

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, January 12, 2015
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

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of December 8, 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 INFORMATIONAL ITEMS AND ORAL REPORTS

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

3.0 INSTRUCTION

- *3.1 Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists” Action
The administration recommends approval of the agreement with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California.
- *3.2 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Villa Esperanza Services Action
The administration recommends approval of the agreement renewal with Villa Esperanza Services in Pasadena, California.
- *3.3 Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian Action
The administration recommends approval of the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.

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

- *3.4 Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for Santa Ana College (SAC) Community Services Program Action
The administration recommends approval of the Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District (RSCCD) on behalf of the SAC Community Services Program.
- *3.5 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Deferred Entry of Judgment Deferred Dismissal Drug Program) Action
The administration recommends approval of the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.
- *3.6 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Drug and Alcohol Awareness) Action
The administration recommends approval of the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.
- *3.7 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD) Action
The administration recommends approval of the Santiago Canyon College (SCC) Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of November 2014.
- *4.3 Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts Action
The administration recommends adoption of Resolution No. 15-01 regarding separate bank and investment accounts as presented.

- *4.4 Approval of City of Garden Grove Successor Agency Property Transfer Compensation Agreement Action
The administration recommends approval of the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.
- *4.5 Approval of Nonresident Fees for 2015-2016 Action
The administration recommends the board establish the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-2016 as presented.
- *4.6 Approval of Agreement with Onuma for Districtwide Work Order Tracking System Action
The administration recommends approval of the agreement with Onuma for a districtwide work order tracking system as presented.
- *4.7 Approval of Agreement with WLC Architects, Inc. for Professional Design Services for American with Disabilities Act (ADA) Compliance and Tenant Improvements at District Office Action
The administration recommends approval of the agreement with WLC Architects, Inc. for professional design services for ADA compliance and tenant improvements at the district office as presented.
- *4.8 Approval of Amendment #1 with HPI Architecture for Professional Design Services for Johnson Student Center Project at Santa Ana College Action
The administration recommends approval of the amendment with HPI Architecture for the Johnson Student Center Project at SAC as presented.
- *4.9 Approval of Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Science, Technology, Engineering and Math (STEM) Project at Santa Ana College Action
The administration recommends approval of the contract with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the STEM project at SAC as presented.
- *4.10 Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College Action
The administration recommends ratification of award of Bid #1249 to JB Bostick Company, Inc. as presented.
- *4.12 Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H (Humanities), and Building SC (Science Center) at Santiago Canyon College Action
The administration recommends ratify the award of Bid #1231 to A Good Sign and Graphics Co. as presented.

- *4.13 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$16,000.
- *4.14 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Jennifer Walsvick for consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start standards for RSCCD Child Development Services at the rate of \$50 an hour. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$21,000.
- *4.15 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period November 20, 2014, through December 13, 2014.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for 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:
- Child Development Training Consortium (SAC/SCC) \$ 17,000
 - Faculty Entrepreneurship Champion Mini-Grant (CEC) \$ 5,000
 - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,158,027
 - Student Success and Support Program – Non-Credit (OEC) \$ 554,479
- *5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Children’s Hospital of Orange County (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.

- *5.3 Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) Partnership Colleges in Los Angeles and Orange County 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.
- *5.4 Approval of RSCCD Equal Employment Opportunity and Human Resources Plan Action
The administration recommends approval of the Equal Employment Opportunity and Human Resources Plan and authorization to be given to transmit the plan to the State Chancellor's Office.
- 5.5 Reports from Board Committees Information
• Board Facilities Committee
- 5.6 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: California School Employees Association, Chapter 888
Continuing Education Faculty Association

RECONVENE

Issues discussed in Closed Session (Board Clerk)

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

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.

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6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel Action

- Approval of Job Descriptions
- Approval of Permission to Accept Outside Assignments
- Approval of Extension of Interim Assignments
- Approval of Adjusted Hourly Rates for Interim Assignments
- Approval of Adjusted Hourly Rates for Short-term Assignments
- Ratification of Resignations/Retirements
- Approval of FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015
- Approval of FARSCCD Part-time Column Changes Effective January 1, 2015
- Approval of Hiring of Temporary Long-term Substitutes per E.C. 87481 and 87482
- Approval of Final Salary Placements
- Approval of Changes of Classification
- Approval of Additional Contract Extension Days for 2014-2015
- Approval of Stipends
- Approval of Adjusted Column Placements
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel Action

- Approval of 2014-2015 CSEA Permanent Salary Schedules
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Temporary to Hourly On Going Assignments
- Approval of Out of Class Assignments
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Additional Hours for On Going Assignments

6.2 Classified Personnel – (cont.)

- 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

6.3 Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff Action

It is recommended the board adopt Resolution No. 15-02.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on February 2, 2015.

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

Board of Trustees (Regular meeting)

Monday, December 8, 2014

MINUTES

SWEARING-IN CEREMONY AND RECEPTION

Mr. Jose Solorio called the meeting to order at 4:37 p.m.

The Pledge of Allegiance was led by Ms. Nelida Mendoza Yanez, Member, Board of Trustees, Rancho Santiago Community College District (RSCCD).

Dr. Rodríguez recognized the attendance of public officials.

The Oath of Allegiance was administered to John Hanna by Erick L. Larsh, Judge, Orange County Superior Court; Lawrence R. "Larry" Labrado by Loretta Sanchez, Representative, California 46th Congressional District; and Phillip E. Yarbrough by Donald P. (Don) Wagner, Member, California 68th Assembly District.

Mr. Solorio declared a recess at 5:11 p.m. A reception followed.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 5:37 p.m. by Mr. Jose Solorio. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Yanez, Mr. Phillip Yarbrough, and Ms. Alana Voechting.

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

1.2 Presentation of District Annual Financial Audit

Auditor Rick Alonzo of Vavrinek, Trine, Day & Co., LLP, reviewed the RSCCD Independent Audit Report and rendered an unqualified opinion on the financial statements. Board members received clarification on items related to the presentation.

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 for the agenda, revised pages for Item 5.9 (Engineering Alignment Systems, Inc.), an addendum for Item 7.1 (Management/Academic), and an addendum for Item 7.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

1.4 Public Comment

Ms. Claudia Aguayo, Mr. Brent Barcellona, Ms. Jennifer Mastroianni, Ms. Maura Mendez, Mr. Daniel Ramirez, and Ms. Guadalupe Aguillar Ramirez spoke regarding the child care fee restructure at the Child Development Center (CDC) at Santiago Canyon College (SCC).

Ms. Jolene Shields spoke regarding the hiring of full-time faculty for non-credit programs.

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to suspend the rules and hear Item 6.6 (Child Development Services Child Care Fee Structure) at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

Mr. Solorio called a brief recess at 6:22 p.m.

The board reconvened at 6:26 p.m.

6.6 Approval of Child Development Services Child Care Fee Structure

After discussion, it was moved by Mr. Hanna and seconded by Mr. Solorio to postpone action to approve the revised full-cost fee structure for the Child Development Centers, effective January 1, 2015, and for the item to be reconsidered as part of the budget process at the April 27, 2015, board meeting; changes to the fee structure be effective for the 2015-2016 academic year; the parents that use the CDC be notified of the postponement; contact information be included with future correspondence; and a communication plan be put into place regarding future revisions to fee structures which would include comparable costs of similar programs in the area. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the minutes of the meeting held November 17, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.4 (Student Equity Plans for Santa Ana College [SAC] and SCC) removed by Mr. Labrado, and Items 5.4 (Hire Independent Audit Firm) and 5.14 (Purchase Orders) removed by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

4.1 Approval of New Diesel Technology Instructional Services Agreement - SSA Marine

The board approved 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

The board approved 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 Catalog

The board approved the new courses and new programs for the 2015-2016 SCC catalog.

4.5 Acceptance of Professor Brian Kehlenbach’s Sabbatical Leave Report

The board accepted Dr. Kehlenbach’s Sabbatical Leave Report.

4.6 Acceptance of Professor Rosa Salazar de la Torre’s Sabbatical Leave Report

The board accepted Professor Salazar de la Torre’s Sabbatical Leave Report.

4.7 Acceptance of Professor Irene Soriano’s Sabbatical Leave Report

The board accepted Professor Soriano’s Sabbatical Leave Report.

4.8 Acceptance of Professor Patricia Waterman’s Sabbatical Leave Report

The board accepted Professor Waterman’s Sabbatical Leave Report.

1.6 Approval of Consent Calendar – (cont.)

4.9 Approval of Renewal Agreement with Santa Ana Beauty Academy to operate Santiago Canyon College Cosmetology Program

The board approved the Santa Ana Beauty Academy renewal contract to allow SCC to continue offering the cosmetology, esthetician, and barbering program.

4.10 Approval of Consulting Agreement with Cynosure New Media, Inc.

The board approved 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

The board approved the Sheraton Cerritos contract for the Los Angeles-Orange County Regional Consortia (January, February, April, May, and June 2015) monthly meetings.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.2 Approval of Conflict of Interest Code – 2014

The board approved Appendix A-1 and A-2 of the Rancho Santiago Community College District Conflict of Interest Code as presented.

5.3 Receive and Accept District Audit Reports for Fiscal Year Ended June 30, 2014

The board received and accepted the RSCCD audit reports for the fiscal year ended June 30, 2014, as presented.

