summative instruction, and other academic support services.	\$-0-

**ESL/Basic Skills Goal 2: Student Focused Goal: To improve student equity in degree-applicable course completion by students who completed Basic Skills math, English or ESL levels below transfer.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
B2.1 Offer Math Boot Camps to high school students, veterans, and other equity impacted populations to ensure accurate assessment and placement of students.	Summer 2015 and ongoing	SAC Math Center Coordinator SAC Math Faculty Dean of Counseling	A minimum of 40% of participants who complete boot camp will move up one level in math placement as measured by the pre and post placement scores.	\$33,500
B2.3 Research best practices in English Boot Camps and design curriculum for English Boot Camp.	Spring 2015 with English Boot Camps piloted beginning summer 2015	SAC English Department	Establish a curriculum for an English boot Camp that reflects best practices as described by the National Council of Teachers of English. Once established, a minimum of 40% of participants will move up one level in their English placement as measured by pre and post placement scores.	\$2,500

**ESL/BASIC SKILLS Section funding total: \$36,000**

**Course Completion Goal 1: Provide academic support services for target population students to increase retention and successful course completion.**

<b>Activity In Learning Center</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
C1.1 Learning Center Coordinator	Fall 2014 and thereafter	Dean, Humanities and Social Science	Learning Center will provide tutoring and Directed Learning Activities (DLA) services for SAC and CEC students. Students served will average 500 per week. 80% of students surveyed will be rate their experience in the Learning Center as Good or Excellent and those receiving tutoring will Agree or Strongly Agree that they received the assistance that they needed.	<i>Complete this section based on amount of linked services to students via the Learning Center throughout the entire Equity Plan.</i>
C1.2 Senior Clerk (19 hour)	Spring 2015 and thereafter	Dean, Humanities and Social Science	A Senior Clerk would manage attendance data and staff scheduling and coordination. These are clerical tasks presently handled by the Learning Center Coordinator.	\$6,080
C1.3 Expanded academic support services will be offered targeting equity populations in SAC's Learning Center.	Spring 2015 and thereafter	Dean, Humanities and Social Science with Learning Center Coordinator and departments, including science	Students receiving tutoring 3 or more visits will have a higher completion rate than students who do not receive tutoring.	\$67,000

**Course Completion Section Goal # 1 Learning Center funding total: \$73,080**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
C1.4 Hire more Math Center Tutors	Spring 2015	Dean of Science, Mathematics and Health Sciences and Math Department members	The impact of this augmentation will be tracked according to target equity populations.	\$20,064
C1.5 Hire one additional Instructional Assistant	Spring 2015	Dean of Science, Mathematics and Health Sciences and Math Department members	The impact of this augmentation will be tracked according to target equity populations.	\$2,400

**Course Completion Section Goal # 1 Math Center funding total: \$22,464**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
C1.6 Improve course textbook availability in the Reserve Collection textbook section and fund collections needed by target populations (this effort will be part of a college-wide initiative to expand student access to required academic texts).	Spring 2015, continuing thereafter	VP of Student Services VP of Academic Affairs Division Deans Nealley Library	Utilization will tracked on a semesterly basis in relation to target populations.	\$30,000

**Course Completion Goal #1 –Library Section funding total: \$30,000**

**Course Completion Goal 1: Provide academic student support services to SAC student athletes and create a System to track and assess academic progress for a student population with a higher transfer requirement and NCAA regulated time restraints. Students will be monitored through course & degree completion, including transfer.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
<p>C1.7 Academic Endzone (Academic Support Program for SAC Student Athletes) will provide supplemental instruction for targeted population students who are athletes.</p> <p>System to track and assess academic progress for a student population with a higher transfer requirement along with an NCAA regulated time restraint. Students will be monitored through course completion, degree completion, and transfer.</p>	Fall 2014, Continuing thereafter	Geoff Jones Adam Nyssen	<ul style="list-style-type: none"> <li>Course completion percentages and transfer level course GPA will rise with the new NCAA standards of a 2-4 and 4-2-4 transfer student.</li> <li>Student population (current football team) is recognized as a target group by age (100%) and by ethnicity (70%)</li> <li>Desired outcomes include expansion to other sports that have similar target percentages.</li> <li>Outreach to identify population and recruitment will continue and be monitored.</li> </ul>	\$20,632

**Course Completion Section Goal # 1 Academic Endzone funding total: \$20,632**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
C1.8 Add a mechanism to Update WebAdvisor to require students to indicate the reason they are dropping a course, including the capacity to automatic notify the instructor.	Spring '15	Student Success and Equity Committee, Associate Dean of Admissions and Records	Rich and immediate data will become available to inform follow-up and intervention work to support course completion.	Unsure of cost implications, will coordinate with ITS, with a goal of implementing for the 2015-2016 academic year.

**Course Completion Section Goal # 1 total: \$146,176**

## Course Completion Goal 2: Create accelerated developmental education pathways.

### *Math Department Goal: Accelerate students through the developmental mathematics program.*

This will be accomplished by redesigning the Elementary and Intermediate Algebra courses. The department will develop a combined Elementary and Intermediate Algebra course for each of the newly created pathways, SLAM and BSTEM. Math 083 will serve the SLAM (Statistics and Liberal Arts Math) students and Math 084 will serve the BSTEM (Business and Science, Technology, Engineering and Math) students. Together these combined courses serve the single largest group of students that the Math Department serves. Over 1,900 students a semester take elementary and intermediate algebra (over 41% of all math students on campus).

In addition to refined curriculum, the courses will have new pedagogy as well as integrated technology. According to the National Centers for Academic Transformation (NCAT), the leading proponent of redesigned algebra in the United States, the use of technology to mediate classrooms and provide instructional support is integral for mastery learning and ongoing assessment of student and course progress. Community colleges that have integrated high levels of technology into their redesigned classrooms have seen significant increases in course success, program completion and student satisfaction in Basic Skills Mathematics.

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
C2.1 Secure and prepare the classrooms needed to offer these new classes.	Spring '15  In place for Fall '15	Dean of Science, Mathematics and Health Sciences and math Department members	<ul style="list-style-type: none"> <li>• Six classrooms will be ready for Fall '15 full implementation of Math 083 and Math 084.</li> <li>• Students in the redesigned classes will be able to access the online learning component of their classes as well as receive support from the Math Center tutors.</li> </ul>	\$34,490



<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
C2.2 Create a Redesign Coordinator position	In place for Spring '15 and continuing for at least 3 years	Dean of Science, Mathematics and Health Sciences and math Department members	The Redesign Coordinator will successfully facilitate the full redesign implementation including interfacing with all impacted programs, services and departments.	\$8,100
C2.3 Create 2 Course Coordinator positions	In place for Spring '15 and continuing for at least 3 years	Dean of Science, Mathematics and Health Sciences and math Department members	The Course Coordinators for Math 083 & 084 will manage the courses (including developing & maintaining related software, assessments, training & working with the FT & PT staff).	\$10,800
C2.4 Provide training for all new and part time faculty who will teach the new courses.	Summer '15 and ongoing	Dean of Science, Mathematics and Health Sciences and math Department members	Faculty will understand the philosophy, pedagogy, software and assessment practices of the new courses & use the courses as a vehicle for achieving equity goals for transfer.	\$12,500
C2.5 Provide student tutors in the redesigned classrooms.	In place for Fall '15 and ongoing	Dean of Science, Mathematics and Health Sciences and math Department members	Immediate feedback and support, a major tenet of redesign, will be provided for students and achievement gaps will be reduced for target populations.	\$0

**Course Completion Goal 3: To provide an equity-centered process for at-risk students allowing students to have all course materials at the start of classes by providing open Educational Resources (OER). A no-cost solution for students to have access to all materials necessary for course success on day-one would improve their course engagement, retention and success.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
<p><b>C3.1 Provide OER course materials for SAC students.</b></p> <p><b>Target courses are those that affect successful course completion in the groups disproportionately impacted: 18-24 yrs., African-American, Hispanic, Pacific Islander and Foster Youth population.</b></p> <p>Availing the target population to all course materials is expected to reduce the equity gap for course completion and success, as it is suspected that 65%<sup>1</sup> of students do not purchase textbooks at SAC.</p>	<p>Fall 2015</p>	<p>DE Coordinator, Professional Development Coordinator</p>	<ul style="list-style-type: none"> <li>• Successful course completion percentage will improve with access to course materials.</li> <li>• Student population is recognized in the majority of courses by both age and ethnicity.</li> </ul> <p>Sample target courses<sup>2</sup>:</p> <p>Psychology 100</p> <ul style="list-style-type: none"> <li>• 78% are target pop</li> <li>• 45% did not complete</li> <li>• 57% were unsuccessful</li> </ul> <p>Anthropology 100</p> <ul style="list-style-type: none"> <li>• 71% are target pop</li> <li>• 44% did not complete</li> <li>• 67% were unsuccessful</li> </ul> <p>Biology 109</p> <ul style="list-style-type: none"> <li>• 72% of target pop</li> <li>• 65% did not complete</li> <li>• 48% were unsuccessful</li> <li>• Desired outcomes include expansion through all courses that have similar target populations</li> </ul>	<p>\$10,000</p>

<sup>1</sup> Inside Higher Ed, January 28, 2014, <https://www.insidehighered.com/news/2014/01/28/textbook-prices-still-crippling-students-report-says>

<sup>2</sup> RSCCD research Fall 2012 Course Completions by Ethnicity. However, what is suspected is that the number of initial enrollment for our target population is much greater. Those initial student enrollments may have been unsuccessful in the course due to lack of textbook access.

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
<p>C3.2 ACTIVITY DETAIL: Put out an RFP to faculty for course materials replacement with OER.</p> <ul style="list-style-type: none"> <li>• Fund highest impact courses – largest number of students served</li> <li>• Course must be fully complete, with text, presentation materials (slides), testbanks, and video resources.</li> <li>• One semester to create, run in at least one pilot course following semester.</li> <li>• After course creation faculty member will allow dept colleagues to review course materials to replicate in their sections.</li> <li>• Course will have a creative Commons licensing to allow collegial usage.</li> </ul> <p>It is expected that materials are available for most courses. There will be a need for customization, material creation and course design.</p>	<p>Spring 2015 (week 1)</p> <p>Course Creation in Spring 2015 Use OER in at least one course section in Summer or Fall 2015.</p>	<p>Distance Ed/Prof. Dev.</p>	<p>For 1 course assume:</p> <ul style="list-style-type: none"> <li>• 25 students/section</li> <li>• Textbook cost is \$100<sup>3</sup></li> </ul> <p>= \$2,500 textbook savings per course.</p> <p>For 20 courses: = \$50,000 textbook savings for just one section of 20 courses.</p> <p>It is expected that in follow-on semesters more section will adopt the use of the OER materials with the assistance for this mentor faculty for an exponential savings to students.</p>	
<p>Run workshops on OER resources, course design.</p>		<p>Dist. Ed/Prof. Dev. – Utilize current OER faculty and Annie Knight (library)</p>		

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
Faculty Create OER Course materials	Spring 2015	Faculty, Library support, DE support		
Faculty Use OER Course materials in at least one course section	Summer or Fall 2015	Faculty, Library support, DE support		
Faculty demonstrate to dept colleagues and mentor OER course replication/usage.	Summer/Fall 2015 and beyond	Faculty		

<sup>3</sup> Student on average spend \$1,200/year on textbooks (<http://www.studentpirgs.org/campaigns/sp/make-textbooks-affordable>) which is approx... \$150/course. At SAC, faculty are well-aware of our student population's need to have affordable textbooks and the estimate have been lowered to \$100/course.

<b>Course Completion total: \$222,066</b>
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**Degrees & Certificates Goal 1: To develop best practices for increasing degree & certificate completion.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
<p>D1.1 <b>Counseling:</b>                      A. Provide training to all PT/FT counselors regarding degree and certificate requirements and career opportunities.                      B. Plan the best possible way to create optimal counselor/FT classroom faculty collaboration for student success.</p>	2014-15, on-going thereafter	Omar Torres, Sara Lundquist, Academic Deans, Dean of Counseling	Documented increased success for target populations, linked to SSSP accountability measures with special attention to equity targets.	\$12,500
<p>D1.2 <b>Completion:</b>                      Increase use of degree and certificate audit program to support target student completion.</p>	2014-15, on-going thereafter	Mark Liang in partnership with academic/student services managers	Documented increased services to target populations and improved course/certificate/degree completion.	\$-0-

**Degrees & Certificates funding total: \$12,500**

**Transfer Goal 1: Bring staffing and staff/counselor training in the University Transfer Center to adequate levels to support equity initiatives.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
E1.1 Hire a full-time Student Services Coordinator to expand core pre-transfer services to target populations.	Spring 2015	Counseling Division Dean & Co-chairs with University Transfer Center Coordinator	A minimum of 1,000 currently underserved students will be helped, progress growth will be documented.	\$ 45,000
E1.2 Expand transfer information sessions (Counseling N45) to new pre-transfer students not affiliated with a support program.	2015-16, and continuing.	University Transfer Center Coordinator	A minimum of 200 new students will benefit from transfer information sessions currently offered to students in specialized programs.	\$ 1,000
E1.3 Increase transfer counseling resources for currently underserved students. (1 full-time equivalent of hourly counselors).	Fall 2014 and on-going	Dean, Counseling University Transfer Center Coordinator	700 pre-transfer students not in specialized programs will receive continuous transfer guidance.	\$ 25,316
E1.4 Offer Transfer workshops on critical topics continuously.	Fall 2014 and on-going	University Transfer Center Coordinator	700 more students will have critical transfer support services, annually.	\$ 2,000
E1.5 Intensive training will be provided to all counselors on increasingly complex transfer issues.	Fall 2014 and on-going	Dean, Counseling and UTC Coordinator	100% of the counseling division will attend scheduled training annually and 45 counselors will attend related conferences.	\$6,750
E1.6 Provide training and resources for full- and part-time counselors on opportunities and services for DSPS transfer students.	Spring 2015 and on-going	University Transfer Center Director  Counselor/Coordinator of DSPS	Counselors will indicate increased knowledge of DSPS transfer programs and services via survey.  A webpage for students and staff with information for this population will be developed.	\$1,000

**Transfer: Goal 2: Provide enhanced financial aid application and follow-up assistance to students in the targeted subgroups as they work toward and achieve transfer.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
<p>E2.1 Hire a financial aid specialist at the University Transfer Center who will focus on transfer support to target equity populations.</p> <p>E2.1e Offer workshops such as “Funding your education at SAC, after transfer, and beyond into professional/graduate schools” for parents and students.</p>	<p>Spring 2015, and on-going thereafter</p> <p>Fall 2015 , and continuing thereafter</p>	<p>Assoc. Dean of Financial Aid</p> <p>Dean, Counseling</p> <p>University Transfer Center Director</p>	<p>At least 250 resident students &amp; 250 AB540 students will be contacted and assisted in the financial aid application process to award (pre &amp; post transfer) annually.</p>	<p>\$10,868</p>
<p>E2.2 Implement warnings and safeguards so students save enough financial aid (especially Cal Grant B) for after transfer.</p> <p>E2.2a Mandatory orientations for financial aid recipients</p> <p>E2.2b Warnings before students accept awards on WebAdvisor, for example</p> <p>E2.2c Document how many students deny awards while at SAC to inform legislators of the impact of limitations.</p>	<p>Ongoing</p> <p>Fall 2014 – Summer 2017</p>	<p>Assoc. Dean of Financial Aid</p> <p>Financial Aid Specialist from A.4.1</p>	<p>250 students attend orientations annually and 75% will indicate ‘significant new information on how to best use financial aid for higher education’ when surveyed.</p> <p>-A report will be generated annually, detailing the number of students who qualify for Pell &amp; Cal Grants but deny them to save enough for after transfer, for dissemination to decision making bodies.</p>	<p>\$-0-</p>

**Transfer: Goal 3: Expand support services to targeted subgroups needing alternatives to the traditional educational model.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
E3.1 Conduct surveys and round table talks with identified student subgroups to see how we can assist them to transfer, and work to assure courses are offered when these populations can take them(i.e. evenings/weekends/online) and in advantageous formats (i.e. accelerated/online).	Ongoing Fall 2014 – Summer 2017	Research Analyst Enrollment Management Team Division Deans, Co-chairs, & program leaders	100 students from targeted equity groups will participate in surveys.  Increased nontraditional course sections will be available.	\$1,000

**Transfer: Goal 4: Develop effective, early, and sustained college-wide and community communication regarding opportunities in higher education, purposefully reaching out to targeted subgroups.**

Activity	Target Date	Responsible Party	Expected Outcomes	Funding Required
E4.1 Identify and implement ways for SAC to effectively communicate with current and former students. E4.1a Produce, print, and widely disseminate a regular newsletter from the UTC. E4.1b Consult with experts on technological options for communications.	Ongoing Fall 2014 – Summer 2017	Assoc. Dean, Admissions and Records  ITS  University Transfer Director	All SAC transfer-bound students will be effectively notified of deadlines & critical opportunities. -A database of former SAC students who have transferred will be established. -SAC, SAUSD, and community partners will be aware of transfer issues & successes at SAC.	\$5,000
E4.2 In-service SAC faculty on transfer trends at the New Faculty Institute, through Flex workshops, and other venues.	Ongoing Fall 2015 - 2016 2017	Dean, Counseling	40 - 60 SAC faculty will document new knowledge regarding transfer policies and procedures when surveyed after presentations, each academic year.	None



**Transfer Goal 5: Increase transfer to universities for all groups, specifically among the targeted subgroups.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcomes</b>	<b>Funding Required</b>
E5.1 Expand the Transfer Mentor Program by 25% each year to a goal of 150 annually, targeting identified equity subgroups.	Ongoing Fall 2014 – Summer 2017	University Transfer Center Director	-At least 90% of TMP students will successfully transfer. -400 SAUSD middle school students & 800 HS students, & 2,700 SAC students will benefit from presentations related to transfer annually.	\$78,500
E5.2 Fund the Summer Scholars Transfer Institute	Summer 2015 and on-going	University Transfer Center Coordinator	100+ students will complete a transfer level course in 10 days.	\$30,000
E5.3 Provide exposure to transfer institutions through site visits.	January 2015, and on-going	University Transfer Center Coordinator	500 students will participate and commit to transfer.	\$20,000
E5.4 Expand honors course offerings for target students.	Ongoing Fall 2014 – Summer 2017	University Transfer Center & Honors Coordinator	The number of honors transfer students from targeted equity groups will increase each year by 15%.	\$1,500
E5.5 Fund conferences for underrepresented STEM students.	Ongoing Fall 2015 – Spring 2017	Dean, Counseling MESA Counselor/Coordinator	At least 50 STEM students from target groups will participate annually.	-0-
E5.6 Expand transfer counseling in EOPS.	Spring 2015 (partial); Fall 2015 and on-going for FTE Counselor	Dean, Counseling Assoc. Dean, EOPS	Expanded service delivery will be documented.	\$25,000

**TRANSFER Section funding total: \$ 252,934**

# BUDGET

## SAC STUDENT EQUITY BUDGET 2014-15

### Overall

Leadership positions	\$	105,000	
Resources for Professional Development	\$	16,000	
Research Analyst (FT)	\$	63,000	
Activities and Meetings for Professional Development	\$	25,000	
Reading Apprenticeship Training & follow up workshops	\$	50,000	
Materials	\$	12,500	
Town hall meetings - hospitality	\$	2,500	
Awareness activities - Professional Development	\$	25,000	
Cross-cultural awareness	\$	30,000	
Academic Computing Center	\$	159,797	
Student Equity Opportunity Funds	\$	108,701	
<b>Overall Total</b>		<b>597,498</b>	<b>\$ 597,498</b>

### Access

Annual Trainings	\$	7,500	
Foster Youth Counselors Partnerships (SAC, SAUSD, GGUSD, AUSD)	\$	15,000	
Transition Day & hospitality	\$	2,000	
Summer Orientation	\$	2,920	
Veterans Outreach Team	\$	3,500	
Scholarship Outreach & Workshops	\$	6,000	
Books for high school students (one time cost Fall 2015)	\$	30,000	
DSPS Orientation	\$	1,000	
<b>Access Goal Subtotal</b>		<b>67,920</b>	<b>\$ 67,920</b>

### ESL/Basic Skills

Math Boot Camps	\$	33,500	
Research best practices for English boot camps	\$	2,500	
<b>ESL &amp; Basic Skills Total</b>		<b>36,000</b>	<b>\$ 36,000</b>

### Course Completion

Learning Center Senior Clerk (19 hr)	\$	6,080	
Learning Center - Expand academic support services	\$	67,000	
Math Center - Instructional Assistant	\$	20,064	
Math Center - Math Tutors	\$	2,400	
Library - Textbooks Reserve Collection	\$	30,000	
Academic Endzone - Supplemental instruction for athletes	\$	20,632	
Technology for Math Class (6)	\$	34,490	
Redesign Coordinator Position	\$	8,100	
Course Coordinator Positions (2)	\$	10,800	
Training for FT & PT faculty teaching new courses	\$	12,500	
Provide OER course materials for SAC students	\$	10,000	
<b>Course Completion Total</b>		<b>222,066</b>	<b>\$ 222,066</b>

## Degree and Certificates

Counseling Training for all FT & PT counselors	\$ 12,500	
<b>Degree &amp; Certificates Total</b>		<b>\$ 12,500</b>

## Transfer

Student Services Coordinator (FT)	\$ 45,000	
Transfer Information Sessions (COUNS N45)	\$ 1,000	
Counseling Resources FT equivalent counselors hourly	\$ 25,316	
Transfer workshops on critical topics	\$ 2,000	
Intensive training for counselors increase complex transfer issues	\$ 6,750	
Training & resources for FT &PT counselors on DSPS transfer students	\$ 1,000	
Financial Aid Specialist - UTC (19 hrs)	\$ 10,868	
Surveys and round table talks - hospitality and materials	\$ 1,000	
Communication with former and current students - materials	\$ 5,000	
Expand Transfer Mentor Program by 25%	\$ 78,500	
Summer Transfer Institute	\$ 30,000	
Site visits - Transfer Institutions	\$ 20,000	
Expand honors courses	\$ 1,500	
EOPS Transfer Counseling	\$ 25,000	
<b>Transfer Total</b>		<b>\$ 252,934</b>

**GRAND TOTAL for YEAR ONE 2014-15** **\$ 1,188,918**

## EVALUATION SCHEDULE AND PROCESS

Santa Ana College has created a comprehensive plan for transforming the institution into one in which access and success cannot be predicted for target populations by their representation in a present day equity target group. To accomplish this we have created a foundation of overall leadership and college-wide efforts that is complemented by teams in each of the five core areas and sub-teams for specific program and departmentally-based activities. Embedded in the emerging new structures is an inquiry-based approach to evaluation that will co-evolve as the plan is fully implemented in the months to come. The plan is organized into three specific complementary evaluation levels that illustrate the comprehensiveness of our approach (summarized below).

**LEVEL I- Overall College Metrics and Processes:** This component will be centered on the overall section of SAC's Student Equity Plan and will evaluate both the establishment and the effectiveness of the supportive equity infrastructure as well as the equity measures associated with college wide processes such as Program Review, SLO assessment, and Enrollment Management. The integration of these overall elements into the assessment of SAC's Strategic Plan will further broadcast and reinforce the inseparability of equity work from the student success goals and strategic priorities of the college. A variety of measures will be used annually to assess the broad areas described above including faculty and staff surveys, documentation of infrastructure, scope of campus involvement in special activities, and confirmation of expanded data sets transmitted to college leaders for strategic planning and assessment work.

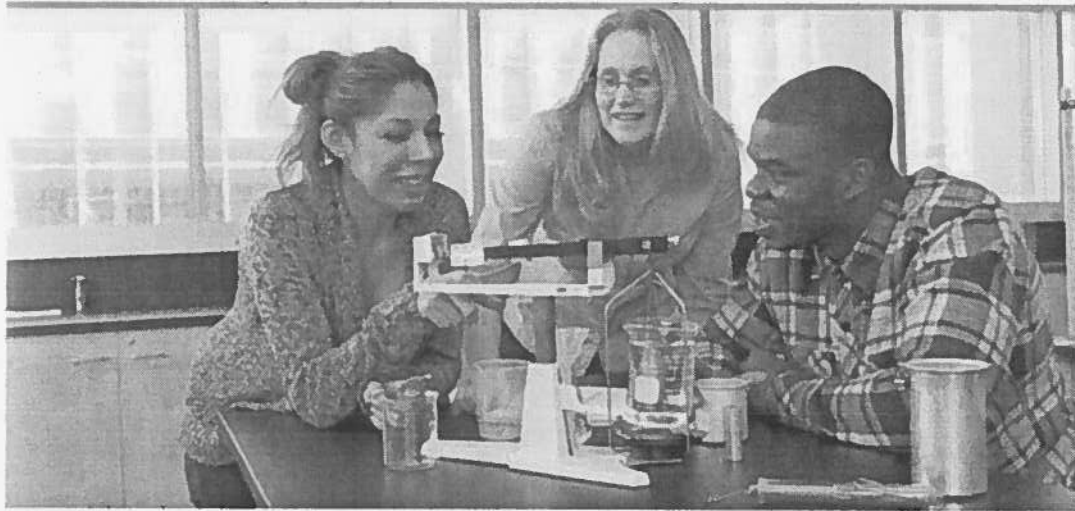
**LEVEL II- Component and Activity-Specific Evaluation:** This level of our evaluation plan will focus on the specific objectives and activities framed by the college in creating the plan. Anticipated outcomes have been preliminarily identified in all areas, but some of these will require further refinement in relation to equity population specifics as we go live with the robust set of activities detailed in the plan. The progress data that emerges from this section of our evaluation will be critical in refining the 2015-2016 Student Equity Plan for SAC. We anticipate making a number of strategic data-driven refinements as a result of what we learn from the study of this portion of our plan.

**LEVEL III- Target Population Meta Evaluation:** Just as this plan was built by gathering and analyzing system office and locally derived data to pinpoint gaps in equity across the five specific equity domains, its refinement will be driven by an annual reassessment of the meta-metrics to track overall improvements and to ensure that we have an early warning system that will identify any new equity gaps that may emerge and require institutional attention.

We expect that the evaluation plan summarized above and detailed throughout the plan overall will create a functional blend of micro and macros assessment efforts and processes that will ensure that SAC is maximizing equity impact in both incremental and profound ways that will combine to transform the college over the next several years. We believe that combining the scaling up of work that has already been proven effective locally and adapting best practices from sister colleges and the literature will ensure a robust return on investment that will yield immediate and long term results for the college and the students that we serve in the greater Santa Ana area.



**Santiago Canyon College**



# **Student Equity Plan**

**2014**



# Santiago Canyon College

## *Student Equity Plan Signature Page*

**District:** Rancho Santiago **Date Approved by Board of Trustees:** \_\_\_\_\_  
**Date Approved by College Council:** 11/25/14

**College President:** \_\_\_\_\_  
John Weispenning

**Vice President of Student Services:** \_\_\_\_\_  
John Hernandez

**Vice President of Instruction:** \_\_\_\_\_  
Aracely Mora

**Academic Senate President:** \_\_\_\_\_  
Corinna Evett

**Student Equity Coordinator/Contact Person:** \_\_\_\_\_  
John Hernandez



# Santiago Canyon College

## Student Equity Plan

### Table of Contents

#### Signature Page

<b>Executive Summary</b>	<b>1</b>
Target Populations	2
Goals	2
Activities and Outcomes	3
Resources	8
Summary of Findings	9
Contact Person/ Student Equity Coordinator	12

<b>Campus-Based Research</b>	<b>13</b>
Access	14
Course Completion	19
ESL and Basic Skills Completion	22
Degree and Certificate Completion	23
Transfer	25

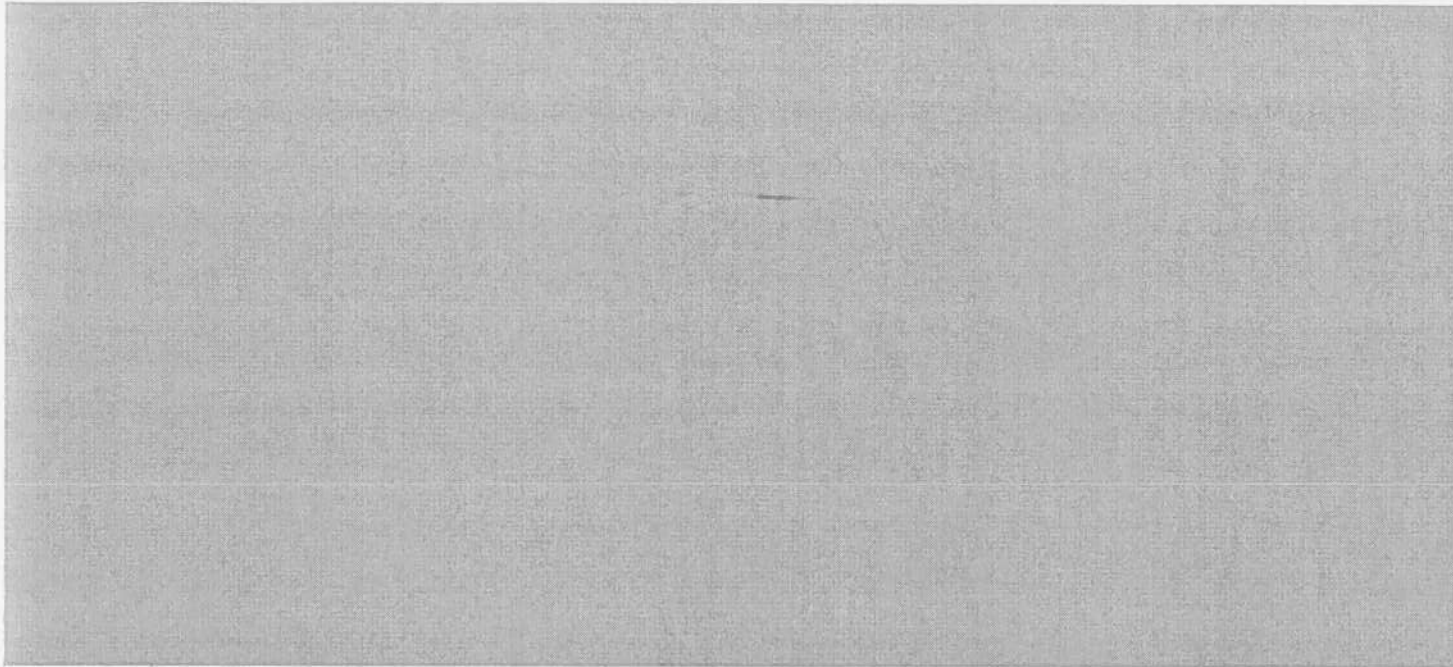
<b>Goals and Activities</b>	<b>28</b>
Access	29
Course Completion	32
ESL and Basic Skills Completion	34
Degree and Certificate Completion	36
Transfer	38

<b>Budget</b>	<b>40</b>
---------------	-----------

<b>Evaluation Schedule and Process</b>	<b>42</b>
--	-----------

<b>Student Equity Committee Membership</b>	<b>44</b>
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# Executive Summary



# Santiago Canyon College Student Equity Executive Summary 2014

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Santiago Canyon College recognizes the importance of student equity. The college is committed to ensuring its tenets are paramount to the integration of our campus wide plans for all students. The college established a Student Equity Committee, modeling the participatory governance structure, which identified disproportionate impact within the target populations as validated with data collected by our Office of Institutional Effectiveness. Our Student Equity plan will remain a living document which guides us annually to provide students with specialized services that will escort them onward to their academic goals.

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## Target Populations

Santiago Canyon College aligned its target populations with those required for plan development. As a result, our plan was drafted for the following groups:

- |                          |         |               |
|--------------------------|---------|---------------|
| •African-American        | •White  | •Disabled     |
| •Asian/Pacific/Filipino  | •Female | •Foster Youth |
| •Latino                  | •Male   | •Low Income   |
| •Native American/Alaskan | •Age    | •Veterans     |

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## Goals

Once we identified disproportionate impact within each indicator, as demonstrated by data within each subgroup, goals were established to address strategies required to assist students' achievement rates within the indicators.

### Goal 1: Access

- A1. SCC will maintain a commitment to equitable access for underrepresented students from the communities served through strategic and continuous planning and evaluation.
- A2. Create and maintain equitable access for foster youth through specialized services and activities that target this student population.

### Goal 2: Course Completion

- B1. Increase the course completion rates among all students and continue to monitor and address disparities identified among targeted student equity groups.
- B2. Increase the rates of course completion and retention among foster youth.

### Goal 3: ESL and Basic Skills Completion

- C1. Develop and implement educational strategies that increase student success in ACE and basic skills courses in Math, English and Reading.
- C2. Increase the rates at which foster youth successfully complete basic skills coursework and go on to complete a degree applicable course in the same discipline.

**Goal 4: Degree and Certificate Completion**

- D1.** Increase degree and certificate completion rates in underrepresented student groups to achieve an equitable balance of degree and certificate attainment across all targeted student equity groups.
- D2.** Increase the number of foster youth who successfully receive a degree or certificate that aligns with their informed matriculation goal.

**Goal 5: Transfer**

- E1.** Increase transfers to 4-year institutions, especially among targeted equity groups.
- E2.** Increase the number of foster youth who successfully transfer to 4-year universities.

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**Activities and Outcomes**

Santiago Canyon College formulated our activities using a bevy of currently implemented programs, as well as by identifying areas where new support services are needed in order to address the disproportionate impacts that our data revealed. The following activities are noted for each indicator, followed by its respective outcome.

**Access A1**

- A1.1** Establish an Office of Student Equity and hire a Director to oversee Student Equity Plan implementation and evaluation.
  - Outcome: Dedicated office with a full-time Director responsible for overseeing the implementation of Student Equity Plan goals, activities, research and evaluation.
- A1.2** Hire a full-time Research Analyst funded 50% through Student Equity and 50% through SSSP.
  - Outcome: Dedicated position for collecting, analyzing and reporting data related to equity, student success achievement and learning.
- A1.3** Hire a 19-hour ongoing Senior Clerk to support Student Equity Office operations and activities.
  - Outcome: Dedicated Part-time classified position to support operations of the Office of Student Equity and implementation of student equity activities within the college and community.
- A1.4** Provide faculty, staff and administrators with professional development training opportunities related to equity-mindedness, cultural competence and universal design.
  - Outcome: Incorporation of effective practices for enhancing student success and increasing equitable outcomes into college planning and instruction by faculty, staff and administrators.
- A1.5** Promote and maintain SCC as a Hispanic serving institution.
  - Outcome: Publication of information about SCC as a Hispanic Serving Institution (HSI) and engagement in ongoing evaluation of the college's HSI status.
- A1.6** Strengthen outreach and recruitment to underrepresented students, especially Asian, low-income, foster youth, veterans and students with disabilities.
  - Outcome: Increase in college enrollment rates in these targeted equity groups of 1% annually.
- A1.7** Orient new students in underrepresented equity groups to college-wide specialized services that address their unique needs.

- Increased participation in college-wide specialized services addressing the unique needs of underrepresented equity groups.
- A1.8 Conduct research to identify potential barriers and recruitment strategies for equity groups demonstrating disparities in access.
- Outcome: Identification of factors that impact access for equity subgroups with disparities and potential strategies to mitigate it.
- A1.9 Investigate the potential for integrating a student portal or one-stop online resource that will enhance our current website and target the needs of underrepresented students.
- Outcome: Enhancements to college website that provide information about special programs, services and tools that support access and student success.
- A1.10 Identify factors contributing to lower level placement across disciplines for target equity groups.
- Outcome: Increase of 1% annually in placement rate among the following equity groups:
    - 1) African-American, Latino and low-income students into college level math and English.
    - 2) White, Other, and students with disabilities into college level math.
- A1.11 Create opportunities to engage in a college-wide dialogue about strategies to address student equity group disparities in access.
- Ongoing development of strategies to address student equity group disparities reflected in access.

### **Access A2**

- A2.1 Hold community-based foster youth events highlighting SCC programs and services.
- Outcome: Increase of 1% annually in foster youth enrollment rate at the college and engagement in support services.
- A2.2 Identify and respond to foster youth access needs, e.g. Pell grants, textbooks, bus passes, etc.
- Outcome: Increase in access to available resources for foster youth.
- A2.3 Explore hiring an individual to support the implementation of specialized foster youth services and other equity activities
- Outcome: Recommend position to support the implementation of specialized foster youth services and other student equity activities.

### **Course Completion B1**

- B1.1 Explore options for acquiring software that will disaggregate and analyze learning outcomes and achievement for subpopulations of students as required by accreditation standard I.B.6.
- Outcome: Recommendations of software purchases that will disaggregate data and analyze learning outcomes and achievement for subpopulations of students in order to identify performance gaps and implement strategies to mitigate them.
- B1.2 Evaluate the utilization of in-person and E-advising counseling services by equity groups.
- Outcome: Data analysis to determine if all student groups access counseling at similar rates.
- B1.3 Assess if equity disparities exist among students participating in counseling intervention workshops required for students after their first semester on academic and/or progress probation.
- Outcome: Data analysis of student participation in counseling intervention workshops among student equity groups.

- B1.4** Create opportunities to engage in a college-wide dialogue focused on improving course completion rates in targeted equity groups.
- Outcome: Identification and recommendation of strategies to address student equity disparities in course completion.
- B1.5** Explore additional interventions for student equity groups on academic and progress probation to help them develop strategies for improving their academic performance.
- Outcome: Recommendation of additional interventions for equity groups on academic and progress probation to help them develop strategies for improving their academic performance.
- B1.6** Integrate disaggregated student achievement data into future Academic and Student Services Program Reviews.
- Outcome: Student achievement data available for analysis and use by academic and student services departments.

### **Course Completion B2**

- B2.1** Form an advisory group comprised of community-based foster youth service providers and college faculty, staff and administrators to provide guidance and direction in the development of foster youth services
- Outcome: Establishment of a foster youth advisory committee.
- B2.2** Provide foster youth with resources including priority eligibility for EOPS/CARE/CalWORKS, tutoring/ academic coaching and mental health services.
- Outcome: Increase in rate of foster youth retention and course completion by 1% annually by reducing barriers to their academic success.

### **ESL and Basic Skills Completion C1**

- C1.1** Provide professional development opportunities to ESL, ACE and basic skills faculty on instructional methods to accommodate student diversity and support the development of equity-based curriculum.
- Outcome: Faculty participating in professional development activities and implementation of various instructional methods to accommodate student diversity and support the development of equity-based curriculum
- C1.2** Conduct research to determine if any equity group is less likely to enroll in and complete the next course in the ACE, ESL and basic skills sequence.
- Outcome: Data evaluating equity in terms of student progression through ESL, ACE and English and math basic skills sequence.
- C1.3** Work with faculty to identify and implement effective research-based academic support services for students enrolled in ACE, ESL and basic skills classes.
- Outcome: Increase success rates in ACE, ESL and basic skills classes by 1% annually.
- C1.4** Explore best practices to coordinate class scheduling between ACE and basic skills classes.
- Outcome: Class scheduling designed to advance student pathway from basic skills to degree applicable courses.
- C1.5** Explore the possibility of offering additional and varied cross listed sections of credit and non-credit courses.
- Outcome: Increase the rate of students moving from non-credit to credit courses by 1% annually.

- C1.6 Identify, explore and provide students with individualized computer-assisted instruction through instructional support centers and services to help them improve their basic skills.
- Outcome: Increase student success and retention rates by 1% annually in ACE, ESL and basic skills classes.
- C1.7 Offer tutoring and/or other academic support services to Adult Basic Education (ABE) and High School Subjects (HSS) students in Continuing Education through the BSI Grant.
- Outcome: Increase successful completion rates of students enrolled in ABE and HSS classes by 1% annually.
- C1.8 Examine online software for assessing and remediating college and career-readiness skills in reading, writing, math, ESL, study skills and career readiness for use in learning resource centers on campus.
- Outcome: Recommendation of software to support the development of college and career readiness skills among ESL, ACE, basic skills and continuing education students.

### **ESL and Basic Skill Completion C2**

- C2.1 Designate a foster youth liaison in each Student Service office to facilitate the provision of support services to this student population.
- Outcome: Seamless access to support services for foster youth.
- C2.2 Hold a pre-registration event to ensure foster youth are aware of priority registration dates and are prepared to register.
- Outcome: 50% of foster youth will access priority registration.

### **Degree and Certificate Completion D1**

- D1.1 Submit request to hire a full-time (100% DSPS funded) DSPS Counselor to implement SSSP mandates including the development of abbreviated and comprehensive education plans for students with disabilities seeking to earn a certificate, AA degree or transfer to a 4-year university.
- Outcome: Increase of 1% in the annual attainment rate of certificates, degrees and transfers by students with disabilities.
- D1.2 Provide professional development opportunities to faculty on instructional methods to accommodate student diversity and support the development of equity-based curriculum.
- Outcome: Faculty participation in professional development activities and implementation of various instructional methods to accommodate student diversity and support the development of equity-based curriculum.
- D1.3 Conduct research to evaluate the participation and success rates of equity groups accessing campus learning resources i.e. Math Study Hall (MaSH), Writing Center, Tutoring Center, STAR Center, Academic Success Center.
- Outcome: Report identifying disparities among equity groups in accessing and benefiting from stated learning resources.
- D1.4 Offer, assess and expand academic coaching and specialized tutoring to students with disabilities through the DSPS Program.
- Outcome: At least 60% of students participating in DSPS Academic Coaching and/or specialized tutoring will successfully complete semester coursework with a GPA of 2.0.

- D1.5 Make priority counseling appointments available to Veterans and low-income students needing Financial Aid Counselor Approvals.
- Outcome: Timely completion of required paperwork for Veterans and low-income students so they may register in classes required to meet their educational goals.
- D1.6 Provide additional funding for textbooks, transportation and child care to low-income students through the EOPS/CARE/CalWORKS programs.
- Outcome: Increased support for low-income students' textbooks, transportation, and child care.

### **Degree and Certificate Completion D2**

- D2.1 Ensure foster youth have access to an academic counselor for the development of education plans.
- Outcome: Foster youth will develop an education plan with the assistance of an academic counselor.
- D2.2 Foster Youth at risk for not making satisfactory progress will be contacted to ensure they know how to access intervention services.
- Outcome: Foster youth accessing intervention services will increase by 1% annually.

### **Transfer E1**

- E1.1 Provide professional development opportunities to faculty and staff on improving student engagement, success and transfer, particularly among underrepresented student groups.
- Outcome: Faculty and staff participation in professional development activities leading to practices that improve student engagement and success and positively impact transfer rates.
- E1.2 Develop a research agenda to identify transfer barriers for Latino DSPS, and low-income students.
- Outcome: Report identifying potential transfer barriers for identified equity groups to be used for developing activities to mitigate them.
- E1.3 Explore expansion of supplemental instruction (SI) and faculty mentoring to foster student engagement and success in courses across the curriculum.
- Outcome: Increased availability of SI and faculty mentoring for courses across the curriculum.
- E1.4 Offer specialized transfer workshops and a transfer event where DSPS, EOPS/CARE/CalWORKs, and CAMP students visit local 4-year universities each semester.
- Outcome: Annual increase of 1% in the transfer rate of DSPS, low-income and Latino students.
- E1.5 Engage in college-wide discussions to identify strategies to improve transfer rates of student equity groups demonstrating disproportionate impact.
- Outcome: Identification of strategies to improve transfer rates of student equity groups demonstrating disproportionate impact.

### **Transfer E2**

- E2.1 Offer a transfer workshop and transfer event where foster youth visit local 4-year universities each semester.
- Outcome: Increase of 2% in foster youth transfer rates for foster youth by 2017.

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## **Resources**

The process of developing the Santiago Canyon College Student Equity Plan involved a multi-pronged approach to evaluation such as assessing, analyzing and forecasting need. This multidimensional approach allowed the committee to visualize areas where our campus has student equity services intact, as well as those areas still requiring development. In an effort to align activities with funding sources, we have delineated three areas of funding streams to support the goals and activities of the Student Equity plan:

- 1) Student Equity Funds (SE)
- 2) General Funds (GF)
- 3) Categorical Funds (CAT)

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## **Summary of Findings**

After an evaluation of the data collected for each target group and their progression through various areas, the following significant findings were revealed. Disproportionate impact was found in every area except three: students age 17 and under, students age 50 and over, and Females. However, the remaining categories revealed one or more areas whereby a target group was not succeeding at the same rate as the reference group within the same category. Detailed information representing the findings is charted in the following grid:



## Summary of Findings - Equity Groups and Identified Disproportionate Impact

	Subgroup	#1 ACCESS	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
ETHNICITY	African-American	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <b>Disproportionate impact in Math and English</b>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>n is too small for valid conclusion</i> English: <i>n is too small for valid conclusion</i> Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <b>Disproportionate impact</b>	Transfer: <i>No disproportionate impact</i>
	Asian/Pacific / Filipino	Compared to SCC Service Area pop.: <b>Significant disproportionate impact</b> Compared to OUSD graduates: <b>Significantly lower percentage</b> Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: No disproportionate impact English: No disproportionate impact Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	Latino	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <b>Disproportionate impact in Math and English</b>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: Slight disproportionate impact English: No disproportionate impact Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <b>Some disproportionate impact</b> Certificate: <b>Disproportionate impact</b>	Transfer: <b>Significant disproportionate impact</b>
	Native American/ Alaskan	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <i>n is too small for valid conclusion</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <b>Some disproportionate impact</b>	Mathematics: No disproportionate impact English: No disproportionate impact Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <b>Disproportionate impact</b>	Transfer: <i>No disproportionate impact</i>
	White	Compared to SCC Service Area pop.: <i>Disproportionate impact in CED only</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <b>Disproportionate impact in Math</b>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: No disproportionate impact English: No disproportionate impact Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	Other (Incl. Decline to state and Unreported)	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <b>Disproportionate impact in Math</b>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: Slight disproportionate impact English: No disproportionate impact Reading: <i>n is too small for valid conclusion</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>

	Subgroup	#1 ACCESS	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
AGE	17 and under	Compared to SCC Service Area pop.: <i>No disproportionate impact</i>  Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: n is too small for valid conclusion English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE	Degree: <i>n is too small for valid conclusion</i> Certificate: <i>n is too small for valid conclusion</i>	Transfer: <i>No disproportionate impact</i>
	18 - 21	Compared to SCC Service Area pop.: <i>No disproportionate impact</i>  Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>Slight disproportionate impact in 2009-10 and 2011-12</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>Slight disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: <i>No disproportionate impact</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>Disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	22 - 25	Compared to SCC Service Area pop.: <i>No disproportionate impact</i>  Placement into transfer-level courses: <i>Disproportionate impact in Math</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>Slight disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>Disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	26 - 29	Compared to SCC Service Area pop.: <i>No disproportionate impact</i>  Placement into transfer-level courses:	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>Slight disproportionate impact</i> Certificate: <i>Disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	30 - 39	Compared to SCC Service Area pop.: <i>Lower percentage, but expected due to traditional college age of 18-25</i>  Placement into transfer-level courses: <i>n is too small for valid conclusion</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>Significant disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	40 - 49	Compared to SCC Service Area pop.: <i>Lower percentage, but expected due to traditional college age of 18-25</i>  Placement into transfer-level courses: <i>n is too small for valid conclusion</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>Significant disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	50 and over	Compared to SCC Service Area pop.: <i>Lower percentage, but expected due to traditional college age of 18-25</i>  Placement into transfer-level courses: <i>n is too small for valid conclusion</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: n is too small for valid conclusion English: n is too small for valid conclusion Reading: n is too small for valid conclusion	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>

	Subgroup	#1 ACCESS	#2 COURSE COMPLETION	#3 BASIC SKILL PROGRESSION	#4 DEGREE/CT	#5 TRANSFER
GENDER	Female	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: <i>No disproportionate impact</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	Male	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Compared to OUSD graduates: <i>No disproportionate impact</i> Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>Slight disproportionate impact</i> Reading: <i>No disproportionate impact</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>Disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
DISABILITY	Non-DSPs	Compared to SCC Service Area pop.: <i>No disproportionate impact</i> Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: <i>No disproportionate impact</i> ESL (ACE): No basic skills ACE offered	Degree: <i>No disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>No disproportionate impact</i>
	DSPs	Compared to SCC Service Area pop.: <i>Significant disproportionate impact</i> Placement into transfer-level courses: <i>Disproportionate impact in Math</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>Some disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>Significant disproportionate impact</i>
SPECIAL POPULATIONS	Foster youth	Compared to SCC Service Area pop.: <i>Significant disproportionate impact</i> Placement into transfer-level courses: <i>No disproportionate impact</i>	Success rate: <i>Disprop. impact in 11-12 &amp; 12-13</i> Retention rate: <i>Slight disprop. impact in 11-12</i> Probation: <i>Significant disproportionate impact</i>	Mathematics: n is too small for valid conclusion English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>n is too small for valid conclusion</i> Certificate: <i>n is too small for valid conclusion</i>	Degree: <i>n is too small for valid conclusion</i> Certificate: <i>n is too small for valid conclusion</i>
	Low-income	Compared to SCC Service Area pop.: <i>Some disproportionate impact</i> Placement into transfer-level courses: <i>Disproportionate impact in Math and English</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>Significant disproportionate impact</i>	Mathematics: <i>No disproportionate impact</i> English: <i>No disproportionate impact</i> Reading: <i>No disproportionate impact</i> ESL (ACE): No basic skills ACE offered	Degree: <i>Significant disproportionate impact</i> Certificate: <i>No disproportionate impact</i>	Transfer: <i>Significant disproportionate impact</i>
	Veterans	Compared to SCC Service Area pop.: <i>Significant disproportionate impact</i> Placement into transfer-level courses: <i>Disproportionate impact in Math</i>	Success rate: <i>No disproportionate impact</i> Retention rate: <i>No disproportionate impact</i> Probation: <i>No disproportionate impact</i>	Mathematics: n is too small for valid conclusion English: n is too small for valid conclusion Reading: n is too small for valid conclusion ESL (ACE): No basic skills ACE offered	Degree: <i>n is too small for valid conclusion</i> Certificate: <i>n is too small for valid conclusion</i>	Degree: <i>n is too small for valid conclusion</i> Certificate: <i>n is too small for valid conclusion</i>

Overall, Santiago Canyon College assiduously worked to create a plan that is transparent in its results and ardent in its dedication to address the areas whereby disparities exist amongst groups. Through ongoing collaboration campus-wide, SCC will remain committed to ensuring all students are afforded opportunities to them which will contribute to their student success. The Santiago Canyon College Student Equity Plan will be used as the blueprint to realize students' achievements.

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**Contact Information**

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# Campus-Based Research



Santiago Canyon College

## INDICATOR #1a ACCESS

### Demographics of SCC Credit Students in Fall 2013 vs. SCC Service Area Adults

	Fall 2013 SCC Credit Student Population N=11,361		2012 SCC Service Area Adult Population (18+) N=459,413		Proportion Index (SCC Students/Srv. Area Pop.)
	N	%	n	%	
<b>Ethnicity</b>					
African American	275	2.4%	9407	2.0%	1.18
Asian (including Pac Islander, Filipino)	1006	8.9%	71537	15.6%	0.57
Latino	4799	42.2%	174300	37.9%	1.11
Native American/Alaskan	204	1.8%	884	0.2%	9.33
White	4101	36.1%	193706	42.2%	0.86
Other (other, declined to state and unreported)	976	8.6%	9579	2.1%	4.12
<b>Age</b>					
≤17	90	0.8%	0	0.0%	N/A
18-21	5585	49.2%	38426	8.4%	5.88
22-25	2361	20.8%	27279	5.9%	3.50
26-29	1170	10.3%	46061	10.0%	1.03
30-39	1333	11.7%	89885	19.6%	0.60
40-49	497	4.4%	90562	19.7%	0.22
50+	325	2.9%	167200	36.4%	0.08
<b>Gender</b>					
female	4579	40.3%	232867	50.7%	0.80
male	6775	59.6%	226546	49.3%	1.21
unreported	7	0.1%	0	0.0%	-
<b>Disability</b>			N=454,680 (Non-prison)		
Non-DSPS	10795	95.0%	413137	90.9%	1.05
DSPS	566	5.0%	41543	9.1%	0.55
<b>Special Populations</b>					
Foster Youth*	37	0.3%	3024	0.7%	0.49
Low-Income	1283	11.3%	88638	19.3%	0.59
Veterans	110	1.0%	18677	4.1%	0.24

**Notes:**

- 1) A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
  - 2) SCC Service Area comprises the cities of Orange, Tustin, Villa Park, Anaheim, and Yorba Linda.
  - 3) Sources: Research Data Warehouse, US Census Bureau (American Community Survey, 2012 5-year estimate)
- \* Foster Youth data in SCC Service area is limited to children under 18 years of age.

**ANALYSIS:** These subgroups seem to be under-represented in SCC Credit student population: **Asian/Pacific**, and **students with disabilities (DSPS)**. The inclusion of Apprenticeship students skews the data of the SCC student population with significantly higher numbers of males and students with no disability. A comparison of the SCC Credit population excluding Apprenticeship is a more accurate description of the college's demographics (see next table). Special Populations of **Foster Youth**, **Low-Income** and **Veteran** students are underrepresented.

**INDICATOR #1a ACCESS**

**SCC Credit Students Excluding Apprenticeship in Fall 2013 vs. SCC Service Area Adults**

	Fall 2013 SCC Non-Apprenticeship Credit Student Population N=9,162		2012 SCC Service Area Adult Population (18+) N=459,413		Proportion Index (SCC Students/Srvc. Area Population)
	n	%	n	%	
<b>Ethnicity</b>					
African American	193	2.1%	9407	2.0%	1.03
Asian (including Pac Islander, Filipino)	958	10.5%	71537	15.6%	<b>0.67</b>
Latino	3893	42.5%	174300	37.9%	1.12
Native American/Alaskan	83	0.9%	884	0.2%	4.71
White	3272	35.7%	193706	42.2%	0.85
Other (other, declined to state and unreported)	763	8.3%	9579	2.1%	3.99
<b>Age</b>					
≤17	89	1.0%	0	0.0%	N/A
18-21	5397	58.9%	38426	8.4%	7.04
22-25	1823	19.9%	27279	5.9%	3.35
26-29	683	7.5%	46061	10.0%	0.74
30-39	643	7.0%	89885	19.6%	0.36
40-49	289	3.2%	90562	19.7%	0.16
50+	238	2.6%	167200	36.4%	0.07
<b>Gender</b>					
female	4531	49.5%	232867	50.7%	0.98
male	4628	50.5%	226546	49.3%	1.02
unreported	3	0.0%	0	0.0%	
<b>Disability</b>			N=454,680 (Non-prison)		
Non-DSPS	8596	93.8%	413137	90.9%	1.03
DSPS	566	6.2%	41543	9.1%	<b>0.68</b>
<b>Special Populations</b>					
Foster Youth*	36	0.4%	3024	0.7%	<b>0.60</b>
Low-Income	1282	14.0%	88638	19.3%	<b>0.73</b>
Veterans	110	1.2%	18677	4.1%	<b>0.30</b>

**Notes:**

1) A

subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.

2) SCC Service Area comprises the cities of Orange, Tustin, Villa Park, Anaheim, and Yorba Linda.

3) Sources: Research Data Warehouse, US Census Bureau (American Community Survey, 2012 5-year estimate)

\* Foster Youth data in SCC Service area is limited to children under 18 years of age.

**ANALYSIS:** There are two subgroups that are underrepresented in SCC Credit (excluding Apprenticeship) student population: **Asian/Pacific** and **students with disabilities (DSPS)**. The lower rate of students with disabilities at SCC (compared to the adult population of the service area) is probably misleading, because the college targets mostly college-age students and not as many people 65 and over, a group that has a much higher rate of disability. In addition, many students with disabilities choose not to register with DSPS. Special Populations of **Foster Youth, Low-Income and Veteran** students are underrepresented.

**INDICATOR #1a ACCESS**  
**SCC Non-Credit (CED) Students in Fall 2013**

	Fall 2013 SCC Non-Cr Stdnt Population N=6,708		2012 SCC Service Area Adult Population (18+) N=459,413		Proportion Index (SCC Students/Srvc. Area Population)
	n	%	n	%	
<b>Ethnicity</b>					
African American	114	1.7%	9407	2.0%	0.83
Asian (including Pacific Islander, Filipino)	500	7.5%	71537	15.6%	<b>0.48</b>
Latino	3489	52.0%	174300	37.9%	1.37
Native American/Alaskan	85	1.3%	884	0.2%	6.59
White	1324	19.7%	193706	42.2%	<b>0.47</b>
Other (other, declined to state and unreported)	1196	17.8%	9579	2.1%	8.55
<b>Age</b>					
≤17	763	11.4%	0	0.0%	N/A
18-21	701	10.5%	38426	8.4%	1.25
22-25	708	10.6%	27279	5.9%	1.78
26-29	719	10.7%	46061	10.0%	1.07
30-39	1381	20.6%	89885	19.6%	1.05
40-49	1086	16.2%	90562	19.7%	0.82
50+	1350	20.1%	167200	36.4%	0.55
<b>Gender</b>					
female	3006	44.8%	232867	50.7%	0.88
male	2629	39.2%	226546	49.3%	0.79
unreported	1073	16.0%	0	0.0%	N/A
<b>Disability</b>			N=454,680 (Non-prison pop.)		
Non-DSPS	6667	99.4%	413137	90.9%	1.09
DSPS	41	0.6%	41543	9.1%	<b>0.07</b>
<b>Special Populations</b>					

**Notes:**

- 1) A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 2) SCC Service Area comprises the cities of Orange, Tustin, Villa Park, Anaheim, and Yorba Linda.
- 3) Sources: Research Data Warehouse, US Census Bureau (American Community Survey, 2012 5-year estimate)

**ANALYSIS:** Data for non-credit students are not very reliable due to the high numbers of "unreported" demographic information. Underrepresented groups may include: "Asian/Pacific," "White," and "students with disabilities."



**INDICATOR #1b ACCESS**

**Demographics of SCC Credit (Excluding Apprenticeship) First-Time Freshmen 17-19 in Fall 2013 and Orange HS District Graduates in 2012**

	Fall 2013 SCC Credit 1st-Time Freshmen 17-19 (Excl. APPR) N=1,951		2012 OUSD Graduates N=2,337		Proportion Index (SCC Students/HS Grads)
	n	%	n	%	
<b>Ethnicity</b>					
African American	57	2.9%	42	1.8%	1.63
Asian (including Pac Islander, Filipino)	192	9.8%	329	14.1%	<b>0.70</b>
Latino	951	48.7%	1010	43.2%	1.13
Native American/Alaskan	12	0.6%	15	0.6%	0.96
White	679	34.8%	917	39.2%	0.89
Other (other, declined to state and unreported)	60	3.1%	24	1.0%	2.99
<b>Gender</b>					
female	979	50.2%	1190	50.9%	0.99
male	945	48.4%	1141	48.8%	0.99
unreported	27	1.4%	6	0.3%	5.39

**Notes:**

- 1) A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 2) Feeder HS graduates data do not include disability status to compare with SCC first-time freshmen data.
- 3) Sources: Research Data Warehouse, Orange County Department of Education (OCDE), "2011-12 Graduates by Ethnic Group" (Ethnicity) and "Cohort Outcome Data for Class of 2011-12" (age)

**ANALYSIS:** The only subgroup that has a significantly lower rate in SCC incoming first-time freshman (aged 17-19) cohort compared to the Orange USD HS graduates is **Asian/Pacific Islander**. Other studies done elsewhere have shown that Asian students are more likely to go to four-year universities, so this result is expected and not necessarily an indication of any inequity in access to our college.