5.5 Approval of Lease Agreement with Spectrum Knowledge

The board approved the lease agreement with Spectrum Knowledge and authorized the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.

5.6 Approval of Agreement with Margaret Williams, LLC for On-Call Move Management Consulting Services Districtwide

The board approved the agreement with Margaret Williams, LLC for on-call move management consulting services districtwide as presented.

5.7 Award of Bid #1247 for Parking Lot Resurfacing at District Operations Center

The board awarded Bid #1247 to Bostick Company, Inc. as presented.

1.6 Approval of Consent Calendar – (cont.)

5.8 Approval of Amendment with Cumming Corporation for Project Management Services for Santa Ana College Projects and Santiago Canyon College Projects

The board approved 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

The board approved 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

The board approved 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

The board approved 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

The board approved 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.

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

The board approved the agreement with HPI Architecture for professional design services for OEC as presented.

6.1 Approval of Resource Development Items

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

| | |
|----------------------------------------------------------------------------------------------------|--------------|
| - CalWORKs/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 |

1.6 Approval of Consent Calendar – (cont.)

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

The board approved the amendment to 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.

6.3 Approval of Sub-Agreement between RSCCD and California State University, Fullerton for California Career Pathways Trust 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.

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

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.

6.5 Approval of Amendment to Sub-Agreement between RSCCD and San Diego Community College District

The board approved the amendment to 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.

6.7 Authorization of Signatures

The board approved the revised list of authorized signatures.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

It was moved by Ms. Alvarez and seconded by Ms. Mendoza Yanez to elect Mr. Labrado as the 2014-15 board president. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

At this time, Mr. Solorio passed the gavel to Mr. Labrado to conduct the remainder of the meeting.

On behalf of the board, Mr. Labrado thanked Mr. Solorio for his work and dedication as board president during 2013-2014. He then presented him with an engraved clock.

2.1 Annual Board Organization – (cont.)

It was moved by Ms. Barrios and seconded by Mr. Hanna to elect Ms. Alvarez as vice president. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to elect Mr. Hanna as clerk. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

Mr. Labrado designated Dr. Rodríguez as the board's secretary and Mr. Didion as the assistant secretary.

Mr. Labrado appointed chairpersons and members to the following committees:

- Board Facilities Committee: Chairperson: Mr. Solorio;
Members: Ms. Barrios, Ms. Mendoza Yanez
- Board Fiscal/Audit Committee: Chairperson: Mr. Yarbrough;
Members: Ms. Alvarez, Ms. Mendoza Yanez
- Board Legislative Committee: Chairperson: Ms. Alvarez;
Members: Mr. Hanna, Mr. Yarbrough, Ms. Voechting;
- Board Policy Committee: Chairperson: Ms. Barrios;
Members: Ms. Alvarez, Mr. Hanna, Ms. Voechting
- Board Safety & Security Committee: Chairperson: Ms. Alvarez;
Members: Mr. Hanna, Mr. Yarbrough, Ms. Voechting

Mr. Labrado appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Ms. Alvarez, Ms. Barrios,
and Ms. Mendoza Yanez
- Representative to the Orange County Legislative Task Force: Ms. Alvarez,
Ms. Voechting
- Representative to the Orange County School Boards Association: Mr. Hanna
- Representative to the Nominating Committee on School District Organization:
Ms. Barrios

It was moved by Mr. Yarbrough and seconded by Ms. Voechting to adopt the board meeting schedule for 2015. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

January 12
February 2, 23 (Board Planning Session)
March 9, 23
April 13, 27
May 11, 26 (Tuesday)
June 15

2.1 Annual Board Organization – (cont.)

The meeting schedule for 2015 – (cont.)

July 20

August 17

September 14, 28

October 12 (SCC), 26 (SAC)

November 9 (annual self-evaluation meeting)

December 7

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to reaffirm Board Policy 2200 – Board Duties and Responsibilities. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to reaffirm the following Board Policies: #2715 (Code of Ethics/ Standards of Practice), #2735 (Board Member Travel), and #6320 (Investments). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to designate specific days, weeks or months of observance, which relate to the educational mission of the district, as listed in the docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board.

3.2 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 they plan to attend the January 2015 Accrediting Commission for Community and Junior Colleges meeting in Sacramento for public testimony related to the Site Evaluation Reports.

3.3 Report from Student Trustee

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

3.4 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

3.5 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

4.0 INSTRUCTION

Items 4.1, 4.2, 4.3, and 4.5 through 4.11 were approved as part of Item 1.6 (Consent Calendar).

4.4 Approval of Student Equity Plans for Santa Ana College and Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Student Equity Plans for SAC and SCC as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, and 5.5 through 5.13 were approved as part of Item 1.6 (Consent Calendar).

5.4 Approval to Hire Independent Audit Firm

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve hiring Vavrinek, Trine, Day & Co., LLP for auditing services for the 2014-2015 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. Discussion ensued. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

5.14 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Ms. Voechting to approve the purchase order listing for the period November 2, 2014, through November 19, 2014. Discussion ensued. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

6.0 GENERAL

Items 6.1, 6.2, 6.3, 6.4, 6.5, and 6.7 were approved as part of Item 1.6 (Consent Calendar). Item 6.6 was considered after Item 1.4 (Public Comment).

6.8 List of 2015 Conferences and Legislative Executive Visits for Board Members

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend was 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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 14-30 in honor of Jim Adams. Discussion ensued whether the state of Oklahoma is the greatest state in the union. Mr. Hanna asked that when the resolution is presented to Mr. Adams to let him know that it may have been the greatest state in the union when he was born, but at this time, the board maintains that California is the greatest state in the union. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

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

It was moved by Mr. Yarbrough and seconded by Ms. Barrios for the board to 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. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye. Ms. Alvarez asked that the record reflect that in no way, shape, or form is the board admitting there was a violation of the Brown Act. Ms. Alvarez indicated that the way the letter is worded insinuates that a violation did happen and of course, unconditionally, a violation did not happen. Mr. Hanna asked that Ms. Alvarez’ comments be included in the minutes.

6.11 Reports from Board Committees

Ms. Mendoza Yanez provided a report on the December 4, 2014, Board Facilities Committee meeting.

Since Ms. Barrios was unable to attend the December 4, 2014, Orange County Community Colleges Legislative Task Force meeting, she did not provide a report.

6.12 Board Member Comments

Board members welcomed returning board members, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

Board members thanked Mr. Solorio for serving as the 2013-2014 president and congratulated Mr. Labrado as the 2014-2015 president, Ms. Alvarez as the 2014-2015 vice president, and Mr. Hanna as the 2014-2015 clerk.

Ms. Vochting expressed appreciation to board members for providing assistance in leadership skills.

Ms. Barrios reported that she was honored to be the guest conductor for the “Home for the Holidays” program at SCC on November 30, 2014. She indicated the program was so well attended that it took over 30 minutes to get inside the venue. Mr. Hanna commended Ms. Barrios for being the guest conductor at this event.

Mr. Yarbrough reported he attended the Community College League of California’s Annual Convention in Rancho Mirage, California, on November 19-22. At the conference, he attended a presentation on health reimbursement accounts and the future liability/stability of health care costs. He indicated he plans to share the information received with the chancellor to see if it may be of interest in sharing it at an upcoming board meeting.

Ms. Alvarez reported she recently attended The New American Leaders Project Power & Policy Conference in Washington, D.C. during the time President Obama (in Las Vegas) announced his executive order on immigration. She asked for a report on how many students are affected by immigration issues and how the colleges plan to assist those students with their educational goals.

Mr. Solorio thanked staff for a sample of the RSCCD fact card and found it useful this week in answering inquiries submitted by the community.

Mr. Solorio expressed appreciation to staff on creating the new SAC centennial celebration website (<http://www.sac.edu/100/Pages/default.aspx>) and the fundraising efforts associated with this celebration.

6.12 Board Member Comments – (cont.)

Ms. Mendoza Yanez and Mr. Hanna expressed appreciation for the information provided by students and staff during their reports. Mr. Hanna thanked Mr. Zarske for his work on the occupational therapy program for the pilot baccalaureate program.

Mr. Hanna thanked his fellow board members for electing him to serve as clerk for the 2014-2015 year.

Referring to Mr. Ian Woodhead's comments made at the October 27, 2014, board meeting regarding insurance for part-time staff, Mr. Hanna asked for an estimate of expenses to provide insurance to part-time staff that work 30+ hours a week.

Mr. Hanna congratulated SCC's women's soccer team who were Orange Empire Conference Champions and took second place recently in the state competition.

Mr. Hanna asked that the meeting be closed in memory of the armed services that lost their lives on December 7, 1941. Mr. Hanna shared that his father, Wallace John Hanna, and his father's cousin, Mr. David Darling Hanna, were stationed in Hawaii at the time and his father's cousin lost his life on the Arizona during the attack on Pearl Harbor.

Mr. Labrado thanked his fellow board members for electing him to serve as president for the 2014-2015 year.

Ms. Voechting left the meeting at this time.

RECESS TO CLOSED SESSION

The board convened into closed session at 8:05 p.m. to consider the following items:

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

RECONVENE

The board reconvened at 8:20 p.m.