INDICATOR #1c: Access

SCC First-Time Freshman Placement Testing Results in Fall 2013

	Reading				English				Math			
	Below transfer	Transfer level	Total # tested	Proportion to highest ratio (80% rule)	Below transfer	Transfer level	Total # tested	Proportion to highest ratio (80% rule)	Below transfer or take lower test	Transfer level	Total # tested	Proportion to highest ratio (80% rule)
<b>Total # 1st-Time Freshmen Tested</b>	<b>16%</b>	<b>84%</b>	<b>1385</b>		<b>37%</b>	<b>63%</b>	<b>1379</b>		<b>70%</b>	<b>30%</b>	<b>1479</b>	
<b>Ethnicity</b>												
Native American	25%	75%	8	0.81	25%	75%	8	0.93	64%	36%	11	0.76
African American	20%	80%	35	0.86	46%	54%	35	0.67	79%	21%	33	0.44
Latino	20%	80%	722	0.86	49%	51%	721	0.63	76%	24%	749	0.49
Asian/Pacific Islander /Filipino	16%	84%	128	0.91	28%	72%	127	0.89	52%	48%	142	1.00
White	7%	93%	455	1.00	19%	81%	452	1.00	66%	34%	503	0.70
Other/Decline to State	14%	86%	37	0.93	31%	69%	36	0.86	66%	34%	41	0.71
<b>Age</b>												
<18	6%	94%	16	1.11	20%	80%	15	1.25	31%	69%	16	2.28
18-21	15%	85%	1306	1.00	36%	64%	1301	1.00	70%	30%	1409	1.00
22-25	21%	79%	33	0.93	48%	52%	33	0.81	93%	7%	27	0.25
26-29	38%	62%	13	0.73	62%	38%	13	0.60	100%	0%	11	0.00
30-39	10%	90%	10	1.06	70%	30%	10	0.47	89%	11%	9	0.37
40-49	25%	75%	4	0.88	25%	75%	4	1.17	100%	0%	3	0.00
50+	33%	67%	3	0.79	0%	100%	3	1.56	100%	0%	4	0.00
<b>Gender</b>												
not reported	8%	92%	12	1.06	42%	58%	12	0.91	69%	31%	16	0.95
female	18%	82%	704	0.95	37%	63%	702	0.97	73%	27%	752	0.82
male	13%	87%	669	1.00	36%	64%	665	1.00	67%	33%	711	1.00
<b>Disability</b>												
Non-DSPS	15%	85%	1315	1.00	36%	64%	1309	1.00	70%	30%	1408	1.00
DSPS	31%	69%	70	0.80	49%	51%	70	0.80	85%	15%	71	0.51
<b>Special Populations</b>												
Foster Youth	9%	91%	11	1.08	27%	73%	11	1.15	73%	27%	11	0.92
Low-Income	27%	73%	236	0.86	50%	50%	235	0.79	84%	16%	288	0.54
Veterans	16%	84%	25	0.99	27%	73%	26	1.15	92%	8%	36	0.27
<b>Total # 1st-Time Freshmen Tested</b>	<b>16%</b>	<b>84%</b>	<b>1385</b>	<b>1.00</b>	<b>37%</b>	<b>63%</b>	<b>1379</b>	<b>1.00</b>	<b>70%</b>	<b>30%</b>	<b>1479</b>	<b>1.00</b>

Notes:

- 1) Source: RSCCD Research Department Data Warehouse (first-time freshmen, end-of-term who were administered CTEP, MDTP, and/or TELD placement tests February thru October 2013 for Fall 2013 semester)
- 2) Transfer level Math = Math 105/140/145/160/219; transfer-level English=English 101; transfer-level Reading=Reading 102/150
- 3) A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.

**ANALYSIS:** Many of the subgroups (age groups older than 25, Native American/Alaskan) are too small to make any valid conclusions. Some of the groups identified as disproportionately impacted and have lower rates of placement into transfer level courses are: **African-American and Latino in English, African-American, White, Other, Latino and students with disabilities in Math.** There is no inequity identified in placement for Reading. For special populations, **Low-Income and Veteran** students are placed in transfer-level Math courses at much lower rates than other SCC students in general.

**INDICATOR #2a: Course Completion**

**SCC Success Rates in All Credit Courses by Academic Year**

	2009-10			2010-11			2011-12			2012-13		
	Grades Given	Success Rate	80% Index	Grades Given	Success Rate	80% Index	Grades Given	Success Rate	80% Index	Grades Given	Success Rate	80% Index
<b>Ethnicity</b>												
African American	973	63%	0.83	1120	64%	0.85	1317	68%	0.81	1206	68%	0.83
Latino	18102	68%	0.89	17631	63%	0.84	23563	69%	0.82	24150	67%	0.82
Asian,Filipino,Pac Islander	4626	71%	0.93	5266	71%	0.95	5756	73%	0.87	5583	74%	0.90
White	23735	68%	0.89	23611	70%	0.93	25479	74%	0.88	23508	73%	0.89
Native American/Alaskan	972	76%	1.00	935	75%	1.00	1647	84%	1.00	1042	82%	1.00
Other/Decline to State	8344	66%	0.87	7649	67%	0.89	6599	72%	0.86	5662	73%	0.89
<b>Age</b>												
<17	419	79%	0.96	612	75%	0.95	674	84%	0.95	431	81%	0.96
18-21	31988	62%	0.76	33,275	65%	0.82	35429	67%	0.76	36375	68%	0.81
22-25	9961	67%	0.82	9,960	65%	0.82	11204	70%	0.80	11305	69%	0.82
26-29	4442	78%	0.95	3,926	70%	0.89	5178	79%	0.90	4738	79%	0.94
30-39	5223	81%	0.99	4,290	77%	0.97	6074	84%	0.95	4886	84%	1.00
40-49	2939	82%	1.00	2,357	79%	1.00	3556	88%	1.00	2179	81%	0.96
50+	1780	74%	0.90	1,792	76%	0.96	2246	87%	0.99	1237	82%	0.98
<b>Gender</b>												
female	23002	65%	0.93	24827	66%	0.97	25781	68%	0.91	26331	68%	0.93
male	33329	70%	1.00	31106	68%	1.00	38088	78%	1.00	34574	73%	1.00
unreported	421	82%	1.17	279	73%	1.07	492	85%	1.13	245	79%	1.08
<b>Disability</b>	56752											
Non-DSPS	53809	68%	1.00	52759	68%	1.00	60932	73%	1.00	57575	71%	1.00
DSPS	2943	64%	0.94	3453	62%	0.91	3429	62%	0.85	3576	64%	0.90
<b>Special Populations</b>												
Foster Youth	61	54%	0.80	135	58%	0.86	214	45%	0.63	269	52%	0.74
Low-Income	16205	59%	0.87	18142	62%	0.93	17839	63%	0.88	15937	63%	0.89
Veterans	100	75%	1.10	207	78%	1.17	342	79%	1.09	579	73%	1.02
All SCC Credit Students	56752	68%	1.00	56212	67%	1.00	64361	72%	1.00	61151	71%	1.00

**Notes:**

- 1) Course Success = Course grades of A, B, C, and P (Pass) or Cr (Credit).
- 2) Data include Apprenticeship courses which historically have very high success rates (90%+).
- 3) Source: District Research Data Warehouse. Analysis by OIEA.

**ANALYSIS: Disproportionate impact identified in: Foster youth (2011-12 and 2012-13) and age group "18-21" in 2009-10 and 2011-12.** While the age group "18-21" fell slightly below the 80% benchmark compared to the reference group, the underperformance of this young group can be ascribed to the fact that these students are much more likely to be taking basic skills, transfer-level, and Math courses which typically have much lower success rates. Also, Apprenticeship courses (with extremely high success rates) skew the rates higher for these groups: Native American/Alaskan, males, students with no disability, and older students -- groups that are shown above as having the highest success rates. In future analysis, we will limit our data by excluding Apprenticeship courses.

**INDICATOR #2b: Course Completion**

**SCC Retention Rates in All Credit Courses by Academic Year**

	2009-10			2010-11			2011-12			2012-13		
	Grades Given	Retention Rate	80% Index	Grades Given	Retention Rate	80% Index	Grades Given	Retention Rate	80% Index	Grades Given	Retention Rate	80% Index
<b>Ethnicity</b>												
African American	973	78%	0.90	1120	80%	0.94	1317	82%	0.90	1206	82%	0.91
Latino	18102	82%	0.94	17631	80%	0.94	23563	84%	0.92	24150	82%	0.91
Asian, Filipino, Pac Islander	4626	83%	0.95	5266	83%	0.98	5756	84%	0.92	5583	85%	0.94
White	23735	83%	0.95	23611	84%	0.99	25479	86%	0.95	23508	85%	0.94
Native American/Alaskan	972	87%	1.00	935	85%	1.00	1647	91%	1.00	1042	90%	1.00
Other/Decline to State	8344	82%	0.94	7649	82%	0.96	6599	84%	0.92	5662	85%	0.94
<b>Age</b>												
<17	419	91%	1.00	612	88%	0.99	674	92%	0.99	431	91%	1.00
18-21	31988	81%	0.89	33275	82%	0.92	35429	83%	0.89	36375	83%	0.91
22-25	9961	80%	0.88	9960	79%	0.89	11204	82%	0.88	11305	82%	0.90
26-29	4442	86%	0.95	3,926	82%	0.92	5178	87%	0.94	4738	87%	0.96
30-39	5223	89%	0.98	4,290	86%	0.97	6074	90%	0.97	4886	89%	0.98
40-49	2939	89%	0.98	2,357	86%	0.97	3556	93%	1.00	2179	88%	0.97
50+	1780	90%	0.99	1,792	89%	1.00	2246	92%	0.99	1237	89%	0.98
<b>Gender</b>												
female	23002	81%	0.96	24827	82%	0.99	25781	83%	0.97	26331	83%	0.98
male	33329	84%	1.00	31106	83%	1.00	38088	86%	1.00	34574	85%	1.00
unreported	421	88%	1.05	279	89%	1.07	492	91%	1.06	245	89%	1.05
<b>Disability</b>												
Non-DSPS	53809	83%	1.00	52759	83%	1.00	60932	85%	1.00	57575	84%	1.00
DSPS	2943	81%	0.98	3453	80%	0.96	3429	79%	0.93	3576	81%	0.96
<b>Special Populations</b>												
Foster Youth	61	69%	0.83	135	83%	1.00	214	65%	0.76	269	75%	0.89
Low-Income	16205	78%	0.94	18142	80%	0.96	17839	80%	0.94	15937	80%	0.95
Veterans	100	88%	1.06	207	91%	1.09	342	89%	1.05	579	89%	1.05
<b>All SCC Credit Students</b>	<b>56752</b>	<b>83%</b>	<b>1.00</b>	<b>56212</b>	<b>83%</b>	<b>1.00</b>	<b>64361</b>	<b>85%</b>	<b>1.00</b>	<b>61151</b>	<b>84%</b>	<b>1.00</b>

**Notes:**

- 1) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 2) Data include Apprenticeship courses which historically have very high retention rates (95%+).
- 3) Source: District Research Data Warehouse. Analysis by OIEA.

**ANALYSIS: The only inequity/disproportionate impact identified is for foster youth population in 2011-12.** The slightly lower retention rates for age groups "18-21" and "22-25" can be ascribed to the fact that these students are much more likely to be taking basic skills, transfer-level, and Math courses which typically have much lower retention rates. Also, Apprenticeship courses (with extremely high retention rates) skew the rates higher for these groups: Native American/Alaskan, males, students with no disability, and older students -- groups that are shown above as having the highest retention rates. In future analysis, we will limit our data by excluding Apprenticeship courses.

**INDICATOR #2c: Course Completion**  
**SCC Students on Probation Fall 2013**

	Fall 2013 Probation N=1,291		Fall 2013 SCC Credit Student Population (Excl. APPR)		Proportionality Index (% SCC Pop. / % on)	% of group on probation (Probation rate)	Comparison to the lowest probation rate* (80%)
	n	%	n	%			
<b>ALL</b>	<b>1291</b>		<b>9162</b>			<b>14%</b>	
<b>Ethnicity</b>							
African American	30	2.3%	193	2.1%	0.91	16%	0.57
Asian (including Pacific Islander, Native Hawaiian)	85	6.6%	958	10.5%	1.59	9%	1.00
Latino	647	50.1%	3893	42.5%	0.85	17%	0.53
Native American/Alaskan	16	1.2%	83	0.9%	0.73	19%	0.46
White	414	32.1%	3272	35.7%	1.11	13%	0.70
Other (other, declined and unreported)	99	7.7%	763	8.3%	1.09	13%	0.68
<b>Age</b>							
<17	2	0.2%	89	1.0%	6.27	2%	2.15
18-21	976	75.6%	5397	58.9%	0.78	18%	0.27
22-25	210	16.3%	1823	19.9%	1.22	12%	0.42
26-29	54	4.2%	683	7.5%	1.78	8%	0.61
30-39	31	2.4%	643	7.0%	2.92	5%	1.00
40-49	10	0.8%	289	3.2%	4.07	3%	1.39
50+	8	0.6%	238	2.6%	4.19	3%	1.43
<b>Gender</b>							
female	561	43.5%	4531	49.5%	1.14	12%	1.00
male	729	56.5%	4628	50.5%	0.89	16%	0.79
unreported	0	0.0%	3	0.0%	N/A	0%	N/A
<b>Disability</b>							
Non-DSPS	1202	93.1%	8596	93.8%	1.01	14%	1.00
DSPS	89	6.9%	566	6.2%	0.90	16%	0.89
<b>Special Populations</b>							
Foster Youth	11	0.9%	36	0.4%	0.46	31%	N/A
Low-Income	357	27.7%	1282	14.0%	0.51	28%	N/A
Veterans	13	1.0%	110	1.2%	1.19	12%	N/A
<b>ALL SCC Credit Students</b>	<b>1291</b>		<b>9162</b>			<b>14%</b>	

**Notes:**

- 1) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 2) Because a higher probation rate or a higher share of the probation population is a negative outcome, the proportionality and 80%-rule indices were calculated using the reference group as the numerator and the subgroup as the denominator (i.e. it's the inverse of the index score calculation done for the other indicators).
- 3) Source: SCC Admission Office

**ANALYSIS:** Based on both the proportionality index and comparison to the reference group, students aged "18-21" and "Native American/Alaskan" are the two subgroups that are disproportionately impacted under probation; however, the number of Native American/Alaskan students (n=16) may be too small to reach valid conclusion. Because the probation rate among Asian students is exceptionally low, all other ethnic groups fall below 0.80 on the 80% rule index. Foster youth and Low-Income students were on probation at twice the overall rate of all SCC students in fall 2013.

**INDICATOR #3: Basic Skills and ESL Completion**

**SCC Students Basic Skills Completion Fall 2010 - Fall 2013**

	Students Who Successfully Completed These Courses in Math				Students Who Successfully Completed These Courses in English				Students Who Successfully Completed These Courses in Reading					
	N48		N48 and then 060		N60		N60 and then 061		096/N96		096/N96 and then 097		80% Index	
	n	%	n	%	n	%	n	%	n	%	n	%	80% Index	
<b>Ethnicity</b>														
African American	22	41%	9	41%	9	33%	3	33%	0.59	5	20%	2	40%	N/A
Asian (including PI, Filipino)	54	56%	30	56%	42	50%	21	50%	0.88	11	37%	3	27%	N/A
Latino	581	43%	251	43%	313	50%	156	50%	0.88	96	13%	12	13%	N/A
Native American/Alaskan	13	46%	6	46%	4	100%	4	100%	1.76	0	N/A	0	N/A	N/A
White	430	55%	237	55%	120	57%	68	57%	1.00	40	15%	6	15%	N/A
Other (other, unclear or unspecified)	109	43%	47	43%	51	47%	24	47%	0.83	15	27%	4	27%	N/A
<b>Age</b>														
<17	9	67%	6	67%	0	N/A	0	N/A	N/A	1	0%	0	0%	N/A
18-21	902	47%	421	47%	453	51%	233	51%	1.00	131	15%	19	15%	N/A
22-25	115	43%	49	43%	30	53%	16	53%	1.04	14	21%	3	21%	N/A
26-29	60	50%	30	50%	18	33%	6	33%	0.65	9	22%	2	22%	N/A
30-39	67	57%	38	57%	22	55%	12	55%	1.06	7	14%	1	14%	N/A
40-49	38	68%	26	68%	12	58%	7	58%	1.13	5	40%	2	40%	N/A
50+	18	56%	10	56%	4	50%	2	50%	0.97	0	N/A	0	N/A	N/A
<b>Gender</b>														
Female	708	49%	347	49%	242	62%	150	62%	1.00	97	13%	13	13%	N/A
Male	501	47%	233	47%	296	42%	125	42%	0.68	70	20%	14	20%	N/A
<b>Disability</b>														
Non-DSPS	1036	48%	500	48%	426	51%	216	51%	0.95	135	15%	20	15%	N/A
DSPS	173	46%	80	46%	113	53%	60	53%	1.00	32	22%	7	22%	N/A
<b>Special Populations</b>														
Foster Youth	11	27%	3	27%	2	50%	1	50%	0.98	1	0%	0	0%	0.00
Low-Income	271	55%	149	55%	297	66%	195	66%	1.06	112	29%	33	29%	1.82
Veterans	13	38%	5	38%	3	100%	3	100%	1.96	0	N/A	0	N/A	N/A
All SCC Students	1209	48%	580	48%	538	51%	275	51%	1.00	167	16%	27	16%	1.00

**Notes:**

- 1) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 2) Basic Skills Completion methodology: a ratio of students who successfully completed the last course in Basic Skill sequence (from Fall 2010 to Spring 2013) and those who subsequently successfully completed a degree-applicable course in that discipline (Math, English, Reading) from Fall 2010 to Fall 2013). Because SCC has not offered a Basic Skills course in ACE (ESL) since Fall 2009, it is not reported in the table above.
- 3) Source: RSCCD Research Data Warehouse.

**ANALYSIS:** A conclusive analysis is not possible for Reading because the subgroup sizes are too small. In Math, a slight disproportionate impact is observed with these groups: **Latino, Other, and 22-25 age group**. While **African-Americans** and **Foster Youth** have lower rates, their sample sizes are too small for valid conclusion. In English, a disproportionate impact is observed with **male students**. While **African-American** and **26-29 age group** also have significantly lower rates, there are too few students in those groups to make a valid conclusion.

Indicator #4: Degrees and Certificates							
SCC Students Awarded Degrees 2012-13							
	2012-13 Students Awarded Degrees N = 711		2012-13 Degree-Seeking Students N = 3606		Proportionality Index	Proportion of Awarded Degrees to Degree-Seeking Students	Proportion to the highest ratio (80%-rule analysis)
	n	%	n	%			
<b>Ethnicity</b>							
African American	13	1.8%	60	1.7%	1.10	22%	0.84
Asian (including Pac Islander, Filipino)	82	11.5%	359	10.0%	1.16	23%	0.89
Latino	205	28.8%	1,449	40.2%	0.72	14%	0.55
Native American/Alaskan	7	1.0%	36	1.0%	0.99	19%	0.75
White	303	42.6%	1,176	32.6%	1.31	26%	1.00
Other (other, declined to state and unreported)	101	14.2%	526	14.6%	0.97	19%	0.74
<b>Age</b>							
<17	0	0.0%	9	0.2%	-	0%	0.00
18-21	255	35.9%	1,149	31.9%	1.13	22%	1.00
22-25	326	45.9%	1,471	40.8%	1.12	22%	1.00
26-29	70	9.8%	451	12.5%	0.79	16%	0.70
30-39	37	5.2%	340	9.4%	0.55	11%	0.49
40-49	13	1.8%	126	3.5%	0.52	10%	0.46
50+	10	1.4%	60	1.7%	0.85	17%	0.75
<b>Gender</b>							
female	340	47.8%	1,704	47.3%	1.01	20%	1.00
male	370	52.0%	1,901	52.7%	0.99	19%	0.97
<b>Disability</b>							
Non-DSPS	676	95.1%	3,357	93.1%	1.02	20%	1.00
DSPS	35	4.9%	249	6.9%	0.71	14%	0.70
<b>Special Populations</b>							
Foster Youth	1	0.1%	13	0.4%	0.39	8%	
Low Income	144	20.3%	1,397	38.7%	0.52	10%	
Veterans	12	1.7%	54	1.5%	1.13	22%	

Notes:

1) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.

2) Source: SCC Admission Office

**ANALYSIS:** Based on both the proportionality index and the 80%-rule analysis, **Latinos and students with disabilities (DSPS)** are the two subgroups that clearly underperform in the achievement of degrees. In addition, achievement of degrees seems to decrease as age group increases; **age groups "30-39" and "40-49"** seem to significantly underperform other age groups. **Low-Income and Foster Youth** students also underperform in achieving degrees, although the number of foster youth cases is too small for any meaningful conclusion.

**Indicator #4: Degrees and Certificates**

**SCC Students Awarded Vocational Certificates 2012-13**

	2012-13 Students Awarded Vocational CT		2012-13 CT-Seeking Students N = 1194		Proportionality Index	Proportion of Students Awarded CTs to CT-Seeking Students	Proportion to the highest ratio (80%-rule analysis)
	n	%	n	%			
<b>Ethnicity</b>							
African American	20	2.3%	42	3.5%	0.65	48%	0.41
Asian (including Pac Islander, Filipino)	40	4.6%	45	3.8%	1.21	89%	0.77
Latino	241	27.4%	465	38.9%	0.70	52%	0.45
Native American/Alaskan	14	1.6%	115	9.6%	0.17	12%	0.11
White	491	55.9%	425	35.6%	1.57	116%	1.00
Other (other, declined to state and unreported)	73	8.3%	102	8.5%	0.97	72%	0.62
<b>Age</b>							
<17	0	0.0%	1	0.1%	0.00	0%	N/A
18-21	16	1.8%	58	4.9%	0.37	28%	0.19
22-25	55	6.3%	262	21.9%	0.29	21%	0.14
26-29	115	13.1%	259	21.7%	0.60	44%	0.30
30-39	357	40.6%	365	30.6%	1.33	98%	0.67
40-49	214	24.3%	166	13.9%	1.75	129%	0.88
50+	121	13.8%	83	7.0%	1.98	146%	1.00
<b>Gender</b>							
female	109	12.4%	77	6.4%	1.92	142%	1.00
male	770	87.6%	1,116	93.5%	0.94	69%	0.49
<b>Disability</b>							
Non-DSPS	875	99.5%	1,189	99.6%	1.00	74%	0.92
DSPS	4	0.5%	5	0.4%	1.09	80%	1.00
<b>Special Populations</b>							
Foster Youth	0	0.0%	1	0.1%	0.00	0%	
Low Income	31	3.5%	36	3.0%	1.17	86%	
Veterans	7	0.8%	3	0.3%	3.17	233%	

**Notes:**

1) The data above include only vocational certificates. Certificates awarded for CSU GE and IGETC certification are excluded. 2) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.

3) Source: SCC Admission Office

**ANALYSIS:** Based on both the proportionality index and the 80%-rule analysis, all non-White ethnic groups, students younger than 30, and males are the subgroups that disproportionately underperform in the achievement of certificates. However, certificates awarded in Apprenticeship -- especially Cosmetology, Electrician and Operating Engineers -- have skewed the results and caused misleadingly higher rates for these groups: "White," "40-49," "50+," and "female." For these groups there were more students awarded certificates than certificate-seeking students in 2012-13 academic year.



**Indicator #5: Transfers**

**SCC Students Who Transferred to Four-Year Universities in 2011-2013**

	2011-13 Transfers		2011-13 Transfer-Seeking Students		Proportionality Index	2011-13 Transfers Proportional to 2011-13 Transfer-Seeking Students*	Proportion to the highest ratio (80%-rule analysis)
	n	%	n	%			
<b>Ethnicity</b>							
African American	38	1.9%	138	1.5%	1.27	28%	1.00
Asian (including Pacific Islander, Filipino)	258	13.2%	1007	11.2%	1.19	26%	0.93
Latino	514	26.4%	3395	37.7%	0.70	15%	0.55
Native American/Alaskan	19	1.0%	63	0.7%	1.40	30%	1.10
White	891	45.7%	3312	36.7%	1.24	27%	0.98
Other (other, declined to state and unreported)	229	11.7%	1102	12.2%	0.96	21%	0.75
<b>TOTAL</b>	<b>1949</b>		<b>9017</b>				
<b>Age</b>							
<17	27	1.4%	56	0.6%	2.33	48%	1.42
18-21	1000	53.6%	5799	64.3%	0.83	17%	0.51
22-25	472	25.3%	2000	22.2%	1.14	24%	0.69
26-29	158	8.5%	540	6.0%	1.41	29%	0.86
30-39	131	7.0%	385	4.3%	1.64	34%	1.00
40-49	52	2.8%	199	2.2%	1.26	26%	0.77
50+	27	1.4%	38	0.4%	3.43	71%	2.09
<b>TOTAL</b>	<b>1867</b>		<b>9017</b>				
<b>Gender</b>							
female	1014	52.2%	4501	49.9%	1.05	23%	1.00
male	929	47.8%	4516	50.1%	0.95	21%	0.91
<b>TOTAL</b>	<b>1943</b>		<b>9017</b>				
<b>Disability</b>							
Non-DSPS	1916	98.3%	8602	95.4%	1.03	22%	1.00
DSPS	33	1.7%	415	4.6%	0.37	8%	0.36
<b>TOTAL</b>	<b>1949</b>		<b>9017</b>				
<b>Special Populations</b>							
Foster Youth**	3	0.2%	42	0.5%	0.33	7%	0.32
Low-Income	152	7.8%	1732	19.2%	0.41	9%	0.39
Veterans**	10	0.5%	90	1.0%	0.51	11%	0.50

**Notes:**

1) The proportionality index and the Transfers/Transfer-Seeking proportion are NOT "transfer rates." The data above do not present a cohort tracking methodology in which the transfer rate of a cohort is calculated during a specified length of time.

2) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.

3)\*\*Transfer-seeking is defined as students who have completed at least 12 units and have attempted transferable math (Math 105, 140, 150, 160, 170, 180/180H, 219/Soc 219/219H) OR English course (English 101/101H)

4) \*\* Data for foster youth and veterans were compiled starting only in 2011 and 2012 respectively; therefore, these special populations did not have enough time to progress to transfers reported in 2011-2013 period. Data for these two groups are insufficient for meaningful conclusions.

5) Source: District Research Data Warehouse, National Student Clearinghouse

**ANALYSIS:** Based on both the proportionality index and the 80%-rule analysis, **Latinos, students with disabilities (DSPS), and low-income students** are the subgroups that clearly underperform in the achievement of transfers to four-year universities. Several age groups, especially the younger age groups of "18-21" and "22-25" seem to also have lower proportions of transfer to transfer-seeking, but this may be caused by the fact that younger students have not had the time yet to complete their transfer studies. Foster youth and veterans also show disproportionate impact on transfers, but because these groups were only recently starting to be tracked, there is insufficient data for meaningful conclusions.

**Additional Data for Indicators #4 and #5**

<b>2014 Santiago Canyon College Student Success Scorecard</b>											
Completion Overall	2003-2004		2004-2005		2005-2006		2006-2007		2007-2008		80% Rule (2007-08)
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	
All	1,104	59.1%	1,212	57.9%	1,291	59.8%	1,352	58.1%	1,437	55.7%	
Female	579	58.0%	631	60.7%	655	62.0%	689	60.1%	748	57.5%	1.00
Male	523	60.2%	581	54.9%	636	57.5%	663	58.1%	689	53.8%	0.94
< 20 years old	965	61.2%	1,060	61.0%	1,134	61.6%	1,218	59.2%	1,292	67.3%	1.00
20 to 24 years old	74	51.4%	77	33.8%	88	50.0%	74	51.4%	89	48.1%	0.80
25 to 39 years old	34	29.4%	56	39.3%	42	40.5%	44	43.2%	36	36.1%	0.63
40+ years old	31	41.9%	19	36.8%	27	48.1%	16	50.0%	20	35.0%	0.61
African American	1 to 9	37.5%	23	39.1%	15	60.0%	11	63.6%	21	33.3%	0.49
Asian / PI / Filipino	141	59.6%	146	69.8%	161	67.1%	181	66.3%	153	67.3%	1.00
American Indian/Alaska Native	1 to 9	55.6%	13	53.8%	13	69.2%	17	41.2%	16	56.3%	0.84
Hispanic	321	48.3%	323	45.5%	363	49.9%	368	48.1%	446	44.8%	0.67
White	558	64.9%	608	62.0%	629	62.2%	631	59.4%	676	60.2%	0.89

**Notes:**

- 1) Completion is defined as earning a degree or certificate or achieving transfer-preparedness. This is a cohort-tracking methodology; however, data is not separated into degree/CT completion rate and transfer rate.
- 2) A disproportionate impact is identified when the proportionality index and/or the 80% rule index score is < 0.80. A subgroup must have at least 30 students to be used as the reference group for any proportionality and "80% rule" indices.
- 3) Source: 2014 SCC Student Success Scorecard (retrieved from the CCCCO website)

**Analysis:** For the 2007-08 cohort, an 80% index shows that **African-American and Latino** are disproportionately impacted, showing lower completion rates compared to other ethnic groups

# Goals and Activities

4.4 (101)



Santiago Canyon College

## GOALS AND ACTIVITIES

**A. Student Success Indicator for Access:** The percentage of each population group that is enrolled compared to that group's representation in the adult population within the community served. This is frequently calculated as a participation rate.

**Goal A1: SCC will maintain a commitment to equitable access for underrepresented students from the communities served through strategic and continuous planning and evaluation.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
A1.1 Establish an Office of Student Equity and hire a director to oversee Student Equity Plan implementation and evaluation.	Year 1	Administration	Dedicated office with a full-time director responsible for overseeing the implementation of Student Equity Plan goals, activities, research and evaluation.	EF
A1.2 Hire a full-time research analyst funded 50% through Student Equity and 50% through SSSP.	Year 1	Student Equity Director Administration	Dedicated position for collecting, analyzing and reporting data related to equity, student success, achievement and learning.	EF/CAT
A1.3 Hire a 19-hour ongoing Senior Clerk to support Student Equity Office operations and activities.	Year 1	Student Equity Director	Dedicated part-time classified position to support operations of the Office of Student Equity and implementation of student equity activities within the college and community.	EF
A1.4 Provide faculty, staff and administrators with professional development training opportunities related to equity-mindedness, cultural competence and universal design.	Year 1 -3	Student Equity Director Academic Senate Professional Development Committee Classified Hawks	Incorporation of effective practices for enhancing student success and increasing equitable outcomes into college planning and instruction by faculty, staff and administrators.	EF
A1.5 Promote and maintain SCC as a Hispanic Serving Institution.	Year 1 -3	Student Equity Director IT Department	Publication of information about SCC as a Hispanic Serving Institution (HSI) and engagement in ongoing evaluation of the college's HSI status.	CAT
A1.6 Strengthen outreach and recruitment to underrepresented students, especially Asian, low-income, foster youth, veterans and students with disabilities.	Year 1 - 3	Student Equity Director Outreach Department Student Services Departments Academic Departments	Increase in college enrollment rates in these targeted equity groups of 1% annually.	CAT/GF

4.4 (102)

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcome</b>	<b>Funding Source</b>
A1.7 Orient new students in underrepresented equity groups to college-wide specialized services that address their unique needs.	Year 1 - 3	Student Equity Director Student Services Departments	Increased participation in college-wide specialized services addressing the unique needs of underrepresented equity groups.	CAT
A1.8 Conduct research to identify potential barriers and recruitment strategies for equity groups.	Year 1 - 3	Student Equity Director Equity Research Analyst	Identification of factors that impact access for equity groups with disparities and potential strategies to mitigate them.	
A1.9 Investigate the potential for integrating a student portal or one-stop online resource that will enhance our current website and target the needs of underrepresented students.	Year 2	Student Equity Director IT Department Student Success Committee Student Services Departments Academic Departments	Enhancements to college website that provide information about special programs, services and tools that support access and student success.	GF
A1.10 Identify factors contributing to lower level placement across disciplines for target equity groups.	Year 2 - 3	Student Equity Director Equity Research Analyst ACE Department Counseling Department English Department Reading Department Math Department	Increase of 1% annually in placement rate among the following student equity groups: 1) African-American, Latino and low-income students into college level math and English. 2) White, Other, and students with disabilities into college level math.	EF
A1.11 Create opportunities to engage in a college-wide dialogue about strategies to address student equity group disparities in access.	Year 2 - 3	Student Equity Director Administration Academic Senate Professional Development Committee Classified Hawks	Ongoing development of strategies to address student equity group disparities reflected in access.	GF

**Goal A2: Create and maintain equitable access for foster youth through specialized services and activities that target this student population.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcome</b>	<b>Funding Source</b>
A2.1 Hold community-based foster youth events highlighting SCC programs and services.	Year 1 - 3	Student Equity Director Outreach Department Student Services Departments	Increase of 1% annually in foster youth enrollment rate at the college and engagement in support services.	EF/CAT
A2.2 Identify and respond to foster youth access needs, e.g. Pell grants, textbooks, bus passes, etc.	Year 1 - 3	Student Equity Director Student Services Departments	Increase in access to available resources for foster youth.	CAT
A2.3 Explore hiring an individual to support the implementation of specialized foster youth services and other equity activities.	Year 2	Student Equity Director	Recommend position to support the implementation of specialized services and other student equity activities.	EF

## GOALS AND ACTIVITIES

**B. Student Success Indicator for Course Completion:** Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term.

**Goal B1: Increase the course completion rates among all students and continue to monitor and address disparities identified among targeted student equity groups.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
B1.1 Explore options for acquiring software that will disaggregate and analyze learning outcomes and achievement for subpopulations of students as required by accreditation standard I.B.6.	Year 1	Student Equity Director Equity Research Analyst Administration Academic Senate	Recommendations for software purchases that will disaggregate data and analyze learning outcomes and achievement for subpopulations of students in order to identify performance gaps and implement strategies to mitigate them.	EF
B1.2 Evaluate the utilization of in-person and E-advising counseling services for equity groups.	Year 1 - 3	Student Equity Director Equity Research Analyst Counseling Department	Data analysis to determine if all student groups access counseling at similar rates.	EF
B1.3 Assess if equity disparities exist among students participating in counseling intervention workshops required for students after their first semester on academic and/or progress probation.	Year 1 - 3	Student Equity Director Equity Research Analyst Counseling Department	Data analysis of student participation in counseling intervention workshops among student equity groups.	EF
B1.4 Create opportunities to engage in a college-wide dialogue focused on improving course completion rates in targeted equity groups.	Year 2 - 3	Student Equity Director Administration Academic Senate Academic Departments Student Services Departments	Identification and recommendation of strategies to address student equity group disparities in course completion.	EF
B1.5 Explore additional interventions for student equity groups on academic and progress probation to help them develop strategies for improving their academic performance.	Year 2 - 3	Student Equity Director Academic Departments Student Services Departments	Recommendation of additional interventions for equity groups on academic and progress probation to help them develop strategies for improving their academic performance.	CAT

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcome</b>	<b>Funding Source</b>
B1.6 Integrate disaggregated student achievement data into future Academic and Student Services Program Reviews.	Year 2 - 3	Student Equity Director Equity Research Analyst Academic Senate Academic Departments Student Services Departments	Student achievement data available for analysis and use by academic and student services departments.	EF/GF

**Goal B2: Increase the rates of course completion and retention among foster youth.**

<b>Activity</b>	<b>Target Date</b>	<b>Responsible Party</b>	<b>Expected Outcome</b>	<b>Funding Source</b>
B2.1. Form an advisory group comprised of community-based foster youth service providers and college faculty, staff and administrators to provide guidance and direction in the development of foster youth services.	Year 1	Student Equity Director	Establishment of a foster youth advisory committee.	EF
B2.2 Provide foster youth with resources including priority eligibility for EOPS/CARE/CalWORKS, tutoring/academic coaching and mental health services.	Yeas 1 - 3	Student Equity Director Student Services Departments	Increase in rate of foster youth retention and course completion by 1% annually by reducing barriers to their academic success.	CAT



## GOALS AND ACTIVITIES

**C. Student Success Indicator for ESL and Basic Skills Completion:** Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course compared to the number of those students who complete such a final course.

**Goal C1: Develop and implement educational strategies that increase student success in ACE and basic skills courses in Math, English and Reading.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
C1.1 Provide professional development opportunities to ESL, ACE and basic skills faculty on instructional methods to accommodate student diversity and support the development of equity-based curriculum.	Yeas 1- 3	Student Equity Director Professional Development Committee	Faculty participation in professional development workshops/conferences and implementation of various instructional methods to accommodate student diversity and support the development of equity-based curriculum.	EF
C1.2 Conduct research to determine if any equity group is less likely to enroll in and complete the next course in the ACE, ESL and basic skills sequence.	Year 1 - 3	Student Equity Director Equity Research Analyst	Data evaluating equity in terms of student progression through ESL, ACE and English and math basic skills sequence.	EF
C1.3 Work with faculty to identify and examine effective research-based academic support services for students enrolled in ACE, ESL and basic skills classes.	Year 1 - 3	Student Equity Director ACE Department Continuing Education English Department Math Department Reading Department	Increase in success rates in ACE, ESL and basic skills classes by 1% annually.	EF
C1.4 Explore best practices for coordination between ACE and basic skills classes.	Year 1 - 3	Student Equity Director ACE Department English Department Math Department Reading Department	Class scheduling designed to advance student pathway from basic skills to degree applicable courses.	GF
C1.5 Explore the possibility of offering additional and varied cross listed sections of credit and non-credit courses.	Year 1 - 3	Student Equity Director Continuing Education Academic Departments	Increase the rate of students moving from non-credit to credit courses by 1% annually.	

4.4 (107)

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
C1.6 Identify, explore and provide students with individualized computer-assisted instruction through instructional support centers to help them improve their basic skills.	Year 1 - 3	Student Equity Director Academic Departments Student Services Departments Learning Center Staff	Increase in student success and retention rates by 1% annually in ACE, ESL and basic skills classes.	GF
C1.7 Offer tutoring and/or other academic support services to Adult Basic Education (ABE) and High School Subjects (HSS) students in Continuing Education through the BSI Grant.	Yeas 1 - 3	Student Equity Director ABE/HSS Coordinator ABE/HSS Faculty	Increase in successful completion rates of students enrolled in ABE and HSS classes by 1% annually.	CAT
C1.8 Examine online software for assessing and remediating college and career-readiness skills in reading, writing, math, ESL, study skills and career readiness for use in learning resource centers on campus.	Year 1 - 3	Student Equity Director ACE Department English Department Math Department Reading Department Continuing Education Division	Recommendation of software to support the development of college and career readiness skills among ESL, ACE, basic skills and continuing education students.	EF

**Goal C2: Increase the rates at which foster youth successfully complete basic skills coursework and go on to complete a degree applicable course in the same discipline.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
C2.1 Designate a foster youth liaison in in each Student Service office to facilitate the provision of support services to this student population.	Year 1 - 3	Student Equity Director Student Services Departments	Seamless access to support services for foster youth.	CAT/GF
C2.2 Hold a pre-registration event to ensure foster youth are aware of priority registration dates and are prepared to register.	Year 2 - 3	Student Equity Director Student Services Departments	A minimum of 50% of foster youth accessing priority registration.	EF

## GOALS AND ACTIVITIES

**D. Student Success Indicator for Degree and Certificate Completion:** Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal as documented in the student educational plan developed with a counselor/advisor.

**Goal D1: Increase degree and certificate completion rates in underrepresented student groups to achieve an equitable balance of degree and certificate attainment across all targeted student equity groups.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
D1.1 Submit request to hire a full-time (100% DSPS funded) DSPS counselor to implement SSSP mandates including the development of abbreviated and comprehensive education plans for students with disabilities seeking to earn a certificate, AA degree or to transfer to 4-year universities.	Year 1	Student Equity Director DSPS Department	Increase of 1% in the annual rate in attainment rate of certificates and degrees and transfer to 4-year universities by students with disabilities.	CAT
D1.2 Provide professional development opportunities to faculty on instructional methods to accommodate student diversity and support the development of equity-based curriculum.	Year 1 - 3	Student Equity Director Professional Development Committee Academic Senate	Faculty participation in professional development activities and implementation of various instructional methods to accommodate student diversity and support the development of equity-based curriculum.	EF
D1.3 Conduct research to evaluate the participation and success rates of equity groups accessing campus learning resources e.g. Math Study Hall (MaSH), Writing Center, Tutoring Center, STAR Center and Academic Success Center.	Year 1 - 3	Student Equity Director Equity Research Analyst	Report identifying if disparities exist among equity groups in accessing and benefiting from stated learning resources.	EF

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
D1.4 Offer, assess and expand academic coaching and specialized tutoring to students with disabilities through the DSPTS Program.	Year 1 - 3	Student Equity Director DSPTS Department	At least 60% of students participating in DSPTS academic coaching and/or specialized tutoring will successfully complete semester coursework with a GPA of 2.0.	CAT
D1.5 Make priority counseling appointments available to veterans and low-income students needing financial aid counselor approvals.	Year 1 - 3	Student Equity Director Counseling Department	Timely completion of required paperwork for veterans and low-income students so they may register in classes required to meet their educational goals.	CAT
D1.6 Provide additional funding for textbooks, transportation and child care to low-income students through the EOPS/CARE/CalWORKS programs.	Year 1 - 3	Student Equity Director EOPS/CARE/CalWORKS	Increased support for low-income students' textbooks, transportation and child care.	EF

**Goal D2: Increase the number of foster youth who successfully receive a degree or certificate that aligns with their informed matriculation goal.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
D2.1 Ensure foster youth have access to an academic counselor for the development of education plans.	Year 1 - 3	Student Equity Director Counseling Department	Development of foster youth education plans with the assistance of an academic counselor.	GF/CAT
D2.2 Foster youth at risk for not making satisfactory progress will be contacted to ensure they know how to access intervention service	Year 1 - 3	Student Equity Director	Increase the rate of foster youth accessing intervention services by 1% annually.	EF/CAT

## GOALS AND ACTIVITIES

**E. Student Success Indicator for Transfer:** Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer-level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years.

**Goal E1: Increase transfers to 4-year institutions, especially among targeted student equity groups.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
E1.1 Provide professional development opportunities to faculty and staff on improving student engagement, success and transfer, particularly among underrepresented student groups.	Year 1	Student Equity Director Academic Senate Professional Development Committee	Faculty and staff participation in professional development activities leading to practices that improve student engagement and success and positively impact transfer rates.	EF
E1.2 Develop a research agenda to identify transfer barriers for Latino, DSPS and low-income students.	Year 1	Student Equity Director	Report identifying potential transfer barriers for identified equity groups to be used for developing activities to mitigate them.	EF
E1.3 Explore expansion of supplemental instruction (SI) and faculty mentoring to foster student engagement and success in courses across the curriculum.	Year 1 - 3	Student Equity Director Academic Departments	Increased availability of SI instruction and faculty mentoring for courses across the curriculum.	EF
E1.4 Offer specialized transfer workshops and a transfer event where DSPS, EOPS/CARE/CalWORKs and CAMP students visit local 4-year universities each semester.	Years 1 - 3	Student Equity Director DSPS Department EOPS/CARE/CalWORKs CAMP	Annual increase of 1% in the transfer rate of DSPS, low-income and Latino students.	CAT
E1.5 Engage in college-wide discussions to identify strategies to improve transfer rates of student equity groups demonstrating disproportionate impact.	Year 2 - 3	Student Equity Director Academic Senate Student Services Departments	Identification of strategies to improve transfer rates of student equity groups demonstrating disproportionate impact.	EF

**Goal E2: Increase the number of foster youth who successfully transfer to 4-year universities.**

Activity	Target Date	Responsible Party	Expected Outcome	Funding Source
E 1 Offer a transfer workshop and a transfer event where foster youth visit local 4-year universities each semester.	Year 1 - 3	Student Equity Director Transfer Center Counseling	Increase of 2% in foster youth transfer rates by 2017.	EF

# Budget



## STUDENT EQUITY PROPOSED BUDGET 2014-15

YEAR ONE 2014-2015	Totals
<b>1. Personnel - *Salaries and wages are based upon a set salary schedule and positions titles/functions established by HR and the unions at the District Office. Benefits are included for ongoing positions.</b>	
a) Director of Special Programs-12 month position (H3)	\$131,357
b) Research Analyst-12 month position (16-3) at 50%	\$51,526
c) Senior Clerk-12 month position, 19hr ongoing (8A)	\$19,065
d) Instructional Assistants- short-term hourly, 19 hours/week, total hire of 6	\$76,536
<b>Total Personnel</b>	<b>\$278,484</b>
<b>2. Foster Youth</b>	
a) books, supplies, transportation	\$10,000
<b>Total Foster Youth</b>	<b>\$10,000</b>
<b>3. EOPS/CARE/CalWORKS</b>	
a) books, supplies, transportation, child care	22,786
<b>Total EOPS/CARE/CalWORKS</b>	<b>\$46,344</b>
<b>4. Professional Development</b>	
a) Faculty, Staff, Campus Community	\$75,000
<b>Total Professional Development</b>	<b>\$75,000</b>
<b>5. Transfer Activity- Campus Tours</b>	
a) Bus rental plus food (lunch) for 50 students each semester- \$700 bus \$550 food	\$2,500
<b>Total Transfer</b>	<b>\$2,500</b>
<b>6. Software</b>	
a) Taskstream, Success Center or other as identified	\$10,000
<b>Total Software</b>	<b>\$10,000</b>
<b>Grand Total</b>	<b>\$422,328</b>



# Evaluation Schedule and Process



## **EVALUATION SCHEDULE AND PROCESS**

The progress and completion of the goals and activities of the Student Equity Plan (SEP) will be evaluated in multiple ways, including plan-specific assessment conducted annually and broader college-wide evaluations to be done periodically after the Student Equity Plan becomes integrated into the college-wide planning processes (Department Planning Portfolio, Program Review and the Educational Master Plan).

### **Evaluation 1: Update Data for Student Equity Plan Indicators**

- The five Student Equity Plan Indicators (Access, Course Completion, ESL and Basic Skills Completion, Degree/Certificate Attainment, and Transfer) will be monitored and the data updated annually, with the possibility of adding or modifying the metrics and methodology to improve the analysis.

### **Evaluation 2: Student Equity Plan Activity Evaluation**

- The Student Equity Director, with assistance from the Office of Institutional Effectiveness and Assessment, will evaluate the specific outcome(s) for each SEP activity and the expected outcomes annually. In addition, progress evaluation for each SEP goal and activity will be compiled in an annual report.

### **Evaluation 3: College-Wide Planning Process**

- Student equity data, goals, and activities will be integrated into the planning processes of the College which may include the Department Planning Portfolio, Program Review and the Educational Master Plan. As part of these planning documents, SEP goals, activities, and data will be evaluated regularly according to the College's planning cycle.

The multi-pronged evaluation approach proposed above will provide an overall review of student equity at the College, identify specific areas where student equity issues must be addressed, and assess the effectiveness of programs and activities related to the Student Equity Plan.

## **Student Equity Committee Membership**

**Loretta Jordan, Associate Dean of Student Development (Co-Chair)**

**Lucy Carr-Rollitt, Professor of Disabled Students Programs and Services (Co-Chair)**

**Dr. Nena Baldizon-Rios, Professor of Counseling, EOPS/CARE/CalWORKs**

**Bianca Figueroa, SCC Student**

**Dr. Marilyn Flores, Dean of Arts, Humanities, Social Sciences and Library**

**Dr. Anne Hauscarriague, Professor of Mathematics**

**Kathryn Kosuth-Wood, Professor of English**

**Dr. Imelda Perez, Student Services Coordinator, Continuing Education**

**Dr. Scott Sakamoto, Professor of Mathematics**

**Rudy Tjiptahadi, Research Specialist, Office of Institutional Effectiveness & Assessment**

**Leigh Ann Unger, Admissions/Records Technician**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
 Santa Ana College  
 Academic Affairs

To: Board of Trustees	Date: December 8, 2014
Re: Acceptance of Professor Brian Kehlenbach's Sabbatical Leave Report	
Action: Accept	

**BACKGROUND**

In fall 2014, Santa Ana College Professor of Music, Brian Kehlenbach, returned from a fall 2013/spring 2014 Independent Research Sabbatical Leave.

**ANALYSIS**

The Sabbatical Leave Committee received and reviewed Dr. Kehlenbach's Sabbatical Leave Report, which included a copy of a composition for piano, and a CD of symphonic work (both available on request), in addition to a log of activities to account for 864 hours of work. After careful consideration, the Committee unanimously accepted and approved Dr. Kehlenbach's Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board accept Dr. Kehlenbach's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Jim Kennedy, Vice President, Continuing Education	
Submitted by: Erlinda Martinez, Ed.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District  
Sabbatical Report

Submitted by  
E. Brian Kehlenbach, D.M.A.  
Professor of Music  
Santa Ana College

September 2, 2014

**Sabbatical Report**

**E. Brian Kehlenbach, D.M.A.  
Professor of Music  
Santa Ana College**

**Table of Contents**

<b>Narrative Report .....</b>	<b>page. 1</b>
<b>Log of Hours and Activities .....</b>	<b>Tab A</b>
<b>Performance Announcements and Publications .....</b>	<b>Tab B</b>
<b><i>Song Noir</i> for Piano Trio: Score .....</b>	<b>Tab C</b>
<b><i>Clockwork Sketches</i> for Piano Solo: Score .....</b>	<b>Tab D</b>
<b><i>Fantasia on Pilipinas Kong Mahal</i>: Score .....</b>	<b>Tab E</b>
<b><i>Three Scenes from Moby Dick</i>, Double Concerto: Score .....</b>	<b>Tab F</b>
<b><i>Mastery of Music Theory</i>, Fundamental Materials: Text/ Workbook .....</b>	<b>Tab G</b>
<b>CD Recording of Compositions .....</b>	<b>Tab H</b>

Available on request

E. Brian Kehlenbach, D.M.A. (Doctor of Musical Arts)  
 Professor, Music Department, Santa Ana College  
 Independent Research Sabbatical Leave Report  
 September 2, 2014

### Sabbatical Report Narrative

During the fall semester of 2013 and the spring semester of 2014, I undertook a one-year independent research sabbatical leave to pursue creative work in the area of musical composition and music theory. My plan was to compose a concert work for piano, to compose a large-scale symphonic work, and to complete work on a music theory textbook that synthesizes my ideas on compositional and theoretic musical practice. In this report I will detail and provide evidence of the work that I accomplished in these areas.

### Sabbatical Leave Commitment Letter from Dr. Linda Rose

The sabbatical leave acceptance letter I received from Dr. Linda Rose on April 4, 2013 outlining the sabbatical requirements appears below:

#### SANTA ANA COLLEGE

*Office of the Vice President*  
 1530 West 17th Street  
 Santa Ana, CA 92706  
 (714) 564-6080

#### Inter-office Memo

Date: April 4, 2013  
 To: E. Brian Kehlenbach  
 From: Linda Rose  
 Subject: **SABBATICAL LEAVE APPLICATION**

The Sabbatical Leave Committee is recommending that the President approve and forward your sabbatical leave request for **Independent Research** during fall 2013 and spring 2014 semesters to the Board of Trustees. During this time, we suggest that you contact the Human Resources Analyst, Penny Wilkerson, to work out the details of your leave, according to the terms and conditions of the sabbatical leave policy. Penny may be reached by phone at (714) 480-7491. Additionally, please confer with your Dean so that she is fully informed about the period of your absence.

Upon your return, please provide the Committee with:

1. a log of hours and activities equal to 864 hours as outlined in the FARSCCD contract, 4.14.1 *Purpose of Sabbatical Leave, B. Independent Research Leave*
2. one (1) copy of the printed and bound composition for Piano score;
3. one (1) copy of the CD of the symphonic work; and
4. Written report as outlined in the FARSCCD contract, 4.14.7 *Report on Sabbatical Leave*.

If there are any significant changes to your activities, it is important that you communicate these changes to me, and I will forward them to the committee for approval.

We wish you well on your sabbatical leave.

cc: Erlinda Martinez  
 Sabbatical Leave Committee  
 John Didion  
 Judy Chitlik  
 Sylvia Turner

## I. Activities and Products of Sabbatical

### 1. Log of Hours and Activities

please see Tab A (Appendix A: Log of Hours and Activities)

### 2. Musical Compositions

#### 2.1 Piano Scores

While my plan was to compose one piece for piano, I had the opportunity to compose two separate pieces to fulfill this commitment; a piano trio called *Song Noir without Words* and a substantial work in seven sections for solo piano called *Clockwork Sketches for Piano Solo*.

#### *Song Noir without Words*

Please see Tab B (Appendix B, p. 6: Performance Announcements and Publications)

Please see Tab C (Appendix C: Score to *Song Noir without Words*)

Please see Tab H (Appendix H: CD of composition recordings)

*Song Noir without Words* is written for piano trio, that is, for piano, violin and cello. It was written in the manner of a musical theme intended for the film noir genre. I have always enjoyed and admired the dark, mysterious and sultry atmosphere of the great themes written in this style that, in this piece, serve as the inspiration. The song is "sung" by both the violin and cello, and about midway through, the theme broadens into a rather bluesy rendition. This transition is short lived, however, as the piece is forced to return to its more pure origin.

*Song Noir without Words* is dedicated to two of the great "noir" composers, both of whom I had the privilege to study with early in my career: Earle Hagen (*Harlem Nocturne*) and David Raksin (*Laura*).

The Felici Piano Trio performed this piece as part of the chamber music series at the Ruth B. Shannon Center for the Performing Arts at Whittier College on February 9, 2014.

#### *Clockwork Sketches for Piano Solo*

Please see Tab D (Appendix D: Score to *Clockwork Sketches for Piano Solo*)

Please see Tab H (Appendix H: CD of composition recordings)

Clockwork Sketches are seven separate movements of one unified work for solo piano. The piece is inspired by the "steampunk" aesthetic. According to Wikipedia, steampunk is:

a sub-genre of science fiction that typically features steam-powered machinery, especially in a setting inspired by industrialized Western civilization during the 19th century. Steampunk works are often set in an alternative history of the 19th century's British Victorian era or American "Wild West", in a post-apocalyptic future during which steam power has regained mainstream use, or in a fantasy world that similarly employs steam power.



In my music, I was most inspired by the Victorian sensibilities as well as the mechanical nature of steampunk. Typically, steampunk is manifest in visual arts, graphics, and fashion. I was intrigued by how it may be represented musically. I also wanted to capture a sense of the dichotomy between the whimsical nature and serious aspects of the movement, a conflict that seems to be at its core.

My piece has several sections that have rather Victorian musical names, such as "One Step," "Waltz Precipitato," "Nocturne," and "Blue Impromptu." The music overlays several modern characteristics with respect to harmony and rhythm. In particular, the piece uses the inner workings of a clock as an important influence. Imagine a clock with several gears of different sizes, moving at different speeds yet interacting in a synchronous fashion. This is also a good description of the polyrhythmic and polytonal elements I tried to incorporate consistently in each movement of the piece.

The Clockwork Sketches are currently being practiced and learned by Jungwon Jin for a premier performance in the fall of 2014.

## 2.2 Symphonic Works

To fulfill this commitment, I composed two separate ensemble pieces, the *Fantasia on Pilipinas Kong Mahal* and *Three Scenes from Moby Dick*.

### *Fantasia on Pilipinas Kong Mahal*

Please see Tab B (Appendix B, p. 5: Performance Announcements and Publications)

Please see Tab E (Appendix E: Score to *Fantasia on Pilipinas Kong Mahal*)

Please see Tab H (Appendix H: CD of composition recordings)

*Fantasia on Kong Mahal* is written for trombone choir and vocal choir. It was first performed for the Disaster Relief Benefit Concert at St. Peter's by the Sea Presbyterian Church of Palos Verdes, California on January 19, 2014. The piece is dedicated to all those affected by Typhoon Yolanda, which wreaked devastation on the Philippines on November 8, 2013.

The piece is written for four tenor trombones, three bass trombones, one cimbasso (contrabass trombone) and vocal choir. It is based on the Philippine patriotic hymn "Pilipinas Kong Mahal" written by Francisco Santiago. In this fantasia, the themes of the hymn are used very freely at the onset, but by the end, the actual hymn comes slowly and gradually into focus.

(Tagalog)

Ang bayan ko'y tanging ikaw  
Pilipinas Kong Mahal  
Ang puso ko at buhay man  
Sa iyo'y ibibigay

Tungkulin kong gagampanan

(English)

I love my own native land  
Philippines, my Philippines  
To thee I give my heart and hand  
Philippines, my Philippines.

The trees that crown thy mountains grand.

na lagi kang paglingkuran  
 Ang laya mo'y babantayan  
 Pilipinas kong Hirang...

The seas that beat upon thy strand  
 Awake my heart to thy command,  
 Philippines, my Philippines.

A second performance of the piece is scheduled at Santa Ana College on October 7, 2014.

*Three Scenes from Moby Dick:*

A Double Concerto for Tuba, Marimba and Orchestra

Please see Tab F (Appendix F: Score to *Three Scenes from Moby Dick*)

Please see Tab H (Appendix H: CD of composition recordings)

*Three Scenes from Moby Dick* is a double concerto for tuba soloist, marimba soloist and full orchestra. It is in three movements, each depicting a memorable scene from Herman Melville's novel, *Moby Dick*.

**Movement 1 - Stubb Kills a Whale (Chpt. 61), duration: 7:50**

"It was obvious, now, that the whale had at length become aware of its pursuers."

In this movement, Stubb, second mate of the Pequod, leads the chase on an exiting whale hunt. The music, like the book chapter, alternates between moments of stasis and scenes of tremendous activity and excitement.

**Movement 2 - Queequeg in His Coffin (Chpt. 110), duration: 6:20**

"...for look! he's left his tambourine behind...Now, Queequeg, die; and I'll beat ye your dying march."

This second movement is a funeral march. In the book chapter, Queequeg is convinced that he is going to die. He orders the ship carpenter to build a floating coffin and then he climbs in it to try it out for size. During this scene, the cabin boy, Pip, has a hallucination. While he rings out the funeral march on his tambourine, he imagines that Queequeg will round up all of the lost souls of the ship's crew in the afterlife and lead them to salvation. The music attempts to capture this notion of salvation in the midst of the funeral march. The tambourine beats a funereal march theme throughout.

**Movement 3 - The Candles (Chpt. 119), duration: 4:50**

"...markest thou not that the gale comes from the eastward, the very course Ahab is to run for Moby Dick?"

The last movement depicts a terrible storm that captain Ahab has set course upon, only because that is the direction toward Moby Dick. His monomaniacal antics have put the ship in harms way, and Ahab proves to the crew just how powerfully committed he is to his maniacal cause. Stubb, the somewhat comic second mate sings light-hearted songs in the face of

this great danger, much to the annoyance of first mate Starbuck. Stubb's song is depicted in the music through quotation of the famous sea shanty, "Lowlands Away."

The recording on the included CD of this large work (Appendix H) is a MIDI recording, as described in my sabbatical proposal. That is, computer programs were used to emulate all of the instruments of the orchestra to create a semblance of the sound a real orchestra will make. I used Finale notation software, Logic digital recording software and the Garritan library of orchestral instrument samples to achieve this recording.

***Three Scenes from Moby Dick* is scheduled for an actual premiere performance by the Pepperdine University Orchestra on October 23, 2014 with David Holben as tuba soloist, Scott Higgins as marimba soloist, and Professor Tony Cason conducting. I feel extremely fortunate to have secured this exciting performance. It is a substantial commitment on the part of the Pepperdine University Orchestra. I will be advertising this performance on our campus when the semester starts and hope to get a healthy contingent of supporters from Santa Ana College to come and be in attendance.**

### **2.3 Additional activities related to composition**

Please see Tab B (Appendix B: Performance Announcements and Publications)

During my sabbatical leave, my intention was to reinvigorate my activity in music composition. This included both the composition of new works and the promotion as well as performance of music I had previously composed. The following is a list of performance activities over the last year. Please refer to Tab B (Appendix B: Performance Announcements and Publications) for supporting promotional materials.

1. June 29, 2013. My piece "Stubb's Rigadig Tune" for two percussionists and Tuba was performed at Gerald R. Daniel Recital Hall at California State University, Long Beach.
2. October 21, 2013. My piece "Blue Line" for violin, clarinet, cello and piano was performed at the Aries Composers Festival at Colorado State University. Out of approximately 300 entries from across the United States and Canada, my piece was chosen (along with six others) to be performed on the Faculty Chamber Ensemble concert of this prestigious music festival. I was in attendance and gave a short talk as an introduction to the piece. The talk and performance can be seen on Youtube: <https://www.youtube.com/watch?v=fRlGu4CzJL8>
3. December 7, 2013. My arrangement, "Skeleton in the Closet" (written in November) was performed by the Santa Ana College Chamber Choir directed by Dr. Elliott Jones in their fall concert in Phillips Hall.
4. January 19, 2014. "Fantasia on *Pilipinas Kong Mahal*" performed by trombone choir and the Phillipine Chamber Singers at St. Peter's by the Sea Church in Palos

Verdes (see description above). For a Youtube video of this performance, go to: <https://www.youtube.com/watch?v=ZgA-uvxx-TE>

5. February 9, 2014. "Song Noir without Words" performed by the Felice Piano Trio at the Ruth B. Shannon Center for the Performing Arts, Whittier College. (See description above).

6. May 23, 2014. "*Due Pezzi Perpetua*" for low brass ensemble performed at the International Tuba and Euphonium Association National Conference at the Jacobs School of Music, Indiana University. This piece has been recently published by Holben Publishing.

7. In addition, I performed in several recitals as a pianist, including a performance of the solo version of Gershwin's "Rhapsody in Blue" at the Santa Ana Faculty Recital in Phillips Hall on April 17, 2014.

### 3. Music Theory Course Materials

Please see Tab G (Appendix G: Mastery of Music Theory, Book 1: Fundamental Materials)

Although not a part of my sabbatical commitment letter as received from Dr. Rose, I did include in my original sabbatical proposal that I would do substantial work on specific curriculum materials to be used in my music theory classes. This included work on several chapters of a music theory text that spans all levels of the lower division music theory curriculum for music majors. During the last year, I edited and revised several chapters and also wrote twenty four chapters for the beginning level classes, the first two of which are included in TAB F of this report (Appendix F: Mastery of Music Theory, Book 1: Fundamental Materials). The complete text/workbook is available for review upon request and also is available in the bookstore. I did not include the work on these materials in the log of activities (appendix A), as this work was in addition to the required hours I logged for the activities enumerated in Dr. Rose's sabbatical commitment letter.

## II. Impact of Sabbatical Activities

During my sabbatical I set out to undertake intensive work as a composer in our community, not only to extend my own reputation but also to enhance my service to the district and increase its distinction. As I noted in my sabbatical application, my compositional and performance activities relate directly to our college vision theme IV that includes the goal to "foster an awareness of the college as part of the community." To this end, I had several of my new and previously composed works performed over the last year at the Ruth B. Shannon Center for the Performing Arts at Whittier College, the Gerald R. Daniel Recital Hall at California State University Long Beach, the Aries Festival at Colorado State University, the Jacobs School of Music at Indiana University, St. Peters by the Sea Presbyterian Church in Palos Verdes, and Phillips Hall at Santa Ana College. These performances required numerous ancillary activities on my part to ensure success. To this end, I

- networked with musicians, conductors, promoters and publishers

- interacted with faculty at several Universities across the country
- was actively involved in promoting concerts
- organized and conducted rehearsals
- conducted at concerts
- became an expert in Finale and Logic software

This professional experience will add a new dimension to my teaching as I share with my students knowledge I have gleaned through score study, intensive practice with music production software, professional career promotion, and the actual music composition/performance process. I am keenly aware that the successes of our music students shine a vibrant light on our college and the high quality of its programs. Many of our students go on to pursue careers as composers, conductors, digital recording engineers, performers and teachers. It is my responsibility as their instructor to have, as the underpinnings of my teaching methodology, a substantial amount of real-life and continuing experience in the areas of music theory, digital recording and music composition. These experiences inform the nature of my interaction with students, interactions based on active modeling for effective paths to professional growth and promotion.

In fulfilling the commitments associated with my sabbatical, I gained much additional expertise and knowledge that will be especially useful in my teaching. Composing an orchestral concerto for full orchestra is a very intensive and amazingly time-consuming undertaking. For this piece alone, I created nearly 80 pages of full score and 29 separate eight to ten-page parts for the different instruments of the orchestra. I needed to study several contemporary compositions as models, including concertos by Ralph Vaughn Williams, John Adams, Aaron Copland, Michael Daugherty, Bradley Bodine, Eckhard Kopetzki, and Witold Lutoslawski. This expansion of my analytical knowledge base will be especially useful in teaching advanced music theory classes and composition (MUS 213, 214, 216, and 217). It will help me provide students with a perspective on the current state of serious music composition, elements of current musical aesthetics, and an appreciation for the stylistic diversity of living, working composers.

The curricular materials I developed for music theory (appendix G) will have an immediate impact on my teaching, as I plan to use them in the fall for my class, Basic Music Theory and Musicianship, MUS 111. As a set of carefully graded chapters, these materials will help provide an appropriate educational experience for music majors and also for students taking the class for their general education requirements. In the semester previous to my sabbatical, I met with members of the music theory department at California State University Fullerton to gain a better understanding of their requirements, as community college students must pass placement tests upon admission to four-year music programs. The chapters I developed were designed to provide students with a solid introduction to the entire two-year lower division music theory sequence so that they will have a better chance of success on placement tests upon transfer.

To fulfill all aspects of my sabbatical commitment, I needed to gain comprehensive mastery of the newest versions of Finale notation software and Logic digital editing software. These are very comprehensive, professional-level platforms used extensively in the music industry. I needed to complete tutorials, do extensive research and then assimilate the information so that I could apply software techniques in the creation of professional scores, recordings, and educational materials. The intensive experience of working with all the capabilities of these programs will be especially useful in my teaching in the Digital Music Production Certificate Program and throughout the Music Major curriculum. Students need to acquire extensive and practical knowledge in these areas if they are to be successful musicians in the field.

I feel extremely fortunate that the Rancho Santiago Community College District provided me with the profound experience of a sabbatical for independent research to achieve my goals. I believe my students will be the primary beneficiaries of my widened experience and I am eager to share my newly acquired skills and knowledge in the classroom.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Santiago Canyon College  
Academic Affairs

To: Board of Trustees	Date: December 8, 2014
Re: Acceptance of Professor Rosa Salazar de la Torre's Sabbatical Leave Report	
Action: Accept	

**BACKGROUND**

In fall 2014, Santiago Canyon College Professor Rosa Salazar de la Torre, Counselor, Continuing Education, returned from a fall 2013/spring 2014 Academic Study Sabbatical Leave.

**ANALYSIS**

The Sabbatical Leave Committee received and reviewed Professor Salazar de la Torre's Sabbatical Leave Report, which included log of hours and certified transcripts. After careful consideration, the Committee unanimously accepted and approved Professor Salazar de la Torre's Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board accept Professor Salazar de la Torre's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



# Santiago Canyon College

8045 East Chapman Ave. • Orange, CA 92869-4512 • (714) 628-4900 • Fax: (714) 628-4723 • www.sccollege.edu

## Orange Education Center

1465 N. Batavia Street • Orange, CA 92867-3504 • (714) 628-5900 • Fax: (714) 628-5909 • www.sccolledge.edu

*September 10, 2014*

*Araceli Mora, Vice President of Santiago Canyon College  
Sabbatical Leave Committee, Santiago Canyon College*

*Dear Sabbatical Committee,*

*I want to express my deep gratitude and thank everyone who had any part in the approval of my academic sabbatical for the fall 2013 and spring 2014 semesters. The learning challenge and dramatic change of routine enriched my passion for counseling students and improved my eyesight and overall health.*

*The purpose and intention of this sabbatical application was to enhance and broaden my knowledge and skills in the areas of personal counseling. I enrolled at the University of California, Los Angeles and completed the course work to petition for the certificate of counseling students with emotional and behavioral disorders. The review of pedagogy and exposure to curriculum related to emotional wellness in academia was enlivening.*

*At this time, for our Continuing Education students, I am preparing a newsletter that focuses on enhancing the student's mental and emotional well being, in preparation for the rigors of academia. This Newsletter will provide simple and concise guide on nutrition and lifestyle changes, which enhance learning and mental wellness. The newsletter will also include online links to benefit students and encourage lifelong learning and mental/emotional wellness.*

*In compliance with the requirements of the sabbatical leave process, I have attached transcripts from UCLA in the area of counseling students with emotional and behavioral disorders. The coursework selected proved fruitful and timely for the dynamic Santiago Canyon College, community college setting.*

*Both my teaching skills and counseling tools greatly benefited from this enriching sabbatical. Once more, thank you for supporting my educational sabbatical leave.*

---

PRESIDENT: John Weispenning, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES: Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado  
Jose Solorio • Nellida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR: Raúl Rodríguez, Ph.D.

4.6 (2)



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Fall 2013 UCLA

Spring 2014 UCLA

**College Counseling for International Student**  
4.5 units 245 Hours

**Supporting Positive Behavioral & Peer  
Relations for Students with Emotional  
Behavioral Disturbance**  
4.0 218 Hours

**Educating and Supporting Students  
w/Emotional Disturbance**  
4.0 units 218 Hours

**Academic Strategies and Response  
Intervention for Students w/Emotional  
Disturbance**  
4.0 units 218 Hours

---

*Warmest Regards,*

*Rosa Salazar de la Torre*

*Rosa Salazar de la Torre  
Continuing Education, Counseling Department Chair  
Santiago Canyon College*

# University of California Los Angeles

The Division of Continuing Education - UCLA Extension

Regarding: ROSA SALAZARDELATORRE  
Student ID: 1759222  
Last 4 SSN 9740

Page 1 of 1

Fred Churchill, Registrar

This officially sealed and signed transcript is printed on blue SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied a security statement containing the institution name will appear. A BLACK OR WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED!

ROSA M. SALAZARDELATORRE  
746 S EARLHAM ST  
ORANGE, CA 92869

Discipline	Course Number	Course Title	Begin	End	Grd	Earned	
						Units	CEU
EDUC	X 428.445	ACAD STRAT-RESPONSE-INTERVENTN STDNT-EBD	04/24/14	06/05/14	A	4.00	
EDUC	828.3	INTRO STUDY OF EDU&SUP STUDNTS W/EM DIST	03/31/14	06/09/14	-		0.50
EDUC	X 428.423	SUPP POSTV BEHVR&PEER RELTNS-STDNT W/EBD	02/10/14	03/24/14	A+	4.00	
EDUC	828.3	INTRO STUDY OF EDU&SUP STUDNTS W/EM DIST	01/06/14	03/24/14	-		0.50
EDUC	X 428.418	EDU&SUPORTING STDNTS W/EMO&BEHAV DISORDR	10/30/13	11/27/13	A-	4.00	
EDUC	X 414.98	COLLEGE COUNSELING FOR INT'L STUDENTS	09/23/13	11/25/13	B+	4.50	

\*\*\* \*End of Transcript as of 09/02/2014\*\*\*

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
 Santa Ana College  
 Academic Affairs

To: Board of Trustees	Date: December 8, 2014
Re: Acceptance of Professor Irene Soriano's Sabbatical Leave Report	
Action: Accept	

**BACKGROUND**

In fall 2014, Santa Ana College Professor of Art, Irene Soriano, returned from a spring 2014 Academic Study Sabbatical Leave.

**ANALYSIS**

The Sabbatical Leave Committee received and reviewed Professor Soriano's Sabbatical Leave Report, which included certified transcripts and a log of her activities to account for 432 hours of work. After careful consideration, the Committee unanimously accepted and approved Professor Soriano's Sabbatical Leave Report and materials.

**RECOMMENDATION**

It is recommended that the Board accept Professor Soriano's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Jim Kennedy, Vice President, Continuing Education	
Submitted by: Erlinda Martinez, Ed.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SABBATICAL LEAVE REPORT****SPRING SEMESTER 2014****ACADEMIC STUDY****BY: IRENE SORIANO, PH.D.****September 14, 2014**

**I wish to thank the Sabbatical Leave Committee representing the Board of Trustees for the extraordinary opportunity I had this past Spring 2014 to have the second semester of my sabbatical year expanding my perspectives in professional study by taking courses in the Humanities at El Paso Community College.**

**In keeping with my plan to register for the courses that were available to me as a non-degree student, I was able to enroll in Anthropology 2351 Introduction to Social/Cultural Anthropology, Philosophy 2321 Philosophy of Religion, and Psychology 2301 Introduction to Psychology for a sixteen-week semester. Each course was a 3 unit course meeting 2 hours and 40 minutes per week for a total of 8 hours per week. For each course I put in an average of 10 hours per week for a total of about 30 hours per week in concentrated study time reading the text, writing papers, studying for weekly exams, preparing for class presentations, thinking about the principal themes in my courses and doing research online with web sites on my subjects. The itinerary of my activities was recorded in my date book planner. Cumulative time spent in class and study time was 619 hours or about 39 hours per week in class and in preparation for class. (See log attached.)** - Available on request

**In my Anthropology course we used a textbook that covered 15 weeks of subjects that in Part One ranged from the Introduction to Anthropology to the history of the methods and theories of Cultural Anthropology. We examined what distinguishes**

anthropology from other fields that study human beings, how anthropologists study human diversity in time and space, and how anthropology is both scientific and humanistic. In Part Two we analyzed the meaning of culture and why we study it, what the relationship between culture and the individual is, and how culture changes, especially with globalization. In this part we emphasized how systems of human behavior and thought are learned through the process of enculturation by which a child learns his or her culture. The focus of culture is that it is learned, that it is symbolic, and that it is shared. Thus, the characteristics of culture are that human beings have the capacity to learn through the creation of ideas that carry symbolic meanings, and to transmit these ideas that carry their definitions of the world, their internal feelings and judgments in their interaction with others. The constant in culture is the ability of humans to adapt to changing circumstances. In this part especially beneficial was the discussion of applying anthropology to different areas of language and communication, ethnicity and race, political systems, gender, families, kinship, descent and marriage and finally the arts and religion. Part Three focused on the world system and colonialism, postcolonial studies of the interactions between European nations and the societies they colonized and above all the position today against imperialism. Discussed was the challenge today of globalization in a culture of consumption, popular culture, and economic interests that breaks down national boundaries in search of places to invest and from which to draw profit, leaving much of the world's diverse cultures in danger of eradication.

My Psychology course complemented my Anthropology course. Our textbook examined in detail human behavior and mental processes. Nature (heredity) versus nurture (environment) are the two major issues of psychologists. We studied the systems

of the human body from the nervous system to the endocrine system, in order to understand through the scientific method how human beings think, reason, speak, feel, remember, and act. Regarding conscious and unconscious determinants of behavior, observable behavior as well as internal mental processes, free will and determinism, and individual differences and universal principles the various perspectives of psychology today were presented. These were approaches from: 1) neuroscience that views behavior from the perspective of the brain, the nervous system, and other biological functions, 2) the cognitive perspective that focuses on how people think, understand, and reason about the world internally and then project their behavior based upon that comprehension, 3) the psychodynamic perspective that argues that behavior is motivated by inner forces and conflicts about which we have little awareness or control, 4) the behavioral perspective that focuses on observable behavior that can be measured objectively, and 5) the humanistic perspective that suggests that all individuals naturally strive to grow, develop, and be in control of their lives and behavior, and emphasizes the potential that human beings have based upon their free will.

My Philosophy of Religion course introduced me to the philosophical analysis of the nature of religion and religious experience with an emphasis on such themes as rationality and religious belief, the existence and attributes of God, and the problem of evil. While the course allowed us to become acquainted with the views of various philosophers that explored the central concepts of religion and faith, it afforded us a deeper understanding of human culture. Through the text and assigned outside readings, class was a combination of lecture, class discussion, and presentations regarding religious experience, concepts, claims and questions. We were required to look at religion not just descriptively, but in an analytical and evaluative manner based upon

**the history of philosophers who have presented an analysis of ideas generated by monotheism, polytheism, and atheism. The course raised the most important questions of life. Does life have a meaning? What makes life meaningful? What is of value? What is our psychological, spiritual, and moral place in the cosmos? Are we alone in the cosmos? What is our relationship with other human beings and other living things? If God exists, what is God like? Can human language characterize God? Although these questions arise within religious experience or discussions about religious experience, these questions interact with other divisions of human knowledge, such as art. This course offered emotional and intellectual activity and growth. All persons in the class were expected to participate by asking questions, criticizing arguments, proposing ideas and giving presentations on the various arguments of world religions. My specific research was part of a group project that focused on the religion of Humanism today. Since my Ph.D. study in the history of art specialized in the Renaissance, I was very interested in this area and had the opportunity of going back in history to track the philosophers of Humanism.**

**All three courses served me immeasurably as a “refresher” for my area of teaching in Art History. The work of art is made by humans with a specific purpose but with multiple meanings and various contexts. The Art Historian scholars who have developed writings in Iconography, Iconology, Semiology, Deconstruction, Psychoanalysis, Feminism, Marxism, and Formalism I had studied previously took on deeper significance in my understanding the meaning of art. Diversity, Perspective, and Spirituality are the three concepts that I look back to during my study this past Spring semester and that propel me to the future in my teaching at Santa Ana College. I will remember this sabbatical with gratitude.**

SSN: \*\*\*\*\*4610

Student No: 80033349

Date of Birth: 25-SEP-1944

Date Issued: 23-MAY-2014  
OFFL

Page: 1

Record of: Irene Soriano  
Issued To: Santa Ana College  
ATTN Linda Rose ED D  
Vice President of Academic Aff  
1530 W 17th St  
Santa Ana, CA 92706

Course Level: Credit

Current Program  
Major - Undeclared-Non Degree Seeking

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Spring 2012			
ARCH 1302	ARCHITECTURAL HISTORY II	3.00 A	12.00
ARTS 1316	BASIC DRAWING I (C)	3.00 A	12.00
ARTS 2316	PAINTING I (C)	3.00 A	12.00
Ehrs: 9.00	GPA-Hrs: 9.00	QPts: 36.00	GPA: 4.00

Good Standing

Spring 2014			
ANTH 2351	INTRO SOCIAL\CULTURAL ANTH	3.00 A	12.00
PHIL 2321	PHILOSOPHY OF RELIGION	3.00 A	12.00
PSYC 2301	INTRODUCTION PSYCHOLOGY (C)	3.00 A	12.00
Ehrs: 9.00	GPA-Hrs: 9.00	QPts: 36.00	GPA: 4.00

Good Standing

***** TRANSCRIPT TOTALS *****				
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	18.00	18.00	72.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	18.00	18.00	72.00	4.00

Core Curriculum:  
COR ARTS 1316 A Spring 2012  
COR PSYC 2301 A Spring 2014  
CORE CURRICULUM NOT COMPLETE  
\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

4.7(6)





**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
 Santa Ana College  
 Academic Affairs

To: Board of Trustees	Date: December 8, 2014
Re: Acceptance of Professor Patricia Waterman's Sabbatical Leave Report	
Action: Accept	

**BACKGROUND**

In fall 2014, Santa Ana College Professor of 3D Animation and Modeling, Patricia Waterman, returned from a fall 2013/spring 2014 Professional Growth Sabbatical Leave.

**ANALYSIS**

The Sabbatical Leave Committee received and reviewed Waterman's Sabbatical Leave Report, which was submitted in an electronic format (copy attached). After careful consideration, the Committee unanimously accepted and approved Professor Waterman's Sabbatical Leave Report.

**RECOMMENDATION**

It is recommended that the Board accept Professor Waterman's Sabbatical Leave Report.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Jim Kennedy, Vice President, Continuing Education	
Submitted by: Erlinda Martinez, Ed.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# Patricia Waterman's Sabbatical Report 2014

on "3D Modeling & Animation Production"

## Sabbatical Overview

In 2013, Santa Ana College granted me eight months off from my teaching responsibilities so that I could immerse myself, full-time, in the creation of art for interactive media, entertainment and advertising.

The purpose of this website is to post my assessment of the best software and methods for 3D art production. I will also use this site to showcase the test projects I am working on as I evaluate various processes.

My real-world experience in commercial art, advertising and games provided me with a wealth of knowledge, which I utilize as a professor of art for the 3D Modeling and Animation Certificate Program. This foundation enabled me to build a leading digital 3D art and animation program at Santa Ana College. Due to the myriad of responsibilities required of a tenured professor, I have found less and less time over the years to practice my craft commercially, as I once did. Keeping abreast of the newest technology in 3D software is paramount to my field. I knew a sabbatical could be a tremendous opportunity to the dedication of simply learning and practicing new software. Upon return to my position as professor, I would immediately incorporate my findings into the current curriculum, thus benefiting the next wave of students through my program.

So in the fall of 2013, I optimistically forged ahead in becoming familiar with all of the new technology. My professional advisors helped to narrow the scope. I also discovered the need to dedicate additional time to understanding various aspects of certain software programs or other technological advancements. There were other questions that caused concern, ranging from the types of jobs that are outsourced, to what specialists' jobs will soon be obsolete due to various job tasks, now automated with software invention. Despite all of the additions in my research, I did manage to select the areas of up-most significance to my goal and committed myself to long hours of study.

With each step in the art pipeline, I was to explore several software tools known to make tasks easier and better. Hence, I thoroughly reviewed each, then chose a single tool to focus upon. Most software packages required weeks to learn well. Some proved too advanced for my entry-level certifi-

cate program at Santa Ana College because the learning curve was too steep and/or did not prove to be a fundamental requirement for entry-level jobs (which is the focus of my certificate program). Other tools were useful, but were no more advantageous than those already used in my classroom. Some explorations exposed issues I had not anticipated. For example, the real-time game engine would not accept my global illumination Mental Ray textures, so I spent extra time swapping them out. Admittedly, there was time wasted attempting tutorials that just did not work! This all too common occurrence led me to spring for more reliable paid online tutorial sites. Another consideration I had was the cost of the software to the college. If expensive, there was likely no point in learning that particular software, as the college may not grant the necessary funds. Also of concern was the size of the company who created the software. Even if the software proved to be amazing, a larger competitor could easily squash a small company with a strikingly similar software package, rendering the first obsolete. After forging through the seemingly endless sea of valid information and misleading marketing propaganda, I did manage to clarify, what I believe, to be the best selection to incorporate into my document, "Trends in the Digital 3D Art Production Pipeline". I also made some predictions as to the trends for the coming years in digital 3D art production.

*Next > Trends in the Digital 3D Art Production Pipeline*

This entry was posted in Uncategorized on September 26, 2014 [<http://watermanp.wordpress.com/2014/09/26/327/>].

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The Twenty Twelve Theme. Blog at WordPress.com.

3

4.8 (3)

Follow

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

<b>To: Board of Trustees</b>	<b>Date: December 8, 2014</b>
<b>Re: Approval of Renewal Agreement with Santa Ana Beauty Academy to operate the Santiago Canyon College Cosmetology Program.</b>	
<b>Action: Request for Approval</b>	

**BACKGROUND**

Santiago Canyon College (SCC) reinstated its cosmetology program in March 2014, and seeks to renew its contract with Santa Ana Beauty Academy (SABA) to continue administering the program. SCC in partnership with SABA offers Cosmetology, Esthetician, and now Barbering programs to Career Technical Education students. SABA is approved by the California Bureau for Private Postsecondary Education and nationally accredited by the National Accrediting Commission of Career Arts & Sciences. The cosmetology program will prepare students for careers as licensed Cosmetologist, Esthetician, or Barber. This program may lead to a California State License in Cosmetology, Esthetician or Barbering.

**ANALYSIS**

The Rancho Santiago Community College District-Santiago Canyon College will receive apportionment for students enrolled in this program. The District will contract with SABA to provide the facility and instructional services. SABA will be compensated based on a revenue sharing formula of actual positive attendance hours generated on a per student basis. During this contract period, SCC will pay SABA \$4.35 per hour of instruction, not-to-exceed 11,500 hours between January 1, 2015-June 30, 2015. Billings will be managed on a monthly basis.

**RECOMMENDATION**

It is recommended that the Board approve the Santa Ana Beauty Academy renewal contract to allow Santiago Canyon College to continue offering the Cosmetology, Esthetician, and Barbering program.

<b>Board Date: December 8, 2014</b>
<b>Fiscal Impact: A positive fiscal impact of revenues to the college is contingent upon student enrollments. RSCCD-SCC shall pay the above listed "Contractor" known as Santa Ana Beauty Academy (SABA) an amount not-to-exceed \$50,025 between January 1, 2015-June 30, 2015.</b>
<b>Prepared by: Aracely Mora, Ed.D, Vice President, Academic Affairs  Carolyn Breeden, Ed.D., Interim Dean, Business &amp; Career Technical Education  Kari Irwin, Director, Business &amp; Career Technical Education</b>
<b>Submitted by: John Weispfenning, Ph.D., President</b>
<b>Recommended by: Raúl Rodríguez, Ph.D, Chancellor</b>

**SANTA ANA BEAUTY ACADEMY**  
and  
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**VOCATIONAL COSMETOLOGY EDUCATION AGREEMENT 2014-15**

This Agreement is made and entered into this 9 day of December, 2014, by and between the Rancho Santiago Community College District – Santiago Canyon College (hereinafter referred to as “District”) and Santa Ana Beauty Academy (hereinafter referred to as “Contractor”) located at 2231 N. Tustin Avenue, Santa Ana, CA 92705.

**WITNESSETH**

**WHEREAS**, the District, through Santiago Canyon College, intends to provide a vocational education program for the benefit of eligible students of the District, under the State Plan for Vocational Education and the Federal Vocational and Technical Education Act of 1998, through this agreement with the Contractor in order to prepare such students for the vocations of licensed cosmetologist, and/or licensed Cosmetologist/Esthetician/Barber and it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology, or Cosmetologist /Esthetician/Barber for such students; and

**WHEREAS**, the Board of Trustees for Rancho Santiago Community College District has approved the contracting out of the cosmetology program pursuant to Education Code 78015; and

**WHEREAS**, the District has an obligation under Sections 55607, 55620, and 55630 of Title 5 to report on vocational education contracts with Private Postsecondary institutions to the State Chancellor’s Office; and

**WHEREAS**, the District also intends to limit the hours of instruction to a maximum of 11,500 student positive attendance hours, the enrollment pattern may consist of full-time students (a maximum of 8 hours per day, forty hours per week) or part-time students attending less than 8 hours per day, but shall not exceed 11,500 total student attendance hours for the Agreement. The total number of students enrolled shall not exceed a number at which the District funded program may operate effectively; and

**WHEREAS**, Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a current institutional approval issued by the Bureau for Private Post-secondary Education as required under California Education Code section 94893 and 94894 and Title 5 of the California Code of Regulations Code section 71660.

**WHEREAS**, Contractor represents that each instructor of the Contractor in this program possesses a certificate of authorization for service in a California Private Postsecondary

Educational Institution pursuant to California Education Code Article 3, Division 10, Part 59, Chapter 8 (94948) "Licensure" includes any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field; and a valid license to teach issued by the State Board of Barbering and Cosmetology; and valid minimum qualifications for faculty to teach in cosmetology as stated and required by Administrative Regulations Title 5, Section 55530(e) and approved by the Rancho Santiago Community College Board of Trustees.

**WHEREAS**, Contractor represents that its financial resources are adequate to insure operation for the duration of the student training period and the Contractor operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, color, religion, ancestry, national origin, age, citizenship, medical condition, physical handicap or marital status; and

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

**WHEREAS**, Contractor represents that it maintains current, accurate records of both student attendance based on time cards and progress. The Contractor consents to inspection of these records by authorized representatives of the District, California Community College Board of Governors, other regulatory and administrative agencies and the California Board of Barbering and Cosmetology; and

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

**WHEREAS**, the District intends to provide, for the benefit of selected, eligible students of the District, a vocational education program under the State Plan for Vocational Education through this agreement with the Contractor, in order to prepare such students for the vocation of Cosmetology/Esthetician/Barber, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology/Esthetician/Barbering for such students; and,

**WHEREAS**, the Contractor operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology/Esthetician/Barbering;

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

1. All of the above recitals are true and correct.
2. The Contractor shall comply with all provisions of The California Education Code and Title 5 of the California Code of Administrative Regulations applicable to said Contractor's school to which the District's students are to be assigned, including, but not limited to the holding by Contractor of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
  - a. The Contractor shall submit to the District evidence of compliance with this certificate and license requirement prior to the assignment by the District of any of its students to the Contractor's school; and
  - b. The Contractor shall continue to operate such a school during the term of this Contract.
  - c. The Contractor's school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The Contractor shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.
4. The Contractor shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The Contractor shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance.
6. The Contractor shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964 and ADA (the Americans With Disabilities Act), and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance. Contractor agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person and shall provide reasonable accommodations.
7. 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.

8. The District and the Contractor shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.

9. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.

10. The Contractor shall provide for sixteen hundred (1600) hours of approved instruction and training per student in Cosmetology, fifteen hundred (1500) hours of approved Barbering instruction per student, or six hundred (600) hours of approved Esthetician instruction per student constitutes the State prescribed educational program to be completed prior to the Board Examination and License of students. For each District student, Contractor shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the District authorized to attend the Contractor's school located at 2231 N. Tustin Avenue, Santa Ana, CA 92705 as established elsewhere in this contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the District shall be limited by the period of time between the enrollment date of the student and the final termination date of this contract and the limitations on hours of instruction as established elsewhere in this Contract.

- a. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, fifteen hundred (1500) hours per student in Barbering, or six hundred (600) hours per student in Esthetician instruction as detailed above for the respective fields shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate and/or a license in those fields.
- b. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, fifteen hundred (1500) hours per student in Barbering, or six hundred (600) hours per student in Esthetician shall be given in a proportionate manner over a period of three college semesters or two college semester and a summer session from the date of enrollment for a full-time forty (40) hours per week student. A student who attends part-time may complete the program in any other combination until a total of 1600 hours in cosmetology, 1500 hours in barbering, or 600 hours in esthetician has been completed. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of 20-24 hours and a maximum of 40 hours in any calendar week. Instruction time shall be provided by the Contractor for all



students who wish such instruction during the school holidays (excluding legal holidays), winter recess and summer vacation provided such instructional time does not exceed the total hours stipulated within this Agreement.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the District, it being understood that the District, acting through its representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, fifteen hundred (1500) hours per student in Barbering, or six hundred (600) hours per student in Esthetician shall be given under the direct supervision of California licensed cosmetology instructors holding valid California teaching credentials authorizing services in the area of cosmetology in career technical education programs in a community college or possessing equivalent qualifications as established by the District, proof of minimum qualifications to be maintained by the District, and all District students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services or Instructional Service Agreement" (provided separately).
- e. Should it become necessary for one or more District student(s) to transfer to the Contractor from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, career technical education schools for instruction and training in cosmetology, the Contractor agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the District who completes sixteen hundred (1600) hours of approved instruction and training in Cosmetology, fifteen hundred (1500) hours of approved Barbering instruction, or six hundred (600) hours of approved Esthetician instruction, and has not had the minimum instruction and training required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the Contractor such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the District.
- g. The Contractor shall participate in a program review and validation conducted by the District and at the discretion of the District. Said program review shall include, but is not limited to, advisory committee minutes, student completion

statistics, student surveys, student evaluations, a review of Contractor's curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, record keeping process and practices, governance, and Contractor-District relationship. In the event a program review is requested, Contractor shall be given at least sixty (60) days written notice. Contractor shall complete a self-appraisal in the format supplied by District and submit said self-appraisal to District thirty (30) days prior to a site visitation by District representatives.

11. The Contractor shall provide, without additional charges to the District or the District's students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the District without cost to students in this or other career technical education offerings of said District; and may require students covered by this Contract to purchase such offerings of said types and/or kinds of instructional materials as the District ordinarily requires students in this or other vocational offerings of said District to furnish without cost to said District; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools and/or equipment and uniforms. All material and equipment supplied by the Contractor shall remain the property of the Contractor and shall not be removed from the Contractor's premises without the permission of the Contractor.

12. The District shall pay to the Contractor \$4.35 for each hour of approved positive attendance by authorized students of the District covered by this Contract, pursuant to the terms and conditions noted hereinafter.

- a. District payments shall be made upon completion of modules and mutually agreed upon by both District and Contractor. Payment shall be based upon a certification of the hours of such attendance during the previous calendar months at the Contractor's place of instruction and training; it being agreed that each certification shall be on forms supplied by the District, and shall be based upon daily attendance records maintained by the Contractor, and subject to review and/or audit by an authorized representative of the District.
- b. The Contractor shall submit and certify monthly positive attendance statements, rosters, and billings to Santiago Canyon College, 8045, E. Chapman Avenue, Orange CA 92869 Attention: Dean, Business & Career Technical Education or designee, within three business days preceding the previous months positive attendance. All positive attendance hours shall be submitted on District forms. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees, students college identification, social security number, date of birth, and number of actual hours of instruction given. It is the responsibility of Contractor to ensure that delivery is made to the appropriate office.
- c. Records of enrollee attendance shall be maintained by the Contractor for a period of five (5) years and shall be available for review by the District, its staff, its

auditor, the Office of Private Post Secondary Education, and the staff of the Vocational Education Unit of the California Community Colleges – Chancellor's Office.

- d. The Contractor shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and/or training for any one student.
  - e. In the event a District student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the District shall be responsible to the Contractor for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
  - f. In the event that the District determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the District, or the tuition the Contractor charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the Contractor agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
  - g. Contractor states that 40% of the above hourly rate represents actual costs of instructors, including all salary related benefits, 20% of the above hourly rate represents rental of equipment, and 40% of the above hourly rate represents rental of facilities.
  - h. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.
  - i. Contractor shall submit with their monthly statement a copy of any site visitation reports made by the State Board of Cosmetology.
13. Except as noted in this Contract, the Contractor shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
14. The Contractor agrees to accept new students during each enrollment period established by the District.
15. The District shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any District student is in

attendance in the Contractor's school, such student will be subject to the Contractor's rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a District student shall be taken only by the District after consultation with the Contractor.

16. The Contractor will provide those administrative functions essential for the operation of his/her facility at his/her own expense.

17. The Contractor and the District shall ensure that ancillary and support services as relating to counseling, guidance and placement are provided for the students.

18. The Contractor shall maintain accurate records of attendance, financial aid and progress for each student and evaluations of each student at the request of the District, and shall submit to the District such information from such records as is requested by the authorized representative(s) of the District; it being understood that such submittals may be upon a regular schedule and /or upon special requests and it being further understood that there shall be no release of information from such records to any party other than such representative(s). Contractor shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the District.

19. The District shall be financially committed to the cosmetology program only for the amount of monies adopted by the Rancho Santiago Community College District Board of Trustees for this program during the 2015 calendar year starting on January 1, 2015 and expires on June 30, 2015. In the event that monies are exhausted, the Contractor's school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the District or the student.

20. The Contractor shall permit inspections by authorized representatives of the District, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the Contractor's school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, is required, audit school records; interview students and others; and/or evaluate physical plant, instructional aide equipment, and classes in session.

21. Contractor will obtain and maintain all workers' compensation insurance required by law for employees in the operation of this program.

22. Contractor provides, when required by law and at the Contractor's own expense workers' compensation insurance coverage for any student.

23. The Contractor shall indemnify and hold harmless the District and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and

liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by Contractor.

- a. In satisfaction of this requirement, the Contractor, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the Contractor's expense, a policy of general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence for personal injury or death, and not less than twenty-five thousand dollars (\$25,000) for property damage.
  - i. Said policy shall be obtained from a reliable insurance carrier authorized to do such general liability and property damage insurance business in the State of California.
  - ii. Said policy shall expressly name District, its entities, officers, agents, and employees, the Board of Governors of the California Community Colleges and the State of California and their agents, employees, and officers as additional insured.
  - iii. Said policy shall provide that the District shall be given not less than ten (10) days written notice of any cancellation, modification, or reduction of policy coverage.
  - iv. Contractor shall provide to the District a certificate of insurance covering the contract period and stating the required coverage.
  - v. A copy of said policy shall be furnished at all times to the District; and said copy shall be kept up to date by the Contractor.
- b. In satisfaction of this requirement, the Contractor shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by the Contractor.
- c. Such insurance afforded by this policy for the District, the Board of Governors of the California Community Colleges, the State of California, and their officers, agents, and employees shall be primary and any insurance carried by the District, the Board of Governors of the California Community Colleges, the State of California and their officers, agents, and employees shall be excess and non-contributory.

24. The Contractor shall not use, without prior written approval of the District, the name "Rancho Santiago Community College District" or "Santiago Canyon College" or any of said

District's administrative units, singly or in combination, in any printing or posted materials referring to the Contractor's school and/or the course of instruction.

25. This Contract shall automatically terminate July 1, 2015, it being agreed that either party to this Contract may terminate the Contract at the end of any enrollment term by giving thirty (30) days prior written notice to the other party; and it being agreed that at the time of termination of this Contract neither party shall have any obligation to the other party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination. The Contractor shall notify the District of any change in facility location during the period of this Agreement. Facilities must be within the geographical boundaries of the District. The District reserves the right to terminate this Agreement due to a facility change which the District determines to be inadequate for instructional purposes or is outside the district boundaries.

26. The District and the Contractor reserve the right to terminate this Agreement by giving thirty (30) days prior written notice. In addition, the District may terminate this Agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice. Should a termination notice be provided, no new students will be accepted after the notice has been served on the other party.

27. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the parties hereto.

28. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the District or upon the Contractor, or when sent certified mail, return receipt requested and deposited in the mails of Orange County in a sealed envelope with postage thereon prepaid from one party to the other addressed as follows:

To District:                    Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706-1640  
Attn: Vice Chancellor for Business Operations/Fiscal Services

To Contractor:                Santa Ana Beauty Academy  
2231 N. Tustin Avenue  
Santa Ana, CA 92705  
Attn: Owner – Phuong-Dung (Tammy) Nguyen  
Tax Identification Number: 26-3764483

29. Contractor shall provide all students who complete the program and pass the State Board of Cosmetology examinations with job placement services. Such placement records shall be kept and recorded to the District annually.

30. Should the District exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current semester or summer school session at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees to be paid directly to the Contractor by the student.

31. The Contractor shall be in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments to the Higher Education Act of 1972 as amended, Section 04 of the Rehabilitation Act of 1973 as amended, U.S. Presidential Executive Order 11246, and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, Title IV, Federal Student Financial Aid Regulations and all applicable local, state, and federal health and safety regulations.

32. This Contract shall be valid and effective upon the approval of the Chancellor of the California Community Colleges.

**In Witness Hereof**, the Parties hereto have executed this Contract as of the day and year first written above.

**SANTA ANA BEAUTY ACADEMY**

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

**By:** \_\_\_\_\_  
**Phuong-Dung (Tammy) Nguyen**

  
**By:** \_\_\_\_\_  
**Peter J. Hardash**

**Title: Owner/Director** \_\_\_\_\_

**Title: Vice Chancellor, Business  
Operations/Fiscal Services** \_\_\_\_\_

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College – Student Services Division

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Consulting Agreement with Cynosure New Media, Inc.	
Action: Approval	

**BACKGROUND**

The Student Success Act of 2012 and subsequent actions by the California Community College System's Board of Governors requires colleges to evaluate the academic progress of, and provide support services to, at-risk students. As part of this evaluation, colleges must track academic progress and refer students experiencing academic difficulty to specialized services. One such follow-up service is to provide intervention services to students on academic or progress probation, or who are facing dismissal. As a result, Santiago Canyon College is developing an on-line probation workshop. The development will take up to four months and we anticipate having a fully operational system during that window. The on-line probation workshop will be supported by on-site college staff who will continue to provide small group probation workshops to continuing students.

**ANALYSIS**

Adding an on-line probation workshop to Santiago Canyon College's current site-based probation intervention program will significantly expand student access to a self-paced, customized probation workshop to the college which will help students ameliorate many of the common missteps that impede student success and degree completion. It will help to ensure compliance with the Student Success Act and supports accreditation standards that require comparable and equitable online services. Student Success and Support Program categorical dollars will fund the entire cost of the on-line probation workshop.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the consulting agreement with Cynosure New Media, Inc., effective January 5, 2015, through May 5, 2015, to allow for the phased in development of the system.

Fiscal Impact: \$24,750	Board Date: December 8, 2014
Prepared by: Ruth Babeshoff, Dean ,Counseling & Student Support Services John C. Hernandez, Ph.D., Vice President of Student Services	
Submitted by: John Weispenning, Ph.D., President, Santiago Canyon College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	





## CONSULTING AGREEMENT

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Rancho Santiago Community College District, located at 2323 N. Broadway, Santa Ana, CA 92706 and Santiago Canyon College, located at 8045 Chapman Avenue, Orange, CA 92869-4512, hereinafter called "client" and Cynosure New Media, Inc., hereinafter called "consultant", presently doing business at 9974 Scripps Ranch Blvd, Suite 357, San Diego, CA 92131.

WHEREAS the consultant represents he/she is specially trained, experienced, and competent to provide such special services and to give the advice called for by this Agreement, it is mutually agreed by the parties hereto as follows:

- Article 1: Employment of the Consultant. Client hereby contracts with Consultant to perform professional services and advice as set forth in the attached proposal and incorporated herein by reference, to the satisfaction of the Client.
- Article 2: Term of the Agreement. The Consultant shall provide the services called for under this agreement during a period commencing on the date of contract execution and continuing for a period of 4 months. It is expressly understood by Consultant that time is of the essence of this agreement and the Client may terminate this agreement in the event of unexcused delay in Consultant's performance hereunder.
- Article 3: Consultant's Fee. Client will pay Consultant for the performance of all services rendered pursuant to and during the term of this agreement the sum of \$ **\$24,750.00**. These fees shall include normal operating and office expenses or costs associated with completion of the work to be done as detailed in the attachment, **Exhibit A - Statement of Work and Costing Details**.
- Article 4: Payments. Payment of Consultant's fee shall be made based on Net 30-day terms and according to the milestone schedule referenced in the attached proposal. It is Consultant agrees and acknowledges that it is Consultant's sole responsibility to report as income all compensation received from Client, and to make the requisite tax filings and payments to the appropriate federal, state, and local tax authorities.
- Article 5: Change in Project Scope. Should the project scope change substantially, Consultant reserves the right to revise the specifications and prices to reflect the changes in the project deliverables. Any such changes shall be evidenced by a signed Change Order, which will adjust the Contract Value of this project.
- Article 6: Sales Taxes. Client agrees to be responsible for any and all sales and uses taxes applicable to this project, unless Client provides Consultant with a resale certificate. Should Consultant invoice Client without applicable sales tax and it later be determined (through sales tax audit or otherwise) that sales tax was due, Client agrees to accept liability for all such taxes, and should Consultant make such payments to the taxing authorities, Client will reimburse Consultant for those payments within 10 days of receipt of an invoice from Consultant for such taxes (including copies of appropriate documentation supporting such invoice).



- Article 7: Worker's Compensation Insurance. Consultant agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a bona fide employee of Consultant participating under this agreement files a claim under the provisions of the California Workers' Compensation Act against Client, Consultant agrees to defend and indemnify Client from such claim.
- Article 8: Insurance. Consultant agrees to carry comprehensive general and automobile liability insurance with limits of two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage in a form mutually acceptable to both parties to protect Consultant and Client against liability or claims of liability that may arise out of this agreement. Consultant agrees to provide Client with certificates of insurance upon request.
- Article 9: Audit and Inspection of Records. At any time during the normal business hours and as often as Client may deem necessary, and upon reasonable notice, Consultant shall make available to Client for examination at the Client's place of business all data, records, investigative reports, and all other materials respecting matters covered by this agreement. Consultant will permit Client to audit and to make audits of all invoices, materials, payrolls, records of personnel, and other data related to all matters covered by this Agreement.
- Article 10: Confidentiality and Use of Information.
- a) Consultant shall hold in trust for the Client, and shall not disclose to any person, any confidential information. Confidential information which is related to the Client's research, development, trade secrets, and business affairs, but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
  - b) Consultant shall advise Client of any and all materials used, or recommended for use, by Consultant to achieve the project goals that are subject to any copyright restrictions or requirements. In the event Consultant shall fail to so advise Client, and as a result of the use of any programs or materials developed by the Consultant under this agreement, Client should be found in violation of any copyright restrictions or requirements, Consultant agrees to indemnify and defend Client against any action or claim brought by the copyright holder.
- Article 11: Administration of Agreement. This agreement shall be administered on behalf of the parties hereto, and any notice desired or required to be sent to a party hereunder shall be addressed as follows:
- FOR THE CLIENT**
- 1) Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana, CA 92706
  - 2) Santiago Canyon College, 8045 East Chapman Avenue Orange, CA 92869



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**FOR THE CONSULTANT**

Cynosure New Media, Inc.

Attn: Paul L. Zimmerman

9974 Scripps Ranch Blvd, #357

San Diego, CA 92131

Article 12: **Notice.** All notices or demands to be given under this agreement by either party to the other shall be in writing and given by (a) personal service, or by (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage paid. Service shall be considered given when received if personally served, or if mailed, on the fifth day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this agreement, the addresses of the parties are set forth as above.

Article 13: **Ownership of Work Product.** All products of work performed pursuant to this agreement, including but not limited to, notes, tables, graphs, reports, files, compiled computer programs, **excluding source code**, will be the sole property of Client. **Consultant retains ownership of the source code and as such the right to repurpose, re-use, or make derivative works of the work product as it sees fit.**

Article 14: **Termination for Cause.** Client may terminate this agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) a material violation of this agreement by Consultant, (b) any act by Consultant exposing Client to liability to others for personal injury or property damage, (c) if Consultant is adjudged bankrupt, Consultant makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Consultant's insolvency. Written notice by Client of termination for cause shall contain the reasons for such intention to terminate and unless within five (5) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this agreement shall upon the expiration of five (5) days cease and terminate.

In the event of such termination, Consultant shall be paid the reasonable value of satisfactory services rendered up to the date of receipt of the notice of termination, less any payments theretofore made, as determined by Client.

At the time of such termination, all finished or unfinished documents, data, studies, drafts, surveys, drawings, maps, reports, and other materials prepared by Consultant shall, at the option of the Client, become property of the Client, excluding source code as described above.

Article 15: **Termination for Convenience.** Either party may terminate this agreement at any time and for any reason by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days prior to the effective date.

If the agreement is terminated as provided in this Section, Consultant shall be entitled to receive compensation for any satisfactory work completed up to the receipt by Consultant of notice of termination, less any payment theretofore made, and for satisfactory work completed between the receipt of notice of termination and the effective date of termination pursuant to a specific request by Client for the performance of such work.

Article 16: **Status of Consultant.** It is agreed that Client is interested only in the results obtained from service hereunder and that Consultant shall perform as an independent contractor with sole control of the manner and means of performing the services required under this agreement. Consultant shall complete this agreement according to its own methods of work that shall be in the exclusive charge and control of Consultant and which shall not be subject to control of supervision by the Client, except as to the results of the work. Consultant is, for all purposes arising out of this agreement, an independent contractor, and neither Consultant nor its employees shall be deemed an employee of the Client for any purpose. It is expressly understood and agreed that Consultant and its employees shall in no event be entitled to any Client benefits to which Client employees are entitled, including, but no limited to overtime, retirement benefits, insurance, vacation, worker's compensation, sick or injury leave or other benefits.

Article 17: **Hold Harmless.** Client shall not be liable for, and Consultant shall defend and indemnify Client and its officers, agents, employees and volunteers (collectively "Client Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind of character, including attorney' fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this agreement arising either directly or indirectly from any act, error, omission or negligence of Consultant or its officers, employees, agents, contractors, licensees or servants, including , without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of Client Parties. Consultant shall have no obligation, however, to defend or indemnify Client Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of Client Parties.

Article 18: **Conflict of Interest.** Consultant discloses no other compensation, actual or potential, received in any form from a party other than the Client as a result of performance of this contract by Consultant.

If Consultant becomes aware of the potential for such compensation subsequent to the execution of this contract, Consultant shall disclose such compensation within three working days of becoming aware of the potential for such compensation. Prior to or concurrent with

making any recommendation of any products or service for purchase by the Client, Consultant shall disclose any financial interest that Consultant may have in any manufacturer or provider of the recommended products or services. The term "financial interest" includes, but is not limited to, employment (current or prospective) or ownership interest of any kind and degree.

- Article 19: **Assignment.** No portion of this agreement or any of the work to be performed hereunder may be assigned by Consultant without the express written consent of Client and without such consent all services hereunder are to be performed by Consultant, its officers, agents and employees.
- Article 20: **Compliance with Applicable Laws.** Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in activities covered by this agreement or arising out of the performance of such activities.
- Article 21: **Permits/License.** Consultant and all of Consultant's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.
- Article 22: **Non-Waiver.** The failure of Client or Consultant to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this agreement, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- Article 23: **Severability.** If any term, condition, or provision of this agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired, or invalidated in any way.
- Article 24: **Entire Agreement/Amendment.** This agreement and any exhibits attached hereto constitute the entire agreement between the parties and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by written amendment executed by both parties to the agreement.
- Article 25: **Governing Law/Venue.** The laws of the State of California shall govern the terms and conditions of this agreement. Any action or proceeding brought by any party against any other party arising out of or related to this agreement shall be brought exclusively in San Diego County.
- Article 26: **Attorney's Fees.** If either party commences any legal action or proceeding to enforce, interpret, or construe this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees and court costs, as determined by the court. "Legal action or proceeding" includes a declaratory relief action and any bankruptcy or insolvency proceedings.



Article 27: Alterations or Variance. No alterations to this agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date hereinabove first written.

**Santiago Canyon College**

8045 E. Chapman Ave  
Orange, CA 92869-4512

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

Name: John Welsperfer, Ph.D

Title: President, Santiago Canyon College

Date: Nov. 14, 2014

**Rancho Santiago Community College District**

2323 N. Broadway  
Santa Ana, CA 92706

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

Name: Peter J. Hardash

Title: Vice Chancellor  
Business/Fiscal Services

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

**Cynosure New Media, Inc.**

9974 Scripps Ranch Blvd, #357  
San Diego, CA 92131

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

Name: Paul L. Zimmerman

Title: President, Cynosure New Media, Inc.

Date: November 6, 2014



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## INTRODUCTION

Cynosure New Media proposes to develop an online workshop that explains the district policies and processes imposed to place a student on academic probation and how these policies are intended to improve academic success.

In addition, the workshop will explain how students return to academic good standing.

## PRODUCT DESCRIPTION

The online probation workshop is divided between two (2) separate online programs: the Probation Overview and College Success Tutorials.

The Probation Overview is a customized presentation to provide instruction, tips, and techniques in important areas of academic success that will allow students to return to and stay in good academic standing. The content is customized to address the unique policies and procedures of SCC and the District.

Probation Overview topics include:

1. What Is Probation?
2. How Did I End Up On Probation?
3. What's GPA Got To Do With It?
4. What Services Exist To Help Me?
5. What Can I Do To Help Myself?

The College Success Tutorials represent five (5) online presentations that cover the critical skills needed to help build long lasting academic success. These modules are developed separately from the Probation Overview content so that: 1) non-probationary students can access and make use of these tutorials; and 2) the content of these tutorials is generic and not subject to customization.

College Success Tutorial topics include:

- Active Listening
- Getting the Most Out of Lectures
- Goal Setting
- Note Taking
- Reading to Answer Questions

Other considerations made with regard to the scope of this project include:

- The combined duration of the Probation Workshop is about 60 minutes (30 minutes for each part, Probation Overview and College Success Tutorials).
- ADA compliance.
- A small admin utility to track student progress and performance
- The development of Student Learning Outcomes



EXHIBIT A – STATEMENT OF WORK  
AND COSTING DETAILS

- Embedded questions that test student mastery of the covered material
- These programs can be interfaced with the District's DataTel system in the same fashion as the existing campus online orientation programs.
- The College Success Tutorials are not supported with any video-based content.

**COST**

Cynosure New Media, Inc. will perform the work described in this estimate for the firm fixed price of \$24,750.00 payable in 4 equal installments as follows. Payments are due based on Net 30-day terms.

- Milestone 1: Project Deposit
- Milestone 2: Due following completion of script/storyboards
- Milestone 3: Due following completion of audio and/or off-campus video production
- Milestone 4: Due upon final acceptance of the programmed online workshop.

Program	Description	Rate	Per	Unit	Cost
<b>ONLINE PROBATION WORKSHOP</b>					
Design	Storyboard Development	\$ 2,500.00	project	1	\$ 2,500.00
	Interface Design	\$ 1,500.00	project	1	\$ 1,500.00
Production	On-Campus Video Production	\$ 3,750.00	project	1	\$ 3,750.00
	Graphic Production	\$ 75.00	screen	40	\$ 3,000.00
Programming	Web Apps Developer	\$ 125.00	hour	60	\$ 7,500.00
Accessibility	Programming accessibility components	\$ 1,500.00	project	1	\$ 1,500.00
Other	College Success Tutorial Module	\$ 5,000.00	project	1	\$ 5,000.00
<b>WORKSHOP TOTAL:</b>					<b>\$ 24,750.00</b>

**TERMS**

Change in Project Scope.

Should the project scope change substantially, Cynosure reserves the right to revise the specifications and prices to reflect the changes in project deliverables. Any such changes shall be evidenced by a signed Change Order, which will adjust the Contract Value of this project.

Non-Disclosure.

Cynosure shall not disclose information identified as confidential by the Client to any unauthorized person or company, provided such information is not already known to Cynosure or in the public domain.

Sales Taxes.

Client agrees to be responsible for any and all sales and uses taxes applicable to this project, unless Client provides Cynosure with a resale certificate. Should Cynosure invoice Client without applicable sales tax and it later be determined (through sales tax audit or otherwise) that sales tax was due, Client agrees to accept liability for all such taxes, and should Cynosure make such payments to the taxing authorities, Client will





*EXHIBIT A – STATEMENT OF WORK  
AND COSTING DETAILS*

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reimburse Cynosure for those payments within 10 days of receipt of an invoice from Cynosure for such taxes (including copies of appropriate documentation supporting such invoice).

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

<b>To:</b> Board of Trustees	<b>Date:</b> December 8, 2014
<b>Re:</b> Approval of Renewal Agreement with the Sheraton Cerritos for the Los Angeles/ Orange County Regional Consortia monthly meetings January 2015-June 2015.	
<b>Action:</b> Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College is in its second year hosting the Los Angeles/Orange County Regional Consortium (LAOCRC) program grant through the State Chancellor's Office. The mission of this regional leadership grant is to bridge the skills and jobs gap by connecting the Community College System to business and industry, educational systems and other stakeholders in the workforce development community of practitioners.

**ANALYSIS**

Through the LAOCRC grant, the Rancho Santiago Community College District-Santiago Canyon College has been convening monthly meetings for community college workforce development professionals to align programs and curriculum to the needs of business and industry. The monthly meetings have been held at the Sheraton Cerritos- a central location for both Los Angeles and Orange County participants. This request is to continue holding the meetings at the Sheraton Cerritos for January 2015-June 2015.

The contract binds RSCCD to a \$1,500.00 minimum food & beverage for five meetings (\$7,500 total). The actual cost will be based on the final attendee numbers at each meeting. We expect approximately 75 participants each month, costing \$4,000-\$5,000 per meeting including room rental, food & beverage, and audio-visual. The cost would be charged to the LAOCRC grant budget.

**RECOMMENDATION**

It is recommended that the Board approve the Sheraton Cerritos contract for the Los Angeles-Orange County Regional Consortia (January, February, April, May, June 2015) monthly meetings.

<b>Board Date:</b> December 8, 2014
<b>Fiscal Impact:</b> The fiscal impact will be absorbed by the LAOCRC grant budget of \$7,500 minimum food & beverage.
<b>Prepared by:</b> Aracely Mora, Ed.D, Vice President, Academic Affairs Carolyn Breeden, Ed.D, Interim Dean, Business & Career Technical Education Kari Irwin, Director, Business and Career Technical Education
<b>Submitted by:</b> John Weispfenning, Ph.D., President
<b>Recommended by:</b> Raúl Rodríguez, Ph.D., Chancellor



**Sheraton Cerritos**  
HOTEL  
TOWNE CENTER  
Sheraton Cerritos Hotel

**GROUP SALES AGREEMENT**

This Agreement is made and entered into as of **November 14, 2014** by and between **Interstate Management Company, LLC**, as agent for **Sunstone Court Lessee, Inc, dba Sheraton Cerritos Hotel** (hereinafter referred to as "Hotel") and **Rancho Santiago Community College District** (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by **Rancho Santiago Community College District** below. In the event that the information provided by Group materially change or is incorrect, then this Agreement may be terminated pursuant to Section 5.