Closed Session Report

Mr. Hanna reported the board discussed public employment, labor negotiations, and public employee discipline/dismissal/release. Mr. Hanna reported that the board took action to terminate a custodian at SCC with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

Public Comment

There were no public comments.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Employment Agreements
- Approve End of Interim Assignments/Employment of Retired STRS Members
- Approve Interim Assignments/Employment of Retired STRS Members
- Approve Adjusted Hourly Rates for Interim Assignments
- Approve 2014/2015 FARSCCD Permanent Salary Schedules
- Approve Adjusted Final Salary Placements
- Approve Changes of Classification
- Ratify Resignations/Retirements
- Approve Adjusted Columns
- Approve Adjusted Steps
- Approve Leaves of Absence
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

7.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

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

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

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the agreement with CSEA, Chapter 579, for the period of July 1, 2014, through June 30, 2016. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.4 Approval of December 2014 Holiday Closure

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve designating December 29, 30, and 31, 2014, and January 2, 2015, as paid holidays for all management employees. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.5 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the submitted conference and travel by board members. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on January 12, 2015.

There being no further business, Ms. Barrios declared this meeting adjourned at 8:21 p.m., in memory of the men and women in the armed services that lost their lives on December 7, 1941.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: January 12, 2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: December 8, 2014
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board of Trustees Requests/Questions

From Trustee John Hanna

5.4. Why is the proposed agreement with Vavrinek et al, for two rather than three years as set forth in the RFP? Is it advisable to change auditors after a period of time and if so, is there some consensus in the literature as to what that time frame is? If no consensus, what is the range of time commentators advise for changing auditors?

- The RFP was written asking for proposals for a three year period. Board policy 6400 requires an RFP for auditing services every three years, or more frequently if the Board deems it necessary. The last RFP was three years ago, and we have contracted with the current firm, VTD, for three years. The Board Fiscal/Audit Review Committee met on November 17th and recommended a two-year contract term which extends VTD's contract to five years in total. We will do another RFP in two years. There is no consensus in the industry for a particular length of contract with one audit firm. Some districts change firms within three to five years, other districts have had the same firm for many years. Still other districts keep a particular firm for many years, but require a change in assigned partner every three to six years. Even without changing firms, it is still good practice to solicit proposals within three to five years. If the board wishes to do an RFP at five years instead of three, the board policy can be updated accordingly.

5.14(2) 15-P0033845--Please elaborate on what this expense is for? Who is the other participant and what is their relationship with RSCCD?

- 5.14(2) - 15-P0033845 - Southern Calif Marine Institute - This expense was for a field trip for 51 Santa Ana College Biology students and instructors to attend the USC/Southern California Marine Institute on November 22 & 23 in Terminal Island, CA. (A list of student names can be provided.)

5.14(2) 15-P0033867-- Is this a District as opposed to a college expense? Are both colleges active participants in this coalition?

- 5.14(2) - 15-P0033867 - Ruth Cossio-Muniz - This reimbursement was for the purchase of a Folia Subscription Plan specifically to obtain the rights to photos that we could download and use for the Retail/Hospitality/Tourism website (laocrht.org), brochures, flyers, banners, videos, etc. on the DSN grant for the ACT Center at the District Office.

5.14(3)- 15-P0033880- Please provide more information on this expenditure.

- 5.14(3) - 15-P0033880 - Challenge U, LLC - This PO is for SCC's College Assistance Migrant Program (CAMP) team development program On the Ropes Course on November 21st for a full day for up to 50 students. Challenge U provides an outdoor educational teambuilding experience utilizing games, initiatives, low-element activities and high rope elements facilitated by the Challenge U personnel.

5.14(3)- 15-P0033903-What are the contracted services being provided?

- 5.14(3) - 15-P0033903 - MaryAnn Ahart - This PO is an independent contractor that will be conducting three (3) facilitated sessions of team development which includes three (3) all day meetings, pre-meeting team assessment, consultation with Executive Director of Child Development Services (ED-CDS), development of materials to be used and post-meeting consultations with (ED-CDS).

5.14(4)- 15-P0033932-What are the contracted services being provided and for what purpose?

- 5.14(4) - 15-P0033932 - Ellucian Inc. – The contracted services provided were related to the new SS (Student Success) Module created in Colleague. The specifics are related to the new feature which allows students to create Educational Plans (class options etc.). These plans will cover the student’s point of entry to graduation.

The associated costs were paid for by matriculation/counseling funds by both Santa Ana College (70%) and Santiago Canyon College (30%). This new MIS module was initiated as a result of the state’s Student Success Act.

5.14(6)- 15-P0033991- For what purpose were books or other materials obtained from Barnes and Noble; is this an item that could have been(or was) handled through the college bookstores?

- 5.14(6) - 15-P0033991 - Barnes & Noble - Yes, most books can be purchased directly through the Bookstores at competitive pricing and many times less because they get wholesale prices. However, in this case the ESL Department at CEC was under the impression that the 20% the Bookstore adds to the cost of the book would make it more than the Barnes & Noble cost. This was a misunderstanding and we’ve communicated it with CEC.

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

| | | |
|---------|------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists” | |
| Action: | Request for Approval | |

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a new agreement.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect for five (5) years or until terminated by either party. The agreement has been reviewed by Dean Simon Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California

| | | |
|-----------------|----------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | None | Board Date: January 12, 2015 |
| 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 | |

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into this 13th day of January, 2015 by and between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 N. Broadway, Santa Ana, CA 92706-1640 and People's Pharmacy "Compounding Specialists" ("Clinical Facility"), located at 31951 Dove Canyon Drive, Suite F, Trabuco Canyon, CA. 92679.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts the program(s) described and identified in this Agreement (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

For purposes of this Agreement, the following definitions shall apply:

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Clinical Facility" shall refer to People's Pharmacy "Compounding Specialists", its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs as identified and described in this Agreement; and

NOW, THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

TERMS

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation (“Rotation”), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program’s written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the “Regulations”), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. Applicable Procedure; Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.
6. Academic Year. The academic year consists of Fall and Spring semesters, Summer session and Winter break intersession.
7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).

8. Orientation. Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, polices, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. Clinical Instructor (College). College agrees to designate a coordinator for each program. The coordinator, who is the academic instructor of record, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Although the instructor of record assigns the grade for the student, Clinical Facility, via a clinical advisor, may provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision, evaluation and direction of students while on site at Clinical Facility shall be the responsibility of the clinical advisor (Clinical Facility) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility rules, regulation, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise provided under any approachable policies, procedures, rules regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.

16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the clinical instructor (College) and the clinical advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Instructor evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the clinical instructor. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Access to Clinical Facility's Services/Facilities. Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first aid where the Clinical Facility has those types of services/facilities available during its normal business hours.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.

21. No Right To Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. Insurance Carried by the District. District shall assure coverage of professional liability insurance for each student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for students participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.

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

Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall provide workers' compensation coverage for each of its employees.

24. **Student Health Records.** Any student participating in a rotation shall provide verification of annual T.B. screening. This record shall be maintained in the Department of Pharmacy Technology at the College.
25. **Student Medical Care.** To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. **Confidentiality of Student Records.** Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.
28. 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 provision of the 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.
29. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. Effective Date Termination. This Agreement shall become effective on January 13, 2015, and shall remain in effect until January 12, 2019. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
32. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:
People's Pharmacy, "Compounding Specialists"
31951 Dove Canyon Drive, Suite F
Trabuco Canyon, CA 92679
ATTN: Pharmacist

To College:
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Pharmacy Technology

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

33. Accreditation. The Clinical Facility shall be accredited by the appropriate organization, i.e., the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee on Quality Assurance.
34. Adequate Facilities. The Agency shall have adequate facilities to carry out services that meet, when applicable for pharmacy technician extern training, the intent of the "American Society of Health-System Pharmacist (ASHP) Guidelines: Minimum Standard for Pharmacies in Institutions" or "ASHP Guidelines on Pharmaceutical Services for Ambulatory Patients".
35. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

People's Pharmacy, "Compounding Specialists"

Rancho Santiago Community College District

By: _____

By: _____

Printed Name: _____

Printed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor of Business Operations & Fiscal Services

Date: _____

Date: _____

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

| | |
|------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of OTA Agreement Renewal – Villa Esperanza Services | |
| Action: Request for Approval | |

BACKGROUND

The Occupational Therapy Assistant Program of Santa Ana College is required to offer all program students Fieldwork opportunities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

ANALYSIS

This clinical affiliation agreement renewal covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement renewal with the Villa Esperanza Services in Pasadena, California.

| | | |
|-----------------|----------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | None | Board Date: January 12, 2015 |
| 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 | |

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 13th of January, 2015 by and between **Villa Esperanza Services**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, the District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

WHEREAS, the Agency has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

4. For Student Workmen's Compensation:
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Agency will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Agency will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the agency.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Agency staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Agency may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Agency and the District.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, students 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, students 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.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

C. Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.

- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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


**District: Rancho Santiago Community
College District**

**Rancho Santiago Community College
District**

2323 N. Broadway
Santa Ana, CA 92706

**Villa Esperanza Services
2060 E Villa St.
Pasadena, CA 91107**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services



Kelly White
CEO

Date

11-24-'14

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

| | | |
|---------|------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian | |
| Action: | Request for Approval | |

BACKGROUND

Students in the nursing and pharmacy technician programs are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical affiliation agreement renewal with Hoag Memorial Hospital Presbyterian, located in Newport Beach and Irvine, will yield appropriate clinical rotation activities for the programs.

ANALYSIS

The clinical affiliation agreement covers the scope of program's operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed by college and district. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.

| | | |
|-----------------|----------------------------------------------------------|------------------------------|
| Fiscal Impact: | None | Board Date: January 12, 2015 |
| 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 | |



**STUDENT AFFILIATION AGREEMENT
BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
WHICH OPERATES SANTA ANA COLLEGE
AND
HOAG MEMORIAL HOSPITAL PRESBYTERIAN**

THIS STUDENT AFFILIATION AGREEMENT is entered into and made effective January 21, 2015, (the “**Effective Date**”), by and between **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, a public educational form agency (“**District**”) located at 2323 N. Broadway, Santa Ana, California, and **HOAG MEMORIAL HOSPITAL PRESBYTERIAN**, a California nonprofit public benefit corporation (“**Hoag**”).

RECITALS

A. District operates SANTA ANA COLLEGE (“**College**”) which conducts an approved and accredited Health Sciences Program (the “**Program**”) to provide academic and professional education for approved programs in allied health care education including Nursing at the RN level and Pharmacy Technician Programs to provide academic and professional education for students (“**Students**”) and desires access to facilities in which its Students can obtain broader learning experiences relative to the Program.

B. Hoag maintains facilities which can be used to furnish clinical and health care administrative learning experiences to Students and desires to have said facilities so used.

C. It is in the mutual interest and benefit of the parties that Students obtain such experience at Hoag’s facilities to further their academic and professional education in accordance with this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth below, the parties agree as follows:

1. RESPONSIBILITIES OF COLLEGE. College agrees that it shall:

1.1 Objectives. Establish the educational goals and objectives of the Program in a manner consistent with the standards and requirements set forth by College and the College’s accreditation organization (“**CAO**”). Such goals and objectives shall reflect College's commitment to providing the highest quality in education and training programs to Students.

1.2 Schedule and Work Environment. Ensure that the Program provides appropriate supervision for all Students, as well as a schedule and work environment that is consistent with proper patient care, the educational needs and physical and emotional well-being of Students, and the requirements of the CAO.

1.3 Student Selection. Recruit and select Students who are appropriately enrolled in the Program and otherwise authorized to participate in College program(s) which are the subject of this Agreement. College shall be responsible for the selection, testing, placement and/or removal and final grading of each Student placed with Hoag. Students assigned for participation at Hoag shall be in such numbers as may be mutually agreed to by College and Hoag.

1.4 Program Director. Designate a member of College's faculty to provide coordination, oversight and direction of Students' educational activities and assignments while at Hoag's facilities ("**Program Director**"). The Program Director shall also act as liaison with Hoag.

1.5 Supervision. Collaboratively arrange for College faculty supervision for Students on an individual basis and ensure that College faculty and Students participating in the Program at Hoag comply with the requirements of College's applicable handbooks and/or codes of conduct.

1.6 Experience at Hoag. Determine the required number of hours of experience for Students and cooperate with Hoag in coordinating and reviewing schedules of Students while at Hoag. The selection of time, days and patients for individual Students shall be made by Hoag in concurrence with appropriate Hoag personnel and the Program Director, and the parties agree that such schedules shall reflect College's educational mission. All plans for observation and/or clinical or healthcare administrative experience, as applicable to Students in the Program, shall be subject to the approval of Hoag.

1.7 Level of Responsibility. Ensure, in cooperation with Hoag, that Students assume progressively increasing responsibility according to their levels of education, ability, and experience. College shall determine the appropriate level of responsibility accorded to each Student.

1.8 Names and Assignments. Provide the names of Students and their assignments to Hoag sufficiently in advance to allow for convenient planning of schedules.

1.9 Performance Evaluation. Develop and implement a mechanism for determining evaluation of the performance of Students to include, where appropriate, input from Hoag.

1.10 Record Maintenance. Maintain records and reports concerning the education of Students and of Students' time spent in the various educational activities referred to in this Agreement, as may be required by College, the CAO and/or for compliance with the regulations, guidelines, and policies of third-party payers, if applicable.

1.11 Requirements. Require assigned Students to:

a. Comply with Hoag's policies, procedures and guidelines; standards of conduct, state and federal laws and regulations; the standards and regulations of Hoag's accreditation organization ("**HAO**") and the CAO; and appropriate ethical standards. Hoag shall at all times retain ultimate administrative and professional responsibility for medical services rendered at its facilities, including patient care. The College, Program and Students shall be

subject to Hoag's patient care policies and procedures, rules and regulations, as applicable, which shall take precedence over training under the Program.

b. Participate, to the extent scheduled or otherwise requested by Hoag and approved by College, in activities and assignments that are of educational value and that are appropriate to the course and scope of the Program, consistent with the requirements of the CAO.

c. Participate, consistent with the terms of this Agreement, in quality assurance and risk management activities of Hoag designed to identify, evaluate and reduce risk of patient injury.

d. As applicable to Students in the Program, cooperate in the timely preparation and maintenance of a complete medical record for each patient in whose care Students participate, on forms provided by Hoag. The medical record shall, at all times, remain the property of Hoag.

e. As to each Student, submit to Hoag copies of the following prior to Student's participation in the Program at any Hoag facility.

(i) Acknowledgement of Non-Employee Status/Agreement of Student to comply with requisite regulatory requirements, Hoag's policies and procedures, and Hoag's confidentially requirements, executed by Student, in the form **Exhibit A** attached hereto and incorporated herein by this reference;

(ii) Proof of immunization or positive serology (titer) for rubella, measles, and mumps.

(iii) Proof of annual influenza vaccine or declination.

(iv) Proof of immunization, positive serology (titer) or immune by history of disease for varicella.

(v) Evidence of Hepatitis B either positive antibody titers or immunization.

(vi) Annual proof of negative tuberculosis testing by Purified Protein Derivative ("PPD") skin test. Any Student who has a positive PPD skin test will be required to provide College with evidence of a negative chest x-ray report taken within one (1) year of his/her initial date of participation in the Program.

(vii) Evidence of demonstrated knowledge of universal precautions and the use of personal protective equipment prior to assignment to Hoag.

(viii) Evidence of a criminal background check performed in accordance with Hoag's accreditation requirements. Student shall be responsible for obtaining the criminal background check and must receive clearance from Hoag prior to participating in the Program at any Hoag facility.

(ix) Obtain, prior to Student's arrival at any Hoag facility, a student photo identification ("ID") badge. The Student's photo ID must be worn at all times while at Hoag facilities.

1.12 Orientation. Provide Students with orientation to the Hoag facility including training regarding the pertinent health information confidentiality provisions of the Health Insurance Portability and Accountability Act ("HIPAA") and the HIPAA regulations (45 C.F.R. Parts 160 and 164) and California medical privacy provisions of SB541 and AB211, prior to their assignment to Hoag.

2. RESPONSIBILITIES OF HOAG. Hoag agrees that it shall:

2.1 Adequate Staffing. Maintain adequate staff and facilities at Hoag locations covered by this Agreement to meet the educational goals and objectives of the Program, and in a manner consistent with the standards and requirements established by College and the CAO.

2.2 College Faculty Supervision. Collaboratively arrange College faculty supervision for Students on an individual basis.

2.3 Hoag Supervision. Ensure that all persons who are assigned to supervise Students at Hoag facilities, including clinicians, are duly appointed as Hoag employees, and are appropriately credentialed and/or licensed in compliance with the CAO, HAO and/or licensing standards.

2.4 Educational Responsibility. Cooperate with College to ensure that Students assume progressively increasing and appropriate responsibility in accordance with their levels of education, ability, and experience.

2.5 Hoag Director. Designate, in consultation with College, an employee of Hoag to coordinate Students' schedules and activities while at Hoag's locations ("**Hoag Director**"). The Hoag Director shall also act as liaison with College. Upon execution of this Agreement, the name of Hoag Director shall be provided to College's Program Director.

2.6 Schedules. Implement schedules for Students in conjunction with College's Program Director and in accordance with College's educational goals and objectives and the applicable requirements of the Program and CAO.

2.7 Hoag Requirements. Protect the health and safety of Students on rotation at Hoag's facilities by providing each Student or their instructor with the following:

a. As applicable to Students in the Program, orientation of the type and scope provided by Hoag to its new employees, including, but not limited to, information about Hoag's security measures, fire safety and disaster protocols, and any additional recommended personnel safety and security precautions.

b. As applicable to Students in the Program, instruction in Hoag's policies and procedures for infection control, including the handling and disposal of needles and other

sharp objects, and in Hoag's protocols for on-the-job injuries including those resulting from needlestick injuries and other exposures to blood or body fluids or airborne contaminants.

c. Information concerning availability of parking, meals, lockers, and appropriate access to bathroom facilities.

d. Such other information and training as Hoag and College, in collaboration with each other, agree is necessary and relevant for Students to participate in the Program.