**SECTION ONE: DESCRIPTION OF THE EVENT**

<b>Company/Organization or Sponsor's Name:</b>	<b>Rancho Santiago Community College District</b>		
<b>Event Name:</b>	<b>LA/OC Regional Consortia</b>		
<b>Contact Name</b>	<b>Peter Hardash / Kari Irwin</b>		
<b>Contact Phone:</b>	<b>Day: 714-628-5051</b>	<b>Fax:</b>	
	<b>Cell:</b>	<b>Email:</b>	<b>irwin_kari@sccollege.edu</b>
<b>Contact Address:</b>	<b>8045 E. Chapman Avenue Orange, CA 92869</b>		

**SECTION TWO: MEETING ROOM/BALLROOM AND CATERING SERVICES**

2.1 **MEETING ROOMS:** Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting room(s) space for the specified days/times:

Date	Start Time	End Time	Function	Setup	Ag#	Room Rental
Thu, Jan 15, 2015	7:30 AM	8:30 AM	Breakfast	Rounds	25	
	8:00 AM	9:00 AM	Meeting	Existing	25	
	9:00 AM	9:30 AM	Breakfast	Rounds	50	
	9:30 AM	10:30 AM	Meeting	Existing	50	
Thu, Feb 19, 2015	10:30 AM	11:30 AM	Meeting	Existing	20	
	7:30 AM	8:30 AM	Breakfast	Rounds	25	
	8:00 AM	9:00 AM	Meeting	Existing	25	
	9:00 AM	9:30 AM	Breakfast	Rounds	50	
	9:30 AM	10:30 AM	Meeting	Existing	50	
	10:30 AM	11:30 AM	Meeting	Existing	20	

- ❖ Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.
- ❖ If Group requests a specific meeting room that is already booked, Group shall be granted [first] option to occupy the specified room if the group currently occupying the room cancels its agreement. Hotel shall inform Group via telephone that the room is open. Group must respond within five (5) business days or Hotel will be entitled to book another event in the specified room.
- ❖ Group requests the following set-up of chairs/tables, etc. for the meeting room: as outlined above
- ❖ Changes or additions made to room set up on day of event will be subject to a minimum labor fee of \$250.00 plus service charge and sales tax. Final cost will be determined by the banquet manager after reviewing the final specifications.
- ❖ **CHARGES:** Separate breakout space will be available at the rate of \$150.00 per day/breakout as needed. Group has until 30 days prior to each meeting arrival to confirm breakout rooms may release up to 1 (one) breakout room without penalty. Meeting room rental is subject to all applicable local and state taxes. If Group modifies the room block or food and beverage functions, the Hotel reserves the right to increase meeting room rental charges accordingly.

2.2 **CATERING SERVICES:** A minimum of \$1,500.00 in food and beverage must be spent at each Group's function (the "F&B Revenues") as listed above. These F&B Revenues do not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required to pay Hotel the full F&B Revenues, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the F&B Revenues.

2.3 **FOOD & BEVERAGE POLICY**

- ❖ Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- ❖ Menu prices will be confirmed 2 months prior to scheduled function.
- ❖ Food and beverage prices are subject to a 24% service charge and applicable taxes, subject to change without notice.
- ❖ Final menu selections must be submitted to Hotel's Catering Officer at least 2 weeks in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu (or otherwise agreed in a separate writing signed by Group and the General Manager or his designee), Hotel will not be responsible for any specific dietary requests or requirements.
- ❖ The Catering Office must be notified of the guaranteed attendance no later than noon 3 days prior to the scheduled function. Guaranteed attendance for functions scheduled Monday or Tuesday must be received by noon on the preceding Friday. Guarantees of attendance are not subject to reduction and Hotel will charge the Group's Master Account, at a minimum, the amount due in accordance with the guaranteed attendance.
- ❖ Group will have available an authorized representative at the event who will be presented a check prior to the conclusion of the event. Such representative shall verify that all charges are correct and consistent with this Agreement and any changes and shall sign off on such check.

**SECTION THREE: BILLING/CREDIT PROCEDURES**

- 3.1 **FUNCTION PAYMENT:** Rancho Santiago Community College District will be responsible for all other charges incurred pursuant to this Agreement, including function room rentals, audio visual charges, catered group food and beverage, and ancillary charges. All charges that are billed through the Hotel via **Rancho Santiago Community College District's** Master Account will be subject to a 24% service charge plus current state tax. Any remaining balance is to be made in cash, by credit card, certified or bank check, at least seven (7) business days prior to Event. If any such payment is not made, Hotel may, at its option, deem the Event to be canceled, in which case cancellation charges will apply as noted above and the Hotel will retain any deposits on hand and apply them to the cancellation charges
- 3.2 **MASTER ACCOUNT PAYMENT:** The Hotel must be notified in writing at least forty-five days prior to Group's arrival of those individuals authorized to sign on behalf of the Group for charges to the Master Account.

**SIGNING AUTHORITY:** The following individual(s) have the proper authority to sign for the Group's Master Account and/or bind the Group:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- ❖ **DIRECT BILLING APPROVED:** Direct Billing has been arranged for this event. Please provide any special billing address and contact below.

Contact: Kari Irwin  
 Company: Rancho Santiago Community College District  
 Address: 8045 E Chapman Ave, Orange, CA 92869

Any outstanding balance of the Master Account will be due and payable upon receipt of our invoice. If payment is not received within thirty (30) days, a Finance Charge of 1-1/2% per month (18% Annual Rate) [or the maximum allowed by law, whichever is less]\* will be added to the unpaid balance commencing on the invoice date.

**SECTION FOUR: CANCELLATION/MODIFICATION**

- 4.1 **HOTEL'S CANCELLATION:** If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. Hotel will arrange for comparable space in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.
- 4.2 **GROUP'S CANCELLATION/MODIFICATION:** Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for Group's event. The anticipated revenue includes the revenue from the total revenue received from the food and beverage services Group may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges (the "Total Anticipated Revenues").

If Group decides to cancel this Agreement, reduce the size of Group's meeting and/or attendance, or reduce the amount of food and beverage services, Group agrees that the Hotel will suffer damages. Such damages will be a result of Hotel's inability to offer your unused space or services to another group and/or the cost to the Hotel of trying to re-sell this space/services. The exact amount of damages will be difficult to determine. Therefore, Group agrees that the following liquidated damages clause is a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel's ultimate ability to re-sell some or all of the space or services.

**Attrition:** The parties agree that the Group and the Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group's failure to utilize all of the rooms and services agreed to herein. The Group therefore agrees to pay a percentage of lost revenues. "Lost Revenues" shall mean:

$$\text{Lost Revenues} = \text{Total Anticipated Revenues} - (\text{actual F\&B Revenues})$$

The Group will be responsible for paying the amount indicated by the chart below:

Percentage of rooms/services not utilized	Group Pays
10% or less	-0-
11 to 30%	40% of Lost Revenues
31 to 60%	60% of Lost Revenues
Over 61%	100% of Lost Revenues

**Cancellation:** Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

Less than 365 days, more than 181 days prior to arrival date: \$375.00 [\$ amount equal to 25% of Lost Revenues]

Less than 180 days, more than 91 days prior to arrival date: \$750.00.00 [\$ amount equal to 50% of Lost Revenues]

Less than 90 days prior to arrival date: \$1,500.00 [\$ amount equal to 100% of Lost Revenues]

- 4.3 **MULTIPLE CONTRACTS:** Hotel may cancel upon written notice to Group any future events booked by Group, or any entity or person affiliated with Group, whether included in this Agreement or pursuant to any agreements or orders signed prior to or after this Agreement, in any of the following circumstances: (1) Group fails to pay any amounts when due under this Agreement or any other agreement or arrangement with the Hotel; (2) Group causes any damage, in the Hotel's sole discretion, to the Hotel property or reputation; (3) Group violates, in Hotel's opinion, any term of this Agreement.

#### **SECTION FIVE: MISCELLANEOUS**

- 5.1 **SIGNS AND DISPLAYS/USE OF HOTEL NAME:** Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. The hotel prohibits the use of the following including but not limited to, flower petals, glitter, bubbles, confetti, silly string. No displaying or hanging items of any kind on the walls, chandeliers, ceiling, mirrors, wall fixtures and tracking, in the guestrooms or banquet space. Any damages caused as a result of any unauthorized use of décor and/or damages to the walls, fixtures or carpet will be billed to Group and applicable clean up fees may apply. Any items to be brought in and used on hotel property must receive written authorization from the hotel in advance of program commencement.
- 5.2 **SECURITY:** Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agent, from and against any liabilities related to the security services.
- 5.3 **SHIPPING AND PACKAGES:** In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.
- 5.4 **PARKING:** Hotel parking is complimentary self-parking, no valet services offered.
- 5.5 **HOTEL CONTACT/NOTICES:** All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed to be delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, if to Hotel, to the following address: Hotel Address: 12725 Center Court Drive, Cerritos, CA 90703 Attn: Laura Soto. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

**SECTION SIX: GENERAL PROVISIONS**

- 6.1 **DAMAGE CLAUSE:** In the event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or caused by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims.
- 6.2 **GROUP'S PROPERTY:** Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.
- 6.3 **INSURANCE:** Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.
- 6.4 **FORCE MAJEURE:** The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.
- 6.5 **DISPUTE RESOLUTION:** Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.
- To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.**
- 6.6 **ENTIRE AGREEMENT:** This Agreement and any exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.
- 6.7 **MISCELLANEOUS:** The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.
- 6.8 **NO ASSIGNMENT:** Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.
- 6.9 **PAYMENT:** Payment of all invoices is due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% or the highest amount allowed by law. Group shall be responsible for all collection and/or attorney fees or other costs in collecting all amounts due hereunder. No payment by Group or receipt by Hotel of a lesser amount than any amount due shall be deemed to be other than on account of the amount due, and no endorsement or statement on any check or any letter accompanying any payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel's right to recover the balance of all amounts due or pursue any other remedies available to Hotel under this Agreement or in law or in equity. Any remaining balance is to be made in cash, by credit card, certified or bank check, at least seven (7) business days prior to Event. If any such payment is not made, Hotel may, at its option, deem the Event to be canceled, in which case cancellation charges will apply as noted above and the Hotel will retain any deposits on hand and apply them to the cancellation charges.
- 6.10 **COMPLIANCE WITH LAWS:** Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Group relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event

to be in compliance with all laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

6.11 **RIGHT OF INSPECTION/ENTRY:** Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

**SECTION SEVEN: ACCEPTANCE OF CONTRACT**

If a signed original of this Agreement has not been received by the Hotel prior to November 14, 2014, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to November 14, 2014, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) business days, Hotel will have the right to contract with another party without any further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

**Interstate Management Company, LLC,  
AS AGENT FOR Sunstone Court Lessee, Inc,  
DBA Sheraton Cerritos Hotel**

**LAORC Regional Consortium**

By: \_\_\_\_\_  
*Signature*

By: <sup>KI</sup> \_\_\_\_\_  
*Signature*

Name: Laura Soto

Name: Peter Hardash

Title: Sales Manager

Title: Vice Chancellor of Business Operations and Fiscal

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

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

**DIRECTOR OF CATERING:** \_\_\_\_\_ Initial

**STARWOOD PREFERRED PLANNER POINTS**

**CLIENT ACCEPTED POINTS:**

Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program is available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels and Resorts Worldwide, Inc. The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Agreement is one of the individuals listed below, such signatory, by signing this Agreement, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by the Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and/or charitable organization(s) up to a maximum of three recipients:

Member Name or Charity Organization	Starwood Preferred Guest Membership Number





**GROUP SALES AGREEMENT**

This Agreement is made and entered into as of November 14, 2014 by and between **Interstate Management Company, LLC**, as agent for **Sunstone Court Lessee, Inc, dba Sheraton Cerritos Hotel** (hereinafter referred to as "Hotel") and **Rancho Santiago Community College District** (hereinafter referred to as "Group"). Group agrees that the terms of this Agreement are based upon the information provided by **Rancho Santiago Community College District** below. In the event that the information provided by Group materially change or is incorrect, then this Agreement may be terminated pursuant to Section 5.

**SECTION ONE: DESCRIPTION OF THE EVENT**

<b>Company/Organization or Sponsor's Name:</b>	<b>Rancho Santiago Community College District</b>		
<b>Event Name:</b>	<b>LA/OC Regional Consortia</b>		
<b>Contact Name</b>	<b>Peter Hardash / Kari Irwin</b>		
<b>Contact Phone:</b>	<b>Day: 714-628-5051</b>	<b>Fax:</b>	
	<b>Cell:</b>	<b>Email: irwin_kari@sccollege.edu</b>	
<b>Contact Address:</b>	<b>8045 E. Chapman Avenue Orange, CA 92869</b>		

**SECTION TWO: MEETING ROOM/BALLROOM AND CATERING SERVICES**

2.1 **MEETING ROOMS:** Upon the signature of this Agreement, Hotel reserves and Group guarantees payment for the following meeting room(s) space for the specified days/times:

Date	Start Time	End Time	Function	Setup	Age	Room Rental
Thu, April 16, 2015	7:30 AM	8:30 AM	Breakfast	Rounds	25	
	8:00 AM	9:00 AM	Meeting	Existing	25	
	9:00 AM	9:30 AM	Breakfast	Rounds	50	
	9:30 AM	10:30 AM	Meeting	Existing	50	
	10:30 AM	11:30 AM	Meeting	Existing	20	
Thu, May 21, 2015	7:30 AM	8:30 AM	Breakfast	Rounds	25	
	8:00 AM	9:00 AM	Meeting	Existing	25	
	9:00 AM	9:30 AM	Breakfast	Rounds	50	
	9:30 AM	10:30 AM	Meeting	Existing	50	
	10:30 AM	11:30 AM	Meeting	Existing	20	
Thu, Jun 18, 2014	7:30 AM	8:30 AM	Breakfast	Rounds	25	
	8:00 AM	9:00 AM	Meeting	Existing	25	
	9:00 AM	9:30 AM	Breakfast	Rounds	50	
	9:30 AM	10:30 AM	Meeting	Existing	50	
	10:30 AM	11:30 AM	Meeting	Existing	20	

- ❖ Hotel reserves the right to assign and change specific meeting room space at its discretion. Group must obtain final approval from Hotel before publishing meeting room names.
- ❖ If Group requests a specific meeting room that is already booked, Group shall be granted [first] option to occupy the specified room if the group currently occupying the room cancels its agreement. Hotel shall inform Group via telephone that the room is open. Group must respond within five (5) business days or Hotel will be entitled to book another event in the specified room.
- ❖ Group requests the following set-up of chairs/tables, etc. for the meeting room: as outlined above
- ❖ Changes or additions made to room set up on day of event will be subject to a minimum labor fee of \$250.00 plus service charge and sales tax. Final cost will be determined by the banquet manager after reviewing the final specifications.
- ❖ **CHARGES:** Separate breakout space will be available at the rate of \$150.00 per day/breakout as needed. Group has until 30 days prior to each meeting arrival to confirm breakout rooms may release up to 1 (one) breakout room without penalty. Meeting room rental is subject to all applicable local and state taxes. If Group modifies the room block or food and beverage functions, the Hotel reserves the right to increase meeting room rental charges accordingly.

2.2 **CATERING SERVICES:** A minimum of \$1,500.00 in food and beverage must be spent at each Group's function per event date (the "F&B Revenues") as listed above. These F&B Revenues do not include room rental, meeting space rental, service charges, tax and labor charges, audio-visual, parking or any other miscellaneous charges incurred. Group is required

to pay Hotel the full F&B Revenues, regardless of whether Group actually charges that amount. Group is required to pay Hotel any amounts exceeding the F&B Revenues.

**2.3 FOOD & BEVERAGE POLICY**

- ❖ Due to licensing and insurance requirements, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage becomes the property of Hotel.
- ❖ Menu prices will be confirmed 2 months prior to scheduled function.
- ❖ Food and beverage prices are subject to a 24% service charge and applicable taxes, subject to change without notice.
- ❖ Final menu selections must be submitted to Hotel's Catering Officer at least 2 weeks in advance; otherwise, items selected cannot be guaranteed. At the time final menu selections are made, Group shall review, approve and initial the final menu. Other than specifically stated in the approved menu (or otherwise agreed in a separate writing signed by Group and the General Manager or his designee, Hotel will not be responsible for any specific dietary requests or requirements.
- ❖ The Catering Office must be notified of the guaranteed attendance no later than noon 3 days prior to the scheduled function. Guaranteed attendance for functions scheduled Monday or Tuesday must be received by noon on the preceding Friday. Guarantees of attendance are not subject to reduction and Hotel will charge the Group's Master Account, at a minimum, the amount due in accordance with the guaranteed attendance.
- ❖ Group will have available an authorized representative at the event who will be presented a check prior to the conclusion of the event. Such representative shall verify that all charges are correct and consistent with this Agreement and any changes and shall sign off on such check.

**SECTION THREE: BILLING/CREDIT PROCEDURES**

- 3.1 **FUNCTION PAYMENT:** Rancho Santiago Community College District will be responsible for all other charges incurred pursuant to this Agreement, including function room rentals, audio visual charges, catered group food and beverage, and ancillary charges. All charges that are billed through the Hotel via Rancho Santiago Community College District's Master Account will be subject to a 24% service charge plus current state tax. Any remaining balance is to be made in cash, by credit card, certified or bank check, at least seven (7) business days prior to Event. If any such payment is not made, Hotel may, at its option, deem the Event to be canceled, in which case cancellation charges will apply as noted above and the Hotel will retain any deposits on hand and apply them to the cancellation charges
- 3.2 **MASTER ACCOUNT PAYMENT:** The Hotel must be notified in writing at least forty-five days prior to Group's arrival of those individuals authorized to sign on behalf of the Group for charges to the Master Account.

**SIGNING AUTHORITY:** The following individual(s) have the proper authority to sign for the Group's Master Account and/or bind the Group:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- ❖ **DIRECT BILLING APPROVED:** Direct Billing has been arranged for this event. Please provide any special billing address and contact below.

Contact: Kari Irwin  
Company: Rancho Santiago Community College District  
Address: 8045 E Chapman Ave, Orange, CA 92869

Any outstanding balance of the Master Account will be due and payable upon receipt of our invoice. If payment is not received within thirty (30) days, a Finance Charge of 1-1/2% per month (18% Annual Rate) [or the maximum allowed by law, whichever is less]\* will be added to the unpaid balance commencing on the invoice date.

**SECTION FOUR: CANCELLATION/MODIFICATION**

- 4.1 **HOTEL'S CANCELLATION:** If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. Hotel will arrange for comparable space in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.
- 4.2 **GROUP'S CANCELLATION/MODIFICATION:** Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the services specified in this Agreement and the Hotel has offered special rates and other

concessions based upon anticipated revenues for Group's event. The anticipated revenue includes the revenue from the total revenue received from the food and beverage services Group may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges (the "Total Anticipated Revenues").

If Group decides to cancel this Agreement, reduce the size of Group's meeting and/or attendance, or reduce the amount of food and beverage services, Group agrees that the Hotel will suffer damages. Such damages will be a result of Hotel's inability to offer your unused space or services to another group and /or the cost to the Hotel of trying to re-sell this space/services. The exact amount of damages will be difficult to determine. Therefore, Group agrees that the following liquidated damages clause is a reasonable effort by the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel's ultimate ability to re-sell some or all of the space or services.

**Attrition:** The parties agree that the Group and the Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group's failure to utilize all of the rooms and services agreed to herein. The Group therefore agrees to pay a percentage of lost revenues. "Lost Revenues" shall mean:

$$\text{Lost Revenues} = \text{Total Anticipated Revenues} - (\text{actual F\&B Revenues})$$

The Group will be responsible for paying the amount indicated by the chart below:

Percentage of rooms/services not utilized	Group Pays
10% or less	-0-
11 to 30%	40% of Lost Revenues
31 to 60%	60% of Lost Revenues
Over 61%	100% of Lost Revenues

**Cancellation:** Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee per event date, as follows:

Less than 365 days, more than 181 days prior to arrival date: \$375.00 [\$ amount equal to 25% of Lost Revenues]

Less than 180 days, more than 91 days prior to arrival date: \$750.00.00 [\$ amount equal to 50% of Lost Revenues]

Less than 90 days prior to arrival date: \$1,500.00 [\$ amount equal to 100% of Lost Revenues]

- 4.3 **MULTIPLE CONTRACTS:** Hotel may cancel upon written notice to Group any future events booked by Group, or any entity or person affiliated with Group, whether included in this Agreement or pursuant to any agreements or orders signed prior to or after this Agreement, in any of the following circumstances: (1) Group fails to pay any amounts when due under this Agreement or any other agreement or arrangement with the Hotel; (2) Group causes any damage, in the Hotel's sole discretion, to the Hotel property or reputation; (3) Group violates, in Hotel's opinion, any term of this Agreement.

#### **SECTION FIVE: MISCELLANEOUS**

- 5.1 **SIGNS AND DISPLAYS/USE OF HOTEL NAME:** Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the General Manager of Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. The hotel prohibits the use of the following including but not limited to, flower petals, glitter, bubbles, confetti, silly string. No displaying or hanging items of any kind on the walls, chandeliers, ceiling, mirrors, wall fixtures and tracking, in the guestrooms or banquet space. Any damages caused as a result of any unauthorized use of décor and/or damages to the walls, fixtures or carpet will be billed to Group and applicable clean up fees may apply. Any items to be brought in and used on hotel property must receive written authorization from the hotel in advance of program commencement.
- 5.2 **SECURITY:** Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function, which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representatives and agent, from and against any liabilities related to the security services.
- 5.3 **SHIPPING AND PACKAGES:** In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.
- 5.4 **PARKING:** Hotel parking is complimentary self-parking, no valet services offered.

- 5.5 **HOTEL CONTACT/NOTICES:** All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed to delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, if to Hotel, to the following address: Hotel Address: 12725 Center Court Drive, Cerritos, CA 90703 Attn: Laura Soto. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

**SECTION SIX: GENERAL PROVISIONS**

- 6.1 **DAMAGE CLAUSE:** In the event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or caused by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims.
- 6.2 **GROUP'S PROPERTY:** Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.
- 6.3 **INSURANCE:** Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.
- 6.4 **FORCE MAJEURE:** The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.
- 6.5 **DISPUTE RESOLUTION:** Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.
- To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.**
- 6.6 **ENTIRE AGREEMENT:** This Agreement and any exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party.
- 6.7 **MISCELLANEOUS:** The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.
- 6.8 **NO ASSIGNMENT:** Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.
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**SECTION SEVEN: ACCEPTANCE OF CONTRACT**

If a signed original of this Agreement has not been received by the Hotel prior to **November 14, 2014**, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to **November 14, 2014**, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) business days, Hotel will have the right to contract with another party without any further notice to Group.

IN WITNESS WHEREOF, Hotel and Group have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement:

**Interstate Management Company, LLC,  
AS AGENT FOR Sunstone Court Lessee, Inc,  
DBA Sheraton Cerritos Hotel**

**LAORC Regional Consortium**

By: \_\_\_\_\_  
*Signature*

*KI*  
By: \_\_\_\_\_  
*Signature*

Name: Laura Soto

Name: Peter Hardash

Title: Sales Manager

Title: Vice Chancellor of Business Operations and Fiscal

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

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

**DIRECTOR OF CATERING:** \_\_\_\_\_ Initial

**STARWOOD PREFERRED PLANNER POINTS**

**□ CLIENT ACCEPTED POINTS:**

Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program is available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels and Resorts Worldwide, Inc. The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Agreement is one of the individuals listed below, such signatory, by signing this Agreement, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by the Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and/or charitable organization(s) up to a maximum of three recipients:

Member Name or Charity Organization	Starwood Preferred Guest Membership Number

Rancho Santiago Comm Coll District

Board Meeting of 12/08/14

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 11/05/14 Thru 11/21/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60830	General Fund Unrestricted	80,799.00	0.00	80,799.00	92*0406978	92*0407077
60831	General Fund Unrestricted	94,714.00	0.00	94,714.00	92*0407078	92*0407177
60832	General Fund Unrestricted	97,161.00	0.00	97,161.00	92*0407178	92*0407277
60833	General Fund Unrestricted	105,627.00	0.00	105,627.00	92*0407278	92*0407377
60834	General Fund Unrestricted	107,043.35	0.00	107,043.35	92*0407378	92*0407477
60835	General Fund Unrestricted	107,461.00	0.00	107,461.00	92*0407478	92*0407577
60836	General Fund Unrestricted	106,198.00	0.00	106,198.00	92*0407578	92*0407677
60837	General Fund Unrestricted	92,915.00	0.00	92,915.00	92*0407678	92*0407777
60838	General Fund Unrestricted	110,282.00	0.00	110,282.00	92*0407778	92*0407877
60839	General Fund Unrestricted	111,329.10	0.00	111,329.10	92*0407878	92*0407977
60840	General Fund Unrestricted	105,004.27	0.00	105,004.27	92*0407978	92*0408077
60841	General Fund Unrestricted	107,004.92	0.00	107,004.92	92*0408078	92*0408177
60842	General Fund Unrestricted	98,735.70	0.00	98,735.70	92*0408178	92*0408276
60843	General Fund Unrestricted	114,598.99	0.00	114,598.99	92*0408277	92*0408361
60856	General Fund Unrestricted	2,384.00	0.00	2,384.00	92*0408416	92*0408421
60857	General Fund Unrestricted	1,495.00	0.00	1,495.00	92*0408423	92*0408425
60858	General Fund Unrestricted	31,607.44	0.00	31,607.44	92*0408426	92*0408428
60860	General Fund Unrestricted	9,909.23	0.00	9,909.23	92*0408430	92*0408430
60864	General Fund Unrestricted	85,287.22	0.00	85,287.22	92*0408436	92*0408535
60865	General Fund Unrestricted	94,943.18	0.00	94,943.18	92*0408536	92*0408635
60866	General Fund Unrestricted	95,370.46	0.00	95,370.46	92*0408636	92*0408735
60867	General Fund Unrestricted	101,484.50	0.00	101,484.50	92*0408736	92*0408835
60868	General Fund Unrestricted	106,934.00	0.00	106,934.00	92*0408836	92*0408935
60869	General Fund Unrestricted	100,042.00	0.00	100,042.00	92*0408936	92*0409035
60870	General Fund Unrestricted	104,365.32	0.00	104,365.32	92*0409036	92*0409135
60871	General Fund Unrestricted	112,505.00	0.00	112,505.00	92*0409136	92*0409235
60872	General Fund Unrestricted	100,006.03	0.00	100,006.03	92*0409236	92*0409335
60873	General Fund Unrestricted	103,850.00	0.00	103,850.00	92*0409336	92*0409435
60874	General Fund Unrestricted	116,444.00	0.00	116,444.00	92*0409436	92*0409535
60875	General Fund Unrestricted	109,542.64	0.00	109,542.64	92*0409536	92*0409635
60876	General Fund Unrestricted	105,227.00	0.00	105,227.00	92*0409636	92*0409735
60877	General Fund Unrestricted	111,496.00	0.00	111,496.00	92*0409736	92*0409835
60878	General Fund Unrestricted	105,213.00	0.00	105,213.00	92*0409836	92*0409935
60879	General Fund Unrestricted	110,736.46	0.00	110,736.46	92*0409936	92*0410035
60880	General Fund Unrestricted	114,321.78	0.00	114,321.78	92*0410036	92*0410135
60881	General Fund Unrestricted	115,301.00	0.00	115,301.00	92*0410136	92*0410235
60882	General Fund Unrestricted	113,953.00	0.00	113,953.00	92*0410236	92*0410335
60883	General Fund Unrestricted	106,349.00	0.00	106,349.00	92*0410336	92*0410435
60884	General Fund Unrestricted	113,388.37	0.00	113,388.37	92*0410436	92*0410535
60885	General Fund Unrestricted	108,493.90	0.00	108,493.90	92*0410536	92*0410635
60886	General Fund Unrestricted	111,260.50	0.00	111,260.50	92*0410636	92*0410735

Checks Written for Period 11/05/14 Thru 11/21/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60887	General Fund Unrestricted	112,059.78	0.00	112,059.78	92*0410736	92*0410835
60888	General Fund Unrestricted	120,345.00	0.00	120,345.00	92*0410836	92*0410935
60889	General Fund Unrestricted	112,208.00	0.00	112,208.00	92*0410936	92*0411035
60890	General Fund Unrestricted	110,367.24	0.00	110,367.24	92*0411036	92*0411135
60891	General Fund Unrestricted	103,844.42	0.00	103,844.42	92*0411136	92*0411228
60892	General Fund Unrestricted	108,788.16	0.00	108,788.16	92*0411229	92*0411328
60893	General Fund Unrestricted	124,426.10	0.00	124,426.10	92*0411329	92*0411428
60894	General Fund Unrestricted	125,028.40	0.00	125,028.40	92*0411429	92*0411528
60895	General Fund Unrestricted	130,095.00	0.00	130,095.00	92*0411529	92*0411628
60896	General Fund Unrestricted	142,189.32	0.00	142,189.32	92*0411629	92*0411728
60897	General Fund Unrestricted	161,306.92	0.00	161,306.92	92*0411729	92*0411843
60898	General Fund Unrestricted	773.33	0.00	773.33	92*0411844	92*0411845
60900	General Fund Unrestricted	3,895.86	0.00	3,895.86	92*0411852	92*0411858
60901	General Fund Unrestricted	2,089.76	0.00	2,089.76	92*0411859	92*0411866
60902	General Fund Unrestricted	8,550.34	0.00	8,550.34	92*0411867	92*0411868
60903	General Fund Unrestricted	1,957.43	0.00	1,957.43	92*0411869	92*0411870
60914	General Fund Unrestricted	1,372.96	0.00	1,372.96	92*0411904	92*0411907
60915	General Fund Unrestricted	4,634.80	0.00	4,634.80	92*0411908	92*0411910
60916	General Fund Unrestricted	1,938.48	0.00	1,938.48	92*0411914	92*0411921
60917	General Fund Unrestricted	403.11	0.00	403.11	92*0411922	92*0411927
60921	General Fund Unrestricted	401.95	0.00	401.95	92*0411935	92*0411935
60926	General Fund Unrestricted	3,442.33	0.00	3,442.33	92*0411946	92*0411959
60927	General Fund Unrestricted	1,651.50	0.00	1,651.50	92*0411960	92*0411975
60929	General Fund Unrestricted	788.19	0.00	788.19	92*0411990	92*0411994
60930	General Fund Unrestricted	2,845.00	0.00	2,845.00	92*0411995	92*0411997
60936	General Fund Unrestricted	2,717.49	0.00	2,717.49	92*0412029	92*0412033
60937	General Fund Unrestricted	32,706.92	0.00	32,706.92	92*0412034	92*0412036
60942	General Fund Unrestricted	1,500.00	0.00	1,500.00	92*0412047	92*0412047
60944	General Fund Unrestricted	59,305.20	0.00	59,305.20	92*0412050	92*0412054
60945	General Fund Unrestricted	2,232.14	0.00	2,232.14	92*0412055	92*0412063
60946	General Fund Unrestricted	9,340.73	0.00	9,340.73	92*0412064	92*0412069
60947	General Fund Unrestricted	1,139.21	0.00	1,139.21	92*0412070	92*0412080
60948	General Fund Unrestricted	5,916.42	0.00	5,916.42	92*0412081	92*0412085
60949	General Fund Unrestricted	3,502.11	0.00	3,502.11	92*0412086	92*0412092
60950	General Fund Unrestricted	632.43	0.00	632.43	92*0412093	92*0412098
60952	General Fund Unrestricted	1,518.61	0.00	1,518.61	92*0412106	92*0412113
60953	General Fund Unrestricted	12,979.21	0.00	12,979.21	92*0412114	92*0412116
60957	General Fund Unrestricted	109,809.00	0.00	109,809.00	92*0412125	92*0412192
60958	General Fund Unrestricted	206,132.00	0.00	206,132.00	92*0412193	92*0412292
60959	General Fund Unrestricted	23,871.00	0.00	23,871.00	92*0412293	92*0412304
60960	General Fund Unrestricted	1,825.00	0.00	1,825.00	92*0412305	92*0412312



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60961	General Fund Unrestricted	1,104.00	0.00	1,104.00	92*0412313	92*0412318
60966	General Fund Unrestricted	217,835.78	0.00	217,835.78	92*0412329	92*0412331
60968	General Fund Unrestricted	1,821,390.56	0.00	1,821,390.56	92*0412335	92*0412336
60969	General Fund Unrestricted	107,607.88	0.00	107,607.88	92*0412337	92*0412339
60970	General Fund Unrestricted	6,161.87	0.00	6,161.87	92*0412340	92*0412344
60971	General Fund Unrestricted	1,765.58	0.00	1,765.58	92*0412345	92*0412350
60972	General Fund Unrestricted	84.02	0.00	84.02	92*0412351	92*0412355
60973	General Fund Unrestricted	19,989.04	0.00	19,989.04	92*0412358	92*0412360
60974	General Fund Unrestricted	2,917.50	0.00	2,917.50	92*0412361	92*0412365
60978	General Fund Unrestricted	179.00	0.00	179.00	92*0412382	92*0412382
60979	General Fund Unrestricted	752.26	0.00	752.26	92*0412383	92*0412385
60982	General Fund Unrestricted	9,530.53	0.00	9,530.53	92*0412398	92*0412399
60986	General Fund Unrestricted	1,024.00	0.00	1,024.00	92*0412433	92*0412433
60987	General Fund Unrestricted	235.17	0.00	235.17	92*0412435	92*0412438
60993	General Fund Unrestricted	15,704.11	0.00	15,704.11	92*0412451	92*0412452
60994	General Fund Unrestricted	8,459.57	0.00	8,459.57	92*0412453	92*0412456
60996	General Fund Unrestricted	98.68	0.00	98.68	92*0412459	92*0412463
60997	General Fund Unrestricted	1,104.60	0.00	1,104.60	92*0412464	92*0412466
60998	General Fund Unrestricted	2,744.50	0.00	2,744.50	92*0412467	92*0412474
61000	General Fund Unrestricted	9,210.00	0.00	9,210.00	92*0412476	92*0412476
61001	General Fund Unrestricted	18,918.53	0.00	18,918.53	92*0412477	92*0412483
61007	General Fund Unrestricted	23,333.00	0.00	23,333.00	92*0412513	92*0412515
61011	General Fund Unrestricted	3,264.30	0.00	3,264.30	92*0412526	92*0412527
61013	General Fund Unrestricted	2,772.33	0.00	2,772.33	92*0412530	92*0412535
61014	General Fund Unrestricted	1,847.85	0.00	1,847.85	92*0412536	92*0412540
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$8,069,348.87</u></b>	<b><u>\$0.00</u></b>	<b><u>\$8,069,348.87</u></b>		

Checks Written for Period 11/05/14 Thru 11/21/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60857	General Fund Restricted	252.00	0.00	252.00	92*0408422	92*0408422
60899	General Fund Restricted	5,908.08	0.00	5,908.08	92*0411846	92*0411851
60904	General Fund Restricted	627.95	0.00	627.95	92*0411871	92*0411878
60905	General Fund Restricted	1,587.60	0.00	1,587.60	92*0411879	92*0411879
60906	General Fund Restricted	19,811.00	0.00	19,811.00	92*0411880	92*0411883
60907	General Fund Restricted	414.98	0.00	414.98	92*0411884	92*0411884
60908	General Fund Restricted	4,398.54	0.00	4,398.54	92*0411885	92*0411892
60912	General Fund Restricted	1,836.41	0.00	1,836.41	92*0411900	92*0411901
60913	General Fund Restricted	1,475.26	0.00	1,475.26	92*0411902	92*0411903
60915	General Fund Restricted	5,474.00	0.00	5,474.00	92*0411911	92*0411913
60917	General Fund Restricted	83.56	0.00	83.56	92*0411924	92*0411925
60918	General Fund Restricted	15,336.48	0.00	15,336.48	92*0411928	92*0411930
60921	General Fund Restricted	539.94	0.00	539.94	92*0411936	92*0411936
60922	General Fund Restricted	1,010.00	0.00	1,010.00	92*0411937	92*0411939
60928	General Fund Restricted	1,963.95	0.00	1,963.95	92*0411976	92*0411988
60929	General Fund Restricted	1,090.56	0.00	1,090.56	92*0411989	92*0411993
60931	General Fund Restricted	2,624.43	0.00	2,624.43	92*0411998	92*0412001
60932	General Fund Restricted	611.81	0.00	611.81	92*0412002	92*0412008
60933	General Fund Restricted	466.62	0.00	466.62	92*0412009	92*0412016
60934	General Fund Restricted	86,258.27	0.00	86,258.27	92*0412017	92*0412020
60935	General Fund Restricted	2,352.54	0.00	2,352.54	92*0412021	92*0412028
60947	General Fund Restricted	2,239.08	0.00	2,239.08	92*0412071	92*0412078
60948	General Fund Restricted	265.68	0.00	265.68	92*0412083	92*0412083
60950	General Fund Restricted	874.86	0.00	874.86	92*0412094	92*0412099
60951	General Fund Restricted	525.03	0.00	525.03	92*0412100	92*0412105
60963	General Fund Restricted	3,629.28	0.00	3,629.28	92*0412320	92*0412325
60965	General Fund Restricted	3,066.20	0.00	3,066.20	92*0412327	92*0412328
60967	General Fund Restricted	61,881.20	0.00	61,881.20	92*0412332	92*0412334
60970	General Fund Restricted	2,300.00	0.00	2,300.00	92*0412341	92*0412341
60971	General Fund Restricted	23.87	0.00	23.87	92*0412347	92*0412347
60972	General Fund Restricted	2,687.51	0.00	2,687.51	92*0412352	92*0412357
60979	General Fund Restricted	1,974.12	0.00	1,974.12	92*0412384	92*0412386
60980	General Fund Restricted	2,305.86	0.00	2,305.86	92*0412387	92*0412389
60981	General Fund Restricted	4,916.50	0.00	4,916.50	92*0412390	92*0412394
60982	General Fund Restricted	8,895.19	0.00	8,895.19	92*0412395	92*0412397
60983	General Fund Restricted	5,463.88	0.00	5,463.88	92*0412400	92*0412417
60987	General Fund Restricted	1,863.68	0.00	1,863.68	92*0412434	92*0412443
60995	General Fund Restricted	13,218.56	0.00	13,218.56	92*0412457	92*0412458
60996	General Fund Restricted	680.60	0.00	680.60	92*0412460	92*0412462
61002	General Fund Restricted	11,781.12	0.00	11,781.12	92*0412484	92*0412484
61003	General Fund Restricted	863.89	0.00	863.89	92*0412485	92*0412488

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
61004	General Fund Restricted	11,713.05	0.00	11,713.05	92*0412489	92*0412498
61006	General Fund Restricted	17,991.23	0.00	17,991.23	92*0412500	92*0412512
61010	General Fund Restricted	1,583.50	0.00	1,583.50	92*0412521	92*0412525
61015	General Fund Restricted	14,642.32	0.00	14,642.32	92*0412541	92*0412544
61016	General Fund Restricted	4,450.00	0.00	4,450.00	92*0412545	92*0412546
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$333,960.19</u></b>	<b><u>\$0.00</u></b>	<b><u>\$333,960.19</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60859	GF Unrestricted One-Time Func	111,919.50	0.00	111,919.50	92*0408429	92*0408429
60860	GF Unrestricted One-Time Func	7,589.04	0.00	7,589.04	92*0408431	92*0408431
60942	GF Unrestricted One-Time Func	1,485.89	0.00	1,485.89	92*0412046	92*0412046
60953	GF Unrestricted One-Time Func	8,834.40	0.00	8,834.40	92*0412115	92*0412115
60962	GF Unrestricted One-Time Func	17,049.04	0.00	17,049.04	92*0412319	92*0412319
60981	GF Unrestricted One-Time Func	885.60	0.00	885.60	92*0412391	92*0412391
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$147,763.47</u></b>	<b><u>\$0.00</u></b>	<b><u>\$147,763.47</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60910	Child Development Fund	1,633.10	0.00	1,633.10	92*0411894	92*0411896
60911	Child Development Fund	5,136.17	0.00	5,136.17	92*0411897	92*0411899
60919	Child Development Fund	264.47	0.00	264.47	92*0411931	92*0411932
60923	Child Development Fund	2,199.00	0.00	2,199.00	92*0411940	92*0411941
60938	Child Development Fund	994.90	0.00	994.90	92*0412037	92*0412041
60954	Child Development Fund	1,509.89	0.00	1,509.89	92*0412117	92*0412122
60964	Child Development Fund	79.78	0.00	79.78	92*0412326	92*0412326
60975	Child Development Fund	6,506.86	0.00	6,506.86	92*0412366	92*0412374
60984	Child Development Fund	1,581.51	0.00	1,581.51	92*0412418	92*0412428
60985	Child Development Fund	2,561.50	0.00	2,561.50	92*0412429	92*0412432
61008	Child Development Fund	8,380.00	0.00	8,380.00	92*0412516	92*0412518
61009	Child Development Fund	1,405.23	0.00	1,405.23	92*0412519	92*0412520
<b>Total Fund 33 Child Development Fund</b>		<b><u>\$32,252.41</u></b>	<b><u>\$0.00</u></b>	<b><u>\$32,252.41</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60861	Capital Outlay Projects Fund	79,286.68	0.00	79,286.68	92*0408432	92*0408433
60940	Capital Outlay Projects Fund	9,345.00	0.00	9,345.00	92*0412044	92*0412044
60956	Capital Outlay Projects Fund	83,770.00	0.00	83,770.00	92*0412124	92*0412124
60976	Capital Outlay Projects Fund	259,333.38	0.00	259,333.38	92*0412375	92*0412380
60977	Capital Outlay Projects Fund	16,407.80	0.00	16,407.80	92*0412381	92*0412381
60990	Capital Outlay Projects Fund	5,500.00	0.00	5,500.00	92*0412448	92*0412448
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>\$453,642.86</u></b>	<b><u>\$0.00</u></b>	<b><u>\$453,642.86</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60920	Bond Fund, Measure E	12,088.47	0.00	12,088.47	92*0411933	92*0411934
60924	Bond Fund, Measure E	14,034.50	0.00	14,034.50	92*0411942	92*0411943
60925	Bond Fund, Measure E	36,847.50	0.00	36,847.50	92*0411944	92*0411945
60939	Bond Fund, Measure E	71,360.62	0.00	71,360.62	92*0412042	92*0412043
60943	Bond Fund, Measure E	486,707.83	0.00	486,707.83	92*0412048	92*0412049
60955	Bond Fund, Measure E	500.00	0.00	500.00	92*0412123	92*0412123
60988	Bond Fund, Measure E	388,789.88	0.00	388,789.88	92*0412444	92*0412444
60989	Bond Fund, Measure E	23,580.98	0.00	23,580.98	92*0412445	92*0412447
60999	Bond Fund, Measure E	72.14	0.00	72.14	92*0412475	92*0412475
61005	Bond Fund, Measure E	108,414.60	0.00	108,414.60	92*0412499	92*0412499
61012	Bond Fund, Measure E	8,055.60	0.00	8,055.60	92*0412528	92*0412529
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>\$1,150,452.12</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,150,452.12</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60863	Property and Liability Fund	1,358.81	0.00	1,358.81	92*0408435	92*0408435
60909	Property and Liability Fund	287.50	0.00	287.50	92*0411893	92*0411893
60991	Property and Liability Fund	258.75	0.00	258.75	92*0412449	92*0412449
<b>Total Fund 61 Property and Liability Fund</b>		<b><u>\$1,905.06</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,905.06</u></b>		



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60862	Workers' Compensation Fund	1,229.22	0.00	1,229.22	92*0408434	92*0408434
60941	Workers' Compensation Fund	316.11	0.00	316.11	92*0412045	92*0412045
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>\$1,545.33</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,545.33</u></u>		

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60992	Student Financial Aid Fund	191.19	0.00	191.19	92*0412450	92*0412450
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$191.19</u></u>	<u><u>\$0.00</u></u>	<u><u>\$191.19</u></u>		

**SUMMARY**

Total Fund 11 General Fund Unrestricted	8,069,348.87
Total Fund 12 General Fund Restricted	333,960.19
Total Fund 13 GF Unrestricted One-Time Fund	147,763.47
Total Fund 33 Child Development Fund	32,252.41
Total Fund 41 Capital Outlay Projects Fund	453,642.86
Total Fund 42 Bond Fund, Measure E	1,150,452.12
Total Fund 61 Property and Liability Fund	1,905.06
Total Fund 62 Workers' Compensation Fund	1,545.33
Total Fund 74 Student Financial Aid Fund	191.19
Grand Total:	<u><u>\$10,191,061.50</u></u>

Checks Written for Period 11/01/14 Thru 11/14/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
311411208	Bookstore Fund	38,067.54	0.00	38,067.54	31*0104972	31*0104982
311411314	Bookstore Fund	1,317,861.61	780.00	1,317,081.61	31*0104983	31*0104996
<b>Total Fund 31 Bookstore Fund</b>		<b><u>\$1,355,929.15</u></b>	<b><u>\$780.00</u></b>	<b><u>\$1,355,149.15</u></b>		

Checks Written for Period 11/01/14 Thru 11/14/14

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
711411208	Associated Students Fund	4,912.81	0.00	4,912.81	71*0007290	71*0007299
711411314	Associated Students Fund	11,090.24	0.00	11,090.24	71*0007300	71*0007301
<b>Total Fund 71 Associated Students Fund</b>		<b><u>\$16,003.05</u></b>	<b><u>\$0.00</u></b>	<b><u>\$16,003.05</u></b>		

Checks Written for Period 11/01/14 Thru 11/14/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
721411208	Representation Fee Trust Fund	11,773.30	0.00	11,773.30	72*0000017	72*0000020
721411314	Representation Fee Trust Fund	17.12	0.00	17.12	72*0000021	72*0000021
<b>Total Fund 72 Representation Fee Trust Fun</b>		<b><u>\$11,790.42</u></b>	<b><u>\$0.00</u></b>	<b><u>\$11,790.42</u></b>		

Checks Written for Period 11/01/14 Thru 11/14/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761411208	Community Education Fund	10,365.51	0.00	10,365.51	76*0006605	76*0006612
761411314	Community Education Fund	420,187.67	0.00	420,187.67	76*0006613	76*0006614
<b>Total Fund 76 Community Education Fund</b>		<b><u><u>\$430,553.18</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$430,553.18</u></u></b>		

Checks Written for Period 11/01/14 Thru 11/14/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
791411208	Diversified Trust Fund	17,793.87	0.00	17,793.87	79*0018871	79*0018901
791411314	Diversified Trust Fund	313,436.32	0.00	313,436.32	79*0018902	79*0018925
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u>\$331,230.19</u></b>	<b><u>\$0.00</u></b>	<b><u>\$331,230.19</u></b>		



Checks Written for Period 11/01/14 Thru 11/14/14

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
811411208	Diversified Agency Fund	17,920.37	0.00	17,920.37	81*0044923	81*0044955
811411314	Diversified Agency Fund	33,389.22	0.00	33,389.22	81*0044956	81*0044995
<b>Total Fund 81 Diversified Agency Fund</b>		<b><u>\$51,309.59</u></b>	<b><u>\$0.00</u></b>	<b><u>\$51,309.59</u></b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	1,355,149.15
Total Fund 71 Associated Students Fund	16,003.05
Total Fund 72 Representation Fee Trust Fund	11,790.42
Total Fund 76 Community Education Fund	430,553.18
Total Fund 79 Diversified Trust Fund	331,230.19
Total Fund 81 Diversified Agency Fund	51,309.59
<b>Grand Total:</b>	<b><u><u>\$2,196,035.58</u></u></b>

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

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of the Conflict of Interest Code - 2014	
Action:	Request for Approval	

**BACKGROUND**

As per Title 2 California Code of Regulations, section 18730, as promulgated by the California Fair Political Practices Commission, the district established a conflict of interest code that is approved by the Orange County Board of Supervisors, the “code reviewing body” for agencies pursuant to Government Code section 87303. Government Code section 87306 requires a biennial report identifying changes in its code, including, but not limited to, all new positions designated pursuant to subdivision (a) of Section 87302. Any changes that will be recommended to the Board of Supervisors must be approved by the Board of Trustees. The last review was on August 20, 2012.

**ANALYSIS**

The biennial review process allows the District to update and make changes to the designated persons (positions) list for disclosure purposes. Attached is the recommended list of designated persons. Highlighted, italicized and bold positions represent recommended changes to positions from the previously approved code in 2012. Positions listed in Appendix A-1 and A-2 have been identified as those involved in the making of or participation in the making of decisions (negotiating terms, pricing, conditions of contracts, MOU’s, agreement and purchases) which may foreseeably have a material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. Once approved by the Board of Trustees, the recommended list will be submitted to the Orange County Board of Supervisors for approval. The Statement of Economic Interest Form 700 will be distributed to and collected from the designated filers by the annual April 1<sup>st</sup> deadline.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Appendix A-1 and A-2 of the Rancho Santiago Community College District Conflict of Interest Code as presented.

Fiscal Impact:	None	Board Date: December 8, 2014
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 Conflict of Interest Code

## APPENDIX "A-1"

### DESIGNATED PERSONS FOR DISCLOSURE PURPOSES

1. The persons occupying the following positions are Designated Employees and must disclose the financial interests defined in categories 1-4 of Appendix "A-2".

- Members of the Board of Trustees
- Chancellor
- Executive Vice Chancellor, Human Resources and Education Services
- Vice Chancellor, Business Operations/Fiscal Services
- Assistant Vice Chancellors
- Presidents
- Vice Presidents
- **Director, Facility Planning, District Construction and Support Services**
- **Director, Purchasing Services**
- **Executive Director, College Advancement**

2. The persons occupying the following positions are Designated Employees and must disclose the financial interests defined in categories 2 and 3 of Appendix "A-2".

- **Accounting Manager – Accounts Payable**
- **Accounting Manager – Payroll**
- **Benefits Analyst**
- Bookstore Managers
- Buyers
- **Campus Budget Manager**
- **Custodial Supervisor**
- **Deputy Sector Navigator – Small Business**
- **Deputy Sector Navigator – Global Trade & Logistics**
- **Deputy Sector Navigator – Retail/Hospitality/Tourism**
- **Deputy Sector Navigator – Information Communications Technology/Digital Media**
- Directors, Academic Support
- Director, Auxiliary Services
- Director, Digital Media Center
- Director, District Safety and Security
- **Director, Global Trade & Logistics Initiative**
- **Director, Grants**
- **Directors, Information Systems, Student Applications, Financial Applications and Institutional Websites**
- Director, Network & Communications
- **Director, Public Affairs and Publications**

- Director, Small Business Development Center
- **District Support Services Supervisor**
- **Employment Services Manager**
- **Executive Director, Child Development Services**
- **Facilities Manager**
- **Facilities Project Managers**
- **Graphic Communications Manager**
- **Internal Audit Manager**
- Inventory, Delivery and Storage Supervisor
- ***Maintenance Supervisor***
- Manager, Fiscal Services
- ***Project Managers***
- ***Publications and Electronic Media Manager***
- Risk Manager

# Rancho Santiago Community College District Conflict of Interest Code

## APPENDIX "A-2"

### **Category 1:**

Interests in real property, other than a principal residence located within the jurisdiction, if the interest in real property may foreseeably be affected materially by any decision made or participated in by the designated person or designated employee by virtue of his/her position.

### **Category 2:**

Investments in or income from business entities which manufacture, distribute, lease, retail or sell supplies, materials, books, foods, machinery, parts, equipment, or vehicles to the District. Investments in business entities are reportable only to the extent that they do business with the District, they have done business with the District during the two years prior to the time that a disclosure statement is required to be filed by this Code, or they plan to do business with the District. Income is not reportable where the income is received from a source which is not doing business with the District, not planning to do business with the District, or has not done business with the District during the two years prior to the time that a disclosure statement is required to be filed under this Code.

### **Category 3:**

Investments in or income from business entities which are contractors, architects, engineers, appraisers, auditors, attorneys, management consultants, educational consultants and travel agents engaged in the performance of work or services utilized by the District. Investments in business entities are reportable only to the extent that they do business with the District, they have done business with the District during the two years prior to the time that a disclosure statement is required to be filed by this Code, or they plan to do business with the District. Income is not reportable where the income is received from a source which is not doing business with the District, not planning to do business with the District, or has not done business with the District during the two years prior to the time that a disclosure statement is required to be filed under this Code.

### **Category 4:**

Income from employee organizations that represent district employees, that plan to represent district employees, and income from district employees.

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

To: Board of Trustees	Date: December 8, 2014
Re: Receive and Accept the District Audit Reports for the Fiscal Year ended June 30, 2014	
Action: Request to Receive and Accept	

**BACKGROUND**

Pursuant to Education Code Section 84040(b) and OMB Circular A-133, the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district. The District contracted with Vavrinek, Trine, Day & Co., LLP to provide the independent auditing services required.

The Financial Section of the District audit report is broken down into four major categories as follows: (1) the Independent Auditor's Report; (2) Management's Discussion and Analysis; (3) Basic Financial Statements; and (4) Notes to the Financial Statements.

The report also contains: (1) Required Supplementary Information; (2) Other Supplementary Information; (3) Other Independent Auditor's Reports; and (4) and Schedule of Findings and Questioned Costs.

Also included are the audits of the Measure E Revenue Bond Construction Fund Financial and Performance audits, the Rancho Santiago Community College District Foundation, the Santa Ana College Foundation, and the Santiago Canyon College Foundation.

**ANALYSIS**

The auditors will present the results of the District's audits at the meeting. All of these reports were presented in draft form and discussed at the Board Fiscal Audit Review Committee meeting on November 17, 2014.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2014 as presented.

Fiscal Impact: Not Applicable	Board Date: December 8, 2014
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

To: Board of Trustees	Date: December 8, 2014
Re: Approval to Hire Independent Audit Firm	
Action: Request to Receive and Accept	

**BACKGROUND**

Education Code Section 84040 states that “the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy.” Board Policy 6400 states that the Board “shall call for a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor every three years”. California Code of Regulations Title 5, section 59102 states that “Arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than May 1 proceeding that fiscal year.” The District has contracted with the current audit firm since fiscal year 2011-12.

**ANALYSIS**

In August, 2014, the District sent the RFP for three years of audit services to the attached listing of auditing firms. Five proposals were received and each was thoroughly reviewed by District staff. The results of the RFP were then taken to the Board Fiscal/Audit Review Committee for discussion and review. Based upon this review, the committee recommends continuing a contract with Vavrinek, Trine, Day & Co., LLP to assist the District with independent auditing services for two additional years. The amounts listed below represent the contract price for the first year. The amounts reflect a first year negotiated savings of \$6,000 from the firm’s original proposal. The audit contract will be renewed annually by board action.

District Entity	2014-15
District Audit	\$87,200
Rancho Santiago CCD Foundation	\$7,000
Santiago Canyon College Foundation	\$9,000
Santa Ana College Foundation	\$11,700
Measure E Bond Fiscal & Performance Audits	\$12,000
Measure Q Bond Fiscal & Performance Audits	\$8,000
<b>Total Cost</b>	<b>\$134,900</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees approve hiring Vavrinek, Trine, Day & Co., LLP for auditing services for the 2014-15 fiscal year audit and authorize the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on the District’s behalf as presented.

Fiscal Impact: Not Applicable	Board Date: December 8, 2014
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	



**Firms that were sent an RFP 8/4/2014:**

Firm		CC Clients #	Location
CHRISTY WHITE	*	6	San Diego
COSSOLIAS, WILSON, DOMINGUEZ, LEAVITT	*	2	San Diego
CROWE HORWATH		10	Costa Mesa and N. California
GILBERT ASSOCIATES		2	Sacramento
GLENN BURDETTE ATTEST CORP.		2	San Luis Obispo
JAMES MARTA & CO.		1	Sacramento
KPMG		1	Irvine
LUND AND GUTTRY		0	Rancho Mirage
MARCUM LLP		0	Irvine
MATSON-ISOM	*	7	Chico and other offices in N. California
MESSNER & HADLEY		3	Victorville
MGO		0	Newport Beach
NIGRO & NIGRO		0	Murrieta
PUN & McGEADY		1	Irvine
VASQUEZ & COMPANY LLP		2	Los Angeles
VAVRINEK, TRINE, DAY & COMPANY	*	30	Rancho Cucamonga
VICENTI, LLOYD, & STUTZMAN	*	6	Glendora
WILKINSON HADLEY & KING		1	El Cajon

\* - Responses to RFP received

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

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of Lease Agreement with Spectrum Knowledge	
Action:	Request for Approval	

**BACKGROUND**

The District operates a business incubator for start-up digital media companies at the Digital Media Center (DMC). The incubator was developed as a result of grant funding received from the U.S. Department of Commerce, Economic Development Administration.

**ANALYSIS**

Spectrum Knowledge, Inc. provides solutions for many of your research and training needs. Our company consists of diverse cultural, leadership, market research and organizational development specialists who have backgrounds in research and learning-related to these areas.

As a start-up, Spectrum Knowledge looking to validate their business model by taking advantage of the valuable services provided for entrepreneurs at the DMC, including mentorship, access to student interns, access to investors, and office space. Through these services, the company hopes to grow and create much needed jobs in our community.

The recommended lease conforms to the District's standard lease agreement for DMC tenants and is for a period of one year: October 7, 2014 to October 28, 2015. The square footage for the rentable area included in this lease agreement is 317 square feet.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the lease agreement with Spectrum Knowledge and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$6,466.80	Board Date: December 8, 2014
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Agreement with Margaret Williams, LLC for On-Call Move Management Consulting Services Districtwide		
Action:	Request for Approval		

**BACKGROUND:**

This is a new agreement for on-call move management consulting services. The District requires as-needed move management services to coordinate a variety of facility moves for both Santa Ana College and Santiago Canyon College. After the completion of the Dunlap Hall renovation, the District will need move management services to coordinate the move from the temporary village back to Dunlap Hall. In addition, the District will be coordinating a number of moves for various Measure Q projects at Santa Ana College, and various moves at Santiago Canyon College as a result of the U portable certification project and Building D interior renovation work.

**ANALYSIS:**

The scope of work includes move management and coordination with the movers, pre-planning with faculty and staff, ensuring all items are packed and ready for move, inventory control of all furniture and equipment, and ensuring spaces are ready for the return of faculty and start of classes. In addition, the consultant will be responsible for preparing the various bid scope for move services, on-site coordination with the campus and movers, and coordinating with Campus Security and Information Technology departments to ensure proper set up of classes, offices and protection of the inventory during the relocations. Various projects anticipated requiring move coordination services include at SAC: Dunlap Hall (moving back from the temporary village), Central Plant (potential interim relocations for certain programs), Johnson Student Center into the temporary village, STEM (J building relocations as certain buildings to be demolished); and at SCC: U and S portables, Building D and the Orange Education Center.

A Request for Proposals (RFP) #1314-21 for move management services was released and advertised on November 19, 2013. The deadline for response was due on December 5, 2013. Two firms responded including Hahn Partners, Inc. and Margaret Williams, LLC. The District reviewed the proposals and interviewed both firms. The District recommends Margaret Williams, LLC based upon their experience, team members, approach to the project, fee, schedule and familiarity with Community College moves.

The services covered by this agreement shall commence December 9, 2014 and ends December 31, 2018.

The fiscal impact and budget for this agreement were based upon the list of scope of services, a schedule of activities, and an hourly rate of \$80/hr. It is a not to exceed amount of \$75,000 (includes \$0 reimbursables). This is an on-call, as needed agreement for move management coordination consulting services.

This agreement is funded by Measure E, Measure Q and Capital Facilities Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Margaret Williams, LLC for On-Call Move Management Consulting Services Districtwide as presented.

Fiscal Impact:	\$75,000	Board Date: December 8, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 12/8/14**

Project: On-Call Move Management

Site: **Districtwide**

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Consultant: Margaret Williams, LLC.

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Type of Service: On-call move management coordination consulting services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Contract Amount		\$75,000.00		12/9/2014	12/31/2018
<b>Total Agreement Amount</b>		<b>\$ 75,000.00</b> <i>(Not to exceed)</i>			

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**DESCRIPTION:**

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On-call agreement for as needed move management coordination consulting services

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<b>Total Proposed Amount:</b>	<b>\$</b>	<b>75,000.00</b>
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<b>Contract End Date:</b>	<b>12/31/2018</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of Award of Bid #1247 for Parking Lot Resurfacing at the District Operations Center	
Action:	Request for Approval	

**BACKGROUND:**

This project is to repair and recondition the parking lot at the District Operations Center due to damaged areas which is currently causing a safety issue. The scope of work for this project includes removal and replacement of damaged asphalt and pavement sections, resurfacing of the parking lot, and re-stripping the parking lot stalls.

**ANALYSIS:**

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1247 Parking Lot Resurfacing was appropriately advertised on October 22, 2014 and a Notice Calling for Informal Bids was sent to eight (8) contractors from the District maintained qualified contractors list.

A mandatory job walk was held on October 27, 2014. Bids were opened on November 14, 2014 for the Parking Lot resurfacing at the District Operations Center project as noted on the attached Bid Results form. The District received two (2) bids for the project. Bostick Company, Inc. (Anaheim) submitted the lowest responsive bid for the amount of \$61,965. District staff has conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the project bids received, it was recommended to move forward with award for Bid #1247 to Bostick Company, Inc.

If awarded, the project is anticipated to begin during the December holiday break. Slurry activities are anticipated to be undertaken during the February Presidents' Holiday break.

This project is funded by Capital Facilities.

**RECOMMENDATION:**

It is recommended that the Board approve the award of Bid #1247 to Bostick Company, Inc. as presented.

Fiscal Impact:	\$61,965	Board Date: December 8, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



**FACILITY PLANNING**

**BID RESULTS:**

**BID # 1247**

**PROJECT: Parking Lot Resurfacing at District Office**

**Addendum Issued: 1**

**DUE DATE: 11/14/2014**

BIDDER	TOTAL BID AMOUNT
Bostick Company, Inc. 2870 East La Cresta Anaheim, CA 92806	\$61,965.00
Century Paving 14630 East Firestone Boulevard La Mirada, CA 90638	\$62,250.00
<b>2 BIDDERS TOTAL</b>	

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

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of Amendment with Cumming Corporation for Project Management Services for Santa Ana College Projects and Santiago Canyon College Projects	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement. On March 10, 2014 the Board approved an agreement with Cumming Corporation for project management consulting services for Santa Ana College projects. The District has a need for additional design and management assistance due to a shortage of project management staff and an increased volume of work. The STEM Building, Johnson Student Center, and Orange Education Center projects require extensive coordination, oversight and management. These projects are currently entering the design phase concurrently and there is a need to coordinate among the various campuses, user groups and other consultants. The District is in need of additional design oversight and extended project management services due to the concurrency of project in the planning and design phase.

Due to the multiple types of projects occurring simultaneously between bond, scheduled maintenance and capital facility projects, this results in multiple contractors working concurrently, which requires additional project management oversight and coordination. These projects are all in the design phase and require the appropriate attention and oversight of District staff to provide the proper management to manage schedule, scope and budgets. Cumming Corporation has been successfully working as an extension of project management staff since March of 2014 in the design management phase of the Central Plant project. The District desires to have Cumming Corporation continue to work as an extension of staff by allowing continued and expanded services of project management for the STEM Building, Johnson Student Center, Chavez Building, Orange Education Center and other projects that need design management and project management coordination to ensure the continued continuity of project delivery.

**ANALYSIS:**

Among the scope of services to be provided include but are not limited to assistance with multiple DSA submittals, design reviews, construction contracts, schedule management, budget evaluation, evaluation of bids, managing change order requests, coordinate responses to Requests for Information by the contractor, coordination of other project consultants such as architect, contractor, DSA inspection, testing labs, , process and review all pay application requests by the contractor and other construction consultants. At project closeout, the consultant shall coordinate, oversee and work with other consultants, contractors and District staff to review the punch list, review and accept of as-built documents, review and coordinate commissioning of



building systems, review closeout documents for DSA certification, and review final project expenditures and reconcile the budget to ensure proper close-out.

Cumming’s selection was based on Request for Qualifications (RFQ) #1314-02 from December 2013, The District interviewed 11 firms; Linik Corporation (Valencia), Cummings Construction Management, Inc. (Aliso Viejo), Abacus Project Management, Inc. (Newport Beach), Arcadis (Irvine), Bernards (Ontario), Kitchell (Costa Mesa), O’Connor Construction Management, Inc. (Irvine), Cordoba Corporation (Santa Ana), McCarthy Construction (Newport Beach), Tilden-Coil Constructors (Riverside) and Telacu (Orange) in October 2013.

A pre-qualified list of firms was established on December 5, 2014. A Request for Proposal (RFP) #1314-32 was sent to the pre-qualified list in January 2014. The District received seven responses to the RFP and interviewed Linik Corporation (Valencia), and Cummings Construction Management, Inc. (Aliso Viejo). The District recommends Cumming Corporation to provide continued project management services based on the culmination of the RFP response, applicable project experience, qualifications of team members and demonstrated performance over the last nine months working with the District and both Colleges.

The services covered by this agreement commenced March 10, 2014 and the new contract end date is March 31, 2018. Hourly rates average \$145 per hour, and budgets for cost were estimated based on hours in a month, type of project management position, the duration of time needed. The original contract was \$1,144,100. The additional contract amount is a not to exceed fee of \$1,956,200 (includes \$25,000 reimbursables). The revised contract total is \$3,100,300.

This service agreement is funded by Measure E, Measure Q and Capital Outlay.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Cumming Corporation for project management services for Santa Ana College and Santiago Canyon College projects as presented.

Fiscal Impact:	\$1,956,200 (includes reimbursables)	Board Date: December 8, 2014
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: 12/31/14**

**Project: STEM, Johnson Student Center, Chavez, OEC**

**Site: Santa Ana College and  
Santiago Canyon College**

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Consultant: Cumming Corporation

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Type of Service: Project Management Services

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Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$1,144,100.00	\$ 25,000.00	3/10/2014	3/31/2018
Amendment Amount		\$1,956,200.00	\$ 25,000.00		
<b>Total Agreement Amount</b>		<b>\$ 3,100,300.00</b>			
		<i>(Not to exceed)</i>			

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## DESCRIPTION:

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Amendment to add construction and project management services for the STEM Building, Johnson Student Center, Chavez, OEC projects at SAC and SCC

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<b>Total Proposed Amount:</b>	\$	<b>1,956,200.00</b>
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<b>Contract End Date:</b>	<b>3/31/2018</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services for Santa Ana College and District Facilities		
Action:	Request for Approval		

**BACKGROUND:**

This is a new agreement for on-call structural engineering consultant services. The District requires on an as-needed basis, the assistance of a structural engineering consultant to respond quickly when there are immediate investigations that need to occur. The District's intent is to utilize the on-call structural engineer in emergency situations following earthquake events or when needed to assess health and safety conditions as it relates to structural conditions. The consultant will be responsible to undertake building assessment to develop and provide any relevant analyses, investigations, evaluations and recommendations for repair and remediation. If necessary, the consultant may be required to create plans and specifications to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA.

**ANALYSIS:**

A Request for Qualifications (RFQ) #1314-57 for on-call structural engineering services was released and advertised on May 20, 2014. The deadline for response was June 16, 2014. The District received responses from eleven firms; Brandow & Johnston, Inc. (Irvine), IDS Group, Inc. (Irvine), MHP, Inc. (Long Beach), Rodriguez Engineering, Inc. (Orange), Simpson Gumpertz & Heger (Los Angeles), Engineering Alignment Systems, Inc. (Santa Ana), Lionakis (Newport Beach), Saiful Bouquet Inc. (Orange), TTG Engineers (Anaheim), John A. Martin and Associates, Inc. (Los Angeles), VCA Engineers, Inc. (Irvine). A selection committee convened on September 15, 2015 and nine firms were deemed qualified for the short list.

The services covered by this agreement shall commence December 9, 2014 and ends December 31, 2016. Hourly rates average \$90.00. The services are based on a not-to-exceed fee in the amount of \$25,000 without any reimbursables.

This agreement is funded by Measure E, Measure Q and Capital Facilities Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Agreement with Engineering Alignment Systems, Inc. for On-Call Structural Engineering Services at Santa Ana College and District Facilities as presented.

Fiscal Impact:	\$25,000	Board Date: December 8, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 12/8/14**

**Project: On-call Structural Engineer**

**Site: District-wide**

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**Consultant: Engineering Alignment Systems, Inc.**

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**Type of Service: On-call structural engineering**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Duration</b>	
				<b>Start</b>	<b>End</b>
Contract Amount		\$25,000.00		12/9/2014	12/31/2016
<b>Total Agreement Amount</b>		<b>\$ 25,000.00</b> <i>(Not to exceed)</i>			

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**DESCRIPTION:**

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On-call agreement for structural engineering

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<b>Total Proposed Amount:</b>	<b>\$</b>	<b>25,000.00</b>
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<b>Contract End Date:</b>	<b>12/31/2016</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Agreement with 3QC, Inc. for Commissioning Services for the Central Plant Project at Santa Ana College		
Action:	Request for Approval		

**BACKGROUND:**

This is a new consultant services agreement for commissioning services for the central plant, infrastructure and mechanical building upgrades project at Santa Ana College. The project is one of several Measure Q projects to be constructed on the campus, and the scope of work includes significant underground utility replacement/upgrade work (gas, electrical, sewer, water, etc.), as well as a new central plant building, a thermal ice storage facility, and retrofit work to 8 buildings to be connected to the new central plant chilled water system. Commissioning services are required under Title 24 based on the scope, depth and breadth of the project. The project is currently under design, and the District is in need of commissioning services from a qualified firm. The consultant is to oversee and assist the District and College in the development of a plan that will ensure proper functional testing is undertaken for the systems, and that there is a long-term continuous plan which involves verification and measurement of performance to ensure the continued successful operations of the Central Plant and the mechanical, electrical and plumbing building components.

**ANALYSIS:**

A Request for Qualifications/Request for Proposal RFQ/RFP #1415-77 was released and advertised on September 23, 2014 with a due date of October 17, 2014. Thirteen firms responded, Engineering Economics, Inc. (Culver City), Enovity, Inc. (Irvine), FGI Farnsworth Group, Inc. (Claremont), 3QC, Inc. (Newport Beach), Glumac (Irvine), Heery International, Inc. (Los Angeles), Henrikson Owen (Irvine), Independent Commissioning Consulting (Glendale), Kitchell (Costa Mesa), P2S Engineering (Long Beach), Sindoni Consulting & Management Services (Irvine), TMCx Solutions, LLC (Las Vegas), TTG Engineers (Anaheim).

A selection committee convened on October 20, 2014 to review the proposals. Interviews were held on October 23, 2014 with Glumac, Sindori, Enovity, and 3QC. The selection committee recommends 3QC, Inc. after a thorough review based upon the culmination of their RFQ/RFP response, experience, team members, approach to the project, fee, schedule and familiarity with commissioning agent services for central plant projects. It is recommended that the District enter into an agreement with 3QC Inc. for commissioning services for the central plant, infrastructure and mechanical upgrades project at Santa Ana College.

The services covered by this agreement shall commence on December 9, 2014 and ends December 31, 2018. The services are based on a not-to-exceed fee in the amount of \$179,000. There are no reimbursable expenses.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with 3QC, Inc. for commissioning services for the central plant, infrastructure and mechanical upgrades project at Santa Ana College as presented.

Fiscal Impact:	\$179,000	Board Date: December 8, 2014
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: 12/8/14**

**Project: Central Plant, infrastructure, and mechanical upgrades**

**Site: Santa Ana College**

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**Consultant: 3QC, Inc.**

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**Type of Service: Commissioning Agent Services**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration End</b>
Contract Amount		\$179,000.00		12/9/2014	12/31/2018
<b>Total Agreement Amount</b>		<b>\$ 179,000.00</b> <i>(Not to exceed)</i>			

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**DESCRIPTION:**

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Agreement for commissioning services

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<b>Total Proposed Amount:</b>	<b>\$</b>	<b>179,000.00</b>
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<b>Contract End Date:</b>	<b>12/31/2018</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Amendment with Linik Corporation for Project Management Services for Santa Ana College Projects		
Action:	Request for Approval		

**BACKGROUND:**

This is an amendment to an existing agreement. On February 18, 2014 the Board approved an agreement with Linik Corporation for project management consulting services for Santa Ana College projects, including Tessman Planetarium Renovation, Parking Lot 11/Campus Improvements, Temporary Village and Dunlap Hall Renovation. The District has a need for continued design and construction management assistance to work as an extension of staff due to the increased volume of work. The Central Plant project requires extensive coordination due to the 10 DSA plan submittals with over 40 phases of construction work areas planned. At this time there are potentially three concurrent construction teams working in various areas across the campus for 3 years. There is a need for additional oversight of the project which would be handled across multiple individuals as there will be several inspection consultants to coordinate and multiple contractors. The volume of project oversight and management is significant and unique in comparison to other type of projects. At this time, the District is in need of additional assistance with design management and plan reviews to prepare for back-check submittals to DSA on the Central Plant and site utility infrastructure phases of the project. The District desires to have Linik Corporation continue to work as an extension of staff by allowing continued and expanded project and construction management services to ensure the continued continuity of project delivery.

**ANALYSIS:**

Among the scope of services to be provided include, but are not limited to, assistance with multiple DSA submittals, design reviews, construction contracts, schedule management, budget evaluation, evaluation of bids, managing change order requests, coordinate responses to Requests for Information by the contractor, coordination of other project consultants such as architect, contractor, DSA inspection, testing labs, process and review all pay application requests by the contractor and other construction consultants. At project closeout, the consultant shall coordinate, oversee and work with other consultants, contractors and District staff to review the punch list, review and accept of as-built documents, review and coordinate commissioning of building systems, review closeout documents for DSA certification, and review final project expenditures and reconcile the budget to ensure proper close-out.

Linik’s selection was based on Request for Qualifications (RFQ) #1314-02 from September 2013. The District interviewed 11 firms; Linik Corporation (Valencia), Cummings Construction Management, Inc. (Aliso Viejo), Abacus Project Management, Inc. (Newport Beach), Arcadis (Irvine), Bernards (Ontario), Kitchell (Costa Mesa), O’Connor Construction Management, Inc. (Irvine), Cordoba Corporation (Santa Ana), McCarthy Construction (Newport Beach), Tilden-Coil Constructors (Riverside) and Telacu (Orange) in October 2013.

A pre-qualified list of firms was established on December 5, 2014. A Request for Proposal (RFP) #1314-32 was sent to the pre-qualified list in January 2014. The District received seven responses to the RFP and interviewed Linik Corporation (Valencia), and Cummings Construction Management, Inc. (Aliso Viejo) in January. The District recommends Linik Corporation to provide continued project management services based on the culmination of the RFP response, applicable project experience, qualifications of team members, and demonstrated performance over the last ten months working with the District and College.

The services covered by this agreement commenced February 19, 2014 and the new contract end date is March 31, 2018. Hourly rates average \$122 per hour, and budgets for cost were estimated based on hours in a month, type of project management position, and the duration of time needed. The original contract amount was \$1,082,920. The additional contract amount is a not to exceed fee of \$2,211,030 (includes \$50,000 reimbursables). The revised total contract is \$3,293,950

This service agreement is funded by Measure E, Measure Q and Capital Outlay.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment with Linik Corporation for project management services for Santa Ana College projects as presented.

Fiscal Impact:	\$2,211,030 (includes reimbursables)	Board Date: December 8, 2014
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: 12/8/14**

**Project: Dunlap Hall, Campus Improvements and Central Plant**

**Site: Santa Ana College**

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**Consultant: Linik Corporation**

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**Type of Service: Project Management Services**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b>	
						<b>End</b>
Original Contract Amount		\$1,082,920.00	\$ -	2/19/2014		12/31/2015
Amendment Amount		\$2,211,030.00	\$ 50,000.00			3/31/2018
<b>Total Agreement Amount</b>		<b>\$3,293,950.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Amendment to add construction management services for the Central Plant project at Santa Ana College

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<b>Total Proposed Amount:</b>				<b>\$</b>		<b>2,211,030.00</b>
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<b>New Contract End Date:</b>						<b>3/31/2018</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Amendment to Agreement with Ninyo & Moore for Materials Testing and Inspection Consulting Services for the Planetarium, Parking Lot 11 and Temporary Village at Santa Ana College		
Action:	Request for Approval		

**BACKGROUND:**

This is an amendment to an existing agreement. On March 24, 2014 the Board approved an agreement with Ninyo & Moore (Irvine) for inspection consulting services for the Planetarium, Parking Lot 11 and Temporary Village at Santa Ana College. During the course of construction, the consultant encountered additional testing and inspection requirements due to the following: high moisture content found in certain soils, unforeseen utilities and hazardous material encasements in and around Parking Lot 11, Planetarium and Campus Road, additional time associated with premium time work, and the extension of time due to the delay on the Planetarium caused by termite damage.

**ANALYSIS:**

The current Ninyo & Moore agreement is a not-to-exceed agreement of \$79,828. The original agreement included services for the Planetarium upgrade and restroom addition, Parking Lot 11 expansion, road improvements, retention basins and the portable village temporary swing space. The amendment for this agreement is to extend the contract duration and for the additional cost associated with the aforementioned added scope.

The services covered by this agreement commenced March 7, 2014 and the revised end date is January 31, 2015. The increase for the additional scope is a not-to-exceed amount of \$134,024. The revised contract total for the project will be \$213,852.

This project is funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to the agreement with Ninyo & Moore for Materials Testing and Inspection Consulting Services for the Planetarium, Parking Lot 11 and Temporary Village at Santa Ana College as presented.

Fiscal Impact:	\$134,024	Board Date:	December 8, 2014
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: 12/8/2014**

Project: **Tessman Planetarium, Parking Lot #11,  
Temporary Village**

Site: **Santa Ana College**

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Consultant: **Ninyo & Moore**

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Type of Service: **Materials Testing & Inspection**

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Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
						End
Original Contract Amount		\$ 79,828.00	\$ -	3/7/2014	1/31/2015	
Amendment #1		\$ 134,024.00				
<b>New Total Agreement</b>		<b>\$ 213,852.00</b>				
		<i>(Not to exceed)</i>				

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**DESCRIPTION:**

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Amendment #1 to complete materials testing and inspection services for Planetarium and Parking Lot#11

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**Total Proposed Amount:** \$ **134,024.00**

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**Contract End Date:** **1/31/2015**

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

To:	Board of Trustees	Date:	December 8, 2014
Re:	Approval of Agreement with HPI Architecture for Professional Design Services for the Orange Education Center at Santiago Canyon College		
Action:	Request for Approval		

**BACKGROUND:**

This is a new agreement for professional design services for the Orange Education Center (OEC) of the Santiago Canyon College located on North Batavia Street in the City of Orange. The planning and programming phase was completed in October 2014 by R2A Architecture. All user groups were consulted with and the program was verified along with the square footage needs to support the programs. Subsequently, three design options were considered for the building to remedy the upgrades necessary to retain DSA certification. Option 1 included DSA certification work only with no parking lot improvements or major interior renovations beyond certification work. Option 2 proposed to demolish the existing building and build a new building. Option 3 involved the demolition of portions of the existing building (approximately 35,000 square feet) with a major renovation and reconfiguration of the remaining building interior space as necessary, totaling approximately 50,000 square feet. After discussions with the college and District, it was determined that Option 3 was the best suitable recommendation for the campus because it addressed the parking lot and vehicular access challenges at the site. Additionally, the configuration of spaces would be improved within the building to address access issues for users. Option 3 has a new target construction budget of \$16 million with a total project budget of \$21 million. Option 3 is estimated to have a three year duration from design through construction with a re-occupancy target of February 2018.

On September 23, 2013, the Board took action and approved the allocation of funding for these repairs at OEC for a total budget of \$16 million. In spite of the short funded budget at this time, this phase of work will allow the project to progress into the design phase and allow the team to meet with DSA to discuss the remediation protocols necessary for the building to retain certification under DSA California Community College Use REH 002a procedures and 2013 California Code of Regulations.

**ANALYSIS:**

A Request for Proposal (RFP) #1415-79 for professional design services was released to R2A Architecture and HPI Architecture for the design phase of the project. R2A Architecture originally completed the programming phase of work covered under a prior agreement, and subsequently declined to continue into the design phase. In addition, the District previously released RFP # 1314-06 for the programming and schematic design phase and received proposals from three firms R2A Architecture (Santa Ana), Westberg+White (Tustin) and HPI Architecture (Newport Beach), and interviewed all three firms who were deemed qualified for the project. After a thorough review of the RFP response, experience, team members, approach to the project, fee, and schedule, it is recommended that the District continue with design phase services with HPI Architecture.

The services covered by this agreement shall commence December 9, 2014, and end May 31, 2018. The contract is a not to exceed fee of \$1,723,200 (including reimbursables).

This project is funded by Measure E, Budget Stabilization, and Redevelopment Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with HPI Architecture for Professional Design Services for the Orange Education Center as presented.

Fiscal Impact:	\$1,723,200 (includes reimbursables)	Board Date: December 8, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 12/8/14**

**Project: Orange Education Center**

**Site: Santiago Canyon College**

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**Consultant: HPI Architecture**

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**Type of Service: Professional Design Services**

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<b>Agreement Summary</b>	<b>No.</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration End</b>
Contract Amount		\$1,698,200.00	\$ 25,000.00	12/9/2014	5/31/2018
<b>Total Agreement Amount</b>		<b>\$ 1,723,200.00</b>			
		<i>(Not to exceed)</i>			

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**DESCRIPTION:**

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Professional design services for option 3

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<b>Total Proposed Amount:</b>				<b>\$</b>	<b>1,723,200.00</b>
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<b>Contract End Date:</b>					<b>5/31/2018</b>
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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033801	335.72	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		11/3/2014
15-P0033802	159.55	WELLS FARGO BANK	Food and Food Service Supplies			11/3/2014
15-P0033803	265.68	ORANGE COUNTY WHOLESALE FLOWERS	Non-Instructional Supplies	SP		11/3/2014
15-P0033804	1,000.00	DON BOOKSTORE	Non-Instructional Supplies	SP		11/3/2014
15-P0033805	603.72	CHANNING L BETE CO INC	Instructional Supplies	SP		11/3/2014
15-P0033806	9,909.23	CARRIER CORP	Contracted Repair Services			11/3/2014
15-P0033807	51.84	PYRO-COMM SYSTEMS INC	Maint Contract - Other Equip			11/3/2014
15-P0033808	1,148.75	GMS ELEVATOR	Contracted Repair Services			11/4/2014
15-P0033809	316.11	JOHN G ALEVIZOS	Self Insurance Claims			11/4/2014
15-P0033811	183.48	OPUS INSPECTION INC	Instructional Supplies	SP		11/4/2014
15-P0033812	89.00	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib			11/4/2014
15-P0033813	58.00	ORANGE COUNTY BUSINESS JOURNAL	Books, Mags & Ref Mat, Non-Lib			11/4/2014
15-P0033814	39,605.06	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		11/4/2014
15-P0033815	90.95	CHANNING L BETE CO INC	Instructional Supplies	SP		11/4/2014
15-P0033816	220.18	TOMARK SPORTS INC	Non-Instructional Supplies			11/4/2014
15-P0033817	497.22	FITNESS REPAIR SHOP	Instructional Supplies	SP		11/4/2014
15-P0033818	1,855.00	DON BOOKSTORE	Other Exp Paid for Students	SP		11/4/2014
15-P0033819	700.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/4/2014
15-P0033820	442.79	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		11/4/2014
15-P0033821	90.40	RINO PRODUCTS CORP	Repair & Replacement Parts			11/4/2014
15-P0033822	121.04	PROMEGA CORP	Instructional Supplies	SP		11/4/2014
15-P0033823	315.00	GENEWIZ INC	Instructional Supplies	SP		11/4/2014
15-P0033824	541.99	FITNESS REPAIR SHOP	Instructional Supplies	SP		11/4/2014
15-P0033825	250,000.00	DON BOOKSTORE	Books Paid for Students	SP		11/4/2014
15-P0033826	700.00	MCKESSON GENERAL MEDICAL CORP	Non-Instructional Supplies	SP		11/4/2014
15-P0033827	64.80	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			11/4/2014
15-P0033828	1,643.49	DELL COMPUTER	Equipment - All Other > \$1,000	SP		11/4/2014
15-P0033829	20.47	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/4/2014
15-P0033830	250.00	LIGHT BULBS ETC	Non-Instructional Supplies			11/4/2014
15-P0033831	2,500.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/4/2014
15-P0033832	150.71	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/4/2014
15-P0033833	1,000.00	WALLY MACHINERY & TOOL SUPPLY	Repair & Replacement Parts			11/4/2014
15-P0033834	5,454.20	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		11/4/2014
15-P0033836	1,093.64	EDVOTEK	Instructional Supplies	SP		11/4/2014

5.14 (1)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033837	1,308.00	EDVOTEK	Instructional Supplies	SP		11/4/2014
15-P0033838	586.90	VORTEX INDUSTRIES	Contracted Repair Services			11/4/2014
15-P0033839	1,057.92	MODERN BIOLOGY INC	Instructional Supplies	SP		11/4/2014
15-P0033840	281.42	FISHER SCIENTIFIC	Instructional Supplies	SP		11/4/2014
15-P0033841	52,777.00	DANNY LETNER INC	Bldg Impr - Contracted Svcs	SP		11/4/2014
15-P0033842	12.83	VWR FUNDING INC	Instructional Supplies	SP		11/4/2014
15-P0033843	60.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			11/4/2014
15-P0033844	1,348.82	VWR FUNDING INC	Instructional Supplies	SP		11/4/2014
15-P0033845	2,180.00	SOUTHERN CALIF MARINE INSTITUTE	Other Participant Travel Exp	SP		11/4/2014
15-P0033846	75.00	SCIAC SO CALIF INTERSEGME	Inst Dues & Memberships			11/4/2014
15-P0033847	298.38	SIGMA ALDRICH INC	Instructional Supplies	SP		11/4/2014
15-P0033848	374.89	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			11/4/2014
15-P0033849	425.00	HSACCC HEALTH SVCS ASSOC-	Conference Expenses	SP		11/5/2014
15-P0033850	230.00	COPELAND BEVERLY	Advertising	SP		11/5/2014
15-P0033851	721.70	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		11/5/2014
15-P0033852	1,655.00	NAT'L LEAGUE FOR NURSING	Inst Dues & Memberships			11/5/2014
15-P0033853	416.73	LIFE TECHNOLOGIES CORP	Instructional Supplies	SP		11/5/2014
15-P0033854	1,280.60	BIOLOG INC	Instructional Supplies	SP		11/5/2014
15-P0033855	107.50	METROPRO TOWING INC	Contracted Repair Services	SP		11/5/2014
15-P0033856	1,999.00	SHINE EARLY LEARNING INC	Conference Expenses	SP		11/5/2014
15-P0033857	1,972.64	VWR FUNDING INC	Instructional Supplies	SP		11/5/2014
15-P0033858	54,966.72	NTH GENERATION COMPUTING INC	Equipment - All Other > \$1,000			11/5/2014
15-P0033859	1,748.00	R.L. STEPHENS TOOL & EQUIPMENT CO	Equipment - All Other > \$1,000	SP		11/6/2014
15-P0033860	14,418.85	SIMS ORANGE WELDING SUPPLY	Equipment - Federal Progs >200	SP		11/6/2014
15-P0033861	149.58	WELLS FARGO BANK	Food and Food Service Supplies			11/6/2014
15-P0033862	135.00	CCFC COMMUNITY COLLEGE FACILITY COALITION	Conference Expenses			11/6/2014
* 15-P0033863	9,768.00	SIDEPATH INC	Software License and Fees			11/6/2014
* 15-P0033864	6,565.00	EUREKA	Software License and Fees	SP		11/6/2014
15-P0033865	302.19	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		11/6/2014
15-P0033866	1,250.86	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		11/6/2014
15-P0033867	249.00	COSSIO-MUNIZ RUTH JACQUELINE	Inst Dues & Memberships	SP		11/6/2014
15-P0033868	868.20	C.C. IMEX	Instructional Supplies	SP		11/6/2014
15-P0033869	641.52	FISHER SCIENTIFIC	Instructional Supplies	SP		11/6/2014
15-P0033870	300.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/6/2014

5.14 (2)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033871	5,000.00	VOYAGER FLEET SYSTEM INC	Gasoline			11/6/2014
15-P0033872	1,520.96	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		11/6/2014
15-P0033873	2,091.74	UNISOURCE PAPER CO	Non-Instructional Supplies			11/6/2014
15-P0033874	8,314.32	TREND OFFSET PRINTING	Reproduction/Printing Expenses			11/6/2014
15-P0033875	4,000.00	SAMY'S CAMERA	Instructional Supplies	SP		11/6/2014
15-P0033876	3,293.57	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			11/6/2014
15-P0033877	600.00	MOUNTAIN MEASUREMENT INC	Books, Mags & Ref Mat, Non-Lib	SP		11/6/2014
15-P0033878	5,078.89	DELL COMPUTER	Equipment - Federal Progs >200	SP		11/6/2014
15-P0033879	10.65	CHERYL COBBINA	Non-Instructional Supplies	SP		11/6/2014
15-P0033880	7,750.00	CHALLENGE U, LLC	Other Exp Paid for Students	SP		11/6/2014
15-P0033881	569.00	WEATHERITE CORP	Contracted Repair Services			11/7/2014
15-P0033882	392.00	KDC INC	Contracted Repair Services			11/7/2014
15-P0033883	823.00	BIARD & CROCKETT PLUMBING SVCS INC	Contracted Repair Services			11/7/2014
15-P0033884	351.60	ACTION DOOR CONTROLS INC	Contracted Repair Services			11/7/2014
15-P0033885	2,750.00	BKF ENGINEERS	Site Improv - Contracted Svcs	SP		11/7/2014
15-P0033886	863.06	ACTION DOOR CONTROLS INC	Contracted Repair Services			11/7/2014
15-P0033887	44.61	LAKESHORE LEARNING MATERIALS	Books, Mags & Ref Mat, Non-Lib	SP		11/7/2014
15-P0033888	440.80	NEW READERS PRESS	Books, Mags & Ref Mat, Non-Lib	SP		11/7/2014
15-P0033889	45.00	WACAC WESTERN ASSOC FOR COLLEGE	Inst Dues & Memberships			11/7/2014
15-P0033890	19.42	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/7/2014
15-P0033891	312.08	IMMEL DESIGN INC	Bldg Impr - Contracted Svcs	SP		11/7/2014
15-P0033892	12,258.33	KING OFFICE SERVICES	Buildings - Relocation/Moving	SP	BOND	11/7/2014
15-P0033893	839.48	PHOENIX GROUP INFORMATION SYSTEMS	Non-Instructional Supplies	SP		11/7/2014
15-P0033894	753.84	IMMEL DESIGN INC	Contracted Repair Services			11/7/2014
15-P0033895	448.64	COMMLINE INC	Non-Instructional Supplies	SP		11/7/2014
15-P0033896	257.01	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		11/7/2014
15-P0033897	597.13	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		11/7/2014
15-P0033898	709.64	SOS SURVIVAL PRODUCTS	Non-Instructional Supplies			11/7/2014
15-P0033900	522.87	CDW GOVERNMENT INC.	Equip/Software - >\$200 <\$1,000			11/7/2014
15-P0033901	920.00	TRI-SIGNAL INTEGRATION INC	Maint/Oper Service Agreements			11/7/2014
15-P0033902	1,000.00	ORKIN PEST CONTROL	Contracted Services			11/7/2014
15-P0033903	4,500.00	AHART MARY ANN	Contracted Services	SP		11/7/2014
15-P0033904	403.12	XEROX CORP	Non-Instructional Supplies			11/7/2014
15-P0033905	51.00	SIMBIOTIC SOFTWARE	Software License and Fees			11/7/2014

5.14 (3)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033906	1,000.00	AAA ELECTRIC MOTOR SALES	Repair & Replacement Parts			11/7/2014
15-P0033907	840.00	ASFOUR GROUP CORP	Food and Food Service Supplies	SP		11/10/2014
15-P0033908	264.47	CORNER BAKERY/CBC RESTAURANT	Food and Food Service Supplies	SP		11/10/2014
15-P0033909	848.12	KULI IMAGE INCYKUSTOM IMPRINTS	Non-Instructional Supplies	SP		11/10/2014
15-P0033910	1,316.69	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			11/10/2014
15-P0033911	500.00	SCHORR METALS INC	Non-Instructional Supplies			11/10/2014
15-P0033912	975.00	PARENTS AS TEACHERS NAT'L CENTER	Software License and Fees	SP		11/10/2014
15-P0033913	253.72	FRESH BABY LLC	Non-Instructional Supplies	SP		11/10/2014
15-P0033914	297.00	ACCO ENGINEERED SYSTEMS INC	Contracted Repair Services			11/10/2014
15-P0033915	377.87	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		11/10/2014
15-P0033916	4,000.00	ESRI INC	Software License and Fees	SP		11/10/2014
15-P0033917	1,500.00	JOHNSTONE SUPPLY	Repair & Replacement Parts			11/10/2014
15-P0033918	500.00	WOODWARD'S ACE HARDWARE	Non-Instructional Supplies			11/10/2014
15-P0033919	1,000.00	CANDELA CORP	Instructional Supplies	SP		11/10/2014
15-P0033920	170.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses	SP		11/12/2014
15-P0033921	819.93	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			11/12/2014
15-P0033922	22,310.10	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			11/12/2014
15-P0033923	2,178.40	HMH SUPPLEMENTAL PUBL	Books, Mags & Ref Mat, Non-Lib	SP		11/12/2014
15-P0033924	2,376.00	NASDAQ OMX CORP SOLUTIONS INC	Internet Services			11/12/2014
15-P0033925	551.25	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		11/12/2014
15-P0033926	84.01	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		11/12/2014
15-P0033927	1,000.00	NOTEABLE HOLDINGS INC	Instructional Supplies	SP		11/12/2014
15-P0033928	500.00	HOME DEPOT	Instructional Supplies	SP		11/12/2014
15-P0033929	11,152.73	DELL COMPUTER	Equipment - All Other > \$1,000	SP		11/12/2014
15-P0033930	222.17	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		11/12/2014
15-P0033931	2,500.00	AMAZON COM	Library Books	SP		11/12/2014
* 15-P0033932	12,000.00	ELLUCIAN INC.	Contracted Services	SP		11/13/2014
15-P0033933	1,195.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			11/13/2014
15-P0033934	3,365.22	MICHAEL J MACKENZIE	Non-Instructional Supplies	SP		11/13/2014
15-P0033935	79.78	CORNER BAKERY/CBC RESTAURANT	Food and Food Service Supplies	SP		11/13/2014
15-P0033936	350.00	SMART & FINAL	Food and Food Service Supplies	SP		11/13/2014
15-P0033937	1,756.43	GRAVES GARY T.	Conference Expenses	SP		11/13/2014
15-P0033938	1,577.04	BAUMGARTNER BERN	Conference Expenses	SP		11/13/2014
15-P0033939	1,220.40	MATHUR ROOPA	Conference Expenses	SP		11/13/2014

5.14(4)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033941	828.24	TOWNSEND PRESS	Books, Mags & Ref Mat, Non-Lib	SP		11/13/2014
15-P0033942	2,038.82	CHEMGLASS LIFE SCIENCES LLC	Equipment - Federal Progs >200	SP		11/13/2014
15-P0033943	50.00	PHAM NGA T	Non-Instructional Supplies	SP		11/13/2014
15-P0033944	31,333.48	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		11/13/2014
15-P0033945	575.00	DE LA TORRE COMMERCIAL	Site Improv - Contracted Svcs	SP		11/13/2014
15-P0033946	734.60	IL FORNAIO AMERICAN CORP	Food and Food Service Supplies	SP		11/13/2014
15-P0033947	100.00	MEJIA CORLISS	Contracted Services	SP		11/13/2014
15-P0033948	534.36	D4 SOLUTIONS INC.	Contracted Services	SP		11/13/2014
15-P0033949	4,200.00	PAVER PLUS INC	Site Improv - Contracted Svcs	SP	BOND	11/13/2014
* 15-P0033950	13,699.52	ADVANCED WEB OFFSET INC	Packaging/Mail Prep/Processing	SP		11/14/2014
15-P0033951	1,596.25	STAPLES CONTRACT & COMMERCIAL INC	Instructional Supplies	SP		11/14/2014
15-P0033952	5,400.00	UNISOURCE PAPER CO	Instructional Supplies	SP		11/14/2014
15-P0033953	362.63	IZADI BEHZAD	Conference Expenses	SP		11/14/2014
15-P0033954	1,600.00	PARENTS AS TEACHERS NAT'L CENTER	Conference Expenses	SP		11/14/2014
15-P0033955	5,597.19	CN SCHOOL AND OFFICE SOLUTIONS INC	Non-Instructional Supplies	SP		11/14/2014
15-P0033956	59.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/14/2014
15-P0033957	486.82	LYTTON PERRY	Repair & Replacement Parts			11/14/2014
15-P0033958	17.92	APPERSON	Instructional Supplies	SP		11/14/2014
15-P0033959	1,999.20	WELLS FARGO BANK	Conference Expenses			11/14/2014
15-P0033960	3,267.04	PITSCO, INC	Instructional Supplies	SP		11/14/2014
15-P0033961	1,000.00	AAHHE	Inst Dues & Memberships			11/14/2014
15-P0033962	15,490.00	AACC AMERICAN ASSOC OF COMMUNITY CO	Inst Dues & Memberships			11/14/2014
15-P0033963	798.52	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		11/14/2014
15-P0033964	326.00	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		11/14/2014
15-P0033965	1,794.82	RAWLINGS SPORTING GOODS	Instructional Supplies	SP		11/14/2014
15-P0033966	1,023.75	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		11/14/2014
15-P0033967	4,838.38	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		11/14/2014
15-P0033968	84.09	PAPER DIRECT	Non-Instructional Supplies	SP		11/14/2014
15-P0033969	300.00	MICHAEL LEVINE	Instructional Supplies	SP		11/14/2014
15-P0033970	500.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	11/14/2014
15-P0033971	578.33	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/14/2014
15-P0033972	12,511.58	THE LINCOLN ELECTRIC COMPANY	Instructional Supplies	SP		11/14/2014
15-P0033973	175.00	ACCCA	Conference Expenses			11/14/2014
15-P0033974	175.00	ACCCA	Conference Expenses			11/14/2014

5.14 (5)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0033975	599.50	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			11/14/2014
15-P0033976	961.50	SHERATON LA JOLLA	Conference Expenses	SP		11/14/2014
15-P0033977	9,210.00	HISPANIC ASSOCIATION OF COLLEGES & UNIVER	Inst Dues & Memberships			11/14/2014
* 15-P0033978	25.28	JAROSLAW P. JANIO	Instructional Supplies	SP		11/14/2014
15-P0033979	2,000.00	LIVEBINDERS INC	Contracted Services	SP		11/14/2014
15-P0033980	480.00	ANESTIS ADRIANA	Contracted Services	SP		11/17/2014
15-P0033981	200.00	INTERMEDIA INC	Instructional Supplies	SP		11/17/2014
* 15-P0033982	12,291.11	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		11/17/2014
* 15-P0033983	5,083.81	B & H PHOTO VIDEO INC	Equipment - All Other > \$1,000	SP		11/17/2014
* 15-P0033984	2,038.11	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		11/17/2014
15-P0033985	690.61	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		11/17/2014
15-P0033986	2,279.17	B & H PHOTO VIDEO INC	Instructional Supplies	SP		11/17/2014
15-P0033987	1,400.00	ELIZABETH BERGARA	Conference Expenses	SP		11/17/2014
15-P0033988	1,666.20	KOGI GROUP CORP	Food and Food Service Supplies	SP		11/18/2014
15-P0033989	170.00	OCBC ORANGE CTY BUS COUNCIL	Conference Expenses	SP		11/18/2014
15-P0033990	111.40	SATELLITE MANUFACTURING INC	Repair & Replacement Parts			11/18/2014
15-P0033991	1,321.92	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		11/18/2014
15-P0033992	3,628.80	DON BOOKSTORE	Non-Instructional Supplies	SP		11/18/2014
15-P0033993	1,500.00	SMART & FINAL	Food and Food Service Supplies	SP		11/18/2014
15-P0033994	3,946.64	SO CAL TEAM SPORTS	Instructional Supplies	SP		11/18/2014
15-P0033995	1,781.68	AMAZON COM	Library Books	SP		11/18/2014
15-P0033996	1,000.00	AMERICAN REPROGRAPHICS CO LLC	Buildings - Blueprint/Reprod	SP		11/18/2014
15-P0033997	100.00	ART SUPPLY WAREHOUSE	Instructional Supplies	SP		11/18/2014
15-P0033998	2,386.56	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATIO	Books, Mags & Ref Mat, Non-Lib	SP		11/18/2014
15-P0033999	2,990.00	TIERRA VERDE LANDSCAPE	Landscaping			11/18/2014
15-P0034000	60.48	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies			11/18/2014
15-P0034001	212.94	COBBINA CHERYL	Food and Food Service Supplies	SP		11/18/2014
15-P0034002	1,093.42	MEDCO/PATTERSON MEDICAL	Instructional Supplies	SP		11/18/2014
15-P0034003	175.28	DEMCO INC	Non-Instructional Supplies			11/18/2014
15-P0034004	1,203.28	GALE GROUP	Library Books	SP		11/18/2014
15-P0034005	1,102.50	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		11/18/2014
15-P0034006	150.00	SVM LP	Awards & Incentives	SP		11/18/2014
15-P0034007	700.00	NAT'L ASSN OF VETERANS UPWARD BOUND	Conference Expenses	SP		11/18/2014
15-P0034008	53.98	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/18/2014

5.14 (6)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0034009	3,943.40	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000			11/18/2014
15-P0034011	625.50	SHAREPOINT EXPERTS, INC.	Conference Expenses			11/19/2014
15-P0034012	3,089.20	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		11/19/2014
15-P0034013	330.08	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		11/19/2014
15-P0034014	476.90	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		11/19/2014
15-P0034015	630.00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			11/19/2014
15-P0034016	320.67	COBBINA CHERYL	Food and Food Service Supplies	SP		11/19/2014
15-P0034017	310.00	WEATHERITE CORP	Contracted Repair Services			11/19/2014
15-P0034018	1,865.00	ACCO ENGINEERED SYSTEMS INC	Contracted Repair Services			11/19/2014
15-P0034019	552.20	FISHER SCIENTIFIC	Equip/Software - >\$200 <\$1,000	SP		11/19/2014
15-P0034020	655.77	KAPLAN	Instructional Supplies	SP		11/19/2014
15-P0034021	1,962.94	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			11/19/2014
15-P0034022	4,167.52	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		11/19/2014
15-P0034023	1,288.25	KAPLAN	Instructional Supplies	SP		11/19/2014
* 15-P0159263	486.12	XEROX CORP	Excess/Copies Useage	SP		11/7/2014
15-P0159264	36,600.00	PROJECT TOMORROW	Contracted Services	SP		11/12/2014
* 15-P0159265	1,257.72	XEROX CORP	Excess/Copies Useage	SP		11/10/2014
15-P0159266	496.80	XEROX CORP	Excess/Copies Useage	SP		11/14/2014
15-P0159267	10,000.00	QUICK CAPTION	Contracted Services	SP		11/19/2014
		<b>Grand Total:</b>	<b>\$874,371.53</b>			

5.14 (7)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM NOVEMBER 02, 2014 THROUGH NOVEMBER 19, 2014  
BOARD MEETING OF DECEMBER 08, 2014**

P.O. #	AMOUNT	DESCRIPTION	DEPARTMENT	COMMENT
15-P0033814	\$39,605.06	Studio broadcast equipment	DMC	Received Quotations: 1) *B&H Photo Video Inc. 2) Markertek Video Supply 3) Broadcast Worldwide 4) Tower Products
15-P0033825	\$250,000.00	Book vouchers (2014-2015)	SAC-EOPS	
15-P0033841	\$52,777.00	Roof repair for the Neally Library (L-Bldg) at Santa Ana College	DO-Facility Planning	Bid #1245 Board approved: Sept. 22, 2014
15-P0033858	\$54,966.72	HP servers and components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement B27164 Board approved: Nov. 16, 2009
15-P0033922	\$22,310.10	Janitorial supplies (i.e. paper towels, toilet paper, seat covers & liners)	SAC-Custodial	Received Quotations: 1)*Glasby Maintenance Supply 2) Waxie Sanitary Supply



**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM NOVEMBER 02, 2014 THROUGH NOVEMBER 19, 2014  
BOARD MEETING OF DECEMBER 08, 2014**

P.O. #	AMOUNT	DESCRIPTION	DEPARTMENT	COMMENT
15-P0033944	\$31,333.48	Chromatography system and components	SCC-Biology	Received Quotations: 1)*Bio-Rad Laboratories 2) General Electric Healthcare Bio-Science Corp. 3) Yamazen Science, Inc.
15-P0033962	\$15,490.00	Institutional membership to AACC American Association of Community Colleges	SAC-President	
15-P0159264	\$36,600.00	Orange County Teacher Pathway Partnership Sub-Agreement No. DO-14-2501-05	SCC-Counseling & Student Support Services	Board approved: Oct. 13, 2014

<b>P.O. #</b>	<b>Amount</b>	<b>Vendor Name</b>	<b>Classification</b>	<b>Date</b>
GM-DON001903	\$4,014.50	APPERSON EDUCATION PROD.	General Merchandise	11/4/2014
GM-DON001907	\$190.00	COMTEL-EDGEWISE	General Merchandise	11/4/2014
GM-DON001908	\$264.00	OAK HALL CAP & GOWNS	General Merchandise	11/4/2014
GM-HAWK001556	\$558.86	PENS ETC.	General Merchandise	11/10/2014
TX-DON002785	\$3,264.88	NEBRASKA BOOK COMPANY	Textbook	11/10/2014
TX-DON002786	\$2,812.99	MBS TEXTBOOK EXCHANGE	Textbook	11/10/2014
TX-DON002788	\$19.96	NEBRASKA BOOK COMPANY	Textbook	11/10/2014
TX-DON002789	\$119,461.25	MCGRAW-HILL PUBLISHING CO	Textbook	11/13/2014
TX-DON002790	\$189.60	MBS TEXTBOOK EXCHANGE	Textbook	11/13/2014
TX-DON002791	\$199.60	NEBRASKA BOOK COMPANY	Textbook	11/13/2014
TX-HAWK002114	\$495.00	MCGRAW-HILL CREATE (PRIMIS)	Textbook	11/3/2014
TX-HAWK002115	\$4.95	NEBRASKA BOOK COMPANY	Textbook	11/13/2014
TX-HAWK002116	\$9.90	NEBRASKA BOOK COMPANY	Textbook	11/13/2014
TX-HAWK002117	\$116.25	NEBRASKA BOOK COMPANY	Textbook	11/13/2014

**Grand Total: \$131,601.74**

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-B0000720	42,760.20	PACIFIC PARKING SYSTEMS INC	Equipment - All Other > \$1,000			11/3/2014
15-B0000721	3,771.91	DELL COMPUTER	Equipment - All Other > \$1,000			11/3/2014
15-B0000722	1,290.61	GRAINGER	Other Operating Exp & Services			11/5/2014
15-B0000723	594.20	PROMOTIONAL DESIGN CONCEPTS INC	Non-Instructional Supplies			11/5/2014
15-B0000724	28,506.80	PACIFIC PARKING SYSTEMS INC	Equipment - All Other > \$1,000			11/5/2014
15-B0000725	4,635.03	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			11/12/2014
15-B0000726	3,219.08	M-F ATHLETIC	Diversified Agency Fund Expens			11/13/2014
15-B0000727	8,093.10	DELL COMPUTER	Diversified Agency Fund Expens			11/13/2014
15-B0000728	143.38	MEDCO/PATTERSON MEDICAL	Diversified Agency Fund Expens			11/13/2014
15-B0000729	776.00	EDUCATIONAL TESTING SVC	Other Operating Exp & Services			11/13/2014
15-B0000730	2,394.91	BROWN BAG SANDWICH CO. INC.	Purchases - Gen Merch			11/14/2014
* 15-B0000731	6,130.74	RYAN DISTRIBUTORS	Purchases - Gen Merch			11/14/2014
* 15-B0000732	3,048.11	RYAN DISTRIBUTORS	Purchases - Taxable			11/14/2014
* 15-B0000733	8,752.12	RYAN DISTRIBUTORS	Purchases - Gen Merch			11/14/2014
<b>Grand Total:</b>		<b>\$114,116.19</b>				

5.14 (11)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM NOVEMBER 1, 2014 THROUGH NOVEMBER 14, 2014  
BOARD MEETING OF DECEMBER 8, 2014**

P.O. #	Amount	Description	Department	Comment
TX-DON002789	\$119,461.25	Textbooks for Resale: Intersession and Spring 2015	SAC Bookstore	Purchased from McGraw Hill Publishers. Manager review and approval - Thomas Bonetati - 11/13/14
15-B0000720	\$42,760.20	3 Parking Permit Dispenser Machines: SAC	SAC Safety & Security	Purchased from sole source distributor Pacific Parking Systems Inc. Machines match existing equipment and are compatible with current VenVue software. Manager review and approval - Rhonda Langston 11/3/14
15-B0000724	\$28,506.80	2 Parking Permit Dispenser Machines: SCC	SCC Safety & Security	Purchased from sole source distributor Pacific Parking Systems Inc. Machines match existing equipment and are compatible with current VenVue software. Manager review and approval - Rhonda Langston 11/3/14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Resource Development Items	
Action: Request for Approval	

**ANALYSIS**

Items for the following categorical programs have been developed:

<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1. CalWORKS/Work Study/TANF (SAC/SCC)	10/7/2014	\$512,438
Annual allocations from the California Community Colleges Chancellor's Office to provide direct support services for welfare students who are enrolled in educational programs as they prepare to transition out of the welfare setting and into gainful employment. (14/15)		
CalWORKs Program	<u>SAC</u>	<u>SCC</u>
CalWORKs Work Study	\$ 232,792	\$ 134,861
TANF (Federal)	\$ 35,761	\$ 12,120
<b>Total</b>	<u>\$ 62,549</u>	<u>\$ 34,355</u>
<i>The match required is 1-to-1 of the CalWORKs Program and Work Study allocations.</i>		
- SAC match required is \$268,553 that consists of \$40,269 of district-funded staff costs and \$228,284 of need-based financial aid (Pell grants, BOG fee waiver, and Cal grants).		
- SCC match required is \$146,981 that consists of \$5,697 of district-funded staff costs and \$141,284 of need-based financial aid (Pell grants, SEOG, BOG fee waiver, and Cal grants).		
2. Career Technical Education Enhancement Fund (District)	11/18/2014	\$16,695,271

RSCCD received a Career Technical Education Enhancement Fund grant from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, and will serve as the Fiscal Agent for this funding. Project funds will be utilized to develop, enhance, and expand quality CTE programs and offerings to respond to regional labor market needs. As the Fiscal Agent, RSCCD will develop policies, procedures, tracking systems and timelines in collaboration with the Regional Consortia for disbursement of Enhancement Funds to districts within its region. (14/15, 15/16). *No match required.*

Fiscal Impact: \$19,035,333	Board Date: December 8, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raul Rodriguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
3. Early Head Start – Year 3 (District) Third year of a five-year grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start programs. (14/15, 15/16) Operations Budget \$1,764,088 Training & Technical Assistance \$43,536 <b>Total \$1,807,624</b> <i>The match required is \$451,906 (20% of the total EHS costs that include federal and non-federal share) that consists of \$289,117 state-funded Child Development Center staff costs and \$162,789 unclaimed indirect costs.</i>	01/01/2015	\$1,807,624

4. NSF – Fullerton Mathematics Teacher and Master Teacher Fellows Project (FULL MT2) – Year 5 (SAC)  
Fifth year of a six-year sub-award grant to the California State University, Fullerton from the National Science Foundation that includes Santa Ana College as sub-recipient for a collaborative program. SAC emphasizes STEM outreach and teacher recruitment for early college students. (14/15). *No match required.*

**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: \$19,035,333	Board Date: December 8, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

CalWORKs Income: 158,066

PROJ. DIR. Christine Leon

Work Study: 35,761

Date: 11/21/2014

(From Child Care to Program) 74,726

Total Amount 268,553

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11_0000_000004_10000_1110	Contract Instructors : Santa Ana College (fixed)		53,589		28,985	24,604	
11_0000_000004_10000_2130	Classified Employees : Santa Ana College (fixed)		27,913		0	27,913	
11_0000_000004_10000_3411	H & W - Instructional : Santa Ana College (fixed)		20,099		7,726	12,373	
11_0000_000004_10000_3415	H & W - Non-Instructional : Santa Ana Col (fixed)		17,021		3,558	13,463	
<b>11_2061_601000_18100_1210</b>	<b>Academic Management : Continuing Education Di</b>	<b>30,417</b>		0			30,417
11_2061_601000_18100_3115	STRS - Non-Instructional : Continuing Educati	2,509		0			2,509
11_2061_601000_18100_3215	PERS - Non-Instructional : Continuing Educati	1,715		0			1,715
11_2061_601000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	1,002		0			1,002
11_2061_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	681		0			681
11_2061_601000_18100_3415	H & W - Non-Instructional : Continuing Educat	4,088		0			4,088
11_2061_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	470		0			470
11_2061_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	756		0			756
11_2061_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,128		0			1,128
11_2061_601000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	871		0			871
<b>11_2061_620000_18100_2130</b>	<b>Classified Employees : Continuing Education D</b>	<b>15,696</b>		0			15,696
11_2061_620000_18100_3415	H & W - Non-Instructional : Continuing Educat	5,075		0			5,075
<b>11_2061_649000_19100_1210</b>	<b>Academic Management : Student Services Office</b>	<b>23,172</b>		0			23,172
11_2061_649000_19100_3115	STRS - Non-Instructional : Student Services O	1,912		0			1,912
11_2061_649000_19100_3325	Medicare - Non-Instructional : Student Servic	344		0			344
11_2061_649000_19100_3415	H & W - Non-Instructional : Student Services	2,898		0			2,898
11_2061_649000_19100_3435	H & W - Retiree Fund Non-Inst : Student Servi	237		0			237
11_2061_649000_19100_3515	SUI - Non-Instructional : Student Services Of	383		0			383
11_2061_649000_19100_3615	WCI - Non-Instructional : Student Services Of	569		0			569
11_2061_649000_19100_3915	Other Benefits - Non-Instruct : Student Servi	536		0			536

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

CalWORKs Income: 158,066  
 Work Study: 35,761  
 (From Child Care to Program) 74,726  
 Total Amount 268,553

PROJ. ADM. Sara Lundquist  
 PROJ. DIR. Christine Leon  
 Date: 11/21/2014

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11_2061_647000_19410_2130	Classified Employees : Student Placement	3,112		0			3,112
11_2061_647000_19410_2340	Student Assistants - Hourly : Student Placeme	0		0			0
11_2061_647000_19410_3215	PERS - Non-Instructional : Student Placement	2,210		0			2,210
11_2061_647000_19410_3315	OASDHI - Non-Instructional : Student Placemen	1,264		2,195		931	
11_2061_647000_19410_3325	Medicare - Non-Instructional : Student Placem	299		513		214	
11_2061_647000_19410_3415	H & W - Non-Instructional : Student Placement	997		0			997
11_2061_647000_19410_3435	H & W - Retiree Fund Non-Inst : Student Place	206		0			206
11_2061_647000_19410_3515	SUI - Non-Instructional : Student Placement	334		0			334
11_2061_647000_19410_3615	WCI - Non-Instructional : Student Placement	496		850		354	
11_2061_647000_19410_3915	Other Benefits - Non-Instruct : Student Place	421		0			421
11_2061_649000_19505_1250	Contract Coordinator : Special Services Offic Ann Lockhart (30%)	0		28,985		28,985	
11_2061_649000_19505_2130	Classified Employees : Special Services Offic	9,105		0			9,105
11_2061_649000_19505_3115	STRS - Non-Instructional : Special Services O	0		2,574		2,574	
11_2061_649000_19505_3215	PERS - Non-Instructional : Special Services O	1,132		0			1,132
11_2061_649000_19505_3315	OASDHI - Non-Instructional : Special Services	656		0			656
11_2061_649000_19505_3325	Medicare - Non-Instructional : Special Servic	153		426		273	
11_2061_649000_19505_3415	H & W - Non-Instructional : Special Services	3,018		3,337		319	
11_2061_649000_19505_3435	H & W - Retiree Fund Non-Inst : Special Servi	106		294		188	
11_2061_649000_19505_3515	SUI - Non-Instructional : Special Services Of	170		15			155
11_2061_649000_19505_3615	WCI - Non-Instructional : Special Services Of	254		705		451	
11_2061_649000_19505_3915	Other Benefits - Non-Instruct : Special Servi	230		375		145	
	<b>Total 2061 - SAC CalWORKs (Match)</b>	<b>118,622</b>	<b>118,622</b>	<b>40,269</b>	<b>40,269</b>	<b>112,787</b>	<b>112,787</b>

6.1 (4)



**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**CalWORKs Income: 158,066**  
**Work Study: 35,761**  
**(From Child Care to Program) 74,726**  
**Total Amount 268,553**

**PROJ. ADM. Sara Lundquist**  
**PROJ. DIR. Christine Leon**  
**Date: 11/21/2014**

**CFDA No.: N/A**  
**Prime Sponsor: State of California/Proposition 98 Funds**  
**Fiscal Agent: California Community Colleges Chancellor's Office**  
**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit

The match required is 1-to1 of the CalWORKs Program and Work Study allocations. The SAC match required is \$268,553 that consists of:

District Match: CalWORKs Contract Coordinator @ 30%	\$40,269
Allowable match: need-based financial aid (Pell Grant)	\$129,835
Allowable match: BOG Fee Waiver	\$87,123
Other State Revenues: Cal Grant	\$11,326
<b>SAC Match Total</b>	<b>\$268,553</b>

6.1 (5)

**SPECIAL PROJECT DETAILED BUDGET #2061**

**NAME: CalWORKS - SANTA ANA COLLEGE**

**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**CalWORKs Income: 158,066**

**Work Study: 35,761**

**(From Child Care to Program) 74,726**

**Total Amount 268,553**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

**PROJ. ADM. Sara Lundquist**

**PROJ. DIR. Christine Leon**

**Date: 11/21/2014**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_000000_10000_8625	CalWORKs : Santa Ana College		252,379		268,553		16,174
<b>Santa Ana College - CalWORKs Program</b>							
12_2061_631000_18100_1430	<b>Part-Time Counselors : Continuing Education</b> <b>Rondi Johnson FA14 \$52.77/hr. x 139.5 hrs.</b> <b>Robert Olmos FA14 \$47.86/hr. x 68 hrs.</b> <b>SP15 \$52.77/hr. x 192 hrs.</b>	10,422		20,834		10,412	
12_2061_631000_18100_1435	<b>Int/Sum - Counselors,Part-Time : Continuing</b> <b>Rondi Johnson \$52.77 hr. @ SU14 34.4 hrs.,</b> <b>INT15 32 hrs., SU15 40 hrs.</b>	5,409		5,647		238	
12_2061_631000_18100_2130	<b>Classified Employees : Continuing Education</b>	3,654		0			3,654
12_2061_631000_18100_3115	STRS - Non-Instructional : Continuing Educati	2,131		2,352		221	
12_2061_631000_18100_3215	PERS - Non-Instructional : Continuing Educati	418		0			418
12_2061_631000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	233		0			233
12_2061_631000_18100_3325	Medicare - Non-Instructional : Continuing Edu	429		384			45
12_2061_631000_18100_3415	H & W - Non-Instructional : Continuing Educat	1,695		0			1,695
12_2061_631000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	296		265			31
12_2061_631000_18100_3515	SUI - Non-Instructional : Continuing Educatio	15		13			2
12_2061_631000_18100_3615	WCI - Non-Instructional : Continuing Educatio	710		636			74
12_2061_631000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	108		0			108
12_2061_649000_18100_2130	<b>Classified Employees : Continuing Education</b> <b>Debra Gossett, Intermediate Clerk (8%)</b>	0		3,750		3,750	
12_2061_649000_18100_3215	PERS - Non-Instructional : Continuing Educati	0		441		441	
12_2061_649000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	0		239		239	

6.1 (6)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Sara Lundquist**

**CalWORKs Income: 158,066**

**PROJ. DIR. Christine Leon**

**Work Study: 35,761**

**Date: 11/21/2014**

**(From Child Care to Program) 74,726**

**Total Amount 268,553**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		56		56	
12_2061_649000_18100_3415	H & W - Non-Instructional : Continuing Educat	0		1,826		1,826	
12_2061_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		39		39	
12_2061_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		2		2	
12_2061_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		93		93	
12_2061_649000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	0		108		108	
12_2061_631000_19505_1430	<b>Part-Time Counselors : Special Services Office</b> <b>Rondi Johnson \$52.77/hr. @ FA14 139.5 hrs., SP15 190 hrs.</b> <b>Robert Olmos \$47.86/hr. @ FA14 68 hrs.</b>	13,446		20,727		7,281	
12_2061_631000_19505_1434	<b>Int/Sum Beyond Contr-Counselor : Special Serv</b> <b>Ann Lockhart \$76.88 SU14 28 hrs.</b>	5,348		2,163			3,185
12_2061_631000_19505_1435	<b>Int/Sum - Counselors,Part-Time : Special Serv</b> <b>INT15 \$52.77/hr. x 112 hrs.</b>	16,095		5,960			10,135
12_2061_631000_19505_3115	STRS - Non-Instructional : Special Services O	3,728		2,562			1,166
12_2061_631000_19505_3325	Medicare - Non-Instructional : Special Servic	655		418			237
12_2061_631000_19505_3435	H & W - Retiree Fund Non-Inst : Special Servi	452		289			163
12_2061_631000_19505_3515	SUI - Non-Instructional : Special Services Of	23		14			9
12_2061_631000_19505_3615	WCI - Non-Instructional : Special Services Of	1,085		692			393
12_2061_649000_19505_1252	<b>Contract Extension-Coordinator : Special Services</b> <b>Ann Lockhart \$423.16/day x 0.5 days</b>	0		427		427	
12_2061_649000_19505_1453	<b>Beyond Contract - Coordinators : Special Serv</b> <b>Ann Lockhart \$32.59/hr. x 30 hrs x 2 semesters</b>	4,432		1,964			2,468

6.1 (7)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

CalWORKs Income: 158,066

PROJ. DIR. Christine Leon

Work Study: 35,761

Date: 11/21/2014

(From Child Care to Program) 74,726

Total Amount 268,553

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_649000_19505_1454	Int/Sum Beyond Contr-Coordinat : Special Serv Ann Lockhart \$45.22/hr. SU14 16 hrs., SU15 10 hrs.	0		1,172		1,172	
12_2061_649000_19505_1480	Part-Time Reassigned Time : Special Services Rondi Johnson \$31.04/hr. x 11.5 hrs. Al Molina \$31.04/hr x 12.5 hrs. Robert Olmos \$28.16 x 5 hrs. SP15 all counselors \$31.04/hr x 48 hrs.	0		2,388		2,388	
12_2061_649000_19505_1485	Int/Sum - Reassigned Time, PT : Special Servi \$31.04/hr. x 21.68 hrs.	0		673		673	
12_2061_649000_19505_2130	Classified Employees : Special Services Offic Blythe Paz, Administrative Secretary (10%) Gloria Ramos-Olivarez, Administrative Clerk (75%) Debra Gossett, Intermediate Clerk (52%)	42,852		72,615		29,763	
12_2061_649000_19505_2310	Classified Employees - Ongoing : Special Serv	26,587		0			26,587
12_2061_649000_19505_2320	Classified Employees - Hourly : Special Servi Sophia Le, Student Svs Spec. \$19.80 x 25 hrs/wk x 20 wks \$19.80 x 19 hrs/wk x 17 wks Senior Clerk, \$18.17 x 24 wks x 25 hrs/wk	15,984		24,472		8,488	
12_2061_649000_19505_3115	STRS - Non-Instructional : Special Services O	366		588		222	
12_2061_649000_19505_3215	PERS - Non-Instructional : Special Services O	8,033		8,548		515	
12_2061_649000_19505_3315	OASDHI - Non-Instructional : Special Services	4,666		4,617			49
12_2061_649000_19505_3325	Medicare - Non-Instructional : Special Servic	1,317		1,531		214	
12_2061_649000_19505_3335	PARS - Non-Instructional : Special Services O	208		318		110	

Original Budget

Prepared by: Maria Gil

Board Approval Date: December 8, 2014

Accountant: Laurie Sandoval

6.1 (8)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Sara Lundquist**

**CalWORKs Income: 158,066**

**PROJ. DIR. Christine Leon**

**Work Study: 35,761**

**Date: 11/21/2014**

**(From Child Care to Program) 74,726**

**Total Amount 268,553**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_649000_19505_3415	H & W - Non-Instructional : Special Services	98		14,251		14,153	
12_2061_649000_19505_3435	H & W - Retiree Fund Non-Inst : Special Servi	909		1,056		147	
12_2061_649000_19505_3515	SUI - Non-Instructional : Special Services Of	45		53		8	
12_2061_649000_19505_3615	WCI - Non-Instructional : Special Services Of	2,182		2,533		351	
12_2061_649000_19505_3915	Other Benefits - Non-Instruct : Special Servi	1,013		1,850		837	
12_2061_649000_19505_4610	Non-Instructional Supplies : Special Services	0		1,247		1,247	
12_2061_649000_19505_4710	Food and Food Services : Special Services <i>Food for workshops and year-end recognition event</i>	0		1,200		1,200	
12_2061_649000_19505_5610	Lease Agreement - Equipment : Special Services	0		800		800	
12_2061_649000_19505_5630	Maint Contract - Office Equip : Special Services	0		231		231	
12_2061_649000_19505_5800	Advertising : Special Services	0		2,500		2,500	
12_2061_649000_19505_5845	Excess/Copies Usage : Special Services	0		150		150	
12_2061_649000_19505_5940	Reproduction/Printing Expenses : Special Ser	0		150		150	
12_2061_649000_19505_6410	Equipment - All Other > \$1,000 : Special Serv	0		16		16	
12_2061_649000_19505_6419	Equip/Software - >\$200 <\$1,000 : Special Serv	8,190		0			8,190
12_2061_647000_19505_2320	<b>Classified Employees - Hourly : Special Servi</b> <i>Julio Fregoso, Job Developer \$21.76/hr x 19 hrs/wk x 39 wks</i>	0		16,124		16,124	
12_2061_647000_19505_3325	Medicare - Non-Instructional : Special Servic	0		234		234	
12_2061_647000_19505_3335	PARS - Non-Instructional : Special Services O	0		210		210	
12_2061_647000_19505_3435	H & W - Retiree Fund Non-Inst : Special Servi	0		161		161	
12_2061_647000_19505_3515	SUI - Non-Instructional : Special Services Of	0		8		8	
12_2061_647000_19505_3615	WCI - Non-Instructional : Special Services Of	0		387		387	
12_2061_675000_19505_5210	Conference Expenses : Special Services Office	4,000		808			3,192

(6) 1.9

Original Budget

Prepared by: Maria Gil

Board Approval Date: December 8, 2014

Accountant: Laurie Sandoval

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Sara Lundquist**

**CalWORKs Income: 158,066**

**PROJ. DIR. Christine Leon**

**Work Study: 35,761**

**Date: 11/21/2014**

**(From Child Care to Program) 74,726**

**Total Amount 268,553**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_647000_19540_2130	Classified Employees : Job/Career Placement	23,750		0			23,750
12_2061_647000_19540_3215	PERS - Non-Instructional : Job/Career Placeme	2,717		0			2,717
12_2061_647000_19540_3315	OASDHI - Non-Instructional : Job/Career Place	1,516		0			1,516
12_2061_647000_19540_3325	Medicare - Non-Instructional : Job/Career Pla	355		0			355
12_2061_647000_19540_3415	H & W - Non-Instructional : Job/Career Placem	12,901		0			12,901
12_2061_647000_19540_3435	H & W - Retiree Fund Non-Inst : Job/Career Pl	245		0			245
12_2061_647000_19540_3515	SUI - Non-Instructional : Job/Career Placemen	12		0			12
12_2061_647000_19540_3615	WCI - Non-Instructional : Job/Career Placemen	587		0			587
12_2061_647000_19540_3915	Other Benefits - Non-Instruct : Job/Career Pl	702		0			702
12_2061_647000_19540_4610	Non-Instructional Supplies : Job/Career Place	7,306		0			7,306
12_2061_647000_19540_4710	Food and Food Service Supplies : Job/Career	1,200		0			1,200
12_2061_647000_19540_5630	Maint Contract - Office Equip : Job/Career	240		0			240
12_2061_647000_19540_5845	Excess/Copies Useage : Job/Career Placement C	132		0			132
	<b>Sub-Total CalWORKs Program</b>	<b>238,897</b>		<b>232,792</b>			
<b>Santa Ana College - Work Study</b>							
12_2061_647000_19410_2340	Student Assistants - Hourly : Student Placeme	12,632		35,407		22,775	
12_2061_647000_19410_3315	OASDHI - Non-Instructional : Student Placemen	0		0		0	0
12_2061_647000_19410_3325	Medicare - Non-Instructional : Student Placem	0		0		0	0
12_2061_647000_19410_3435	H & W - Retiree Fund Non-Inst : Student Place	250		354		104	
12_2061_647000_19410_3615	WCI - Non-Instructional : Student Placement	600		0			600
	<b>Sub-Total Work Study</b>	<b>13,482</b>		<b>35,761</b>			
	<b>Total 2061 - SAC CalWORKs (Funded)</b>	<b>252,379</b>	<b>252,379</b>	<b>268,553</b>	<b>268,553</b>	<b>130,471</b>	<b>130,471</b>

6.1 (10)

**SPECIAL PROJECT DETAILED BUDGET #1680**  
**NAME: TANF WELFARE TO WORK - SANTA ANA COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**Contract Income: \$62,549**

**CFDA No. 93.558**

**Prime Sponsor: Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

**PROJ. ADM. Sara Lundquist**

**PROJ. DIR. Christine Leon**

**Date: 11/21/2014**

GL Accounts	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1680_000000_10000_8140	TANF : Santa Ana College		70,133		62,549	7,584	
12_1680_631000_19505_1430	Part-Time Counselors : Special Services Offic Albert Molina \$52.77/hr x 381.5 hrs. Counselors SP15 \$52.77/hr. x 190 hrs.	44,327		30,243			14,084
12_1680_631000_19505_1435	Int/Sum - Counselors,Part-Time : Special Serv SU14 Albert Molida \$52.77/hr. x 226.38 hrs. SU14 Rhondi Johnson \$52.77/hr. x 122.64 hrs. INT15 \$52.77/hr. x 30 hrs.	12,376		18,418		6,042	
12_1680_631000_19505_3115	STRS - Non-Instructional : Special Services O	4,681		4,321			360
12_1680_631000_19505_3325	Medicare - Non-Instructional : Special Servic	822		706			116
12_1680_631000_19505_3435	H & W - Retiree Fund Non-Inst : Special Servi	567		487			80
12_1680_631000_19505_3515	SUI - Non-Instructional : Special Services Of	28		24			4
12_1680_631000_19505_3615	WCI - Non-Instructional : Special Services Of	1,361		1,168			193
12_1680_631000_19505_5100	Contracted Services : Special Services Office	271		0			271
12_1680_732000_19505_7630	Supplies Paid for Students : Special Services	5,700		7,182		1,482	
	<b>Total 1680 - SAC TANF</b>	<b>70,133</b>	<b>70,133</b>	<b>62,549</b>	<b>62,549</b>	<b>15,108</b>	<b>15,108</b>

6.1 (11)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Ruth Babeshoff**  
**PROJ. DIR. Nena Baldizon-Rios**  
**Date: 11/18/2014**

**CalWORKs Income: 84,989**  
**Work Study: 9,775**  
**(From Child Care to Work Study) 2,345**  
**(From Child Care to Program) 49,872**  
**Total Amount 146,981**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

6.1 (12)

GL Accounts	Description	Existing Budget		Revising Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11_0000_000004_20000_1110	Contract Instructors : Santiago Canyon College		11,028		0	11,028	
11_0000_000004_20000_3411	H & W - Instructional : Santiago Canyon College		1,855		0	1,855	
11_0000_000004_20000_2130	Classified Employees : Santiago Canyon College		10,374		3,389	6,985	
11_0000_000004_20000_3415	H & W - Non-Instructional : Santiago Canyon College		3,912		2,308	1,604	
<b>11_2061_631000_29305_1210</b>	<b>Academic Management : Counseling &amp; Student Su</b>	11,028		0			11,028
11_2061_631000_29305_3325	Medicare - Non-Instructional : Counseling & S	129		0			129
11_2061_631000_29305_3415	H & W - Non-Instructional : Counseling & Stud	1,300		0			1,300
11_2061_631000_29305_3435	H & W - Retiree Fund Non-Inst : Counseling &	89		0			89
11_2061_631000_29305_3515	SUI - Non-Instructional : Counseling & Studen	244		0			244
11_2061_631000_29305_3915	Other Benefits - Non-Instruct : Counseling &	93		0			93
<b>11_2061_647000_29340_2130</b>	<b>Classified Employees : Student Placement Jacqueline Myers, Job Placement Coordinator (5%)</b>	3,145		3,389		244	
11_2061_647000_29340_3215	PERS - Non-Instructional : Student Placement	344		399		55	
11_2061_647000_29340_3315	OASDHI - Non-Instructional : Student Placemen	199		462		263	
11_2061_647000_29340_3325	Medicare - Non-Instructional : Student Placem	47		108		61	
11_2061_647000_29340_3415	H & W - Non-Instructional : Student Placement	623		1,055		432	
11_2061_647000_29340_3435	H & W - Retiree Fund Non-Inst : Student Place	32		35		3	
11_2061_647000_29340_3515	SUI - Non-Instructional : Student Placement	52		2			50
11_2061_647000_29340_3615	WCI - Non-Instructional : Student Placement	77		179		102	
11_2061_647000_29340_3915	Other Benefits - Non-Instruct : Student Place	68		68		0	
<b>11_2061_649000_28100_2130</b>	<b>Classified Employees : Continuing Education D</b>	7,229		0			7,229



**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Ruth Babeshoff**  
**PROJ. DIR. Nena Baldizon-Rios**  
**Date: 11/18/2014**

**CalWORKs Income: 84,989**  
**Work Study: 9,775**  
**(From Child Care to Work Study) 2,345**  
**(From Child Care to Program) 49,872**  
**Total Amount 146,981**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revising Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11_2061_649000_28100_3215	PERS - Non-Instructional : Continuing Educati	790		0			790
11_2061_649000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	457		0			457
11_2061_649000_28100_3325	Medicare - Non-Instructional : Continuing Edu	107		0			107
11_2061_649000_28100_3415	H & W - Non-Instructional : Continuing Educat	611		0			611
11_2061_649000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	74		0			74
11_2061_649000_28100_3515	SUI - Non-Instructional : Continuing Educatio	119		0			119
11_2061_649000_28100_3615	WCI - Non-Instructional : Continuing Educatio	177		0			177
11_2061_649000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	135		0			135
	<b>Total 2061 - SCC CalWORKs (match)</b>	<b>27,169</b>	<b>27,169</b>	<b>5,697</b>	<b>5,697</b>	<b>22,632</b>	<b>22,632</b>

The match required is 1-to-1 of the CalWORKs Program and Work Study allocations. The SCC match required is \$146,981 that consists of:

Job Placement Coordinator @ 5%	\$5,697
Allowable match: need-based financial aid (Pell Grant)	\$80,595
Allowable match: need-based financial aid (SEOG)	\$1,200
Allowable match: need-based financial aid (BOG fee waiver)	\$55,070
Allowable match: need-based financial aid (Cal Grant)	\$4,419
<b>SCC Match Total</b>	<b>\$146,981</b>

6.1 (13)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Ruth Babeshoff  
 PROJ. DIR. Nena Baldizon-Rios  
 Date: 11/18/2014

CalWORKs Income: 84,989  
 Work Study: 9,775  
 (From Child Care to Work Study) 2,345  
 (From Child Care to Program) 49,872  
**Total Amount 146,981**

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Existing Budget		Revising Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_000000_20000_8625	CalWORKs : Santiago Canyon College		156,005		146,981	9,024	
<b>Santiago Canyon College - CalWORKs Program</b>							
12_2061_631000_29325_1430	Part-Time Counselors : Counseling Juana Galvan \$52.77/hr. FA14 325.08 hrs., SP15 336 hrs. Susie Duarte \$55.40/hr. FA14 300.3 hrs., SP15 300.3 hrs.	65,869		68,158		2,289	
12_2061_631000_29325_1433	Beyond Contract - Counselors : Counseling Nena Baldizon-Rios \$55.40/hr. x 140.28 hrs.	24,283		7,772			16,511
12_2061_631000_29325_1434	Int/Sum Beyond Contr-Counselor : Counseling Nena Baldizon-Rios \$89.45/hr. SU14 55.64 hrs., SU15 54 hrs.	11,252		9,808			1,444
12_2061_631000_29325_1435	Int/Sum - Counselors,Part-Time : Counseling Juana Galvan, \$52.77/hr.: SU14 186.06 hrs., INT15 40hrs, SU15 54 hrs. Susie Duarte \$55.40/hr. x 213.35 hrs.	13,082		26,599		13,517	
12_2061_631000_29325_3115	STRS - Non-Instructional : Counseling	9,700		5,565			4,135
12_2061_631000_29325_3325	Medicare - Non-Instructional : Counseling	1,705		1,629			76
12_2061_631000_29325_3335	PARS - Non-Instructional : Counseling	0		646		646	
12_2061_631000_29325_3435	H & W - Retiree Fund Non-Inst : Counseling	1,177		1,123			54
12_2061_631000_29325_3515	SUI - Non-Instructional : Counseling	59		56			3
12_2061_631000_29325_3615	WCI - Non-Instructional : Counseling	2,822		2,696			126
12_2061_631000_29325_4610	Non-Instructional Supplies : Counseling	4,200		3,144			1,056

6.1 (14)

**SPECIAL PROJECT DETAILED BUDGET #2061**  
**NAME: CalWORKS - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**PROJ. ADM. Ruth Babeshoff**  
**PROJ. DIR. Nena Baldizon-Rios**  
**Date: 11/18/2014**

**CalWORKs Income: 84,989**  
**Work Study: 9,775**  
**(From Child Care to Work Study) 2,345**  
**(From Child Care to Program) 49,872**  
**Total Amount 146,981**

**CFDA No.: N/A**

**Prime Sponsor: State of California/Proposition 98 Funds**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

GL Accounts	Description	Existing Budget		Revising Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2061_631000_29325_4710	Food and Food Service Supplies : Counseling	2,150		1,631			519
12_2061_631000_29325_5100	Contracted Services : Counseling	250		250		0	0
12_2061_631000_29325_5220	Mileage/Parking Expenses : Counseling	106		277		171	
12_2061_631000_29325_5610	Lease Agreement - Equipment : Counseling	1,220		1,092			128
12_2061_631000_29325_5845	Excess/Copies Usage : Counseling	254		254			0
12_2061_631000_29325_5940	Reproduction/Printing Expenses : Counseling	213		161			52
12_2061_675000_29325_5210	Conference Expenses : Counseling	4,460		4,000			460
12_2061_675000_29325_6410	Equipment - All Other > \$1,000 : Counseling	1,202		0			1,202
	<b>Sub-Total CalWORKs Program</b>	<b>144,004</b>		<b>134,861</b>			
<b>Santiago Canyon College - Work Study</b>							
<b>12_2061_647000_29340_2340</b>	<b>Student Assistants - Hourly : Student Placement</b>	11,712		12,000		288	
12_2061_647000_29340_3315	OASDHI - Non-Instructional : Student Placemen	0		0		0	
12_2061_647000_29340_3325	Medicare - Non-Instructional : Student Placem	0		0		0	
12_2061_647000_29340_3435	H & W - Retiree Fund Non-Inst : Student Place	6		120		114	
12_2061_647000_29340_3615	WCI - Non-Instructional : Student Placement	283		0			283
	<b>Sub-Total Work Study</b>	<b>12,001</b>		<b>12,120</b>			
	<b>Total 2061 - SCC CalWORKs (funded)</b>	<b>156,005</b>	<b>156,005</b>	<b>146,981</b>	<b>146,981</b>	<b>26,049</b>	<b>26,049</b>

6.1 (15)

**SPECIAL PROJECT DETAILED BUDGET #1680**  
**NAME: TANF WELFARE TO WORK - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2014/2015**

**CONTRACT PERIOD: 07/01/2014 - 06/30/2015**

**Contract Income: \$34,355**

**CFDA No. 93.558**

**Prime Sponsor: Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: California Community Colleges Chancellor's Office**

**Prime Award No: Formula Grant**

**PROJ. ADM. Ruth Babeshoff**

**PROJ. DIR. Nena Baldizon-Rios**

**Date: 11/18/2014**

GL Accounts	Description	Existing Budget		Revising Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1680_000000_20000_8140	TANF : Santiago Canyon College		34,875		34,355	520	
12_1680_631000_29325_1430	Part-Time Counselors : Counseling Juana Galvan \$52.77/hr.: FA14 75.18 hrs, SP15 64 hrs.	2,743		7,345		4,602	
12_1680_631000_29325_1435	Int/Sum - Counselors,Part-Time : Counseling Juana Galvan \$52.77/hr. x 54.18 hrs. Susie Duarte \$55.40/hr. SU14 27.3 hrs., SU15 54 hrs.	2,381		7,363		4,982	
12_1680_631000_29325_2320	Classified Employees - Hourly : Counseling Thelma Rodriguez, Counseling Assistant \$16.21/hr x 951 hrs.	7,000		15,416		8,416	
12_1680_631000_29325_3115	STRS - Non-Instructional : Counseling	356		400		44	
12_1680_631000_29325_3325	Medicare - Non-Instructional : Counseling	74		437		363	
12_1680_631000_29325_3335	PARS - Non-Instructional : Counseling	67		333		266	
12_1680_631000_29325_3435	H & W - Retiree Fund Non-Inst : Counseling	51		301		250	
12_1680_631000_29325_3515	SUI - Non-Instructional : Counseling	3		15		12	
12_1680_631000_29325_3615	WCI - Non-Instructional : Counseling	123		723		600	
12_1680_631000_29325_4610	Non-Instructional Supplies : Counseling	2,863		0			2,863
12_1680_631000_29325_6410	Equipment - All Other > \$1,000 : Counseling	3,000		0			3,000
12_1680_647000_29340_2340	Student Assistants - Hourly : Student Placement Thelma Rodriguez (1B-2B)	6,780		683			6,097
12_1680_647000_29340_3315	OASDHI - Non-Instructional : Student Placemen	1,033		85			948
12_1680_647000_29340_3325	Medicare - Non-Instructional : Student Placem	200		20			180
12_1680_647000_29340_3435	H & W - Retiree Fund Non-Inst : Student Place	7		7		0	
12_1680_647000_29340_3615	WCI - Non-Instructional : Student Placement	331		16			315
12_1680_647000_29340_4710	Food and Food Service Supplies : Student Plac	500		393			107
12_1680_732000_29325_7630	Supplies Paid for Students : Counseling PO-33132 Office Depot \$818	7,363		818			6,545
<b>Total 1680 - SCC TANF</b>		<b>34,875</b>	<b>34,875</b>	<b>34,355</b>	<b>34,355</b>	<b>20,055</b>	<b>20,055</b>

6.1 (16)

**SPECIAL PROJECT DETAILED BUDGET #2214**  
**PROJECT NAME: CTE EF (Career Technical Education Enhancement Fund)**  
**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 09/09/14 - 02/28/16  
 AWARD AMOUNT: \$16,695,271  
 CCCCCO Agreement #: 14-187-006

PROJ ADM: Enrique Perez  
 PROJ DIR: Sarah Santoyo  
 Date: 11/24/14

GL Account String	Description	Debit	Credit
12-2214-000000-50000-8659	Other Reimbursable Categorical Allowance		16,695,271
	<b>RESOURCE DEVELOPMENT</b>		
12-2214-679000-53345-2110	Classified Management	117,800	
12-2214-679000-53345-2130	Classified Employees (Res Dev Coord)	94,186	
12-2214-679000-53345-2320	Classified Hourly Short-Term	35,011	
12-2214-679000-53345-3215	PERS - Non-Instructional	24,953	
12-2214-679000-53345-3315	OASDHI - Non-Instructional	13,143	
12-2214-679000-53345-3325	Medicare - Non-Instructional	3,074	
12-2214-679000-53345-3335	PARS - Non-Instructional	455	
12-2214-679000-53345-3415	H & W - Non-Instructional	74,727	
12-2214-679000-53345-3435	H & W - Retiree Fund Non-Inst	2,470	
12-2214-679000-53345-3515	SUI - Non-Instructional	1,235	
12-2214-679000-53345-3615	WCI - Non-Instructional	5,928	
12-2214-679000-53345-3915	Other Benefits - Non-Instruct	4,050	
12-2214-679000-53345-5100	Contracted Services (subawards to LA & OC colleges,	15,878,505	
12-2214-679000-53345-5220	Mileage/Parking Expense	1,100	
12-2214-679000-53345-5940	Printing	991	
12-2214-679000-53345-6412	Equipment - Modular Furniture	35,000	
12-2214-679000-53345-6415	Equipment - Technology > \$1,000	4,500	
12-2214-679000-53345-6419	Equip/Software - > \$200 < \$1,000	500	
12-2214-675000-53345-5210	Conference/Travel Expense	5,000	
	<b>INTERNAL AUDIT</b>		
12-2214-672000-54113-2130	Classified Employees	88,804	
12-2214-672000-54113-3215	PERS - Non-Instructional	10,453	
12-2214-672000-54113-3315	OASDHI - Non-Instructional	5,506	
12-2214-672000-54113-3325	Medicare - Non-Instructional	1,288	
12-2214-672000-54113-3415	H & W - Non-Instructional	37,364	
12-2214-672000-54113-3435	H & W - Retiree Fund Non-Inst	888	
12-2214-672000-54113-3515	SUI - Non-Instructional	444	
12-2214-672000-54113-3615	WCI - Non-Instructional	2,131	
12-2214-672000-54113-3915	Other Benefits - Non-Instruct	2,025	
12-2214-672000-54113-5220	Mileage/Parking Expense	2,000	
	<b>FISCAL SERVICES</b>		
12-2214-672000-54212-2130	Classified Employees	79,753	
12-2214-672000-54212-3215	PERS - Non-Instructional	9,388	
12-2214-672000-54212-3315	OASDHI - Non-Instructional	4,945	
12-2214-672000-54212-3325	Medicare - Non-Instructional	1,156	
12-2214-672000-54212-3415	H & W - Non-Instructional	37,364	
12-2214-672000-54212-3435	H & W - Retiree Fund Non-Inst	798	
12-2214-672000-54212-3515	SUI - Non-Instructional	399	
12-2214-672000-54212-3615	WCI - Non-Instructional	1,914	
12-2214-672000-54212-3915	Other Benefits - Non-Instruct	2,025	
	<b>LA/OC REGIONAL CONSORTIA</b>		
12-2214-679000-25205-2130	Classified Employees	38,004	
12-2214-679000-25205-3215	PERS - Non-Instructional	4,450	
12-2214-679000-25205-3315	OASDHI - Non-Instructional	2,356	
12-2214-679000-25205-3325	Medicare - Non-Instructional	551	
12-2214-679000-25205-3415	H & W - Non-Instructional	20,000	
12-2214-679000-25205-3435	H & W - Retiree Fund Non-Inst	380	
12-2214-679000-25205-3515	SUI - Non-Instructional	190	
12-2214-679000-25205-3615	WCI - Non-Instructional	912	
12-2214-679000-25205-3915	Other Benefits - Non-Instruct	1,875	
12-2214-679000-25205-5100	Contracted Services	29,000	
12-2214-679000-25205-5220	Mileage/Parking Expense	3,000	
12-2214-675000-25205-5210	Conference/Travel	3,281	
		16,695,271	16,695,271

**SPECIAL PROJECT DETAILED BUDGET #1285**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 01/01/2015 - 12/31/2015

PROJ. ADM. Enrique Perez

CONTRACT INCOME: \$1,764,088

PROJ. DIR. Janneth Linnell

CFDA No. 93.600

Date: 11/20/2014

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9091

GL Account String	Description	New Budget	
		Debit	Credit
33-1285-000000-50000-8199	Other Federal Revenues : District Operations		1,764,088
33-1285-672000-50000-5865	Indirect Costs : District Operations @ 4% - exclude equipment and two sub-agreements in excess of \$25,000	60,205	
33-1285-692000-53328-1210	Academic Management : EHS Santa Ana College Enriqueta Isais, SAC Director I @ 30%	24,120	
33-1285-692000-53328-1270	Child Development Teachers : EHS Santa Ana College (8) Master Teachers each @ 25% Daisy Castaneda, Assistant Director, MT/BA 7 Luz Cordoba, MT/BA 5 Juana Escalera, MT/AA 2 Imelda Iniguez, MT/AA 5 Paz Jorquera, MT/AA 4 Jacqueline Karter, MT/BA 12 Sandra Shinn, MT/BA 5 Keo Phirin Salinas, MT/BA 5	86,051	
33-1285-692000-53328-1471	Sub Child Dev Teachr-Shortterm : EHS Santa Ana Coll \$17.50/hr. x 114 hrs.	2,000	
33-1285-692000-53328-2130	Classified Employees : EHS Santa Ana College Isabel Mata, Administrative Clerk, +2.5%BIL @ 50% Rafaela Gaytan, Nutrition Specialist/Cook @ 15% (0.75 FTE)	32,447	
33-1285-692000-53328-2320	Classified Employees - Hourly : EHS Santa Ana Colle 8 interns x \$10/hour x 5 hrs./day x 203 days x 50%	91,424	
33-1285-692000-53328-2340	Student Assistants - Hourly : EHS Santa Ana College 8 assistants x \$8/hour x 4 hrs. x 203 days x 50%	45,688	
33-1285-692000-53328-3115	STRS - Non-Instructional : EHS Santa Ana College	9,868	
33-1285-692000-53328-3215	PERS - Non-Instructional : EHS Santa Ana College	14,582	
33-1285-692000-53328-3315	OASDHI - Non-Instructional : EHS Santa Ana College	7,731	
33-1285-692000-53328-3325	Medicare - Non-Instructional : EHS Santa Ana Colleg	3,507	
33-1285-692000-53328-3415	H & W - Non-Instructional : EHS Santa Ana College	60,120	
33-1285-692000-53328-3435	H & W - Retiree Fund Non-Inst : EHS Santa Ana Colle	2,875	
33-1285-692000-53328-3515	SUI - Non-Instructional : EHS Santa Ana College	123	
33-1285-692000-53328-3615	WCI - Non-Instructional : EHS Santa Ana College	6,906	
33-1285-692000-53328-3915	Other Benefits - Non-Instruct : EHS Santa Ana Colle	5,986	
33-1285-692000-53328-4310	Instructional Supplies : EHS Santa Ana College - Center instructional supplies and materials - manipulative, books, music, classroom and play yard supplies. \$750/classroom x 8 current rooms	6,000	

**SPECIAL PROJECT DETAILED BUDGET #1285**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 01/01/2015 - 12/31/2015

PROJ. ADM. Enrique Perez

CONTRACT INCOME: \$1,764,088

PROJ. DIR. Janneth Linnell

CFDA No. 93.600

Date: 11/20/2014

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9091

GL Account String	Description	New Budget	
		Debit	Credit
33-1285-692000-53328-4610	Non-Instructional Supplies : EHS Santa Ana College - Center non-instructional supplies and materials - gloves and diapers, office supplies, paper goods, cleaning/ sanitizing supplies. \$1,875/classroom x 8 current rooms	15,000	
33-1285-692000-53328-4710	Food and Food Service Supplies : EHS Santa Ana Coll - Center food and supplies for children - food to meet USDA requirements for meals, snacks with service supplies.	7,000	
33-1285-692000-53328-5100	Contracted Services : EHS Santa Ana College		
33-1285-692000-53328-5630	Maint Contract - Office Equip : EHS Santa Ana Colle		
33-1285-692000-53328-5845	Excess/Copies Useage : EHS Santa Ana College		
33-1285-692000-53328-5850	Fingerprinting : EHS Santa Ana College		
33-1285-692000-53328-5895	Other Licenses & Fees : EHS Santa Ana College		
33-1285-692000-53328-6411	Equipment - Federal Progs >200 : EHS Santa Ana Coll - Equipment - outdoor furniture (i.e. tables and benches)	7,000	
33-1285-692000-53329-1210	<b>Academic Management : EHS Administration</b> <b>Janneth Linnell, CDC Exec. Director @ 30%</b> <b>My Le Pham, EHS Director @ 100%</b> <b>Connie Van, Assoc. Director II - Parent Svs/ERSEA @ 100%</b> <b>J. Pruznick, Assoc. Director II - Educ./Disabilities @ 100%</b>	233,384	
33-1285-692000-53329-1270	<b>Child Development Teachers : EHS Administration</b> <b>(6) Homebase Parent Educators each @ 100%</b> <b>Maribel Arreguin Lopez, MT/BA 3</b> <b>Catherine Candela, MT/BA 3</b> <b>Isela Cervantes, MT/BA 3</b> <b>Alicia Ramirez, MT/BA 5</b> <b>Sandra Santamaria, MT/AA 3</b> <b>Christina Lemus, T/P 4</b>	238,929	
33-1285-692000-53329-2130	<b>Classified Employees : EHS Administration</b> <b>TBD, EHS Administrative Secretary @ 100%</b> <b>Cherie Ericson, Accountant, +2.5%L+4PG/\$2,000/yr @ 50%</b> <b>Jessica Avalos, Adm. Clerk, +2.5%Bil @ 100%</b>	137,908	
33-1285-692000-53329-2320	<b>Classified Employees - Hourly : EHS Administration</b> <b>Senior Clerk (Hourly)</b>	12,000	
33-1285-692000-53329-3115	STRS - Non-Instructional : EHS Administration	41,563	
33-1285-692000-53329-3215	PERS - Non-Instructional : EHS Administration	17,647	
33-1285-692000-53329-3315	OASDHI - Non-Instructional : EHS Administration	8,760	
33-1285-692000-53329-3325	Medicare - Non-Instructional : EHS Administration	9,204	
33-1285-692000-53329-3335	PARS - Non-Instructional : EHS Administration	156	

**SPECIAL PROJECT DETAILED BUDGET #1285**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

**CONTRACT PERIOD: 01/01/2015 - 12/31/2015**

**PROJ. ADM. Enrique Perez**

**CONTRACT INCOME: \$1,764,088**

**PROJ. DIR. Janneth Linnell**

**CFDA No. 93.600**

**Date: 11/20/2014**

**Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: Rancho Santiago CCD**

**Prime Award No.: 09CH9091**

GL Account String	Description	New Budget	
		Debit	Credit
33-1285-692000-53329-3415	H & W - Non-Instructional : EHS Administration	179,297	
33-1285-692000-53329-3435	H & W - Retiree Fund Non-Inst : EHS Administration	6,470	
33-1285-692000-53329-3515	SUI - Non-Instructional : EHS Administration	323	
33-1285-692000-53329-3615	WCI - Non-Instructional : EHS Administration	15,525	
33-1285-692000-53329-3915	Other Benefits - Non-Instruct : EHS Administration	24,705	
33-1285-692000-53329-4210	Books, Mags & Ref Mat, Non-Lib : EHS Administration		
33-1285-692000-53329-4310	Instructional Supplies : EHS Administration - Home base manipulative, books, music, and related curriculum supplies. \$1,000 x 6 home visitors	6,000	
33-1285-692000-53329-4610	Non-Instructional Supplies : EHS Administration - Non-instructional supplies for office use - Homebase non-instructional supplies and materials for socializations: gloves and diapers, office supplies, paper goods, cleaning/sanitizing supplies. \$833 x 6 home visitors	12,000	
33-1285-692000-53329-4710	Food and Food Service Supplies : EHS Administration - Homebase food and supplies for children - food to meet USDA requirements for meals, snacks with service supplies	5,000	
33-1285-692000-53329-5100	Contracted Services : EHS Administration - Nutrition Services Consultant @ \$65/hr x 123 hrs = \$8,000 Mental Health Consultant/Family Services Interns Supervisor @ \$50/hr x 420 hrs = \$21,000 - Health Services Consultant @ \$55/hr x 181 hrs. = \$10,000 - PHFE Services @ \$16,000 - Child Plus consultant system @ \$4,000 - MOMS of Orange County (sub-agreement) @ \$85,561 - Help Me Grow/CHOC (sub-agreement) @ \$156,185	300,746	
33-1285-692000-53329-5220	Mileage/Parking Expenses : EHS Administration - Mileage for home visits, program meetings, local travel (1,488 miles/mth. x \$0.56 x 12 mths)	10,000	
33-1285-692000-53329-5230	District In-Service Activities : EHS Administration - District In-Service Activities (Policy Council)	4,438	
33-1285-692000-53329-5300	Inst Dues & Memberships : EHS Administration - Affiliation dues and memberships: CA Head Start Association, National Head Start Association, CA Child Development Administrators Association, National Association for Education of Young Children	3,400	
33-1285-692000-53329-5630	Maint Contract - Office Equip : EHS Administration	1,500	
33-1285-692000-53329-5650	Rental - Facility (Short-term) : EHS Administration		



**SPECIAL PROJECT DETAILED BUDGET #1285**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

**CONTRACT PERIOD: 01/01/2015 - 12/31/2015**

**PROJ. ADM. Enrique Perez**

**CONTRACT INCOME: \$1,764,088**

**PROJ. DIR. Janneth Linnell**

**CFDA No. 93.600**

**Date: 11/20/2014**

**Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: Rancho Santiago CCD**

**Prime Award No.: 09CH9091**

GL Account String	Description	New Budget	
		Debit	Credit
33-1285-692000-53329-5805	Awards & Incentives : EHS Administration		
33-1285-692000-53329-5845	Excess/Copies Usage : EHS Administration	1,000	
33-1285-692000-53329-5850	Fingerprinting : EHS Administration - Fingerprinting and live-scan - required for all staff and volunteers \$100/each	1,500	
33-1285-692000-53329-5895	Other Licenses & Fees : EHS Administration		
33-1285-692000-53329-5904	Other Participant Prog Svc/Exp : EHS Administration		
33-1285-692000-53329-5905	Other Participant Travel Exp : EHS Administration		
33-1285-692000-53329-5940	Reproduction/Printing Expenses : EHS Administration	1,000	
33-1285-692000-53329-5950	Software License and Fees : EHS Administration - RSCCD software license fee for all users/partners	3,000	
33-1285-692000-53329-5955	TB/Hep Tests & Physicals Exp : EHS Administration		
33-1285-692000-53329-6411	Equipment - Federal Progs >200 : EHS Administration		
	<b>Total 1285 - EHS 2015 Operations - Yr. 3</b>	<b>1,764,088</b>	<b>1,764,088</b>

**SPECIAL PROJECT DETAILED BUDGET #1285**  
**NAME: Early Head Start Operating Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

**CONTRACT PERIOD: 01/01/2015 - 12/31/2015**

**PROJ. ADM. Enrique Perez**

**CONTRACT INCOME: \$1,764,088**

**PROJ. DIR. Janneth Linnell**

**CFDA No. 93.600**

**Date: 11/20/2014**

**Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families**

**Fiscal Agent: Rancho Santiago CCD**

**Prime Award No.: 09CH9091**

GL Account String	Description	New Budget	
		Debit	Credit
The match is 20% off the total cost of the project that includes the EHS award (federal share) and the non-federal share. The match (non-federal) required is \$451,906 and consists of state-funded Child Development Center staff and unclaimed indirect as listed below:			
33-2120-692000-53328-1210	Academic Management : EHS Santa Ana College Enriqueta Isais, SAC Director I @ 30%	24,120	
33-2120-692000-53328-1270	Child Development Teachers : EHS Santa Ana College (8) Master Teachers (MT) each @ 25% Daisy Castaneda, Assistant Director, MT/BA 7 Luz Cordoba, MT/BA 5 Juana Escalera, MT/AA 2 Imelda Iniguez, MT/AA 5 Paz Jorquera, MT/AA 4 Jacqueline Karter, MT/BA 12 Sandra Shinn, MT/BA 5 Keo Phirin Salinas, MT/BA 5	172,102	
33-2120-692000-53328-3xxx	Benefits for SAC Director @ 30% and (8) MT @ 50%	92,895	
	<b>Sub-Total Personnel (salary and benefits) (state-funded)</b>	<b>289,117</b>	
	Unclaimed Indirect @ 8.0% on federal and non-federal direct costs:		
	(federal share #1285) total direct costs \$1,703,883 x 8%	136,311	
	(federal share #1286) total direct costs \$41,862 x 8%	3,349	
	(non-federal share #2120) total direct costs \$289,117 x 8%	23,129	
	<b>Sub-Total Unclaimed Indirect</b>	<b>162,789</b>	
	<b>Match Total (Non-Federal Share)</b>	<b>451,906</b>	

**SPECIAL PROJECT DETAILED BUDGET #1286**  
**NAME: Early Head Start Training & Technical Assistance Yr. 3 of 5 (District)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 01/01/2015 - 12/31/2015

CONTRACT INCOME: \$43,536

CFDA No. 93.600

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9091

PROJ. ADM. Enrique Perez

PROJ. DIR. Janneth Linnell

Date: 11/20/2014

GL Account String	Description	New Budget	
		Debit	Credit
33-1286-000000-50000-8199	Other Federal Revenues : District Operations		43,536
33-1286-672000-50000-5865	Indirect Costs : District Operations @ 4%	1,674	
33-1286-675000-53329-5210	Conference Expenses : EHS Administration <u>Out-of-State Travel</u> -NHSA Leadership Conference, Washington, DC: (2) attendees. \$5,000 -Wipfli Fiscal Conference, Las Vegas, NV: (1) attendee includes roundtrip flight, registration, lodging, food per diem rate, other costs. \$2,000 -Parent as Teachers Training, Springfield, MO: (1) attendee. \$3,000 <u>In-State Travel</u> - local program meetings, staff development and conferences. \$1,500 -Parent Engagement Conference, Los Angeles, CA: (2) attendees includes roundtrip flight, registration, lodging, food per diem rate, other costs. \$2,000 -Health Institute Conference, Los Angeles, CA: (2) attendees includes roundtrip flight, registration, lodging, food per diem rate, other costs. \$2,000 -PITC Modules 1 and 2 Training, Berkeley, CA: (1) attendee includes roundtrip flight, registration, lodging, food per diem rate, other costs. \$4,000 -CHSA Policy & Leadership Conference, Monterey, CA: (3) attendees. \$4,500	24,000	
33-1286-692000-53329-4710	Food and Food Service Supplies : EHS Administration - For training and technical assistance activities	1,000	
33-1286-692000-53329-5100	Contracted Services : EHS Administration - PHFE Services - Parent Education @ \$4,000 - Child Plus consultant @ \$862 - Trainers to provide technical assistance conferences, registration, materials for PC and EHS staff @ \$4,800 - Technical assistance and coaching for parent educators on home visits and socialization @ \$5,000 - Provide father involvement training/courses for fathers and family engagement for 3 training series @ \$733/ea = \$2,200	16,862	
<b>Total 1286 - EHS 2015 T &amp; TA - Yr. 3</b>		<b>43,536</b>	<b>43,536</b>

**SPECIAL PROJECT DETAILED BUDGET: #1608**  
**NAME: NSF - Fullerton Mathematics Teacher & Master Teacher Fellows Project (FULL MT2) - Yr. 5**  
**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 7/01/14 to 6/30/15

PROJ. ADM./DIR: Cheryl Carrera

CONTRACT INCOME:           \$1,602 - Year 4 Carryover from 13/14  
                                      \$20,000 - Year 5 allocation

DATE: 11/17/14

**\$21,602 - TOTAL**

*Prime Sponsor: National Science Foundation (NSF)*

*Fiscal Agent: CSUF*

*CFDA #: 47.076; Prime Award #: DUE-1035315; Subaward No.: S-5012-RSCCD*

GL Account	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1608-000000-10000-8199	Other Federal Revenues : Sa		1,602		21,602		20,000
12-1608-170100-16201-1280	Contract - Reassigned Time - Benjamin Hager (12.5%)	-		10,054		10,054	
12-1608-170100-16201-1484	Int/Sum Beynd Contr-Reassig	1,209		7,369		6,160	
12-1608-170100-16201-3115	STRS - Non-Instructional :	115		1,561		1,446	
12-1608-170100-16201-3325	Medicare - Non-Instructiona	18		255		237	
12-1608-170100-16201-3415	H & W - Non-Instructional :	-		982		982	
12-1608-170100-16201-3435	H & W - Retiree Fund Non-In	12		176		164	
12-1608-170100-16201-3515	SUI - Non-Instructional : M	1		9		8	
12-1608-170100-16201-3615	WCI - Non-Instructional : M	29		422		393	
12-1608-170100-16201-3915	Other Benefits - Non-Instru	-		156		156	
12-1608-170100-16201-4610	Non-Instructional Supplies	-		200		200	
12-1608-675000-16201-5210	Conference Expenses : Mathe	218		418		200	
<b>Totals for PROJECT: 1608</b>	<b>NSF-Fullerton Mathematics</b>	<b>1,602</b>	<b>1,602</b>	<b>21,602</b>	<b>21,602</b>	<b>20,000</b>	<b>20,000</b>

6.1 (24)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: December 8, 2014
Re: Approval of First Amendment to Sub-Agreement between RSCCD and CHOC/Help Me Grow for the Early Head Start Program	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District has been awarded renewal funding for the Early Head Start grant from the United States Department of Health and Human Services Administration for Children and Families. The Early Head Start Program serves infants and children up to three years old and their families, and serves pregnant mothers by providing comprehensive center- and home-based services.

**ANALYSIS**

The Rancho Santiago Community College District's Early Head Start collaborative partner CHOC/Help Me Grow agrees to amend the funding terms of the sub-agreement from \$148,250 to \$140,666 representing a decrease of \$7,584 (#DO-14-1274-01.01). All other terms and provisions of the Agreement remain unchanged.

The Early Head Start project director is My Le Pham and the project administrator is Janneth Linnell.

**RECOMMENDATION**

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

Fiscal Impact: none	Board Date: December 8, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CHILDREN'S HOSPITAL OF ORANGE COUNTY**

**Early Head Start (Grant No. 09CH9091/03)**

This **FIRST AMENDMENT** is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter "RSCCD") and Children's Hospital of Orange County dba CHOC Children's Hospital on behalf of Help Me Grow OC (hereinafter "SUBRECIPIENT") to amend that certain Agreement between the parties dated January 13, 2014, with a term of January 1, 2014 through December 31, 2014, (hereinafter "Term"); and

**WHEREAS**, RSCCD received a grant entitled Early Head Start (Grant No. 09CH9091/03; CFDA No. 93.600) from the United States Department of Health and Human Services Administration for Children and Families (ACF) for the purpose of providing services to children and their families; and

**WHEREAS**, SUBRECIPIENT agreed to participate in the purpose of this grant; 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** it is mutually agreed by RSCCD and SUBRECIPIENT to amend the following:

**TERM**

1. The performance period and grant term is January 1, 2014 through December 31, 2014, in the amount of **\$140,666** (Operating funds) in accordance with the Revised Budget, exhibit B-1, and which by this reference is incorporated herein. This Agreement is subject to the following: legislative authorization and availability of federal funds; the total funding is subject to the requirements and limitations of final legislative appropriation for the Head Start program for fiscal year 2014; and any other modification(s) made by RSCCD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this **FIRST AMENDMENT**, remain unchanged.

**IN WITNESS WHEREOF**, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this **FIRST AMENDMENT** to the Agreement to be executed as of this 8<sup>th</sup> day of December 2014.

**Rancho Santiago Community College District**

By: \_\_\_\_\_  
Name: Peter J. Hardash  
Title: Vice Chancellor, Business/Fiscal Services  
Date: \_\_\_\_\_

**CHILDREN'S HOSPITAL OF ORANGE COUNTY dba CHOC CHILDREN'S HOSPITAL**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chief Operating Officer  
Date: \_\_\_\_\_  
95-2321786  
Employer/Taxpayer Identification Number (EIN)

**HELP ME GROW OC**

By: \_\_\_\_\_  
Name: Rebecca Hernandez, MEd  
Title: Manager  
Date: \_\_\_\_\_  
95-2321786

**Exhibit B-1  
Revised Budget**

<b>Contracted Service - Help Me Grow Performance Period: 1/1/14 – 12/31/14</b>	<b>Original Budget</b>	<b>Revised Budget 11/21/14</b>
<b>Family Care Coordinator (2) 100% - Cristina Saldana, Delia Sherwood</b> Required BA Early Childhood or related field. Bilingual Spanish/English. Responsible for referrals, care coordination and family partnership agreements. Maintains accurate records for their work in Child Plus and STAR.	Salary \$80,080 Benefits \$39,239  <b>Total: \$119,319</b>	Salary \$75,384 Benefits \$38,818  <b>Total: \$114,202</b>
<b>PT Administrative Assistant - Nydia Saenz-.5 FTE</b> Requires a high school diploma. Responsible for maintaining accurate records, invoice support and additional office duties.	Salary \$19,125 Benefits \$9,371  <b>Total: \$28,496</b>	Salary \$16,996 Benefits \$8,329  <b>Total: \$25,325</b>
<b>Other Operating Expenses</b> Mileage/parking, etc. (0.565 cents/mile) Office and administrative supplies Outside training services	<b>\$435</b>	<b>\$1,139</b>
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$148,250</b>	<b>\$140,666</b>



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Sub-Agreement between RSCCD and California State University, Fullerton for the California Career Pathways Trust Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership includes community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners. The OC TPP will develop articulated pathways to postsecondary education and establish connections among businesses, K-12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning. Students will build skills in an integrated, standards-based academic and career-relevant sequenced curriculum, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate in a post-baccalaureate teaching credential. The grant award is \$6 million and the grant term is July 1, 2014 through June 30, 2019 (five-year project cycle).

The project administrator is Ruth Babeshoff and the project director is Janis Perry.

**ANALYSIS**

The Rancho Santiago Community College District and partners will establish articulated Careers in Education pathways to postsecondary education aligned with regional economic sectors. The enclosed sub-agreement with California State University, Fullerton (#DO-14-2501-01) represents the first year of this project with the performance period from July 1, 2014 through June 30, 2015, in the amount of \$258,461.

**RECOMMENDATION**

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$258,461	Board Date: December 8, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CSU FULLERTON AUXILIARY SERVICES COOPERATION**

This agreement (hereinafter “Agreement”) is entered into on this 8<sup>th</sup> day of December, 2014 between Rancho Santiago Community College District (hereinafter “RSCCD”) and CSU Fullerton Auxiliary Services Cooperation (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

**WHEREAS**, RSCCD has received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K–12 schools, and community colleges to better prepare students for the 21<sup>st</sup> century workplace and provide real-world experience and hands-on learning for students;

**WHEREAS**, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

**WHEREAS**, RSCCD will serve as Fiscal Agent for the State funds received under this Grant;

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

**WHEREAS**, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

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

**ARTICLE I**

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2014 through June 30, 2015. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD

will develop agreements on an annual basis, rather than for the entire term.

3. Total Cost

The total cost for year 1 to RSCCD for performance of this Agreement shall not exceed **\$258,461 USD**. The estimated funding levels are as follows, \$253,261 per year in Years 2-4.

4. Matching Cost

SUBCONTRACTOR has no matching funds required for the time period of this Agreement (refer to Article I.2, Period of Performance). NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with no match required for four years, from July 1, 2014 – June 30, 2018, and matching funds required in the fifth year from July 1, 2018 – June 30, 2019.

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Budget and Budget Narrative (*Exhibit C*), and which by this reference is incorporated herein and made a part hereof as if fully set forth. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed 10 percent of the authorized budget item total in the Budget.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per quarter, and upon receipt and approval by RSCCD of SUBCONTRACTOR's invoice requesting payment of eligible expenditures, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

(c) Invoices. Invoices must be itemized, include the contract number of this Agreement, and include appropriate back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit D*). Final payment is contingent upon successful completion (or very significant progress towards completion) of Scope of Work as described in *Exhibit A*. SUBCONTRACTOR shall submit invoices on or before the 15<sup>th</sup> day of each quarter. Submit invoices to the following address:

**ATTN: Janis Perry, OC TPP Project Director**  
**Santiago Canyon College**  
**8045 East Chapman Avenue**  
**Orange, CA 92869**

6. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit E*), in reference to the Scope of Work (*Exhibit A*) included in this agreement, and submit quarterly match reports, as applicable. Reports are due on a quarterly basis as follows: January 30<sup>th</sup>, April 30<sup>th</sup>, and July 30<sup>th</sup>. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above.

(b) Annual Report. SUBCONTRACTOR agrees to submit an annual expenditure report, an annual progress report and an end-of-year project report consistent with the Scope of Work, as provided in *Exhibit A*.

(c) Match Reports. SUBCONTRACTOR shall submit itemized reports of the match

contribution, as applicable, indicating the in-kind or cash value of the contribution, and include back documentation. Refer to the Match Sources Report template provided in *Exhibit F*.

7. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work may be modified so long as the Total Cost under this Agreement is not increased and the Scope of Work and objectives of the program are not altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

9. Time Extensions

As the full term of the Grant is from July 1, 2014 to June 30, 2019, and agreements will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to Agreements, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

10. Sub-Contract Assignment

Unless specifically noted in SUBCONTRACTOR's grant application (*Exhibit B*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of RSCCD.

SUBCONTRACTOR shall insure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR policies.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all 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.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a

longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. SUBCONTRACTOR agrees to include similar language in any lower tier agreement(s) issued under this Agreement.

13. Mutual Indemnification

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

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days prior written notice served upon the other Party. Notice shall be deemed served upon receipt of notification. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in *Exhibit A*, including without limitation, all non-cancelable obligations incurred through the date of termination.

15. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise

furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

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

**Rancho Santiago Community College District  
Attn: Peter J. Hardash, Vice Chancellor  
Business Operations and Fiscal Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, hardash\_peter@rsccd.edu**

**Santiago Canyon College  
Attn: Janis Perry, OC TPP Project Director  
8045 East Chapman Avenue  
Orange, CA 92869  
(714) 628-4779, perry\_janis@sccollege.edu**

**California State University, Fullerton  
Technical Contact: Dr. Daniel Choi, Assistant Professor  
Educational Leadership Department  
2600 Nutwood Ave, Suite 520  
Fullerton, CA 92831  
Phone: (657) 278-4023 (657) 278-3903, dchoi@fullerton.edu**

**Fiscal and Administrative Contact:  
Ms. Denise Bell, Director Office of Sponsored Programs  
2600 Nutwood Ave. CP-250  
Fullerton, CA 92831  
(657) 278-4110, dbell@fullerton.edu**

17. Total Agreement

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

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statutes of 2013 (*Exhibit I*), and California Department of Education General Assurances and Certifications (*Exhibit J*), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

**IN WITNESS WHEREOF**, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 13<sup>th</sup> day of October 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: CSU Fullerton  
Auxiliary Services Cooperation

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Frank Mumford

Title: Business Operations/Fiscal Services

Title: Executive Director

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

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

Board Approval Date: December 8, 2014

95-208-1258  
**Employer/Taxpayer Identification Number (EIN)**

**LIST OF EXHIBITS**

Exhibit A	Subcontractor's Scope of Work
Exhibit B	California Career Pathways Trust Grant Application
Exhibit C	Budget and Budget Narrative
Exhibit D	Invoice Template
Exhibit E	Progress Report Template
Exhibit F	Match Sources Report Template
Exhibit G	Grant Award Notification
Exhibit H	California Career Pathways Trust – Request for Applications
Exhibit I	AB86, Section 48 Statutes of 2013
Exhibit J	California Department of Education General Assurances & Certifications



**Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2014-15**  
**California State University, Fullerton**

Requirement	Activities to meet requirement	Program year	Person(s) responsible
<b>Instruction:</b>			
Integrated Academic and Career-based courses			
Soft skills contextualized in CTE			
Dual enrollment/early admission into aligned postsecondary career programs	Offer/Enroll students in a CSU/community college jointly credited class focused on science teacher education during the STEM Summer Institute	Summer ' 15	PI, Program Specialist
Classed offered at alternative sites	Offer/Enroll students in a CSU/community college jointly credited class focused on science teacher education during the STEM Summer Institute on campus at CSUF	May '15	
<b>Experiential Learning</b>			
Work-based learning and job-shadowing and volunteer opportunities			
Paid or unpaid internships, employment opportunities	<p><b>Graduate Students in the College of Education</b> will serve as paid interns in a leadership &amp; support services role including the following:</p> <ul style="list-style-type: none"> <li>Assist Program Specialist to recruit students into the program (what program?). Site visits occur throughout the day. (??)</li> <li>Group advising and educational programming/interventions of high school and community college participants in OC TPP program.</li> <li>Weekly individual/group advising of OC TPP students at assigned community college.</li> <li>Preparation and administrative work involved in case management work of high school and community college students at assigned</li> </ul>	Oct '14 – May '15	PI/ Program, Specialist

6.3 (9)

**Exhibit A – Scope of Work**

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	community college site- and at CSUF as necessary. <ul style="list-style-type: none"> <li>Supervision and committee work in collaboration with staff at the community college and CSUF staff.</li> </ul>		
<b>Services:</b>			
Support services, career exploration and planning, field trips, guest speakers	Graduate student Interns will provide group advising and educational programming/interventions for high school and community college participants in OC TPP program.	Oct '14 – May '15	PI, Graduate Students
	Available Counseling- student services support on CSUF campus for transitioning students	Oct '14 – May '15	CSUF/ Aimee Nelson, Assistant Dean, College of Education
	Weekly individual/group advising of OC TPP students at assigned community college.	Oct '14 – May '15	Graduate Students
Transition Services	Available Advising/Group Presentations for the Academic Teacher Education Pathway students	Oct '14 – May '15	PI/ CSUF Center for Careers in Teaching – College of Education
Mentoring			
<b>Professional Development:</b>			
Industry sector skills analysis			
Professional development for faculty	CSUF Faculty from the College of Education will take part in delivering training primarily to high school teachers participating in the Career Pathway Program. The training theme trainings in lesson planning, instructional strategies and assessment are among the topics this PD will address. In addition to high school teachers, the training will be open to CTE teachers and community college instructors. There will be two trainings days each semester, beginning in the spring 2015, and then throughout the four-year funded period. Two CSUF faculty members will deliver the trainings at a selected participant school site, in a one-day, all-day session.	March '15 and May '15	PI; Two CSUF Faculty
Pre-service teachers (students on pathway) professional	<b>STEM Summer Institute.</b> The program will incorporate 5 key elements/activities, where CSUF will:	June '15 – July '15	PI, Graduate Students; program specialists; tutors; JPL/NASA

6.3 (10)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
development/enrichment	<ul style="list-style-type: none"> <li>✓ Offer/Enroll students in a CSU/community college jointly credited class focused on science teacher education.</li> <li>✓ Offer participants in STEM activity trainings via JPL/NASA education program leading to a certificate;</li> <li>✓ Coordinate and provide work experience in After-School programs leading to STEM activities for elementary and middle school youth at area after school employers;</li> <li>✓ Provide tutoring for student participants,</li> <li>✓ Provide learning materials in the training</li> </ul> <p>The program will be held on the CSU Fullerton campus.</p>		
	<p><b>Develop the plan and begin to coordinate and recruit for the Summer STEM Residential Academy:</b> Each year High School and/or Community College students with an interest in teaching math and science at the elementary or secondary levels will participate in a 4-day/3-night residential experience on the CSUF campus. CSUF will:</p> <ul style="list-style-type: none"> <li>✓ Offer room and board to students throughout the program, and along with Residential Advisors to oversee students.</li> <li>✓ The CSUF staff will "live-in" to supervise and engage students as they build a community of learners. A graduate and/or undergraduate staff of five Resident Assistants (upper division STEM majors who participate in the CSUF program) will serve as peer mentors and operations staff.</li> <li>✓ Offer an activity-based instructional program for each full day of the program.</li> <li>✓ Offer participants in STEM activity trainings via CSUF faculty and JPL/NASA education program leading to a certificate;</li> <li>✓ Provide learning materials in the training.</li> </ul>	June '15	
Advisory group participation	Participate in bi-annual meetings as part of the OC EPIC	On-going	Daniel Choi, PI

6.3 (11)

Rancho Santiago Community College District/Santiago Canyon College  
 ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)  
 GRANT BUDGET SUMMARY (Years 1 - 5)  
 FY 2014/15 - FY 2018/19

**Exhibit C**

**Budget Year: 2014-15 (Year 1) - BUDGET SUMMARY**  
**SUB-CONTRACTOR: CALIFORNIA STATE UNIVERSITY, FULLERTON**

Expenditure Category	GRANT-FUNDED						MATCH-FUNDED					
	Original Year 1 2014/15	Revised Year 1 2014/15	Year 2 Revised 2015/16	Year 3 Revised 2016/17	Year 4 Revised 2017/18	Total Funded	Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Year 5 2018/19	Total Match
1000 - Certificated Salaries	\$69,695	<b>\$180,503</b>	\$180,503	\$185,009	\$193,103	\$739,118					\$13,067	\$13,067
2000 - Classified Salaries	\$112,300	<b>\$0</b>	\$0	\$0	\$0	\$0					\$0	\$0
3000 - Employee Salaries	\$19,000	<b>\$16,412</b>	\$16,412	\$16,615	\$16,979	\$66,419					\$4,767	\$4,767
4000 - Books and Supplies	\$20,075	<b>\$32,709</b>	\$27,709	\$23,000	\$25,792	\$109,209					\$0	\$0
5000 - Services & Other Operating Expenditures	\$27,450	<b>\$6,146</b>	\$6,146	\$6,146	\$6,146	\$24,584					\$0	\$0
5200 - Travel & Conferences	\$0	<b>\$12,750</b>	\$12,750	\$12,750	\$1,500	\$39,750					\$0	\$0
6000- Capital Outlay	\$0	<b>\$0</b>	\$0	\$0	\$0	\$0					\$0	\$0
7000 - Indirect Charges	\$9,941	<b>\$9,941</b>	\$9,741	\$9,741	\$9,741	\$39,163					\$713	\$713
	<b>\$258,461</b>	<b>\$258,461</b>	<b>\$253,261</b>	<b>\$253,261</b>	<b>\$253,261</b>	<b>\$1,018,244</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,547</b>	<b>\$18,547</b>

The Year 1 period of performance is July 1, 2014 through June 30, 2015. NOTE: The entire term of the grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

**ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)**  
**Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE**  
**SUB-CONTRACTOR: CALIFORNIA STATE UNIVERSITY, FULLERTON**

FUNDING REQUESTED IS CONSTANT FOR EACH YEAR, YEARS 1 - 4; No funds coming from RSCCD in Year 5.

ANNUAL COST

2014-2015

Cost Item	Project Admin.	STEM SUMMER INSTITUTE	Summer STEM Academy/Camp Week (CC/HS)	CSU Prof. Dev.(Acad Yr) & Training	CSU CC Acad Workshops/STEM Advising	TOTAL ANNUAL COST
<b>1000 SALARIES</b>						
Choi, D. - Release	4,236	4,236		4,236	4,236	
Choi, D. - nonacad	-	5,648	5,648			
Choi, D. -OL	-					28,240
TBD1 - 1 nonacad		7,222				7,222
TBD2 - 1 nonacad		7,222				7,222
TBD3 - 1 nonacad		7,222				7,222
TBD - 7.5% OL				4,875		4,875
TBD1 - 0.5 nonacad			3,611			3,611
TBD2 - 0.5 nonacad			3,611			3,611
Project Coordinator	5,220	5,220	5,220	5,220	5,220	26,100
Undergrad Tutors		16,800				16,800
Graduate (6 students year round)		-	-	75,600		75,600
	-					-
<b>Sub-Total 1000</b>	<b>9,456</b>	<b>53,570</b>	<b>18,090</b>	<b>89,931</b>	<b>9,456</b>	<b>180,503</b>
<b>3000 BENEFITS</b>						
Choi	2,248	2,248	-	2,248	2,248	8,991
Choi - nonacad/OL	-	82	82	-	-	164
TBD - nonacad/OL	-	314	105	71	-	490
TBD - Project Coordinator	522.00	522.00	522.00	522.00	522.00	2,610
Students	-	756	-	3,402	-	4,158
<b>Sub-total 3000</b>	<b>2,770</b>	<b>3,922</b>	<b>709</b>	<b>6,242</b>	<b>2,770</b>	<b>16,412</b>
<b>4000 Books/Supplies</b>						
Duplication/Printing costs	-	250	250		250	750
Materials for camp week			2,500			2,500
STEM advising materials					2,000	2,000
STEM Academy activity costs		2,209				2,209
HS teacher prof. dev. Materials				1,000		1,000
HS teacher prof. dev. Textbook				1,000		1,000
STEM After School Activity Material		12,000				12,000
Sum CC Tuition		11,250				11,250
<b>Sub-total 4000</b>	<b>-</b>	<b>25,709</b>	<b>2,750</b>	<b>2,000</b>	<b>2,250</b>	<b>32,709</b>
<b>5000 Services, etc.</b>						
Sum STEM Cal Sc Ctr admission		2,250				2,250
Sum STEm TSU rental		200				200
JPL/NASA trainer (consultant)		3,696				3,696
<b>Sub-total 5000</b>	<b>-</b>	<b>6,146</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,146</b>
<b>5200 Travel</b>						
Bus - CA Science Center		1,500				1,500
In-residence housing			11,250			11,250
<b>Sub-total 5200 (travel)</b>	<b>-</b>	<b>1,500</b>	<b>11,250</b>	<b>-</b>	<b>-</b>	<b>12,750</b>
<b>TOTAL DIRECT COSTS (TDC)</b>	<b>12,226</b>	<b>90,847</b>	<b>32,799</b>	<b>98,173</b>	<b>14,476</b>	<b>248,520</b>
<b>7000 IDC (4% TDC)</b>	<b>489.03</b>	<b>3,634</b>	<b>1,312</b>	<b>3,927</b>	<b>579</b>	<b>9,941</b>
<b>TOTAL COSTS</b>	<b>12,715</b>	<b>94,481</b>	<b>34,111</b>	<b>102,100</b>	<b>15,055</b>	<b>258,461</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Sub-Agreements between RSCCD and Chabot Las Positas Community College District, Coastline Community College, Diablo Valley College, Folsom Lake College, Hartnell College, Merritt College, Ohlone College, and West Los Angeles Community College for the Information Communications Technology/Digital Media Sector Navigator Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District received an augmentation to its Year 1 2013/2014 award for the Sector Navigator – Information Communications Technology/Digital Media grant, to implement the NetLabs+ project. NetLabs is a virtual computer lab system that can be accessed 24x7 by ICT students, providing efficient access and quality for colleges' CTE ICT programs. The project will support the initial equipment cost and professional development required to establish NetLabs in regions throughout the state.

The initial step of the project was to build a NetLabs+ User-group site with a faculty member identified as the User Group Lead. The balance of the augmentation was to go to colleges to use, expand use of and provide multi college hubs for the NetLabs gear.

**ANALYSIS**

Requests for NetLabs+ funding were announced to the User Group and statewide communication channels resulting in eight project proposals that have been selected for funding.

Chabot Las Positas Community College District	\$26,180
Coastline Community College	\$46,750
Diablo Valley College	\$ 7,480
Folsom Lake College	\$48,571
Hartnell College	\$31,119
Merritt College	\$13,651
Ohlone College	\$19,652
West Lost Angeles College	\$44,597

The Project Administrator is Enrique Perez.

**RECOMMENDATION**

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

.Fiscal Impact: \$238,000	Board Date: December 8, 2014
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Chabot-Las Positas Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Chabot-Las Positas Community College District (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$26,180 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to



include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and RSCCD shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Chabot-Las Positas Community College District:

John Gonder  
7600 Dublin Boulevard, 3<sup>rd</sup> Floor  
Dublin, CA, 94568  
[jgonder@lopositascollege.edu](mailto:jgonder@lopositascollege.edu), (510) 439-8999

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: CHABOT-LAS  
POSITAS COMMUNITY COLLEGE  
DISTRICT

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name:

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$)

\*Project Start Date

\*Project End Date

\*Describe the project for which you are seeking funding (3-5 short sentences)

The Wireshark Multipurpose Lab Project will create 24 complete Netlab scenarios, each including an intro/demo video and SCORM assessment module. The set, as a whole, constitutes a complete TCP/IP analysis class. Each individual module is selected to also represent a key learning outcome from multiple certification training objectives for classes including CCNA Routing, CCNA Security, CEH, A+, Net+, Sec+, Linux+, LPI, VMware, EMC, Digital Forensics, as well as other business and administration classes. Each is a standalone plug and play module easily added to any class needing practice with computer and network protocols.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

A strong commonality of learning outcomes for all ICT training, especially networking, security, software and administration careers, is the study of computer and network protocols, TCP/IP and the OSI model. The world's leading network analysis tool, Wireshark, is perfect for providing that, for a broad range of classes. John Gonder created and has run an extremely popular TCP/IP online class for more than 5 years. It provides important training not available in traditional certification curriculums and has proved successful in improving student performance in subsequent classes, as well as student success in getting and keeping good jobs. One student intern at LBL was hired full time within 2 weeks because he used his Wireshark skills to solve network problems better than other workers. The Netlab environment is perfect for packaging and providing this proven approach to many more teachers, classes, and students. To produce a complete module, each Netlab activity will include a video lesson to introduce key concepts and procedures for the activity, and a SCORM-compliant review module and assessment, which allows integration and automated scoring with common LMS systems.

**\*Describe how you will use funds:**

The funds will provide time and resources to consult with Wireshark developers, employers and working network analysts to verify current desirable skills. Current certification objectives will be reviewed to create the best list of common SLOs. Previous and prospective Wireshark exercises will be matched with common SLOs, and the scenarios vetted and packaged. Introductory and demo videos, SCORM assessment modules, PDF instructions and Netlab topologies and virtual machine images for each of 24 labs will be created, tested, and finalized.

**\*Why is this the right time for this project?**

The Wireshark class has proven very successful. John Gonder has taught Wireshark to CCNA teachers, and at High Tech Crime Investigation Association and MPICT conferences, which proved very popular and useful. This is the best way to get a very wide audience and make good protocol instruction available on the Netlab platform.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

Wayne Phillips and John Gonder have, over the past 10 years, created and successfully run more than a dozen high tech classes at LPC and Chabot. They have updated, modified, and run high tech labs covering CCNA, Linux, CEH, EMC, Sec+, A+, Net+, VoIP, Wireless and more certifications and career training classes. For 2 years they have had a successful Netlab infrastructure that is supporting multiple classes on both campuses and incorporating other instructors and disciplines. They have managed large budgets, hardware and software acquisition, and worked successfully with other disciplines and across colleges, and districts.

**\*What is the most difficult aspect of this project that could affect your success?**

Licensing for Windows virtual machines has been a problem for some Netlab topologies. We anticipate using Linux in place of Windows 7 as needed should this be a problem during testing.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

We would like to provide a chance for other instructors and students to try the labs out during the testing phase. Coordinating with the DSN would assist with this.

**\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

The whole of the project deliverables will be available for download and use, both within a Netlab environment, or for those not having one, on their own standalone systems.

Because each individual lab module has it's own individual introductory and demonstration video it is easy for any instructor to use, not requiring them to be a Wireshark guru.

The target audience would be instructors teaching almost any computer or network certification class, business administration, or network administration class. Even basic computer classes can benefit from seeing the reality of a network conversation, e.g. plaintext vs. encrypted passwords.

**PROJECT TITLE AND TIMELINE: WIRESHARK MULTIPURPOSE LAB PROJECT**

Activities	Measurable Outcomes	Timeline	Responsible Persons
1 Wireshark developer consultation	Desirable analysis skill list	Jan 30 2015	Gonder / Phillips
2 Wireshark analyst consultation	Desirable analysis skill list	Jan 30 2015	Gonder / Phillips
3 Certification objective review	SLO list	Jan 30 2015	Gonder / Phillips
4 Adapt existing and create new Wireshark labs for Netlab	Lab to SLO match list	Feb 28 2015	Gonder
5 Compare to SLO list, prepare draft candidate lab list	Candidate lab list (24-30)	Feb 28 2015	Gonder
6 Prepare draft topology, prototype VMs	Netlab proof of concept test list	March 30 2015	Phillips
7 Test candidate labs, select final lab list, record videos	Expected operation of labs, VMs	April 30 2015	Gonder / Phillips
8 Test / validate	Final lab list		
9 Finalize documentation, SCORM	PDFs, SCORM assessments, videos	May 30 2015	Gonder / Phillips
10 Set up training class	UI, UX feedback from testers	June 30 2015	Gonder / Phillips
11 Organize rollout / download site	Final package parts	July 15 2015	Gonder / Phillips
	Netlab training class operation	July 30 2015	Gonder / Phillips
	Download site available		

6.4 (9)

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Coastline Community College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Coastline Community College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$46,750 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

6. **SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

7. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

8. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

10. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might



reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

12. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and RSCCD shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

13. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rsccd.edu](mailto:perez_enrique@rsccd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Coastline Community College:

Nancy Jones  
11460 Warner Avenue  
Fountain Valley, CA, 92708  
[njones@coastline.edu](mailto:njones@coastline.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: COASTLINE  
COMMUNITY COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name:

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$)

\*Project Start Date

\*Project End Date

\*Describe the project for which you are seeking funding (3-5 short sentences)

The OC NetLab Consortium, Coastline, Cypress, and Irvine Valley, represents three levels of CyberSecurity/Networking curriculum and advanced NetLab technology within Orange County. The Consortium would like to pilot the sharing of resources, expertise, training, and support between the three colleges in an effort to develop a model that could be expanded to include other colleges and high schools in the county. Finally, Coastline will host staff development opportunities for faculty and technicians from the OC NetLab Consortium to learn to incorporate existing CSSIA curriculum into their classes and teach technical staff to setup and maintain their own NetLab Pods

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

The problem that is faced by Irvine Valley College, like many colleges, is that they do not have access to current technology, full time faculty, and staff to update old curriculum. Coastline currently has 56 NetLab pods and 5 servers and Cypress has 8 NetLab pods and 2 servers. This proposal is based on making available NetLab access to Irvine Valley College through the sharing of resources. Coastline and Cypress will provide access to one course each using NetLab as the virtual lab environment and provide technical support for Irvine Valley. In addition, Coastline will provide professional development open to all colleges in Orange County focusing on incorporating existing curriculum developed by CSSIA and other federally funded projects. Funds for Cypress will expand their existing NetLab setup and technical support for Irvine Valley, and funds for Coastline will partially pay for NetLab capacity building, technical support for Irvine Valley, and professional development. Coastline will be matching grant funds with (\$30K) of CTE enhancement funds. Cypress will be matching the grant funds with (\$20K) of Perkins funds. The pilot will allow the three colleges to address issues that need to be identified such as contractual obligations, technical support, joint scheduling of courses, and learning to collaborate instead of competing for FTES.

**\*Describe how you will use funds:**

Funds to pay for NetLab equipment and software, technical support, and professional development.

**Equipment/Software:**

Coastline-Partial purchase of NetLab Software PE (balance funded by CTE Enhancement)

Cypress-Upgrade NetLab Software from AE to PE

**Technical Support:**

Coastline-Equal match of Professional Expert to install, maintain, and troubleshoot NetLab

Cypress-Fund Professional Expert to install, maintain, and troubleshoot Netlab

**Professional Development:**

Coastline-Faculty Curriculum Development, IT Support-optimization of Netlab configurations

**\*Why is this the right time for this project?**

Regional collaboration and virtualized lab environments are essential for increasing capacity to serve more students and establishing the latest technology in the most efficient manner. This proposal is a pilot project among three regional colleges with different maturity levels addressing the critical needs and seeking future collaboration. The project will begin January 1, 2015 and will focus on procurement of equipment and software and the development of professional development activities. By fall 2015, Irvine Valley College should be offering two classes per semester utilizing the shared NetLab environment. The spring, 2016 semester would be used to make adjustments to the process, and complete the reporting out of the NetLab grant process.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

Coastline and Cypress are currently offering courses that utilize extensive NetLab and cyber security curriculum. Coastline was formerly a Cisco Regional Academy, and is awaiting confirmation of the CAE/2Y (Center of Excellence in Cyber Security) certification from NSA and the department of Homeland Security. Coastline is currently a co-PI on the CyberWatch West NSF/ATE grant with a focus on outreach and curriculum development to colleges and high schools in cyber security. Both Coastline and Cypress have extensive IT support systems and supportive administrations.

**\*What is the most difficult aspect of this project that could affect your success?**

There are two issues that could have an impact on the ongoing success of this NetLab project. The first is the development of an effective collaboration between the three colleges. While we have a good working relationship at this point, it is important for us to develop a trusting and supportive working environment where we can all share openly and truly focus on serving the needs of our students.

The second issue will be the ongoing funding that will be required to maintain and share resources. As FTES increases, there will be a greater demand on the equipment and technical support. This could be an opportunity to collaborate on other outside grants to meet these demands.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

The continued support and collaboration with our Deputy Sector Navigator is very important. Gustavo Chamorro has been instrumental in helping us to put this pilot project together and his continued involvement will be crucial as we look to broaden the scope of this project to include the other colleges and high schools in Orange County.

**\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

There are three outcomes that will be available to be used statewide. First, we will develop best practices to define the procedures that are necessary to setup and maintain a shared NetLab environment. Second, we will develop guidelines for the effective setup, support and maintenance of the NetLab environment. Finally, the professional development that we will be hosting could be made available to institutions statewide, and/or video archived for those who cannot attend. Our major focus will be the three colleges who are participating in our DSNs NetLabs working group, and will then expand to the other colleges in the county as needed.

PROJECT TITLE AND TIMELINE: OC NETLAB CONSORTIA

Activities	Measurable Outcomes	Timeline	Responsible Persons
1. Dell servers purchased and configured with NetLab PE	2 Dell servers will be installed and configured to host NetLab pods	Spring/Summer 2015	Nancy Jones (Coastline) Behzad Izadi (Cypress)
Hosting Lab environment for IVC	Lab environment for two courses will be available for students at IVC during fall the 2015 and spring 2016 semesters. Once class will be hosted by Coastline and one class hosted by Cypress.	Fall 2015 Spring 2016	Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
NetLab Management	NetLab pods will be installed and beta tested Summer 2015 and fully functional to host 2 courses for IVC fall 2015 and Spring 2016	Summer 2015 Fall 2015 Spring 2016	Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Workshops: Curriculum Development	3 Workshops for faculty to development NetLab curriculum	Spring 2015 Summer 2015 Fall 2015	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Workshops: IT Management	1 IT Workshop for technical support staff to learn how to setup, management, and monitor NetLabs.	Summer 2015	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Collaboration meetings	Project progress, problems, concerns, and best practices will be shared in meetings	Monthly	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)
Final Report	A document summarizing the results	Spring 2016	Gustavo Chamorro (DSN) Nancy Jones (Coastline) Behzad Izadi (Cypress) Roopa Mather (Irvine Valley)

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Diablo Valley College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Diablo Valley College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$7,480 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to



include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and **RSCCD** shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Diablo Valley College:

Tina Dodson  
321 Golf Club Road  
Pleasant Hill, CA, 94523  
[tdodson@dvc.edu](mailto:tdodson@dvc.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: DIABLO VALLEY  
COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name:

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$)

\*Project Start Date

\*Project End Date

\*Describe the project for which you are seeking funding (3-5 short sentences)

Diablo Valley College (DVC), one of three colleges in the Contra Costa CCD, is using their CTE Enhancement funds to purchase a NETLAB+ system and hosting infrastructure to support their delivery of ICT Model Curriculum classes and complimentary electives. DVC's CNT, COMTEC and CIS faculty, interested faculty members at Contra Costa College and Los Medanos College, and partnering K-12 instructors, will need to attend training both on the NetLAB supported ICT Essentials, Networking, and Security classes and on learning how to use NETLAB to deliver the ICT courses to their students.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

DVC's COMTEC and CNT programs have been designated for "revitalization" or "discontinuous". The Revitalization Task Force, made up of instructors, administrators, and counselors, recommended combining the CNT and COMTEC departments into a single CNT depart, adopting course alignment with the C-ID Model Curriculum for IT, hiring a fulltime faculty member, and developing ICT outreach programs and articulations with local K-12 partners.

**\*Describe how you will use funds:**

We will use the funds for Faculty Professional Development. CTE Enhancement funds have already been identified for the purchase of our NETLAB+ system, setup, and configuration

**\*Why is this the right time for this project?**

DVC's IT programs have been designated for "revitalization". The administration has committed all of their CTE Enhancement funds to support ICT programs and departments including COMTEC and CNT.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

Diablo Valley College is part of the Contra Costa Community College District and is required to follow all Board Policies and Procedures related to sound fiscal management include grant funds. A CTE Project Coordinator at the district level is in place and will set up grant budget with Diablo Valley College Business Services Manager. Grant contract will be approved by the CCCCDC Chancellor and Vice Chancellor of Financial Services.

**\*What is the most difficult aspect of this project that could affect your success?**

The most difficult aspect of the project is in finding the right full-time faculty member for the CNT department. Currently the program is staffed with adjunct faculty and faculty members who our split between our CS and CIS departments.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

Our Deputy Sector Navigator provided the coordination and funds to host our recent Business and Industry Leadership Meeting on Oct. 29, 2014. At that meeting industry members (we had 12) overwhelmingly agreed on the proposed deliver of our AS Degree in information technology and in our proposed plan to develop hybrid courses using remote labs and virtualization.

**\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

The collaboration between Diablo College, their district, and their K-12 partners will share the results of the proposed project with the NetLAB User Group and the Deputy Sector Navigator. The project will self-assess all activities and request feedback of finds from the larger community. Targeted population: students who have minimal success in completing and/or advancing through information technology studies and gaining employment that leads to a career in the information technology field.

**PROJECT TITLE AND TIMELINE:** Diablo Valley College and CCCC NetLAB Professional Development

Activities	Measurable Outcomes	Timeline	Responsible Persons
1. IT Essentials and Network Instructor Training classes	2 Instructors trained in IT Essentials, CCNA1 and CCNA2 courses	Spring 2015	CNT/COMTEC Faculty
2. NetLAB Workshop	10 – 20 Instructors participating	Summer 2015	CNT/COMTEC Faculty, CCC and LMC interested Faculty
3. IT Essentials and Network Instructor Training classes	4 Instructors trained in IT Essentials, and 1 instructor trained for CCNA1 and CCNA2 courses.	Summer 2015	CNT/COMTEC Faculty, CCC and LMC interested Faculty, and High school teachers
4. Deliver newly revised IT courses support with NETLAB.	3 courses (IT Essentials, Intro to Networking, and Routing and Switching Essentials) delivered.	Fall 2015	CNT Faculty, other CCCC faculty, and local high school teachers
5. Deliver newly revised IT courses support with NETLAB.	5 courses (IT Essentials, Intro to Networking, Routing and Switching Essentials, Systems and Network Administration and Introduction to Information Systems Security) delivered.	Spring 2016	CNT Faculty, other CCCC faculty, and local high school teachers

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Folsom Lake College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Folsom Lake College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. Statement of Work

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. Period of Performance

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$48,571 USD.

4. Payment

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to



include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and **RSCCD** shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Los Rios Community College District:

Raquel Arata, Director Grants and Special Projects  
1919 Spanos Court  
Sacramento, CA, 95825  
[aratae@losrios.edu](mailto:aratae@losrios.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: FOLSOM LAKE  
COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Beverly Sandeen  
Vice Chancellor, Los Rios

Title: Business Operations/Fiscal Services

Title: Community College District

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name:

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$)

\*Project Start Date

\*Project End Date

\*Describe the project for which you are seeking funding (3-5 short sentences)

Seeking the purchase of a 16 Pod NetLabs+ Academic Edition System, including necessary hardware and software (Cost Quotation \$49,949.38 from SIGMAnet). Primary purpose of this system is to develop a "pilot" environment where the system can be utilized to provide faculty from the seventeen (17) colleges in the region with professional development on both how to configure and utilize NetLabs+ in their own classrooms, and provide professional development to faculty on a variety of courses that are available for use in a NetLabs+ environment that have been developed by entities like CSSIA and CTC, in partnership with the Net Development Group. System will also be utilized by the Region's faculty and content development experts to (1) update existing course content, and (2) create new course content, that can be housed in a NetLabs+ virtual environment.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

The North / Far North Region is unique in its nature. In terms of its location it can be easily described as the area with its southerly boundary Sacramento, and everything North to the Oregon Border. It consists of seventeen (17) community colleges. Seven (7) colleges are within thirty (30) miles of the State Capitol. The remaining ten (10) colleges, widely disbursed throughout the region, with some colleges measuring the drive time to their closest neighboring college in hours. None of the colleges in the region currently possesses a NetLabs+ system. College faculty, through the efforts of the DSNs in the Region have experienced faculty development training in a NetLabs+ environment.

For our rural colleges, the opportunity to provide students with the training associated with core ICT subjects (e.g. Networking and Security) has not existed due to the cost associated with purchasing the computer equipment to run these courses. All colleges in the Region, this project will provide the opportunity to train faculty from throughout the Region the ability to gain grow in terms of knowledge and experience relative to the course content provided through faculty development.

**\*Describe how you will use funds:**

Through the support provided by the Region's two (2) DSNs, faculty have taken advantage of the learning opportunities provided by MPICT, their winter/summer conferences. Faculty have participated in similar conferences and other functions (specifically online training) provided by BATEC and CSSIA. We understand that MPICT funded faculty training will likely end at the conclusion of this academic year. Faculty, particularly in the rural areas of our State, need an effective and convenient way to access meaningful faculty development opportunities. This pilot opportunity will meet that objective. Additionally, there is an ongoing Regional effort, led by faculty and administration from the four (4) colleges in the Los Rios District, to seek funding from the "Regional Projects" allocation of "CTE Enhancement Funds" a "Regional Netlabs+ Hub," and obtaining funding for this project will be viewed as a commitment by the Sector Navigator as to the Hub's value.

**\*Why is this the right time for this project?**

Prior to the development of the Internet, ICT related positions had their ties to geographic regions. This is changing, as evidenced by what NetLabs+ brings to the table. The standard model in providing hands-on training relative to ICT courses centered upon having students come to physical labs at the college, during designated times, completing their labs on the equipment provided by their college. NetLabs+ flips this model. It provides 7/24 availability from any Internet accessible location, where students can complete their ICT lab assignments on equipment that has available resources to facilitate complex and challenging labs that cannot be done on the typical computer lab equipment generally used today at our colleges. For example, NetLabs+ provides a sharing environment where individual colleges can contribute resources (e.g. Cisco Equipment) that can be brought into the NetLabs+ environment and shared among the students we serve.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

Folsom Lake is one of four (4) colleges in the Los Rios District. Each of the college currently teaches a wide variety of ICT courses. Its three (3) sister colleges and the District supports this effort and are willing to provide additional resources, necessary to make this project a success. The College's IT Department fully supports this effort and has the available space to house the hardware, the available bandwidth to provide remote access to the NetLabs+ environment, and the available skilled personnel in the IT to deal with maintenance, insuring the product's availability. The District and its colleges are committed to providing access to this resource for faculty from throughout the State, recognizing the opportunities and benefits that will accrue including the cooperative maintenance and development of labs that can be used by all faculty for the benefit of their students.

**\*What is the most difficult aspect of this project that could affect your success?**

Convincing faculty from other colleges to participate in faculty development activities. With the promised support of our two (2) DSNs to assist in the communication of faculty development opportunities available through the NetLabs+ project. We recognize that faculty may be reluctant to change and introducing them to the NetLabs+ and demonstrating its capabilities is a key component to the project's success.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

Yes. We are fortunate in that Steve Linthicum, DSN for the Greater Sacramento Region has extensive experience, both teaching and taking classes in the NetLabs+ environment. That experience includes having taken a course that specifically covered the administration of the environment including pod setup and setting up student accounts. It is anticipated that he will be assisting in both establishing and teaching professional development classes for faculty. Professor Linthicum has also provided a commitment of funding for mini-grants and stipends that will help to obtain faculty involvement in the projects relating to curriculum development and professional development.

\*

**Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN, and how will you increase the effectiveness of your**

A project deliverable will include a report that will encompass the project plan, experiences relating to the efforts of the project team, and the project successes and challenges. This is not a single college effort, but an effort that will be shared across the entire region, with a goal of providing faculty development activities for faculty from both inside the region and outside of the region when possible.

Since this is a teaching environment and a sharing environment, it is hoped that members of the NetLAB User Group will participate both as users and contributors to the environment and it can be utilized for lab development projects.

**PROJECT TITLE AND TIMELINE:** NetLabs+ Pilot Program – Folsom Lake College (FLC)

<b>Activities</b>	<b>Measurable Outcomes</b>	<b>Timeline</b>	<b>Responsible Persons</b>
Complete the Final Determination of hardware and software costs relating to the establishment of an Academic Edition Netlabs+ environment.	Evaluation based on a cost/benefit analysis of hardware (specifically ESXi servers) that will meet the requirements of the AE (specifically concurrent operation of 16 pods with a maximum of 80 virtual machines).	November 2014	Caleb Fowler
Enter into Purchase Contracts	Complete the purchases of the appropriate hardware and software.	December 2014	Kim Harrell
Installation of NetLabs+ Equipment, testing connectivity,	Completion of the installation of the NetLabs equipment in the FLC	January 2015	NetLabs+ Installation Support Personnel; FLC IT Department
DSN Supported NetLabs+ Setup and Operation Faculty Development Workshop	Course designed to provide the Region's faculty with the knowledge and experience relative to creating virtual lab environments, adding students and managing class labs.	February 2015	Caleb Fowler, in partnership with the Greater Sacramento Region DSN
DSN Supported Curriculum Creation and Refresh	Through a cooperative effort with the DSN, faculty in the region, will be provided with the opportunity to update existing labs or develop new labs.	March 2015 – August 2015	Caleb Fowler, in partnership with the Greater Sacramento Region DSN
Utilization of the NetLabs+ Environment in a Faculty Professional Development Class	Participation of community college faculty in a one week faculty development course utilizing the NetLabs+ environment (Course supplementing CSSIA summer offerings). Faculty participating in the lab environment will be surveyed to provide feedback on lab experience.	June 2015	Caleb Fowler, in partnership with the Greater Sacramento Region DSN
Utilization of the NetLabs+ Environment for one or more regular ICT classes	Students participating in the lab environment will be surveyed to provide feedback on lab experience.	August 2015- December 2015	Caleb Fowler and/or other regional ICT faculty.

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Hartnell College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Hartnell College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$31,119 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

6. **SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

7. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

8. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

10. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might



reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

12. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and RSCCD shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

13. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Hartnell College:

Sharon Alheit, Grants Accounting Manager  
411 Central Avenue, E107  
Salinas, CA, 93901  
[salheit@hartnell.edu](mailto:salheit@hartnell.edu) (831)755-6835

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: HARTNELL  
COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Willard C. Lewallen

Title: Business Operations/Fiscal Services

Title: Superintendent/President

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_



**HARTNELL COLLEGE**

October 30, 2014

**OFFICE OF THE PRESIDENT**

Willard Clark Lewallen, Ph.D.  
Superintendent/President

wlewallen@hartnell.edu

**BOARD OF TRUSTEES**

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President  
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Hector Moya  
Student Trustee

411 Central Avenue  
Salinas, California 93901

831.755.6900 phone  
831.753.7641 fax

www.hartnell.edu

Mr. Richard Grotegut  
CCC NETLAB+ User Group Chair  
Ohlone College  
43600 Mission Boulevard  
Fremont, CA 94539-5847

I strongly endorse the NetLabs+ User Group grant application. This grant application is designed to support student engagement, participation and success goals for Hartnell college computer science and networking students.

Hartnell College has used the NDG NetLabs+ infrastructure throughout the last two years to host labs for courses such as VMware Install Configure and Manage (ICM) course, EMC Information and Storage Management (ISM) course, and several security courses including Security+ and certified Ethical Hacker. The quality of the hosted labs, developed within NSF ATE consortia such as MP ICT, Cyberwatch and CASSIA has substantially elevated the depth of student understanding and proficiency regarding course content and lab skills. Additionally, the students more rapidly visualize the linkage between classroom topics and practitioner skills.

Receipt of this grant award will increase the quantity of labs which can be efficiently hosted, enabling extended lab offerings to collaborating community colleges (Gavilan and Merced) as well as Salinas Valley High School students interested in cybersecurity programs and competitions. Increasing NDG Netlabs+ lab capability will provide the college with resources needed to increase the impact of a new educational delivery model, facilitating lab and project access 24 hrs a day from any location within the district. We fully anticipate this upgrade in lab provisioning would achieve measurable success already demonstrated by the other grant programs on campus.

Hartnell College is in a unique position to employ the grant's IT provisioning resources to address the CS/IT educational needs of the targeted population. As a Minority Serving Institution, seventy percent (70%) of our students are from underrepresented groups and sixty-five percent (65%) of the students are receiving state or federal financial aid.

Hartnell College has a history of providing programs geared to preparing students for higher education. Among the most successful are the Title V - STEM Project and MESA Program that encourages underrepresented students to pursue careers in the sciences.

The NetLabs+ User Group grant award will strengthen our ability to meet the Hartnell College mission and contribute significantly to the campus commitment to assist underrepresented and low-income students in obtaining an Associate and Baccalaureate degrees in the computer and information sciences.

Regards,

Willard Lewallen, Ph.D.  
Superintendent/President

*Growing Leaders Opportunity. Engagement. Achievement.*

\*Project Name: **SiGNAL** - Student Gains with NDG Available Labs

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$) \$31,119

\*Project Start Date January 2015

\*Project End Date December 2015

\*Describe the project for which you are seeking funding (3-5 short sentences)

NDG resources would increase the value and role of labs in several course areas: security, OS, and virtualization. We are interested in applying for a grant in conjunction with Gavilan and Merced Colleges which would:

1. Update servers and software for NDG installation (scale infrastructure);
2. Expand capacity to enable access to hosted labs for 2 additional colleges;
3. Assess value of labs to participating students from added colleges; and
4. Evaluate/refactor further infrastructure to maintain support.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

The NDG Netlab+ hosted security labs (CNSS, Sec+, EMC ISM, vSphere) catalyzed our IT offerings in areas of security, storage networking, virtualization and student access. The labs were no longer site based and the students could access 24 hours a day. Most security classes require completion of two security labs per week and it was noted that engaged students were completing each lab twice. The difference in awareness and practice before and after employing these labs is immeasurable. After hosting security labs for one year we realized the value of extending some labs to local high schools as part of our CS outreach efforts (Cyberpatriot enhancement and CS security and OS labs). Additionally, we had several students work through the entire VMWare ICM course labs 5-6 times, assuring themselves of success on the ICM certification exam.

This grant would support modernization and upgrade of infrastructure sufficient to support Gavilan (confirmed) and Merced (proposed) Colleges in 1-2 sections of Intro to Security courses each. This need was identified in conversations with college faculty. NDG Netlab+ will extend the benefits Hartnell has realized to these two additional campus and their participating CS/IT students.

**\*Describe how you will use funds:**

We are interested in using the funds in conjunction with Gavilan (confirmed) and Merced (proposed) Colleges to:

1. Update servers and software for NDG installation - now at version vSphere 4.1, min server provisioning (RAM/HDD's);
2. Expand capacity to enable Gavilan and Merced Colleges to access to hosted labs;
3. Improve student success due to persistence (24 hour labs available throughout the week instead of solely during campus lab hours);
4. Extend NDG lab resources to CS/IT faculty across three campuses, building on insight and teaching techniques enhanced by MPICT and Title 5 grants;
5. Leverage excellent lab image development from CSSIA (NSF ATE grant); and
6. Facilitate student proficiency and exposure to state of the art IT training and awareness of offensive/defensive security tools.

**\*Why is this the right time for this project?**

This is the right time for this project because of past success, current workforce trends, and upcoming training opportunities:

1. NDG Netlab+ infrastructure has been in place for 2 years and the contribution and value to courses is stable and evident.
2. The need for increased proficiency in cybersecurity is clearly described in national cybersecurity and vocational trends. Hosted labs provide vitality to security, OS, IT courses. Capability can be reasonably extended to peer colleges. Collaboration infrastructure and agreements can be clearly defined and proofed.
3. Image development and deployment through CSSIA/NDG arrangements is excellent and provides reasonably prompt lab builds which are current and relevant.
4. Hartnell faculty received NDG Netlab+ training session during MPICT Su14 Faculty Training in Pomona.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

1. Hartnell College has four full time CS/IT faculty. One faculty member configures, maintains and troubleshoots NDG Netlab infrastructure. The system has been very stable throughout 2 years of use.
2. KIS IT vendor assisted with initial build and will support proposed upgrade. They are prompt and responsive for config/support needs resulting from initial provisioning. Their documentation is excellent.
3. Grant funds will be received and administered through the Hartnell College grants office. Fund planning, disbursement and tracking will be integrated with college budget system with oversight of the Hartnell Grants Accounting Manager and the Dean of Advanced Technology (CS/IT is a located in this division).

\*What is the most difficult aspect of this project that could affect your success?

1. Project reviewed for risk factors and measures can be implemented to reduce risk.
2. Build and configuration risk. Mitigated by use of KIS IT vendor who has successful track record with college-wide server deployment and configuration as well as prior NDG Netlab+ configuration. They have demonstrated ability to implement designs within stated time schedule.
3. Schedule risk for initial implementation. Initial lab scheduling for peer community colleges will be conservative to prove infrastructure performance and scheduling interaction between colleges. Rubric to define useful lab schedules for subsequent years will be defined.
4. Casualty risk for infrastructure deployment. Risk can be mitigated by close monitoring of load and performance as first semester and then first year are completed.
5. Infrastructure build to commence approx 5 Jan and completed approx 30 Jan. First semester will allow basic provisioning (1-2 courses) for each collaborating college.

\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.

No resources will be required from our DSN. However, DSN has been supportive in many areas of program, hardware and course development and DSN will be kept abreast of progress and implementation challenges.

\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?

- Our plans to distribute configuration, utility and lessons learned include:
1. Define design and distribute to DSN.
  2. Confirm completion of build, documentation of build, and initial lab plan to DSN.
  3. Monitor configuration load vs. scheduled labs to assess sufficiency and margin to handle additional courses.
  4. Define scheduling and management practices which allow infrastructure to effectively support most courses.
  5. Develop short survey for distribution to participating students and faculty to identify benefit, utility description, and recommendations.

**PROJECT TITLE AND TIMELINE: \_\_\_SiGNAL - Student Gains with NDG Available Labs**  
**(HARTNELL PROPOSAL IN CONJUNCTION WITH GAVILAN AND MERCED)**

Activities	Measurable Outcomes	Timeline	Responsible Persons
1. Dec grant award HW purchase order initiated		Jan 2015.	Welch, KIS
2. Infrastructure SW and HW upgrade Planning Infrastructure Upgrade (vSphere 5.1, server addition ESXi03, server HW provision upgrade for ESXi 01,02) Netlab+ reconfiguration and lab provisioning, Windows activation provisioning	Hardware and software connectivity; access from on/off campus  Pod builds for (HC, GC, MCC)Sp15 courses and test courses	Jan 2015.	Welch, KIS (Schedule of courses from GC, MCC; test labs if courses not scheduled)
3. Pod provisioning to support Sp15 semester	Weekly access to provisioned pods measured at HC, GC, MCC	Feb 15 - May 15	Welch, GC/MCC faculty
4. Mid-course assessment completed A. Student and faculty survey for utility of labs B. Student and faculty survey for availability of labs C. Infrastructure monitoring for average and peak load; forecast of capability to handle additional sections at HC, GC, MCC or additional sections at other CC's	A. Survey complete for all faculty, 85% of students B. Assessment, discussion held by HC, GC, MCC faculty C. 1-2 page report created - shared with HC, GC, MCC, DSN and DNG	Survey complete 31 Mar Report complete 15 Apr	Welch lead Survey from HC/GC/MCC students Discussion from GC/MCC faculty
5. End of semester assessment completed A. Student and faculty survey for utility of labs B. Student and faculty survey for availability of labs C. Infrastructure monitoring for average and peak load; forecast of capability to handle additional sections at HC, GC, MCC or additional sections at other CC's	A. Survey complete for all faculty, 85% of students B. Assessment, discussion held by HC, GC, MCC faculty C. 1-2 page report created - shared with HC, GC, MCC, DSN and DNG	Survey complete 31 May Report complete 15 Jun	Welch lead Survey from HC/GC/MCC students Discussion from GC/MCC faculty

Exhibit A

<p>6. Procedures and guidelines for Fa15, Sp16 established in consultation with infrastructure capability HC/GC/MCC course scheduling.</p>	<p>A. HC/GC/MCC courses scheduled for which NDG offers lab support          B. Number of course supported by NDG Netlab+ pods          C. Survey conducted per course at end of semester</p>	<p>Review done 2 weeks into each semester; shared with HC, GC, MCC, DSN and DNG</p> <p>Survey results shared with shared with HC, GC, MCC, DSN and DNG</p>	<p>Welch lead          Survey from HC/GC/MCC students          Discussion from GC/MCC faculty</p> <p>[Project complete at end of Sp 16 semester when reports are concluded and shared.]</p>
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**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
Merritt College**

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Merritt College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$13,651 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might

reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and RSCCD shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rsccd.edu](mailto:perez_enrique@rsccd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Merritt College:

Anita Black  
12500 Campus Drive  
Oakland, CA, 94619  
[ablack@peralta.edu](mailto:ablack@peralta.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: MERRITT COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name: **Merritt College CIS Security Program**

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$) **\$13,651.00**

\*Project Start Date **January 26, 2015**

\*Project End Date **December 11, 2015**

\*Describe the project for which you are seeking funding (3-5 short sentences)

In collaboration with the Consortium of Information Systems Executives (CISE) partners, Merritt College will offer Infrastructure and Applications Security Programs—AS degree and certificates of achievement. These programs are design to provide best practices and competencies for students to design, install and implement services and applications; manage, and optimize security infrastructure to ensure compliance with security controls; help prevent, detect, investigate and respond to operational security threats and attacks; facilitate security vulnerability assessments, penetration tests and risk assessments; investigate security events and incidents, including forensic analysis; represent security interests on project teams by ensuring security standards and requirements; conduct security research, analysis and review of infrastructure designs to ensure compliance with company security policies; evaluate new products and technologies to protect against existing and emerging security threats; and develop and implement information security policies and procedures.

\*Describe the need, problem and/or opportunity addressed by the project.  
How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

Amid staff shortage, tech leaders want more computer education in California schools. (Network World May 7, 2014) Leaders of key technology companies including Microsoft, Google, Twitter and Salesforce.com have written to the Governor of California Jerry Brown offering to partner with the state to increase computer education . . . The lack of access in urban and rural schools also creates inequity for students of color, with the result that in the entire state of California, only 74 African Americans and 392 Hispanic Americans took the Advanced Placement Computer Science exam in 2013, the executives wrote in the letter.

**\*Describe how you will use funds:**

Project funds will be used for instructor course preparation and training to deliver NetLAB Virtual assignments for 4 core courses in the Infrastructure and Applications Security Program (513 instructional laboratory hours). Classes are listed below:

<b>PCCD CIS Course #</b>	<b>Title of Merritt Program Course</b>	<b>Lecture/Lab Credits</b>
52	Cloud Security Fundamentals	2 lecture/1 lab
53	Intrusion Detection In-Depth; Compliance, Security, Forensics, and Troubleshooting	1.5 lecture/1.5 lab
55	Hacker Techniques, Exploits, and Incident Handling	2 lecture/1 lab
56	Secure Coding in Java and .Net; Developing Defensible Applications	2 lecture/1 lab
57	Web Application Penetration Testing and Ethical Hacking	2 lecture/1 lab
58	Hacker Guard: Security Baseline Training for IT Administrators and Operations	2 lecture/1 lab
60	Computer Forensics Fundamentals	2 lecture/1 lab
71	Introduction to Information Systems Security	2 lecture/1 lab
72	Systems and Network Administration	2 lecture/1 lab

**\*Why is this the right time for this project?**

The Consortium of Information Systems Executives (CISE) partners are pivotal to the success of Merritt College’s Security Programs. Partners have and continue to develop paid internship opportunities for students. Student internships are integral to the core curriculum and extends classroom learning which prepares students for full time employment upon program completion. The programs offers students a career pathway beginning at the secondary level and extending through to the four-year post-secondary level. Students will have options to begin a career and/or continue their education through transfer opportunities, i.e. CSU.

**\*Describe your organization’s ability to implement the project. Please include staff strength and operational & fiscal management.**

In concert with the Consortium of Information Systems Executives (CISE) partners, CIS Department CTE Advisory Group, and the project coordinator, CIS Professor and Vice President of Instruction Emerita, have spearheaded the curriculum development, program approval process and continue to guide the launch of the Merritt College Security Programs.

Merritt College is part of the Peralta Community College District and is required to follow all Peralta Board Policies and Procedures related to sound fiscal management include grant funds. Project Coordinator will set up grant budget with Merritt College Business Services Manager. Grant contract will be approved by the Peralta Chancellor and Vice Chancellor of Financial Services.

**\*What is the most difficult aspect of this project that could affect your success?**

Probably obtaining the course control numbers from the State of California Community College Chancellor's Office, Academic Affairs and MIS Offices in order to receive apportionment funding for offering these new classes.

Our industry partners through the Consortium of Information Systems Executives (CISE) partners want us to offer this curriculum immediately to hire qualified IT workers.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

Will seek guidance and advice that assists the implementation of this project and Merritt College's Security Programs.

**\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

The collaboration between Merritt College and the Consortium of Information Systems Executives (CISE) partners will share the results of the proposed project with the NetLAB User Group and the BACCC. Including security curriculum. The project will self-assess all activities and request feedback of finds from the larger community. Targeted population: urban students who have minimal success in completing and/or advancing through computer studies and gaining employment that leads to a career in the information technology field.

**PROJECT TITLE AND TIMELINE: MERRITT COLLEGE CIS SECURITY PROGRAM**

Activities	Measurable Outcomes	Timeline	Responsible Persons
Schedule Faculty NetLAB Training	Conduct 1 faculty NetLAB training session for 4 program courses requiring instructional laboratory hours.	Spring 2015	Faculty
Faculty prepare to teach security program classes	Work with NetLAB User Group to prepare laboratory assignments for 4 program courses and create term syllabi and other training materials for each term.	Spring 2015 Summer 2015	Faculty NetLAB User Group
Meet with NetLAB Faculty & User Group Staff	Hold a faculty NetLAB Meeting to obtain feedback, i.e. best practices and enhance instructional delivery of laboratory assignments.	Summer 2015 Fall 2015	Faculty NetLAB User Group
Student Feedback Evaluations on NetLAB	Conduct student evaluations and follow up on the NetLAB delivery system to improve instruction.	Spring 2015 Summer 2015 Fall 2015	Faculty

6.4 (51)



**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Ohlone College***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Ohlone College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$19,652 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to

include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and **RSCCD** shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rscd.edu](mailto:perez_enrique@rscd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

Ohlone College:

Richard Grotegut  
43600 Mission Boulevard  
Fremont, CA, 94539  
[rgrotegut@ohlone.edu](mailto:rgrotegut@ohlone.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: OHLONE COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name: Ohlone College's Computers, Networks, and Emerging Technology (CNET)  
NETLAB+ Optimization and Support Project

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$) 19,652

\*Project Start Date January 1, 2015

\*Project End Date December 31, 2015

\*Describe the project for which you are seeking funding (3-5 short sentences)

Ohlone College's Computers, Networks, and Emerging Technology (CNET) department and the Western Academy Support and Training Center (WASTC) are combining efforts to optimize our existing NETLAB+ implementation, to establish professional technical support and lab management of the system, and to expand NETLAB+ access to CNET students, the ICT instructors that the WASTC supports throughout the region, and to partner institutions that we currently share our NETLAB with.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

Ohlone's CNET department invested in our NETLAB+ system nearly ten years ago. We have struggled each year with lab deployment, maintenance, and upgrades to the system. Each year we look for promising students who help to fulfill some of these needs. We have been fortunate in most years to identify great students who take on the project, learn, have success, apply what they have learned, and leave for better more permanent opportunities. There have been some years where we don't find a shining start student.

Ohlone's CNET department's NETLAB+ system is currently being shared with local high school partners, the Western Academy Support and Training Center, and with our regional partner colleges. We have reached our capacity and need to do some system upgrades to optimize our implementation and to continue and to expand this shared environment.

**\*Describe how you will use funds:**

We will use the funds to do the following:

- perform equipment upgrades on our existing system,
- hire a part-time technician/lab manager for our NETLAB implementation,
- provide professional development training for the technician and faculty that will be using the system.

**\*Why is this the right time for this project?**

ICT has been identified as an important employment sector in our region. We have demonstrated experience with collaborating with our partners, sharing our resources, and expanding student access. We can do much more.

**\*Describe how this project will enable the NetLAB User Group to expand our shared knowledge of the tools, allow more students access, and/or enable more faculty to become proficient in their use.**

Other institutions, in the state, that use NETLAB+ have similar challenges and are seeking similar solutions. We will be able to provide a member of, what we envision will be, a team of NETLAB technicians/ managers who will be able to share best practices and best solutions. Instructors who are NETLAB users will be able to share curriculum and labs. We will be able to expand our shared knowledge of the tools and the pedagogy.

\*What is the most difficult aspect of this project that could affect your success?

We will be challenged to find competent technical support on a part-time basis in what is a tight Bay Area ICT employment market.

\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.

No. No other funds will be required from the DSN.

\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community?

We will share the following with the NetLAB User Group:

- best practices for resources sharing
- examples of MOUs that we have used to institutionalize the sharing.
- document the scheduling and management practices which allow infrastructure to effectively support delivery of courses.

**PROJECT TITLE AND TIMELINE: OHLONE COLLEGE'S COMPUTERS, NETWORKS, AND EMERGING TECHNOLOGY (CNET) NETLAB+ OPTIMIZATION AND SUPPORT PROJECT**

Activities	Measurable Outcomes	Timeline	Responsible Persons
1. Hire part-time Lab Technician/Manager	Technician/Manager hired	December 2014	CNET Faculty, Division Dean,
2. Professional development for CNET Faculty and NETLAB+ technician/manager	Professional Development session(s) successfully completed	January 2015	CNET Faculty, Division Dean, Purchasing Department
3. Spring 2015 Semester NETLAB+ supported classes scheduled	Class schedule finalized	January 2015	CNET Faculty and NETLAB+ Technician/Manager
4. Spring 2015 Semester Course begin delivery	Classes begin.	February 2015	CNET Faculty and NETLAB+ Technician/Manager
5. NETLAB+ Monitoring and Documenting	Documented performance and use	May 2015	CNET Faculty and NETLAB+ Technician/Manager
6. Professional Development for CNET Faculty and NETLAB+ technician/manager	Professional Development session(s) successfully completed	Summer 2015	CNET Faculty and NETLAB+ Technician/Manager
7. Purchase equipment to optimize and expand NETLAB+ capability	Equipment delivered	Summer 2015	CNET Faculty and NETLAB+ Technician/Manager
8. WASTC supported Instructor Training using NETLAB+	20-30 Instructors Trained	June 2015	WASTC Director, Coordinator and Instructors
9. Fall 2015 Semester NETLAB+ supported classes scheduled	Class schedule finalized	August 2015	CNET Faculty and NETLAB+ Technician/Manager
10. Fall 2015 Semester Course begin delivery	Classes begin.	September 2015	CNET Faculty and NETLAB+ Technician/Manager



**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
West Los Angeles College**

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the West Los Angeles College (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the **Grant**; 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 **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. **Statement of Work**

**SUBCONTRACTOR** agrees to perform the work described in the Project Application (*Exhibit A*), which by reference is incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this **Agreement** shall be from December 9, 2014, through June 30, 2015.

3. **Total Cost**

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$44,597 USD.

4. **Payment**

Sixty percent (60%) of the award will be paid to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed **Agreement** and a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice referencing the **Agreement** contract number (refer to footer in this agreement) should be submitted to the following address:

Rancho Santiago Community College District  
Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706

5. Reporting

**SUBCONTRACTOR** will provide a progress report describing the activities and documenting the expenditures by March 15<sup>th</sup>, 2015 and June 15<sup>th</sup>, 2015, and will provide a final report substantiating completion of the project and documentation of all project expenditures project by July 15<sup>th</sup>, 2015. If the report due dates fall on a weekend or a holiday, the report will be due on the day prior to the due date.

6. Expenditure of Grant Funds.

**SUBCONTRACTOR** agrees to comply with all **Grant** requirements and that it is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or disallowment of **Grant** funds.

7. Time Extensions

**RSCCD** will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**. Under this **Agreement**, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June 30, 2015**.

8. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

**SUBCONTRACTOR** shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all 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**.

9. Record Keeping

**SUBCONTRACTOR** agrees to maintain project records for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

10. Audit

**SUBCONTRACTOR** agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might

reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this **Agreement**.

11. Termination

Either party may terminate this **Agreement**, with or without cause upon sixty (60) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination, and **RSCCD** shall reimburse **SUBCONTRACTOR** for costs incurred for the project up to the date of notification.

12. Mutual Indemnification

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

14. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be by email communication or in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD:

Enrique Perez, Program Administrator ICT Sector Navigator  
2323 North Broadway, Suite 350, Santa Ana, CA 92706  
[perez\\_enrique@rsccd.edu](mailto:perez_enrique@rsccd.edu), (714) 480-7460  
cc: [Steve@wrightca.com](mailto:Steve@wrightca.com), (805) 231-8444

West Los Angeles College:

Marcus Butler  
9000 Overland Avenue  
Culver City, CA, 90230  
[butlerm@wlaac.edu](mailto:butlerm@wlaac.edu)

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion) of all activities and outcomes. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 8<sup>th</sup> day of December 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: WEST LOS ANGELES  
COLLEGE

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: \_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

EIN/TIN: \_\_\_\_\_

\*Project Name: LACCD Regional/District NetLAB Hub

Please enter the name (or a descriptive title) of the specific program seeking support.

\*Project Amount (\$) \$44,597.00

\*Project Start Date Immediately upon grant funding

\*Project End Date June 30, 2015

\*Describe the project for which you are seeking funding (3-5 short sentences)

West LA College wishes to establish a regional NetLAB hub to support three sister campuses of the Los Angeles Community College District. As one of the earliest adopters of NetLAB, West is uniquely qualified to lead this initiative. Successful funding and implementation will allow other sister campuses to offer and support non-existing IT vocational training programs by leveraging West existing NetLAB infrastructure. This initiative will clearly lead to better effective access to IT training resources, enhanced certification preparation, and better support for the district's online student population. West has already made a significant investment in NetLAB, but only needs modest additional funding to expand in order to support targeted campuses. Our proposed project has a high probability of success. West and its administration has already committed to a NetLAB Data Center currently hosting 17 servers with dedicated power (including UPS), cooling, and backup storage.