2.8 Licensure. Maintain its license as a medical facility and comply with all applicable laws, regulations, and HAO requirements. Hoag shall notify College within ten (10) business days of receipt of notice that Hoag is not in compliance with any such laws, regulations, and/or HAO requirements.

2.9 Accreditation Inspections. Permit inspection, during regular business hours and after reasonable advance notice to Hoag which shall be no less than twenty-four (24) hours, of Hoag's clinical and related facilities by individuals charged with the responsibility for accreditation of College and/or its educational programs, in accordance with applicable federal, state and local laws, including but not limited to HIPAA.

2.10 Professional Services. With respect to any professional services performed by Students under this Agreement, Hoag shall notify College and its Program Director(s) as follows:

a. Immediately upon initiation of an investigation of a Student or a College faculty member.

b. Within five (5) days after receipt of service of a civil complaint, summons or notice of a claim naming a Student or College faculty member as a party therein.

c. Prior to making or accepting a settlement offer in any lawsuit or legal claim in which a College faculty member or Student has been named or in which a settlement is being proposed on their behalf.

d. Prior to making a report to the National Data Bank or any California State agency to whom reporting would otherwise be required in which a College faculty member or Student is named.

Nothing in this Section 2.10 shall in any way be deemed to impair Hoag's rights, obligations and/or ability to timely respond to any claim or complaint, enter into any settlement, or make any report as may be required of Hoag in Hoag's sole and absolute discretion.

2.11 Security. Provide appropriate and customary security measures.

2.12 Discipline. Subject to reasonable efforts to protect confidentiality and/or privileged information, Hoag will cooperate with and assist College in investigating facts which may serve as a basis for taking any disciplinary or academic action against a Student, College faculty member and/or College employee involved with Program. College shall be responsible for the discipline of Students, College faculty members and/or College employees in accordance

with College's applicable policies and procedures. College may, but need not, consult with Hoag concerning any proposed disciplinary action.

Notwithstanding the foregoing, Hoag shall have the absolute right, in its sole discretion and after consultation with College, to prohibit further attendance at Hoag of any Student, College faculty member and/or College employee. Notwithstanding the foregoing, in the event of any emergency or if any student, College faculty member and/or College employee represents a threat to patient safety or personnel, Hoag may immediately exclude those individuals from Hoag until final resolution of the matter with College.

2.13 Code of Conduct. Hoag shall provide College with a copy of Hoag's Code of Conduct that describes Hoag's standards for ensuring ethical and legal compliance with all federal and state laws. Hoag shall not require any College faculty or Student to conduct his/her professional behavior in a manner that would contradict the requirements of College's code of conduct or similar ethics requirements, if any.

3. COMPENSATION. Neither party to this Agreement shall be obligated to provide any monetary compensation to the other. Hoag shall not be obligated to provide any monetary compensation to any Student.

4. INDEPENDENT CONTRACTOR. Nothing in this Agreement is intended to create nor shall it be deemed or construed to create any relationship between College or Students, and Hoag, other than that of independent entities contracting with each other hereunder solely for the purpose of affecting the provisions of this Agreement. Neither College or Hoag, or any of their respective officers, directors, Students or employees shall be construed to be the agent, employee or representative of the other. Prior to participating in the Program at any Hoag facility, College shall cause each Student to execute and have delivered to Hoag an "**Acknowledgement of Non-Employee Status /Compliance**" in the form **Exhibit A**, attached hereto and incorporated herein by this reference.

College and Hoag agree that each of them shall have sole responsibility for the payment of any and all of their own applicable federal, state, and local income taxes and of any and all other taxes, charges and levies, and shall comply with all applicable federal, state, and local laws and regulations.

5. STATUS OF STUDENTS.

5.1 Assignment Responsibility. During the period in which a Student is assigned to Hoag, the Student shall be under the ultimate direction and control of the College's Program Director or, in the Program Director's absence, his/her designee(s).

5.2 Educational Participation. It is expressly agreed and understood by College and Hoag that Students are present at the Hoag's facilities to participate in activities and assignments that are of educational value to Students, and that are appropriate to the course and scope of the Program and consistent with applicable Program and CAO requirements.

5.3 Opportunities. College and Hoag shall ensure that Students have the opportunity to:

a. Participate in a program of learning that fosters continued professional growth with guidance from the teaching staff.

b. Participate in safe, effective, and compassionate patient care, under supervision commensurate with their level of advancement and responsibility, as determined by College and Hoag.

c. Participate fully in the educational and scholarly activities of the Program and, as required, assume responsibility for teaching and supervising other Students.

d. Participate, as appropriate, in Hoag programs and adhere to established practices, procedures, and policies of the Hoag.

6. USE OF NAME. The parties agree that other than in connection with the Program materials such as brochures, pamphlets, reports, applications, training information, Program web sites, and similar informational or promotional materials related to Program, any use of the “Hoag,” or “Hoag Memorial Hospital Presbyterian” name or other similar references to Hoag, its physicians or facilities, shall be subject to the prior written approval of Hoag.

7. DISCRIMINATION - PROHIBITION. College and Hoag agree not to engage in unlawful discrimination against or harassment of any Student pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran, within the limits imposed by applicable state and federal laws and College policies.

8 TERM. The term of this Agreement shall become effective on the Effective Date and shall continue in effect thereafter for five (5) years, subject to earlier termination pursuant to and in accordance with the provisions of Section 9 herein.

9. TERMINATION.

9.1 Termination Without Cause. This Agreement may be terminated without cause at any time by either party by providing thirty (30) days advance written notice of termination. Hoag agrees that, notwithstanding such termination, it will continue to work with College regarding any Students who may already be in rotations at Hoag through the end of the rotation in which the Student is then participating.

9.2 Termination For Cause. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days prior written notice of termination to the breaching party, including a description of the breach and the necessary cure. If the breach is not cured within such thirty (30) day time period, this Agreement shall terminate at the end of that thirty (30) day period without further notice.

9.3 Immediate Termination. In addition to the foregoing subparagraphs, Hoag may terminate this Agreement immediately by written notice to College in the event of:

a. Hoag's determination that College's or any Student's continued performance hereunder jeopardizes the health, safety, or welfare of any patient or employee of Hoag;

b. College or any Student is convicted of a felony, whether or not an appeal is filed in relation to such conviction; or

c. The determination of Hoag to cease providing the applicable clinical or healthcare administrative services.

10. INSURANCE.

10.1 Hoag Insurance. Hoag, at its sole cost and expense, shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; California Workers' Compensation insurance on Hoag employees performing any services under this Agreement; and, such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance. Hoag shall provide College with a certificate or certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement.

10.2 College Insurance. College, at its sole cost and expense, shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. College represents and warrants that Students are covered under College's general and professional liability insurance for the acts or omissions while engage in the Program curriculum in connection with this Agreement. College further represents that it maintains California Workers' Compensation insurance insuring College employees participating in the Program and performing any services under this Agreement. In addition, College shall, at its sole cost and expense, obtain and maintain such other insurance in such amounts which from time to time may be reasonably required by the mutual written consent of the parties against other insurable risks relating to performance. College shall provide Hoag with certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement.

It should be expressly understood, however, that the insurance coverage required under this Section 10 shall not in any way limit the liability of either party.

11. INDEMNIFICATION.

11.1 Hoag Indemnification. Hoag shall indemnify, hold harmless, and defend, College, its officers, trustees, employees, agents, and Students (“**College Indemnified Parties**”) from and against any and all liability, loss and expense (including reasonable attorneys' fees), arising out of or resulting from claims, lawsuits, or liability brought or imposed against College Indemnified Parties because of injury or death to any person or on account of damages to property or other damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent, reckless, or intentional acts or omissions of Hoag, its officers, employees, or agents.

11.2 College Indemnification. College shall indemnify, hold harmless, and defend, Hoag, its officers, employees and agents (“**Hoag Indemnified Parties**”) from and against any and all liability, loss and expense (including reasonable attorneys' fees), arising out of or resulting from claims, lawsuits, or liability brought or imposed against Hoag Indemnified Parties because of injury or death to any person or on account of damages to property or other damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent, reckless or intentional acts or omissions of College, its officers, employees, agents, or Students. College shall be solely responsible and liable for Students’ actions and omissions arising out of the performance of this Agreement.

12. COOPERATION IN DISPOSITION OF CLAIMS. Hoag and College agree to cooperate with each other in the timely investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of any services provided under this Agreement or in the operation of the Program. The parties shall notify one another as soon as possible of any adverse event that may result in liability to the other party. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available.

To the extent allowed by law, Hoag and College shall have reasonable and timely access to the medical records, charts, quality assurance data, and/or such other records and data of the other party relating to any claim or investigation related to services provided pursuant to this Agreement as may be reasonably related to the services performed under this Agreement; provided, however, that nothing shall require either Hoag or College to disclose any peer review documents, records or communications which are privileged under Section 1157 of the California Evidence Code and related statutes, under the Attorney-Client Privilege or under the Attorney Work-Product Privilege.

13. PATIENT RECORDS; DISCLOSURE OF PROTECTED HEALTH INFORMATION.

13.1 Patient Records. College and Students shall preserve the confidentiality of medical records of Hoag's patients and use the information in such records only for the limited purposes necessary to perform the activities set forth in this Agreement.