\*Describe the need, problem and/or opportunity addressed by the project. How did you identify the particular need addressed by your proposal? Please provide measurable evidence if applicable.

Capital funding limitations and lack of expertise within the district has prevented or hindered other campuses within the district from offering advanced IT vocational training. Although, there are two other campuses in the district offering Cisco courses, no other campus offers 24/7 access to Cisco hardware as afforded by NetLAB. In addition, West is the only campus offering 24/7 remote access to VMware, EMC, Security, Microsoft (general IT pods) resources. Other campuses are offering access to CBT simulation resources, but students must be given the opportunity to work with real software. Employers do not consider training based on simulation products sufficient for gaining real-world skills.

**\*Describe how you will use funds:**

**Establish School District Hub using the existing NetLAB Data Center at West Los Angeles College:**

4 – Cisco MAP Pods (\$5,062 each, Cisco academy pricing) - \$20,256.00

3 – Dell Servers (\$4,882 each, Dell academic pricing) - \$14,646.00

1 – NetLAB Academy Edition - \$9,995.00 (needed due to current simultaneous connection limits)

1 – Enclosed Secured Server Rack (cables, hardware, control switch, power strips) - \$2,800

Total = \$47,697.00

**\*Why is this the right time for this project?**

West has just recently completed the first phase of establishing a NetLAB Data Center that can function as a regional hub for the Los Angeles Community College District. As previously stated, this included dedicating a room (CE105B), establishing dedicated power on separate circuits, acquiring eight uninterruptible power supplies (six outlets per UPS), approved funding for dedicated 24/7 air-conditioning system and the purchased of a NAS (8TB) backup server. We are now uniquely positioned to support this proposal, but in need of additional hardware to assure appropriate access and system responsiveness.

**\*Describe your organization's ability to implement the project. Please include staff strength and operational & fiscal management.**

Associate Professor Marcus Butler will lead this effort. He is Cisco and VMware certified and currently responsible for NetLAB administrative and instructional support. Mr. Butler was responsible for the initial NetLAB roll-out in 2007 affording him over seven of NetLAB experience. Mr. Butler has built numerous pod configurations including, general IT pods and custom pods. He also has extensive server and storage experience. Under his management the college's NetLAB installation supports over eleven courses per semester and has enjoyed over 99.1% uptime. Mr. Butler was also the project leader on implementing the NetLAB Data Center. Mr. Butler coordinated all efforts between the vendors, administration, and plant facility.

**\*What is the most difficult aspect of this project that could affect your success?**

There are few barriers to success as it relates to this proposal. Our existing NetLAB infrastructure currently supports our Cisco, Microsoft and VMware Academies. Instructors at other campuses wishing to leverage our NetLAB infrastructure only need to learn how to create a class and enroll students into the class. Instructor training will also be provided as part of an existing instructor training program called Tech Faire. There will be no cost for this training, as it already funded from other sources. Administrative and system support will be provided by West. There is consideration for a possible lab fee to offset future costs associated with on-going maintenance and/or upgrades. But, this lab fee is currently being estimated at less than \$15 to \$20 per student.

**\*Will you be requiring any resources from your Deputy Sector Navigator (DSN) other than funding for the project? Please explain.**

None will be required.

**\*Given that you will share your results at the conclusion of your project, what are your plans to make your proposed project available for the NetLAB User Group and for your DSN and how will you increase the effectiveness of your work for the larger community? What would be your target audience?**

The college is prepared to share its current success related to NetLAB, as well as this proposed project. There are discussions taking place currently and others have expressed interest in our proposed project. Although, only three campuses have been immediately identified, there are nine campuses within the district that can benefit, as well. It should be clear that our goal is to serve as a regional/district NetLAB hub for all nine campuses.

**PROJECT TITLE AND TIMELINE: LACCD REGIONAL/DISTRICT NETLAB HUB**

Activities	Measurable Outcomes	Timeline	Responsible Persons
<ul style="list-style-type: none"> <li>1 – Meet with campus representatives</li> <li>2 – Identify labs to implement for campuses</li> <li>3 – Request quotes from vendors</li> <li>3a – Generate P.O. based on quotes</li> <li>3b – Receive hardware</li> <li>4 – Setup an additional server rack</li> <li>4a – Install UPS and power strips</li> <li>4b – Install control switch</li> <li>4c – Build MAP pods</li> <li>4c – Install Cisco routers and switches</li> <li>4d – Cable up all devices</li> <li>4e – Configure devices as needed</li> <li>4f – Test new MAP pods</li> <li>5 – Install additional servers</li> <li>5a – Install additional server memory</li> <li>6 – Conduct pod testing</li> <li>7 – Schedule instructor training</li> <li>7a – Training covers class management</li> <li>8 – Assign servers to campuses</li> <li>9 – Assign pods to campuses</li> <li>9a – Bring pods online</li> <li>10 – Assign pods to students</li> </ul>	<ul style="list-style-type: none"> <li>1 – Meeting schedule and location</li> <li>2 – Lab Worksheet</li> <li>3 – Received quotes</li> <li>3a – Purchasing confirms P.O.'s were generated</li> <li>4 – Shipping receipts</li>   <li>4f – Conduct, then confirm pod test</li> <li>5 – Confirm connection to data center</li>   <li>6 – Confirm remote access to pods</li> <li>7 – Training schedule</li>   <li>8 – NetLAB Data Center server resource map</li> <li>9 – NetLAB Data Center pod allocation map</li> </ul>	<ul style="list-style-type: none"> <li>1,2,7: Nov14 – Jun15</li> <li>3: Dec14 – Jan15</li> <li>4 – 6: Feb15 – Mar15</li>   <li>7: Apr15 – Jun15</li> <li>8 – 10: Jun15</li> </ul>	<ul style="list-style-type: none"> <li>Project Leader: Marcus Butler</li>   <li>Project Team Members: Mark Pracher Anna Chiang Manish Patel</li> </ul>



## List of Exhibits for NetLab+ Subagreements

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Exhibit A: Project Application

Exhibit B: Legal Terms and Conditions as presented in the RFA Specifications, Grant Agreement, and Article I and Article II.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Amendment to Sub-Agreement between RSCCD and San Diego Community College District	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the Sector Navigator – Information Communications Technology/Digital Media grant (No. 13-151-006) by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

**ANALYSIS**

As a key objective of the project is to support improvement of community college Information Communications Technology programs, RSCCD will create a sub-award for San Diego Community College District to develop courses to complete a Business Information Worker Certificate Program.

The enclosed amendment to increase the allocation of funds by \$3,500 and to extend the term of the agreement to end June 30, 2015 was developed to ensure sufficient resources and time to support quality development.

The Project Administrator is Enrique Perez.

**RECOMMENDATION**

It is recommended that the Board approve the amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$3,500	Board Date: December 8, 2014
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
SAN DIEGO COMMUNITY COLLEGE DISTRICT**

This **FIRST AMENDMENT** is entered into this 8<sup>th</sup> day of December 2014, between Rancho Santiago Community College District (hereinafter “RSCCD”) and San Diego Community College District (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement between the parties dated November 17, 2014, with a term of November 18, 2014 through January 31, 2015, (hereinafter “Term”); and

**WHEREAS**, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #13-151-006, (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division; and

**WHEREAS**, RSCCD and SUBCONTRACTOR mutually agree to increase the total amount of the agreement and to extend the term of the agreement;

**NOW, THEREFORE** items under Article I in the have been amended, and replace the items in the original agreement, as follows:

**2. Period of Performance**

The period of performance for this Agreement shall be from November 18, 2014, through June 30, 2015.

**3. Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$5,000 USD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this First Amendment, remain unchanged.

**IN WITNESS WHEREOF**, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 8<sup>th</sup> day of December 2014.

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

**SAN DIEGO COMMUNITY COLLEGE  
DISTRICT**

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

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

Name: Peter J. Hardash  
Vice Chancellor, Business Operations

Name: \_\_\_\_\_

Title: and Fiscal Services

Title: \_\_\_\_\_

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

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

Board Approval Date: December 8, 2014

\_\_\_\_\_  
**Employer/Taxpayer Identification Number (EIN)**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES**

To: Board of Trustees	Date: December 8, 2014
Re: Approval of Child Development Services Child Care Fee Structure	
Action: Request for Approval	

**BACKGROUND**

The District operates four child development centers, one at each main campus, one at Centennial Education Center and an additional center at St. Peter Lutheran Church in Santa Ana. Families who do not qualify for subsidized care through grants, such as Early Head Start (EHS), California State Preschool Program (CSPP/CCTR), and Child Care Means Parents In School (CCMPIS), pay the full cost of child care in our centers. Of the total enrollment in the four centers, 10% of the families do not qualify for subsidized care and pay the full cost.

**ANALYSIS**

The District has traditionally offered the full-cost families a great deal of flexibility in terms of the number days per week and weeks per year that they pay for child care. For the past three years, the centers have been operating at a deficit and this flexibility has impacted the District's ability to cover its operating costs. It is recommended that a revised full-cost fee structure be implemented on January 1, 2015, which will require full-cost families to pay a standardized monthly fee based upon 2, 3, or 5 days of attendance per week. This revised fee structure is consistent with how our subsidized families are billed each month and is consistent with most other college child development centers that serve as campus lab schools in Orange County. It is important to note that this revised structure does not constitute an increase in the daily attendance fee. It merely requires full-cost families to pay per month for the number of days per week that they require child care services. A description of the fee structure is presented on the following page.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised full-cost fee structure for the Child Development Centers, effective January 1, 2015.

Fiscal Impact: \$143,438 (annual estimate)	Board Date: December 8, 2014
Item Prepared by: Janneth Linnell, Executive Director, Child Development Services	
Item Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Recommended by: Raul Rodriguez, Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**FULL-COST CHILD DEVELOPMENT CENTER FEE SCHEDULE**

**Effective January 1, 2015**

<b>Preschool (3yrs- 5yrs)</b>	
Days per Week	Monthly Rate
5 day	\$1,020
3day	\$660
2 day	\$480
<b>Toddler (18-36 months)</b>	
Days per Week	Monthly Rate
5 day	\$1260
3 day	\$816
2 day	\$592
<b>Infant (6-18 months)</b>	
Days per Week	Monthly Rate
5 days	\$1400
3 days	\$900
2 days	\$648

Fee Schedule Provisions:

- As of January 2015, tuition will now be assessed on a monthly basis and not a daily rate. A standard monthly fee, depending on the number of days per week a child is scheduled to attend, will be assessed according to the chart above.
- The rates will also include extended care until 6pm at no additional charge. The \$10 per day discount for pick-up by 4pm is discontinued.
- Fees for months with 2 weeks or less of instruction will be pro-rated.
- A 15% student discount (must be enrolled and successfully complete 6 units per semester) will be available for SAC and SCC students.
- A 15% employee discount will be available for staff.
- A 10% multiple child discount will be available for families with 2 or more children enrolled in a CDS program. The discount will be taken off the second and any other subsequent children's tuition.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Office of the Chancellor)

To:	Board of Trustees	Date: December 8, 2014
Re:	Authorization of Signatures	
Action:	Request for Action	

**BACKGROUND**

A list of the District's authorized signatures is kept on file at the Orange County Department of Education.

**ANALYSIS**

The attached list designates those individuals authorized to sign various documents on behalf of the district. This form has been revised to include the signature of Dr. John Weispfenning.

**RECOMMENDATION**

It is recommended that the board approve the revised list of authorized signatures.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## AUTHORIZATION OF SIGNATURES

### RANCHO SANTIAGO COMMUNITY COLLEGE SCHOOL DISTRICT

I, \_\_\_\_\_, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 8th day of December, 2014, adopted by a majority vote of said Board, a resolution that the following named persons, effective December 8<sup>th</sup>, 2014, be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment and warrant registers as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

<u>NAME (TYPED)</u>	<u>SPECIMEN SIGNATURE</u>	AUTHORIZED TO SIGN:			
		<u>PAYROLL</u>	<u>VENDOR PAYMENTS</u>		
		TIME			
		<u>NOE/CS</u>	<u>SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
John Didion _____		__x__	__x__	__x__	__x__
Peter J. Hardash _____		__x__	__x__	__x__	__x__
Adam O'Connor _____		__x__	__x__	__x__	__x__
Erlinda J. Martinez _____		__x__	__x__	__x__	__x__
Raúl Rodríguez _____		__x__	__x__	__x__	__x__
John Weispfenning _____		__x__	__x__	__x__	__x__

AUTHORIZATION OF SIGNATURES (cont.)

I further certify that the signatures following are those of the members of the governing board not mentioned above.

<u>NAME (TYPED)</u>	<u>SIGNATURE</u>
Claudia C. Alvarez	_____
Arianna P. Barrios	_____
John R. Hanna	_____
Lawrence R. Labrado	_____
Jose Solorio	_____
Nelida Mendoza Yanez	_____
Phillip E. Yarbrough	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of December, 2014.

Clerk \_\_\_\_\_



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

(Chancellor's Office)

To:	Board of Trustees	Date: December 8, 2014
Re:	List of 2015 Conferences and Legislative Executive Visits for Board Members	
Action:	Information	

**BACKGROUND**

On October 8, 2012, the Board of Trustees approved BP 2735 Board Member Travel which includes the following:

*The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.*

**RECOMMENDATION**

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.

Fiscal Impact: To Be Determined by Conferences/Legislative Visits Attended	Board Date: Dec. 8, 2014
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## **BP 2735 Board Member Travel**

### **Reference:**

Education Code Section 72423

Members of the Board shall have travel expenses reimbursed whenever they travel as representatives of and perform services directed by the Board. Such board travel and reimbursement for travel by Board members outside of the district boundaries must receive prior approval from the Board of Trustees. The Executive Committee of the Board of Trustees, in consultation with the Chancellor, may provide prior authorization for such travel when needed, pending full Board approval. Standard district travel procedures and rates will be used for reimbursement.

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

**Revised: October 8, 2012 (Previously BP9011)**

**Conferences Board Members may wish to attend in 2015**

Friday – Sunday, January 23-25, 2015 (registration fee: \$340)

All day **Effective Trusteeship Workshop**  
Sheraton Grand Hotel, Sacramento, California

Sunday & Monday, January 25-26, 2015

All day **CCLC Annual Legislative Conference** (estimated cost: \$875-\$1,325)  
Sheraton Hotel, Sacramento, California

Monday, February 9, 2015 (registration fee: \$100)

10am-5pm **ACCT New Trustee Academy**  
Marriott Wardman Park Hotel, Washington, D.C.

Monday – Thursday, February 9-12, 2015 (estimated cost: \$2,200-\$3,100)

**ACCT National Legislative Summit**  
Marriott Wardman Park Hotel, Washington, D.C.

Friday-Monday, February 20-23, 2015 (estimated cost: \$1,000)

**CCID Annual Conference**  
Marriott Newport Beach Hotel & Spa, Newport Beach, California

Friday-Sunday, April 2015 (estimated cost: \$900)

**SSCCC Spring General Assembly** (student trustee)  
Location TBD

Friday – Sunday, May 1-3, 2015 (estimated cost: \$1,525)

**CCLC Annual Trustees Conference**  
Monterey Hyatt Regency Hotel, Monterey, California

Thursday – Saturday, June 2015 (estimated cost: \$3,000)

**NALEO Annual Conference**  
TBD

Friday-Saturday, August 14-15, 2015 (estimated cost: \$400)

**CCLC Student Trustee Workshop**  
Westin South Coast Plaza, Costa Mesa, California

Wednesday-Saturday, October 14-17, 2015 (estimated cost: \$3000)

**ACCT Annual Leadership Congress**  
San Diego, California

**Conferences Board Members may wish to attend in 2015**

Page 2

November 2015 (estimated cost: \$900, depending on location)

**SSCCC Fall 2015 General Assembly** (student trustee)

Location TBD

November 2015 (estimated cost: \$3,600, depending on location)

**CCLC Annual Convention and Partnership Conferences**

Location TBD

ACCT – Association of Community College Trustees

CCID – Community Colleges for International Development, Inc.

CCLC – Community College League of California

NALEO - National Assoc. of Latino Elected & Appointed Officials

SSCCC – Student Senate for California Community Colleges

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

No. 6.9

**Resolution in Honor of Jim Adams, Council Representative,  
Los Angeles/Orange Counties Building & Construction Trades Council**

Resolution No. 14-30

**WHEREAS**, Jim Adams has provided valuable services to the schools and students of the Rancho Santiago Community College District; and

**WHEREAS**, Jim Adams was born in the greatest state in the union, Oklahoma; and

**WHEREAS**, Jim Adams moved to California and joined Resilient Floor & Decorative Covering Local Union #1247 in December 1962 and was initiated in January 1963 as a Floor Covering Installer, and has installed floors in Los Angeles and Orange counties until 1985; and

**WHEREAS**, Jim Adams served as a Trustee for the Local Union and taught Apprenticeship school for over 13 years; and

**WHEREAS**, Jim Adams was elected Business Representative for #1247 in June 1985 and became Assistant Business Manager shortly thereafter, and was elected Business Manager/Financial Secretary in early 1991, and served as Business Manager until March 2000; and

**WHEREAS**, in March 2000 Jim Adams became Council Representative for the Los Angeles/Orange Counties Building & Construction Trades Council; and

**WHEREAS**, Jim Adams has shown outstanding dedication to representing craft men and women in the construction industry, and he believes every person that works deserves a decent wage, health benefits, and a decent pension to retire with dignity; and

**WHEREAS**, Jim Adams has played an important role in the education of our workforce and has been supportive of California's community colleges; and

**THEREFORE BE IT RESOLVED**, that the Rancho Santiago Community College District Board of Trustees congratulates Jim Adams on the occasion of his retirement and extends its sincerest gratitude for his many years of outstanding service to the students of our District, the Resilient Floor & Decorative Covering Local Union #1247, and the Los Angeles/Orange Counties Building & Construction Trades Council.

Dated this 8<sup>th</sup> day of December 2014.

Ayes:

Noes:

Absent:

Abstain:

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Chancellor's Office)

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of Unconditional Commitment to Cease and Desist from Holding Closed Session Negotiation and Discussions Regarding the Terms of Project Labor Agreements, including the Community and Student Workforce Project Agreement	
Action:	Request for Action	

**BACKGROUND**

On October 10, 2014 and November 6, 2014, the District received correspondence from David Wolds, Esq., representing the Associated Builders and Contractors of Southern California, demanding that the Board of Trustees cease and desist from alleged violations of the Ralph M. Brown Act, pursuant to Government Code Section 54960.2.

**ANALYSIS**

Government Code Section 54960.2 provides that a public agency may avoid unnecessary litigation regarding alleged violations of the Brown Act by unconditionally committing to cease and desist from, and not repeat the challenged past action. The attached letter has been prepared to address the allegations filed by Mr. Wolds in accordance with the provisions of Government Code Section 54960.2.

**RECOMMENDATION**

It is recommended that the Board unconditionally commit to cease and desist from these alleged violations of the Ralph M. Brown Act and authorize the President of the Board of Trustees to transmit a letter attesting to that commitment to David Wolds, Esq. as provided by Government Code Section 54960.2.

Fiscal Impact: None	Board Date: December 8, 2014
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



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Santa Ana College • Santiago Canyon College

December 8, 2014

David P. Wolds  
Wolds Law Group  
4747 Executive Drive, Suite 250  
San Diego, CA 92121  
Email: [dpw@woldslawgroup.com](mailto:dpw@woldslawgroup.com)

**Re: Associate Builders and Contractors of Southern California, Inc.: Rancho Santiago Community College District Brown Act Commitment**

Dear Mr. Wolds,

The Board of Trustees of the Rancho Santiago Community College District has received your cease and desist letter on behalf of the Associated Builders and Contractors of Southern California, Inc. dated October 10, 2014, and clarification letter on November 6, 2014, alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

- Holding closed session negotiation and discussions regarding the terms of project labor agreements, including the “Community and Student Workforce Project Agreement.”

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board of Trustees of the Rancho Santiago Community College District hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above.<sup>1</sup>

The Board of Trustees of the Rancho Santiago Community College District may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as “Rescission of Brown Act Commitment.” You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Sincerely,

President, Board of Trustees  
Rancho Santiago Community College District

<sup>1</sup>The Board of Trustees of the Rancho Santiago Community College District’s commitment in this regard may not be construed as precluding the Board of Trustees of the Rancho Santiago Community College District from holding closed session discussions in the event there is pending or significant exposure to litigation regarding a project labor agreement pursuant to applicable Brown Act provisions.

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. “Larry” Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
December 8, 2014

MANAGEMENT

Employment Agreement/Attachment #1

Voelcker, Aaron  
Dean  
Institutional Effectiveness, Library &  
Learning Support Services Division  
Santiago Canyon College

End of Interim Assignment/Employment of Retired STRS Member

Breeden, Carolyn  
Dean  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: December 12, 2014  
Salary Placement: B-1 \$508.49/Day

Interim Assignment/Employment of Retired STRS Member

Comeau, Carol  
Dean  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: January 5, 2015  
Salary Placement: B-1 \$508.49/Day  
(Not to Exceed 79 Days)

Adjusted Hourly Rate for Interim Assignment

Colver, Michael  
District Safety & Security Supervisor  
District Safety  
District Office

Effective: November 3, 2014 – June 30, 2015  
From: M-4 \$29.04/Hour  
To: M-1 \$29.29/Hour

FACULTY

2014/2015 FARSCCD Permanent Salary Schedules/Attachments #2-7

Adjusted Final Salary Placement

Baquero, Jaymie  
Assistant Professor, Kinesiology/  
Women's Soccer Coach  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: August 18, 2014  
Salary Placement: II-11 \$77,282.94/Year



**FACULTY (CONT'D)**

Changes of Classification

Dutton Jr., Donald  
Professor/Adapted Computer Technology  
Specialist, Disabled Students  
Disabled Students Programs & Services  
Santa Ana College

Effective: August 18, 2014  
From: Class IV-16 \$94,895.88/Year  
To: Class V-16 \$97,525.15/Year

Evelt, Corinna  
Professor, English  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 18, 2014  
From: Class III-15 \$89,787.11/Year  
To: Class IV-15 \$92,427.66/Year

Morris-Pfyl, Sandy  
Professor/Career Specialist/Job Developer  
Career/Job Resource Center  
Student Services  
Santa Ana College

Effective: August 18, 2014  
From: Class IV-16 \$94,895.88/Year  
To: Class V-16 \$97,525.15/Year

Salazar de la Torre, Rosa  
Counselor  
Continuing Education Division  
Santiago Canyon College

Effective: July 31, 2014  
From: Class IV-16 \$104,115.25/Year  
To: V-16 \$106,999.96/Year

Ratification of Resignation/Retirement

Blake, Sherri  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: November 17, 2014  
(Last Day in Paid Status)  
Reason: Resignation

Magalousis, Nicholas  
Professor, Anthropology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: June 9, 2015  
(Last Day in Paid Status)  
Reason: Retirement

Adjusted Column

Welsh, Michelle  
Instructor, Kinesiology  
Kinesiology, Health and  
Athletics Division  
Santa Ana College

Effective: August 27, 2012  
From: Hourly Lecture/Lab Rates: I-3 \$51.73/\$43.97  
To: Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

**FACULTY (CONT'D)**

Adjusted Step

San Roman Skaggs, Carol  
Counselor  
Continuing Education Division (CEC)  
Santa Ana College

Effective: January 22, 2013  
From: III-3 \$49.48  
To: III-4 \$52.77

San Roman Skaggs, Carol  
Counselor  
Continuing Education Division (CEC)  
Santa Ana College

Effective: February 03, 2014  
From: III-4 \$52.77

Welsh, Michelle  
Instructor, Kinesiology  
Kinesiology, Health and  
Athletics Division  
Santa Ana College

Effective: January 22, 2013  
From: Hourly Lecture/Lab Rates: I-4 \$55.44/\$47.12  
To: Hourly Lecture/Lab Rates: II-4 \$58.21/\$49.48

Welsh, Michelle  
Instructor, Kinesiology  
Kinesiology, Health and  
Athletics Division  
Santa Ana College

Effective: February 3, 2014  
From: Hourly Lecture/Lab Rates: I-5 \$59.12/\$50.26  
To: Hourly Lecture/Lab Rates: II-5 \$62.08/\$52.77

Leave of Absence

Cass, Ann  
Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: February 23, 2015 – April 06, 2015  
Reason: Maternity Leave

Part-time Hourly New Hires/Rehires

Chavez, Violet Herrera  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: December 8, 2014  
Hourly Lecture Rate: I-2 \$42.47

Ford, Glenn  
Instructor, HSS/ABE; Vocational IEP  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: November 26, 2014  
Hourly Lecture Rate: II-2 \$43.51

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Gable, Mary F  
Instructor, Older Adults  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: December 9, 2014  
Hourly Lecture Rate: II-4 \$45.76

Jansma, Glenn L  
Instructor, HSS/ABE, Vocational IEP  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: November 26, 2014  
Hourly Lecture Rate: II-2 \$43.51

Kang, Youn Lee  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 24, 2014  
Hourly Lecture Rate: II-2 \$43.51

Lopez, Linda J  
Instructor, Health & Safety/IEP  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: November 18, 2014  
Hourly Lecture Rate: I-2 \$42.47

Osterloh, Gina S  
Instructor, Photography  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 05, 2015  
Hourly Lecture/Lab Rates: II-3 \$56.79/\$48.27

Ramirez, Gabriel J  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: November 24, 2014  
Hourly Lecture Rate: I-2 \$42.47

Rivera, Leticia  
Counselor  
Counseling & Student Support Services Division  
Santiago Canyon College  
Effective: January 5, 2015  
Hourly Lab Rate: II-3 \$48.27

Ross, Kyle  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College  
Effective: November 28, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

Schlobohm, Patricia E  
Instructor, High School Subjects/ABE/GED  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: November 18, 2014  
Hourly Lecture Rate: I-2 \$42.47

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires (cont'd)*

Wann, Ryan M  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College

Effective: November 24, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

*Non-paid Instructors of Record*

Case, James  
Instructor, Apprenticeship/Operating Engineers  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: December 8, 2014

Cruz, Lissette  
Instructor, Apprenticeship/Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: December 1, 2014

*Non-paid Intern Service*

Yardimoglu, Yasin  
Athletic Training Intern  
Kinesiology  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: January 1, 2015 – May 31, 2015  
College Affiliation: CSU, Long Beach  
Discipline: Athletic Training

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Aaron Voelcker**, on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Institutional Effectiveness, Library & Learning Support Services Division**. Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **November 18, 2014** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$122,520.69** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
For District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**175 Day Contract Faculty**  
 EFFECTIVE JANUARY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$54,010.08	\$58,029.41	\$60,691.38	\$63,352.31	\$66,013.24	\$68,674.17	\$71,448.91
4	\$56,501.34	\$60,520.67	\$63,184.70	\$65,841.51	\$68,504.50	\$71,154.05	\$73,931.89
5	\$58,983.29	\$63,009.86	\$65,668.73	\$68,332.76	\$70,980.25	\$73,645.31	\$76,422.11
6	\$61,471.45	\$65,496.98	\$68,156.88	\$70,813.67	\$73,473.57	\$76,135.54	\$78,909.25
7	\$63,956.50	\$67,985.14	\$70,649.18	\$73,315.29	\$75,965.87	\$78,628.87	\$81,396.37
8	\$66,447.77	\$70,469.16	\$73,133.20	\$75,788.96	\$78,451.96	\$81,114.96	\$83,883.49
9	\$68,936.96	\$72,961.46	\$75,628.59	\$78,278.15	\$80,943.22	\$83,597.94	\$86,369.57
10	\$71,425.12	\$75,452.72	\$78,112.62	\$80,765.27	\$83,427.23	\$86,086.10	\$88,858.76
11	\$73,913.27	\$77,939.84	\$80,593.53	\$83,258.60	\$85,917.46	\$88,575.29	\$91,348.99
12	\$76,402.46	\$80,429.03	\$83,085.83	\$85,743.66	\$88,399.41	\$91,062.42	\$93,835.08
13		\$82,915.12	\$85,571.91	\$88,234.92	\$90,893.78	\$93,552.65	\$96,323.24
14		\$85,403.28	\$88,061.11	\$90,723.08	\$93,382.97	\$96,043.90	\$98,812.43
15		\$87,891.44	\$90,550.30	\$93,213.30	\$95,869.06	\$98,529.99	\$101,299.55
16				\$95,702.49	\$98,354.11	\$101,017.11	\$103,787.71
A						\$104,744.70	\$107,518.39
B						\$108,481.58	\$111,249.08
C						\$112,215.37	\$114,981.31

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
    - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree plus 30 approved semester units or 95 approved semester units plus nine years approved work experience credit
    - 2. Bachelor's degree plus six years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**175 Day Contract Faculty**  
EFFECTIVE JANUARY 1, 2015

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**192 Day Contract Faculty**  
 EFFECTIVE JANUARY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$59,257.45	\$63,666.82	\$66,587.43	\$69,507.01	\$72,426.59	\$75,346.15	\$78,389.88
4	\$61,990.81	\$66,400.17	\$69,322.85	\$72,238.29	\$75,159.93	\$78,067.10	\$81,113.93
5	\$64,713.81	\$69,131.45	\$72,048.96	\$74,971.64	\$77,875.69	\$80,800.45	\$83,846.24
6	\$67,443.02	\$71,859.64	\$74,778.18	\$77,693.61	\$80,611.12	\$83,531.73	\$86,575.46
7	\$70,170.17	\$74,589.88	\$77,512.56	\$80,438.34	\$83,345.51	\$86,267.15	\$89,303.63
8	\$72,903.53	\$77,314.96	\$80,237.64	\$83,152.04	\$86,073.68	\$88,995.32	\$92,032.85
9	\$75,633.77	\$80,049.34	\$82,976.16	\$85,883.33	\$88,807.04	\$91,719.37	\$94,759.99
10	\$78,364.02	\$82,782.69	\$85,701.24	\$88,611.50	\$91,532.12	\$94,449.62	\$97,491.27
11	\$81,094.27	\$85,511.91	\$88,423.21	\$91,346.92	\$94,264.42	\$97,179.87	\$100,223.59
12	\$83,824.51	\$88,242.16	\$91,157.60	\$94,074.07	\$96,987.43	\$99,909.08	\$102,950.74
13		\$90,970.34	\$93,884.74	\$96,806.39	\$99,723.89	\$102,641.40	\$105,680.99
14		\$93,700.58	\$96,616.02	\$99,536.63	\$102,455.17	\$105,374.75	\$108,412.27
15		\$96,429.79	\$99,347.30	\$102,268.95	\$105,182.31	\$108,101.89	\$111,140.44
16				\$105,000.23	\$107,909.46	\$110,831.10	\$113,870.69
A						\$114,920.28	\$117,962.96
B						\$119,020.31	\$122,056.79
C						\$123,117.23	\$126,150.61

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree or 65 approved semester units plus six years approved work experience credit
    2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    2. Bachelor's degree plus six years approved work experience credit
    3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**192 Day Contract Faculty**  
EFFECTIVE JANUARY 1, 2015

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**225 Day Contract Faculty**  
EFFECTIVE JANUARY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$69,441.83	\$74,609.54	\$78,031.92	\$81,453.27	\$84,874.61	\$88,295.96	\$91,863.18
4	\$72,644.88	\$77,812.59	\$81,238.07	\$84,654.25	\$88,077.66	\$91,484.52	\$95,055.89
5	\$75,836.55	\$81,013.57	\$84,431.81	\$87,857.29	\$91,261.05	\$94,687.57	\$98,257.89
6	\$79,035.46	\$84,210.42	\$87,630.72	\$91,046.90	\$94,466.17	\$97,888.55	\$101,454.74
7	\$82,230.24	\$87,410.36	\$90,834.81	\$94,263.40	\$97,671.29	\$101,094.70	\$104,652.61
8	\$85,433.28	\$90,604.09	\$94,028.55	\$97,443.68	\$100,867.09	\$104,291.55	\$107,850.49
9	\$88,633.23	\$93,808.18	\$97,236.77	\$100,643.63	\$104,070.15	\$107,483.22	\$111,047.34
10	\$91,833.17	\$97,011.24	\$100,430.50	\$103,841.50	\$107,263.89	\$110,682.13	\$114,247.28
11	\$95,032.08	\$100,209.11	\$103,621.15	\$107,047.66	\$110,465.91	\$113,883.11	\$117,449.29
12	\$98,232.03	\$103,409.05	\$106,825.22	\$110,242.43	\$113,656.54	\$117,080.98	\$120,645.10
13		\$106,605.89	\$110,021.04	\$113,445.48	\$116,863.73	\$120,281.97	\$123,845.05
14		\$109,804.80	\$113,222.02	\$116,644.39	\$120,064.71	\$123,485.02	\$127,044.99
15		\$113,003.72	\$116,421.96	\$119,846.41	\$123,260.51	\$126,681.86	\$130,242.87
16				\$123,046.36	\$126,455.29	\$129,879.73	\$133,441.79
A						\$134,671.89	\$138,238.60
B						\$139,476.47	\$143,035.41
C						\$144,277.94	\$147,833.78

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

- CLASS I**
- a) Bachelor's degree
  - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree or 65 approved semester units plus six years approved work experience credit
    2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    2. Bachelor's degree plus six years approved work experience credit
    3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2014/2015 FARSCCD PERMANENT SALARY SCHEDULE**  
**225 Day Contract Faculty**  
EFFECTIVE JANUARY 1, 2015

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ATTACHMENT #5  
**2014/2015 FARSCCD PERMANENT SUMMER SALARY SCHEDULE "A"**  
 EFFECTIVE JANUARY 1, 2015

<b>TEACHING/LAB</b>		(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)						
STEP		CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1								
2								
3		\$75.02	\$80.59	\$84.30	\$87.99	\$91.68	\$95.38	\$99.24
4		\$78.47	\$84.06	\$87.75	\$91.45	\$95.15	\$98.82	\$102.68
5		\$81.92	\$87.51	\$91.21	\$94.90	\$98.58	\$102.29	\$106.14

<b>COUNSELING/ LIBRARIAN/NURSING</b>		(equivalent to .085 of a lecture hour)						
STEP		CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1								
2								
3		\$63.76	\$68.51	\$71.65	\$74.79	\$77.93	\$81.07	\$84.35
4		\$66.70	\$71.45	\$74.59	\$77.73	\$80.87	\$84.00	\$87.28
5		\$69.63	\$74.39	\$77.53	\$80.67	\$83.80	\$86.95	\$90.22

<b>NON-TEACHING</b>		(equivalent to 0.5 of a lecture hour)						
STEP		CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1								
2								
3		\$37.51	\$40.30	\$42.15	\$44.00	\$45.84	\$47.69	\$49.62
4		\$39.24	\$42.03	\$43.88	\$45.73	\$47.58	\$49.41	\$51.35
5		\$40.96	\$43.76	\$45.60	\$47.46	\$49.30	\$51.15	\$53.07

Schedule A applies to all academic college credit employees who were employed on contract during the preceding academic year. Compensation for health services faculty, counselors, and librarian assignments will be computed at .085 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** **ATTACHMENT #6**  
**2014/2015 FARSCCD PERMANENT SUMMER SALARY SCHEDULE "C"**  
**EFFECTIVE JANUARY 1, 2015**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$84.39	\$90.67	\$94.83	\$98.99	\$103.15	\$107.31	\$111.64
4	\$88.28	\$94.56	\$98.73	\$102.88	\$107.04	\$111.18	\$115.52
5	\$92.16	\$98.45	\$102.61	\$106.77	\$110.91	\$115.08	\$119.41

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**PERMANENT 2014/2015 FARSCCD SALARY SCHEDULE "B"**  
**PART-TIME/BEYOND CONTRACT (Overload)**  
 EFFECTIVE JANUARY 1, 2015

Attachment #7

	Column I	Column II	Column III	Column IV
<b>TEACHING/LAB</b>	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$54.08	\$56.79	\$59.62	\$62.60
4	\$56.79	\$59.62	\$62.60	\$65.73
5	\$59.62	\$62.60	\$65.73	\$69.02

	Column I	Column II	Column III	Column IV
<b>COUNSELING/ LIBRARIAN/NURSING</b>	(equivalent to 0.85 of a lecture hour)			
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$45.97	\$48.27	\$50.68	\$53.22
4	\$48.27	\$50.68	\$53.21	\$55.88
5	\$50.68	\$53.21	\$55.88	\$58.67

	Column I	Column II	Column III	Column IV
<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)			
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 15</b>	<b>MASTER'S + 30</b>
1				
2				
3	\$27.05	\$28.40	\$29.82	\$31.31
4	\$28.40	\$29.82	\$31.30	\$32.87
5	\$29.82	\$31.30	\$32.87	\$34.51

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate shown.

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract work.

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES DOCKET

## CLASSIFIED

DECEMBER 8, 2014

**CLASSIFIED**Temporary to Contract

Flores, Rodrigo Custodian (CL14-0588) Admin. Services/ SAC	Effective: November 12, 2014 Grade 4, Step 1 + 7.5%GY \$35,250.97
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Out of Class Assignment

Gheorghe, Marta Research Analyst/ Educ. Services/ District	Effective: 10/29/14 – 06/30/15 Grade 16, Step 3 + 5 PG (1250) \$63,511.75
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Professional Growth Increment

Bagdonnas, Sheri Administrative Secretary/ Business Div./ SAC	Effective: January 1, 2015 Grade 12, Step 6 + 2.5%L + 4PG (2000) \$61,508.50
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Hurtado, Veronica High School & Comm. Outreach Specialist/ Student Services/ SAC	Effective: January 1, 2015 Grade 13, Step 6 + 2.5%Bil + 5%L + 7PG (2750) \$68,424.33
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Change in Position

Andrade, Jose Instructional Center Tech (CL14-0589)School of Continuing Education/SAC	Effective: November 14, 2014 Grade 7, Step 4 + 2.5%Bil + 6PG(3000) \$46,327.58 <i>Add bilingual stipend</i>
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Change in Salary Placement

Nguyen, Annie Intermediate Clerk (Reorg 826) School of Continuing Education/SAC	Effective: April 1, 2014 Grade 5, Step 6 + 2.5%L + 2.5%Bil + 3PG(1000) \$46,403.19 <i>Add bilingual stipend</i>
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Leave of Absence

Tuon, Sounphatheros Custodian/ Admin. Services/ SAC	Effective: 11/24/14 – 01/05/15 Reason: FMLA
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Ratification of Resignation/Retirement

Bagdonas, Elijah Technical Specialist I/ ITS/SCC	Effective: November 21, 2014 Reason: Resignation
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Jesse, Katherine Applications Specialist III/ ITS/ District	Effective: November 26, 2014 Reason: Retirement
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Ramos Olivarez, Gloria Administrative Clerk/ EOPS/ SAC	Effective: December 8, 2014 Reason: Resignation
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**CLASSIFIED HOURLY**

New Appointments

Torres Medina, Joán Instructional Assistant (CL14-0575) Humanities & Soc. Sci./ SAC	Effective: November 17, 2014 Up to 19 Hours/Week School Session Grade 5, Step A \$16.21/Hour
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Ratification of Resignation/Retirement

Pineda, Maribel Transfer Center Specialist/ Counseling/ SAC	Effective: November 7, 2014 Reason: Resignation
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Wajner, Slawa Instructional Assistant/ School of Continuing Education/SAC	Effective: December 17, 2014 Reason: Retirement
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**TEMPORARY ASSIGNMENT**

Gamboa, Dillon Cashier/ Auxiliary Services/ SCC	Effective: 01/05/15 – 06/26/15
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Additional Hours for On Going Assignment

Gilbert, Jessica Administrative Clerk/ Academic Affairs/ SCC	Effective: 10/01/14 – 12/31/14 Not to exceed 19 consecutive days in any given period.
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**COMMUNITY SERVICE PRESENTERS cont'd**  
*Stipends Effective October 11 – November 10, 2014*

Dutton, Donald	Amount: \$ 260.00
Ernotte, Benedicte	Amount: \$ 51.89
Eyre, John	Amount: \$ 48.72
Famolaro, Felix	Amount: \$ 720.00
Figueroa, Miguel	Amount: \$ 839.98
Fischer Militaru, Mariana	Amount: \$ 948.64
Friebert, Martin	Amount: \$ 660.00
Gorman, Ron	Amount: \$ 658.16
Greenspan, Frances	Amount: \$ 266.92
Kibbe, Joe	Amount: \$ 315.00
Lazaris, Nick	Amount: \$ 43.62
Longobart, Rick	Amount: \$ 387.15
Mack, Karen	Amount: \$ 451.70
Neal, Phyllis	Amount: \$ 210.00
Nolasco, Jeffrey	Amount: \$ 442.50
O'Connell, Jalon	Amount: \$ 223.34
Pak, Johnny	Amount: \$ 88.36
Potter, John	Amount: \$ 262.50
Rivera, Rodrigo	Amount: \$ 131.60
Tran, Chi	Amount: \$ 386.15
Vallot, Lothar	Amount: \$ 60.90



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources and Educational Services

To:	Board of Trustees	Date: December 8, 2014
Re:	Approval of Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and the California School Employees Association, Chapter 579	
Action:	Request for Approval	

**BACKGROUND**

The District and the California School Employees Association (CSEA) have reached tentative agreement on a successor agreement. The tentative agreement is scheduled for a ratification vote by the CSEA membership on December 5, 2014. The proposed agreement is presented to the Board of Trustees for approval.

**ANALYSIS**

The proposed agreement is presented to the Board of Trustees for approval. If the CSEA ratification vote fails, this matter will be withdrawn from consideration by the Board.

The fiscal implications of the proposed contract are presented on the attached disclosure.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with the California School Employees Association, Chapter 579 for the period of July 1, 2014 through June 30, 2016.

Fiscal Impact: As presented on attached disclosure	Board Date: December 8, 2014
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Resources & Ed. Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Resources & Ed. Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

**Rancho Santiago Community College District**

Name of Bargaining Unit: California School Employees Association, Chapter 579

The proposed agreement covers the period beginning July 1, 2014 and ending June 30, 2016  
and will be acted upon by the Governing Board at its meeting on January 12, 2015

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement			
		Current Year 2014-15	Year 2 2015-16		
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$ 303,086	N/A	N/A
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$273,937 0.85%	N/A	N/A
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.)	Cost (+/-)		N/A	N/A
		4 additional paid holidays-One time	\$530,628		
		Longevity Step Increase	\$91,178		
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-)	\$268,824 %	N/A	N/A
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$523,072	N/A	N/A
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$ 1,990,726	N/A	N/A
7.	Total Number of Represented Employees		678		
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	Cost (+/-)	\$2,936	N/A	N/A

Please include comments and explanations as necessary:

0.85% salary schedule increase effective 7/1/2014.

Maintain employee contributions to medical/dental benefits at current levels.



**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

Provide one-time additional paid holidays on December 29, 30 and 31, 2014 and January 2, 2015.

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**C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?**

None anticipated.

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

If 3% funded growth is achieved in 2014-15, the CSEA salary schedules will be increased by

0.5% effective July 1, 2015.

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**E. Source of Funding for Proposed Agreement**

1. Current Year

Base revenue.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Base revenues plus unrestricted general fund income.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Not applicable. Financial aspects of agreement will be reopened each year.

**F. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

**1. State Reserve Standard**

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

**3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No**

**G. Certification**

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

## ARTICLE 1

### AGREEMENT AND RECOGNITION

This agreement is between the Rancho Santiago Community College District (hereinafter referred to as "District") and the California School Employees' Association and its Chapter Number 579 (hereinafter referred to as "CSEA"). Reference to "the parties" shall include both the District and CSEA.

The District hereby recognizes CSEA as the sole and exclusive representative of all classified unit employees enumerated in Exhibit D, attached hereto and incorporated herein by reference as part of the agreement.

When new classifications are created, both parties shall endeavor to reach an agreement to determine if they are to be included in the bargaining unit. CSEA and the chapter president shall be given thirty (30) days written notification of the recommendation of the creation of a new classification before Board approval. If the District does not receive a response within that thirty (30) day period, CSEA waives any right to object to the designation proposed by the District. Disputed cases shall be submitted to the Public Employees Relations Board (hereinafter referred to as PERB) in accordance with that agency's rules and negotiations.

For the purposes of interpreting this contract when referring to classified employees, RSCCD and CSEA have agreed to define those classified employees as listed below:

1. Classified Unit Employee - all employees whose employment is defined by the CSEA Contract (generic term unit-employee or employee).
2. Permanent Employee - one who has been employed more than 12 months.
3. Probationary Employee - one who has been employed less than 12 months.
4. Salaried Full-time Employee - one who works ~~20~~ 40 hours ~~or more~~ per week. Receives benefits as defined in the CSEA Contract.
5. ~~Regular~~ Salaried Part-Time Unit Employees - Salaried employees who work more than 20 hours but less than 40 hours per week. Receives pro-rated benefits as defined in the CSEA Contract.
6. ~~Hourly On-Going~~ Percent of Contract Employee - one who works less than 20 hours per week for a fixed number of hours per week. Receives pro-rata benefits as described in the CSEA Contract with the exception of Health and Welfare.
7. Hourly ~~ongoing~~ Employees — one whose classification is defined as up to 19 hours per week, may or may not include flexible schedules. (ie: flexible start times, days of

week, etc.). Receives pro-rata benefits as described in the CSEA Contract, with the exception of Health and Welfare, based upon hours worked each month.

~~8. Classified Unit Employee – all employees whose employment is defined by the CSEA Contract (generic term unit employee or employee).~~

~~9. Regular Part Time Unit Employees – Salaried employees who work more than 20 hours but less than 40 hours per week.~~

## ARTICLE 10

### LEAVES

#### 10.7 Extended Sick Leave

Employee shall be given the option of using vacation or comp-time to extend sick leave prior to employee being placed on extended sick leave.

10.7.1 A unit employee whose sick leave, including both current and accrued, has been exhausted, and, where the total of such sick leave used in a given fiscal year is less than one hundred (100) working days, shall be entitled to and be compensated at, fifty percent (50%) of his/her regular daily rate of pay for the balance of one hundred (100) days. A unit employee shall be required to present a doctor's statement stating the anticipated date the employee will be able to return to full-time service to qualify for this extended leave benefit.

10.7.2 In the event of a catastrophic illness or injury, participating unit employees who have exhausted all regular and extended sick leave, vacation and compensatory time, may utilize a maximum of 100 days from the Catastrophic Leave Bank subject to mutual approval by the District and CSEA. The compensation shall be at fifty-percent (50%) of his/her daily rate. Unit employees become a participant by contributing sick leave or vacation leave to the bank. A unit employee shall be required to present a doctor's statement stating the anticipated date the employee will be able to return to full time service to qualify for this extended leave benefit.

Employees may donate a minimum of one (1) day and a maximum of ten (10) days of sick leave or vacation leave per year. Upon separation from the district employees shall be allowed to donate all unused sick leave to the bank. Employees shall be given the opportunity to contribute upon employment, and thereafter in May and November of each year. (See Human Resources for procedures).

Employees must donate in order to use the illness bank.

~~In case of severe financial hardship, the District, by mutual agreement of the Chancellor and CSEA, may provide the benefits in this section concurrently with the benefits in 10.7.1.~~

## ARTICLE 11

### HOLIDAY LEAVE

11.1 Unit employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

Independence Day	New Year's Day
Labor Day	Martin Luther King, Jr. Day
Veteran's Day	Lincoln's Birthday
Thanksgiving	President's Day
Day after Thanksgiving Day	Cesar Chavez Day
Christmas Week (5 days)*	Spring Break (2 days)*
	Memorial Day

Unit employees shall also receive December 29, 30 & 31, 2014 2013 and January 2, 2015 as one-time additional holidays\*

\*Any employee who is required to work on one or more of these days, (e.g. employees working in maintenance, custodial and safety classification) shall be given a floating holiday for each day worked, which shall be used on a date mutually agreed to between employee and supervisor.

Employees who work a 4/40, 9/80, or 36/4 workweek shall be allowed to use earned comp time, earned vacation, or excused absence without pay for the extra (1) or (2) hours that goes beyond the holiday time of eight (8) hours.

Salaried Part-time Employees and Percent of Contract Employees shall receive pro-rated holiday leave.

Hourly on-going employees shall receive pro-rated holiday leave which shall be pro-rated based upon the percent of hours scheduled during the month in which the holiday occurs. ~~entitled to holiday pay shall be paid the holiday by one of the following methods:~~

- ~~a. Employees who would work the holiday shall receive compensation in the amount to which the employee would have been entitled had the employee worked that day.~~
- ~~b. Employees who work the day before or the day after the holiday shall receive compensation based on the hours worked the day before or the day after.~~
- ~~c. Employees who work the day before and the day after a holiday shall receive compensation based on a pro rata average of these two days.~~

## **ARTICLE 14**

### **WAGES AND HOURS**

#### 14.1 Salary

The salary schedule for ~~2013/2014~~ 2014-15 shall be increased by ~~1.57~~ 0.85% effective July 1, ~~2014~~ 2013. If the District achieves at least 3% funded growth for the 2014-15 fiscal year, the District shall increase the CSEA salary schedules by 0.5% effective 7/1/15. The part-time schedule shall be adjusted to parity with the first step of the full-time salary schedule effective July 2007.

In subsequent years, should any other bargaining unit receive an increase in salary or any other form of compensation based on the faculty ranking system currently utilized by the District, the District agrees to reopen salary negotiations with CSEA.

## **ARTICLE 22**

### **PROFESSIONAL GROWTH PROGRAM**

#### 22.3 Award/Increment

22.3.1 Twelve (12) points must be earned for each increment. Four (4) of the twelve points may be general development course work.

22.3.2 Salaried employees working twenty (20) or more hours per week shall be awarded an annual increase of \$500.00 for each increment until a maximum of seven (7) increments are earned. All hourly on-going employees working nineteen (19) hours or less per week will receive ~~a fraction of~~ \$250.00 per increment ~~as their assigned time bears to nineteen (19) hours.~~

## ARTICLE 26

### RECLASSIFICATION

#### 26.1 Overview

- A. The purpose of classification review is to assign jobs to appropriate classification specifications and to measure those specifications for an appropriate salary level.
- B. Classification review is initiated as a result of (1) a reclassification request or (2) a reorganization or as specified in 26.3 below
- C. A review may result in no change in classification assignment. If there is a change in classification, salary level may be higher, lower or remain unchanged.
- D. Requesters should note that normal increases in skills, experience and proficiency in the position are addressed by step increases. Also, reclassification requests should not be submitted on the basis of increases in workload where duties remain unchanged.

#### 26.2 Definitions

- A. Incumbent: An individual holding the position.
- B. Reclassification: Placement of a position in a different class specification as a result of a gradual shift in duties.
- C. Classification Change: Placement of a position in a different class specification as a result of a reorganization.
- D. Reorganization: A planned change in departmental structure, as recommended through administrative levels and approved by Cabinet, that affects the duties of one or more positions.
- E. "Y" Rate: A circumstance when an employee is assigned to a different classification in a lower salary grade and retains his/her current salary. This would continue until the salary schedule increases to include the incumbent's salary.
- F. Class: A group of positions which are so significantly similar in duties and responsibilities that each person in the group requires the same or equivalent qualifications; can be filled using the same selection methods/criteria; and can be given the same general title. Examples of classes include ~~Division Secretary, Personnel Technician~~ Administrative Clerk and Custodian.



- G. Class Specification: A written description for a group of positions that relates to a range of duties that may be performed, identifies minimum qualifications and is used to determine appropriate salary levels.
- H. Class Series: A group of classes (two or more) similar in duties and related in job content, but different in level. Examples of class series include Admissions and Records ~~Clerk~~ Specialist I, II, and III; and Custodian and Senior Custodian/Utility Worker.
- I. Classification: The process by which a position is assigned to a class.
- J. Job Measurement: The process of determining the salary level of a position in an organization. The Hay System of job evaluation is currently used by the District. The District may use a different system for job evaluation by mutual agreement with CSEA.
- K. Position: The specific assignment/work location within a classification.

### 26.3 Reclassification Request Process

- A. Requests for classification reviews may be submitted to Human Resources by an incumbent ~~or the supervisor~~ when it is believed there has been a substantial and permanent change of duties that may result in a different classification of the position held.
- B. The employee must have served in the position for at least one year before a request may be submitted. A position may not be reviewed more than once in any twenty-four (24) month period. This period is counted from the date of submission of the reclassification request. ~~Class specifications that have not been reviewed in a five (5) year period shall be reviewed to include current technology and duties currently assigned to the position. The District and CSEA shall jointly develop a process and review cycle for these positions.~~
- C. Requests must be submitted on the current form, available from Human Resources. Reclassification requests will be accepted twice per year, beginning on March 1 and concluding on March 31 and again on October 1 and concluding on October 31. Consideration of a requests received during the application period from an employees in a position that is the subject of a current reorganization request, or in a classifications that is currently being reviewed by the District and CSEA ~~or that is subject to cyclic review in the next upcoming cycle may~~ shall be deferred by mutual agreement of CSEA and the District ~~so that the individual request can be processed with review of all positions in that classification.~~
- D. Within ten (10) working days after the reclassification deadline has passed, the Human Resources Office will review each request for completeness and will forward the request to the employee's supervisor.

- E. The Supervisor shall review the request for accuracy and completeness and shall submit any comments within ten working days of receipt.
- F. Within ten (10) working days after receiving all supervisor comments, the District shall schedule a meeting with representatives of the CSEA to review all reclassification requests involving bargaining unit positions.
- G. If a reclassification request results in the creation of a new classification or significantly alters the representative duties of an existing classification, the District, within five (5) working days, following completion of the review process, the Executive Vice Chancellor of Human Resources shall submit the revised position description forward the reclassification request to a the District's job evaluation consultant for measurement, utilizing a point factor system (Hay & Associates) for placement on the salary schedule.
- H Within five (5) working days following receipt of the consultant's recommendation the Executive Vice Chancellor of Human Resources or designee District will schedule a meeting for review with CSEA to review the measurement. After the review the Executive Vice Chancellor of Human Resources or designee will notify the requester of the results of the review.
- I Within five (5) working days following completion of a reclassification request, the District shall notify the requestor of the determination. The requester may appeal the determination within ten (10) working days. consultant's recommendation. Appeals shall be in writing on a form available from Human Resources. Within five (5) working days following the submission of an appeal, the District shall schedule a meeting with CSEA to review the appeal. The determination of the District and CSEA with regard to the appeal shall be final. Appeals must be submitted by the deadline established by the Executive Vice Chancellor of Human Resources or designee. The consultant shall review the appeal and submit a recommendation to the District. A written response to the appeal will be sent by the Executive Vice Chancellor of Human Resources or designee to the requester and CSEA. Following receipt of the consultant's recommendation, the District and CSEA shall negotiate the salary placement, title and duties prior to implementation.

#### 26.4 Effects of Reclassification Changes

- A. When a position changes from one classification to another or the salary level is raised as a result of a review, the incumbent must meet the minimum qualifications for the new class. Should the incumbent not meet minimum qualifications, the incumbent shall submit a written plan to Human Resources that describes how and when minimum qualifications will be satisfied. This plan must be approved by the supervisor and the Executive Vice Chancellor of Human Resources prior to the reclassification of the individual. Should the incumbent not meet minimum qualifications in the new classification in the prescribed time, the District and CSEA

shall meet and review the qualification required and make a recommendation to either revise the minimum qualifications, extend the required time lines, or return the incumbent to their previous salary level and former classification. Should this classification no longer exist, the incumbent shall move into a related class at the previous salary level at the next vacancy.

- B. When a position changes classification and/or there is a salary level change, and the incumbent qualifies for the higher level, the employee will be placed according to the current bargaining unit agreement provision or Board Policy, as appropriate. Reclassification requests submitted during the period of March 1 and concluding on March 31 resulting in a salary level change to a higher level classification shall be effective on the 1<sup>st</sup> day of July of the year submitted. Reclassification requests submitted during the period of October 1 and concluding on October 31 resulting in a salary level change to a higher level classification shall be effective on the 1<sup>st</sup> day of January of the year following the year submitted. Reclassifications resulting from approved reorganization requests shall be effective on the 1<sup>st</sup> day following approval by the Board of Trustees.
- C. When a position is changed to a classification having a lower salary range, the employee's wages may be "Y" rated. See "DEFINITIONS."

## 26.5 Reorganization

Reorganizations are planned changes in departmental structure where new duties and responsibilities may be assigned. Prior to implementing any reorganization, the District shall negotiate the decision and the effects with CSEA.

## 26.6 Periodic and Regular Review of ~~job descriptions~~ Class Specifications

No later than January 15<sup>th</sup> of each year, the parties shall begin reviewing classifications in order to determine if ~~job descriptions~~ any class specifications require modification. The order of review shall be as follows:

- A. All classifications that have not been reviewed in a five (5) year period. ~~pursuant to Article 26.3.b.~~ The classifications that have remained un-reviewed for the longest period of time shall be reviewed first. In the event that two or more classifications have been reviewed on the same date, the classifications shall be reviewed in alphabetical order. If the parties are unable to determine the date of last review, the review date shall be determined by date of last modification.

- B. The parties may review classifications out of order as required in Article 26.6.A by mutual agreement.
- C. If a class specification review results in the creation of a new classification or significantly alters the representative duties of an existing classification, the District shall submit the revised class specification(s) to the District's job evaluation consultant for measurement. The District and CSEA shall negotiate the implementation of any class specification reviews which result in a change in pay grade.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****HUMAN RESOURCES**

To: Board of Trustees	Date: December 8, 2014
Re: Approval of December 2014 Holiday Closure	
Action: Request for Approval	

**BACKGROUND**

The District and CSEA Chapter 579 have concluded contract negotiations. The tentative bargaining agreement provides for four (4) one-time paid holidays: December 29, 30, and 31, 2014 and January 2, 2015.

**ANALYSIS**

If the tentative agreement is ratified by the CSEA membership and approved by the Board of Trustees, the closure of District facilities would reduce energy usage during the period of the holiday closure. It is recommended that these one-time paid holidays be extended to all management employees in order to facilitate the holiday closure.

**RECOMMENDATION**

It is recommended that the Board of Trustees designate December 29, 30 and 31, 2014 and January 2, 2015 as paid holidays for all management employees.

Fiscal Impact: None	Board Date: December 8, 2014
Item Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Item Recommended by: Dr. Raúl Rodríguez, Chancellor	

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

Community College League of California 2014 Annual Convention  
Rancho Mirage, California – November 19-22, 2014

1 Board Member  
(Phillip Yarbrough)

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA ANNUAL LEGISLATIVE CONFERENCE  
Sacramento, CA – January 25-26, 2015

4 Board Members  
(John Hanna)  
(Jose Solorio)  
(Phillip Yarbrough)  
(Alana Voechting)

ADVISORY COMMITTEE ON LEGISLATION  
Sacramento, CA – January 24, 2015

1 Board Member  
(John Hanna)