13.2 Confidentiality; HIPAA. College and Students agree to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. §§1320d through d-8 ("HIPAA") and as amended or modified by the American Recovery and Reinvestment Act of 2009 ("ARRA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45 C.F.R. Part 164, and the federal security standards as contained in 45 C.F.R. Part 142 (collectively, the "Regulations"), and California Health and Safety Code Section 1280.15. College and Students will not use or further disclose any protected health information, as defined in 45 C.F.R. 164.504, or individually identifiable health information, as defined in 42 U.S.C. §1320d, or a patients' medical information as defined in California Civil Code Section 56.05(g) (collectively, the "Protected Health Information"), other than as permitted by this Agreement and the requirements of HIPAA, the Regulations, or California statutes. College and Students will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as contemplated by this Agreement. College and Students will promptly report to Hoag any use or disclosures of Protected Health Information in violation of HIPAA, the Regulations, or California law of which College or Students becomes aware. College will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Department of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations. No attorney-client, accountant-client or other legal or equitable privilege will be deemed to have been waived by Hoag by virtue of this Section. The provisions set forth herein will survive expiration or other termination of this Agreement, regardless of the cause of such termination.

14. MISCELLANEOUS.

14.1 Interruption of Service. Either party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, terrorism, fire, insurrection, labor disputes, riots, earthquakes, or other acts of nature. The obligations and rights of the party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a party's services continues for a period in excess of thirty (30) days, the other party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

14.2 Assignment. Neither Hoag nor College shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other. Hoag may not assign Students to locations other than those described in this Agreement, including attachments, without the prior written consent of College.

14.3 Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or

unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

14.4 No Third Party Beneficiaries. This Agreement is intended by the parties to benefit them only and is not intended or designed to or entered for the purpose of creating any benefit or right for any person or entity of any kind, including Students and College faculty that is not a party to this Agreement.

14.5 Waiver. Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

14.6 Entire Agreement; Modifications; Amendments. This Agreement, along with its Exhibits, contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersede any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may be amended or modified at any time by mutual written consent of the authorized representatives of both parties. Hoag and College agree to amend this Agreement to the extent amendment is required by an applicable regulatory authority or due to a change in applicable laws, regulations or programmatic requirements, and the amendment does not materially affect the provisions of this Agreement.

14.7 Governing Law. This Agreement shall be governed in all respects by the laws of the State of California.

14.8 Survival of Provisions. No obligations, promises, agreements, covenants, debt or liability (for purposes of this Section 14.8, collectively “**obligations**”) contained herein shall survive beyond the date of expiration or earlier termination of this Agreement, except for (i) obligations accrued prior to such date that exist (actually or contingently) or remain to be performed in whole or in part as of such date, and (ii) obligations that expressly extend beyond the Effective Date whether by the terms of this Agreement or by operation of law. The foregoing surviving obligations shall include without limitation the obligations contained in Section 11 (Indemnification), 12 (Cooperation in Disposition of Claims), 13 (Patient Records; Disclosure of Protected Health Information), 14.3 (Severability), 14.4 (No Third Party Beneficiaries), 14.7 (Governing Law), 14.10 (Notices), and 14.11 (Attorneys Fees).

14.9 Compliance. The Parties acknowledge that Hoag maintains a corporate compliance program (“**Compliance Program**”). This Compliance Program is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This Compliance Program requires, and the Parties hereby agree, that any regulatory compliance concerns be promptly reported either to an appropriate Hoag manager or through Hoag's Compliance Line at 1-800-441-1727.

14.10 Notices. All notices, requests, demands or other communications hereunder must be in writing and must be given and shall be deemed to have been given upon receipt if delivered by a national overnight courier service, on the date of delivery if delivered in person, or three (3) days after mailing if sent by certified or registered mail with first-class postage prepaid, as follows:

If to College: Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706

With copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services

If to Hoag: Hoag Memorial Hospital Presbyterian
One Hoag Drive, P.O. Box 6100
Newport Beach, CA 92658-6100
Attn: Director, Nursing Services Program
With copy to: Director, Risk Management

14.11 Attorneys' Fees. In the event of any claim, dispute or controversy arising out of or relating to this Agreement, including an action for declaratory relief, the prevailing party in such action or proceeding shall be entitled to recover its court costs and reasonable out-of-pocket expenses not limited to taxable costs, and reasonable attorneys' fees. The trier of fact shall determine the party that is the "prevailing party," whether or not the dispute or controversy proceeds to final judgment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

COLLEGE:

HOAG:

By: _____
Peter J. Hardash
Vice Chancellor of Business Operations
& Fiscal Services

By: _____
Rick Martin, Ed.D, MSN, RN
Sr. V.P. Clinical Operations & CNO

Date: _____

Date: _____

**ACKNOWLEDGEMENT OF NON-EMPLOYEE STATUS/COMPLIANCE
[TO BE EXECUTED BY EACH STUDENT]**

The undersigned _____ ("**Student**") understands and agrees

[Student Name]

that his/her participation in the _____ (the "**Program**") at Hoag Memorial Hospital Presbyterian ("**Hoag**") does not in any way render Student an employee of Hoag or any Hoag related entity. Student further understands that Hoag participates in the Program only to assist students in their study relating to participation in the Program and does not thereby engage Student in a contract of employment, nor does Hoag accept responsibility for Student as it would an employee. Student further agrees that he/she will receive no compensation for participating in the Program and that in the event appropriate medical and professional liability insurance coverage for Student is not provided and/or verified by the Program, Student will be responsible for securing such medical and professional liability insurance with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.

The undersigned also agrees that at all times Student is participating in the Program, and thereafter as required by law, Student will comply with all Hoag policies, procedures, guidelines and standards of conduct as the same are in effect from time to time, all state and federal laws, rules, and regulations [including, but not limited to the Health Insurance Portability and Accountability Act ("**HIPAA**") and other state and federal regulations relating to the security and confidentiality of information], the standards and regulations of Hoag's accreditation organization and accreditation organizations applicable to the Program, and appropriate ethical standards.

Student Signature

Date

Witness

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

| | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for the Santa Ana College Community Services Program | |
| Action: | Request For Approval | |

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these programs are offered to the general public for educational, cultural, social and recreational purposes for a fee. In fall 2008, the Orange County Office of the District Attorney established the Deferred Entry of Judgment – V.C. 14601.1 Suspended Driver’s License Program. This new contract relates to the November 2014 election passage of Proposition 47. Beginning Spring 2015, the Orange County District Attorney will refer participants to a court mandated DEJ Deferred Dismissal Drug Program.

ANALYSIS

The Santa Ana College Community Services Program will offer a DEJ Deferred Dismissal Drug Program to individuals referred by the Orange County Office of the District Attorney. The Santa Ana Community Services Program is an approved referral site for behavior modification diversion classes. Santa Ana College Community Services Program will register and collect \$260 from each student who participates in this deferred entry of judgment program. The Orange County Office of the District Attorney will receive \$75 from the fees collected. The balance of the fees paid by individuals taking this course will provide adequate revenue for the program and the certified instructor.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program.

| | | |
|-----------------|-------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$60,000 annually (estimated net income after expenses) | Board Date: January 12, 2015 |
| Prepared by: | Michael T. Collins, Ed.D., Vice President, Administrative Services, SAC | |
| Submitted by: | Erlinda J. Martinez, Ed. D., President, Santa Ana College | |
| Recommended by: | Raul Rodriguez, Ph.D., Chancellor, RSCCD | |



**CONTRACT MA-026-15010828
FOR COLLECTION OF DNA FEES
BETWEEN
COUNTY OF ORANGE
FOR THE OFFICE OF THE DISTRICT ATTORNEY
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF SANTA ANA COLLEGE**



**CONTRACT MA-026-15010828
FOR COLLECTION OF DNA FEES
BETWEEN
COUNTY OF ORANGE
FOR THE OFFICE OF THE DISTRICT ATTORNEY
AND RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF SANTA ANA COLLEGE**

This Contract for Collection of DNA Fees (hereinafter "Contract or Contract MA-026-15010828") is made and entered into as of the date fully executed by and between Rancho Santiago Community College District on behalf of Santa Ana College, with a place of business at 1530 W. 17th Street, Ste. #S203, Santa Ana, CA 92706 (hereinafter "Contractor"), and the County of Orange, a political subdivision of the State of California (hereinafter "County"), for the Office of the District Attorney, which may also be referred to individually as "Party" or collectively as "Parties."

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by this reference:

Attachment A – Scope of Work

RECITALS

WHEREAS, County desires to enter into a—this Contract with Contractor for the Collection of DNA Fees; and

WHEREAS, Contractor is willing to provide said services to County, as specified in Attachment A, in accordance with the Terms and Conditions of this Contract; and

WHEREAS, County Board of Supervisors has authorized the Purchasing Agent or his designee to enter into this Contract;

NOW, THEREFORE, the Parties mutually agree as follows:

GENERAL TERMS AND CONDITIONS

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.



- B. **Entire Contract:** This Contract, when accepted by Contractor either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire Contract between the Parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or his designee, hereinafter "Purchasing Agent."
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties; no oral understanding or agreement not incorporated herein shall be binding on either of the Parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax
- E. **Delivery:** Time of delivery of goods and/or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed Scope of Work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Overshipments and undershipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- F. **Acceptance/Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- G. **Warranty:** Contractor expressly warrants that the goods/services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in paragraph HH" below, and as more fully described in paragraph "HH," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.



- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "HH" below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- I. **Assignment or Sub-contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned or sub-contracted by Contractor without the express written consent of County. Any attempt by Contractor to assign or sub-Contract the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any Sub-Contractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to all the penalties imposed for a violation of Section 1720 et seq. of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, either Party has the right to terminate this Contract without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of contract, any misrepresentation or fraud on the part of both Parties. Exercise by County of its right to terminate the Contract shall relieve Parties of all further obligations.
- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.
- N. **Independent Contractor:** Contractor shall be considered an independent Contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor



anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.

- O. **Performance:** Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods and/or services furnished by Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.
- P. **Insurance Provision:** Prior to the provision of services under this contract, the contractor agrees to purchase all required insurance at contractor's expense and to deposit with the County Certificates of Insurance, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the County during the entire term of this contract. In addition, all subcontractors performing work on behalf of contractor pursuant to this contract shall obtain insurance subject to the same terms and conditions as set forth herein for contractor.

All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a 0 by the appropriate line of coverage. Any self-insured retention (SIR) or deductible in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management.

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

Qualified Insurer

The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) or have a minimum rating be A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**.

If the insurance carrier is not a non-admitted carrier in the state of California and does not have an A.M. Best rating of A-/VIII, the County CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

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



Coverage

Commercial General Liability

Minimum Limits

\$1,000,000 per occurrence
\$2,000,000 aggregate

Automobile Liability including coverage
for owned, non-owned and hired vehicles

\$1,000,000 limit per occurrence

Workers' Compensation

Statutory

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of insurance:

- 1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds.
- 2) A primary non-contributing endorsement evidencing that the contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

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

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees.

All insurance policies required by this contract shall give the County of Orange 30 days notice in the event of cancellation and 10 days for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the Certificate of Insurance.

If contractor's Professional Liability policy is a "claims made" policy, contractor shall agree to maintain professional liability coverage for two years following completion of contract.



The Commercial General Liability policy shall contain a severability of interests clause also known as a “separation of insureds” clause (standard in the ISO CG 0001 policy).

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

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

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

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

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

Insurance certificates should be forwarded to the agency/department address listed below:

County of Orange
Office of the District Attorney
Attn: Purchasing Department
401 Civic Center Drive West
Santa Ana, CA 92701

- Q. **Bills and Liens:** Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of paragraph “HH” below, indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
- R. **Changes:** Contractor shall make no changes in the work or perform any additional work without County’s specific written approval.
- S. **Changes of Ownership:** Contractor agrees that if there is a change or transfer in ownership of Contractor’s business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor’s duties and obligations contained in this Contract and complete them to the satisfaction of County.



- T. **Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- U. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, subcontractors, agents and employees.
- V. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "HH" below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- W. ~~**Freight (F.O.B. Destination):** Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.~~
- X. **Pricing:** The Contract price shall include full compensation for providing all required goods, in accordance with required specifications, or services, as specified herein or when applicable, in the Scope of Work attached to this Contract as Attachment A, and no additional compensation will be allowed therefore, unless otherwise provided for in this Contract.
- Y. **Waiver of Jury Trial:** Each Party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each Party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any Party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this Contract and/or any other claim of injury or damage.
- Z. **Terms and Conditions:** Contractor acknowledges that it has read and agrees to all terms and conditions included in this Contract.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.



- BB. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- CC. **Calendar Days:** Any reference to the word “day” or “days” herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. **Attorneys Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney’s fees, costs and expenses.
- EE. **Interpretation:** This Contract has been negotiated at arm’s length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.
- FF. **Authority:** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- HH. **Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County’s Board of Supervisors acts as the governing Board (“County Indemnitees”) harmless from any claims, demands or liability of any kind or nature, including but not limited to personal



injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

- II. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this agreement shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County's Project Manager.

ADDITIONAL TERMS AND CONDITIONS

1. **Contract Term:** This Contract shall be effective January 13, 2015 and continue in effect through and including January 12, 2020, unless otherwise terminated by County. County does not have to give a reason if it decides not to renew or extend this Contract.
2. **Precedence:** The Contract consists of this Contract document and Attachment A, Scope of Work. In the event of a conflict between or among the Contract documents, the order of precedence shall be this Contract, then Attachment A.
3. **Subcontracting:** No performance of this Contract or any portion thereof may be assigned or subcontracted by Contractor without the express written consent of County. Any attempt by Contractor to assign or subcontract any performance of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.



4. **County Project Manager:** County shall appoint a Project Manager to act as liaison between County and Contractor during the term of this Contract. County's Project Manager shall coordinate the activities of County staff assigned to work with Contractor.

County Project Manager: Steve Yonemura
Phone: 714-834-7613
Email: Steve.Yonemura@da.ocgov.com

5. **Contractor's Project Manager and Key Personnel:** Contractor shall appoint a Project Manager to direct Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by County and shall not be changed without the written consent of County's Project Manager, which consent shall not be unreasonably withheld.

Contractor's Project Manager and key personnel shall be assigned to this project for the duration of this Contract and shall diligently pursue all work and services to meet the project time lines. Key personnel are those individuals who report directly to Contractor's Project Manager.

Contractor Project Manager: Lithia Williams
Phone: 714-564-6596
Email: williams_lithia@sac.edu

6. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by U.S. certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the addresses stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

County: Office of the District Attorney
Name: Anna Nevarez
Address 401 Civic Center Drive West
Santa Ana, CA 92701
Email: Anna.Nevarez@da.ocgov.com
Phone: 714-347-8427
Facsimile: 714-796-8007

Contractor: Rancho Santiago Community College
District on behalf of Santa Ana College
Name: Community Services Program



Address: 1530 W. 17th Street, Ste. #~~S201~~#203
Santa Ana, CA 92706
Email: saccs@sac.edu
Phone: 714-564-6594
Facsimile: 714-564-0240

7. **Contractor Personnel:** Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.
8. **Contingent Fees:** The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of the Contractor or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

For breach or violation of this warranty, the County shall have the right to terminate this Contract in accordance with the termination clause and at its sole discretion to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee from the Contractor.

9. **Conflict of Interest – Contractor's Personnel:** Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of County. This obligation shall apply to: Contractor; Contractor's employees, agents, and relatives; sub-tier Contractors; and third parties associated with accomplishing work and services hereunder. Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of County.
10. **Conflict of Interest – County Personnel:** County of Orange Board of Supervisors' policy prohibits its employees from engaging in activities involving a conflict of interest. Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
11. **Gratuities:** Contractor warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by Contractor or any agent or representative of Contractor to any officer or employee of County with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, County shall have the right to terminate the Contract immediately, either in whole or in part, and any loss or damage sustained by County in procuring on the open market any goods or services which Contractor agreed to supply shall be borne and paid for by Contractor. The rights and remedies of County provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.



12. **Lobbying:** On best information and belief, Contractor certifies no federal appropriated funds have been paid or will be paid by, or on behalf of, Contractor to any person for influencing or attempting to influence an officer or employee of Congress; or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
13. **Interpretation of Contract:** In the event of a conflict or question involving the provisions of any part of this Contract, interpretation and clarification as necessary shall be determined by County's assigned buyer. If disagreement exists between Contractor and County's assigned buyer in interpreting the provision(s), final interpretation and clarification shall be determined by County's Purchasing Agent or his designee.
14. **Breach of Contract:** The failure of Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
 1. Afford Contractor written notice of the breach and ten calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
 2. Discontinue payment to Contractor for and during the period in which Contractor is in breach; and
 3. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to the above.
15. **Waivers:** The failure of County in any one or more instances to insist upon strict performance of any of the terms of this Contract or to exercise any option contained herein shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion.
16. **Validity:** The invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.
17. **Orderly Termination:** After receipt of a termination notice from the County of Orange, the contractor shall submit to the County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by the County upon written request of the contractor. Upon termination County agrees to pay the contractor for all services performed prior to termination which meet the requirements of the contract, provided, however, that such compensation plus previously paid compensation shall not exceed the total compensation set forth in the contract. Upon termination or other expiration of this contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of execution of the contract. In addition, each party will assist the other party in orderly termination of this contract and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.



18. **Contractor's Records:** Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three years after final payment is received from County. Storage of records in another county will require written approval from County assigned buyer.
19. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as prior to submission to County. Contractor agrees that County review is discretionary and Contractor shall not assume that County will discover errors and/or omissions. If County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between County and Contractor, and the reports, files or documents will be returned to Contractor for correction without no additional costs to County.
20. **Data – Title To:** All materials, documents, data or information obtained from County data files or any County medium furnished to Contractor in the performance of this Contract will at all times remain the property of County. Such data or information may not be used or copied for direct or indirect use by Contractor after completion or termination of this Contract without the express written consent of County. All materials, documents, data or information, including copies, must be returned to County at the end of this Contract.
21. **Ownership of Documents:** County has permanent ownership of all directly connected and derivative materials produced under this contract by Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remain the sole property of County and may be used by County as it may require without additional cost to County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by Contractor without the express written consent of County. Contractor shall provide curriculum that facilitates instruction necessary during scheduled course sessions. Materials developed by Contractor shall not be copied or disseminated without the expressed written consent of Contractor.
22. **News/Information Release:** Contractor agrees that it will not issue any news releases in connection with either the award of this contract or any subsequent amendment of or effort under this agreement without first obtaining review and written approval of said news releases from County through County's project manager.
23. **Equal Employment Opportunity:** Contractor shall comply with U.S. Executive Order 11426 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. Contractor shall not discriminate against any employee or applicant for employment on



the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

24. **Americans with Disabilities Act (ADA):** Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22: California Government Code, Sections 11135, et seq; and other federal and state laws and executive orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities.

SIGNATURE PAGE TO FOLLOW



SIGNATURE PAGE

IN WITNESS WHEREOF, the PARTIES hereto have executed this Contract the day and year set forth opposite their signatures. Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, President, or any Vice President; 2) the second signature must be that of the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

Contractor: Rancho Santiago Community College District on behalf of Santa Ana College

| | |
|------------|-------|
| _____ | _____ |
| Print Name | Title |
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Print Name | Title |
| _____ | _____ |
| Signature | Date |

County of Orange, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

| | |
|------------------|-------------------------------------------------------------|
| Peter J. Hardash | Vice Chancellor of Business Operations / Fiscal Services |
| _____ | _____ |
| Print Name | Title |
| _____ | _____ |
| Signature | Date |



ATTACHMENT A **SCOPE OF WORK**

Background:

On January 27, 2009, the Board of Supervisors adopted the DNA Collection Fee Resolution establishing a \$75 fee paid by defendants to offset the costs related to the collection and processing of DNA samples.

Upon execution of this Contract, Contractor will collect the \$75 DNA Collection Fee.

Scope of Work:

1. Contractor shall collect a \$75.00 DNA Collection Fee in addition to set class fees from defendants in the DEJ Program.
2. Contractor shall forward OCDA the \$75.00 DNA Collection Fee for each defendant upon receipt of full payment by said defendant.
3. Contractor shall make monthly payments to OCDA with a check or via wire transfers to an account designated by OCDA. Check payments are to be made payable to "Orange County District Attorney" and mailed to the following address:

Office of the District Attorney
Attn: Financial Services Revenue Manager
Post Office Box 808
Santa Ana, CA 92702-0808

4. Contractor shall email monthly reports of payments made to OCDA's Financial Services Revenue Manager, Ana Roach, at Ana.Roach@da.ocgov.com. The reports shall be in Excel format and reference the following in separate cells: defendant's last name, defendant's first name, defendant's case number, OCDA referral number for the DNA Collection fee collected, and the \$75.00 OC DNA fee. A sample will be provided.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

| | | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------|
| To: | Board of Trustees | Date: | January 12, 2015 |
| Re: | Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for the Santa Ana College Community Services Program (Deferred Entry Judgement Deferred Dismissal Drug Program) | | |
| Action: | Request For Approval | | |

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these programs are offered to the general public for educational, cultural, social and recreational purposes for a fee.

ANALYSIS

The Santa Ana College Community Services Program will offer a DEJ Deferred Dismissal Drug Program to individuals referred by the Orange County District Attorney. The Santa Ana Community Services Program is an approved referral site for behavior modification diversion classes. Santa Ana College Community Services Program will register and collect \$260 from each student who participates in this deferred entry of judgment program. The fees paid by individuals taking this course will provide adequate revenue to the program and the certified instructor.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revenue Contract between Associates Adults and Adolescents Alternative Program and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program.

| | | | |
|-----------------|---------------------------------------------------------------------------|-------------|------------------|
| Fiscal Impact: | \$60,000 (estimated net income after expenses) | Board Date: | January 12, 2015 |
| Prepared by: | Michael T. Collins, Ed.D., Vice President of Administrative Services, SAC | | |
| Submitted by: | Erlinda J. Martinez, Ed. D., President, Santa Ana College | | |
| Recommended by: | Raul Rodriguez, Ph.D., Chancellor, RSCCD | | |

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
AND RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF
SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM**

DEJ DEFERRED DISMISSAL DRUG PROGRAM

This **AGREEMENT** is made and entered into this 13th day of **January** in the year **2015**, between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as (“DISTRICT”) and ASSOCIATE ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM, hereinafter referred to as “CONTRACTOR”. The DISTRICT and the CONTRACTOR are sometimes referred to herein as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, the DISTRICT requires CONTRACTOR to provide instructional classes for the DEJ Drug Deferred Dismissal Drug Program

WHEREAS, CONTRACTOR shall be approved by the Orange County District Attorney’s Office to conduct DEJ Deferred Dismissal Drug Program, and

WHEREAS, CONTRACTOR shall all times be qualified and at all times maintain proper qualifications and certifications to perform their duties to the DISTRICT on the terms hereinafter set forth in this AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree as follows:

I. SCOPE OF SERVICES.

A. DISTRICT agrees to provide records to the Orange County District Attorney after receiving completion of attendance information from CONTRACTOR. Reports are to be compiled and sent to the District Attorney in a timely manner.

B. Both PARTIES are aware that referrals for the DEJ Deferred Dismissal Drug Program are generated by the Orange County District Attorney. Both parties agree to cooperate and accomplish changes in the program as directed by the Superior Court of California, Orange County and the Orange County District Attorney’s Office. A schedule of classes will be presented to the Orange County District Attorney’s Office each semester.

C. Both PARTIES shall use their best efforts to serve and promote the operation of the DEJ Deferred Dismissal Drug Program at Santa Ana College.

D. This AGREEMENT shall continue and remain valid until one of the following:

1. The Orange County District Attorney ends the DEJ Deferred Dismissal Drug Program at Santa Ana College.

**REVENUE CONTRACT BETWEEN
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DEJ DEFERRED DISMISSAL DRUG PROGRAM

2. CONTRACTOR ends the DEJ Drug Deferred Dismissal Program at Santa Ana College. CONTRACTOR shall provide Orange County District Attorney and DISTRICT at least ninety (90) days notice of their intent to end the program.

3. DISTRICT ends its participation in the DEJ Drug Deferred Dismissal Program. The DISTRICT shall provide Orange County District Attorney and CONTRACTOR at least ninety (90) days notice of its intent to end the program.

4. Either party may terminate this Agreement at any time without cause upon at least ninety (90) days' prior written notice, provided that all students currently enrolled in a DEJ Drug Education Program at the time of notice of termination shall be given the opportunity to completion of the program.

II. TERM OF AGREEMENT.

A. The initial term of this AGREEMENT shall begin January 13, 2015 through December 31, 2015 with an option to renew for four (4) additional one (1) year terms upon mutual written agreement of the PARTIES.

III. FEES/PAYMENT.

A. DISTRICT shall pay CONTRACTOR a fee of ninety (\$90.00) dollars for each student in the DEJ Deferred Dismissal Drug Program. CONTRACTOR shall invoice DISTRICT following the last class of each month. DISTRICT shall pay CONTRACTOR within thirty (30) days of invoice. The fee structure is based on a class fee of \$ 260.00. CONTRACTOR shall not incur or be charged by DISTRICT any fee not stated in this contract.

IV. INDEPENDENT CONTRACTOR STATUS.

A. CONTRACTOR is and shall at all times be deemed to be an independent CONTRACTOR and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this AGREEMENT. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the DISTRICT and the CONTRACTOR or, any of the CONTRACTOR'S agents or employees. The CONTRACTOR assumes exclusively the responsibility for the acts of its employees as they relate to the services being provided during the course and scope of their employment. The CONTRACTOR, its agents and employees, shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees. The DISTRICT shall be permitted to monitor the activities at any time to determine compliance with the terms of this AGREEMENT.

**REVENUE CONTRACT BETWEEN
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ON BEHALF OF
SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM**

DEJ DEFERRED DISMISSAL DRUG PROGRAM

V. INSTRUCTOR QUALIFICATIONS.

- A. CONTRACTOR shall provide qualified teachers for the DEJ Deferred Dismissal Drug Program. Teacher qualifications shall be determined by CONTRACTOR based on subject matter of the class. CONTRACTOR shall be responsible for teacher compensation. DISTRICT shall bear no responsibility for teacher compensation.

VI. ENROLLMENT OF STUDENTS.

- A. DISTRICT agrees to provide a phone-line during operated business hours for questions regarding the DEJ Deferred Dismissal Program.
- B. DISTRICT agrees to register and collect all fees from participants referred to the DEJ Drug Deferred Dismissal Program at Santa Ana College.
- C. DISTRICT agrees to refer students, once registered, directly to the scheduled location of each class.
- D. DISTRICT shall supply CONTRACTOR with roster of registered and paid students. Each student completing the DEJ Deferred Dismissal Program will receive a certificate.
- E. CONTRACTOR shall collect class fees from “walk-in” students **ONLY**. Fees collected in class shall be turned into DISTRICT no later than five (5) business days after class completion.

VII. NON-DISCRIMINATION.

- A. There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of the clinical training; provided, however that with respect of disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student’s effective participation in the program.

VIII. FACILITIES.

- A. DISTRICT shall provide classroom space for the students in the program based on the class schedule. Scheduling of the DEJ Deferred Dismissal Drug Program shall be the joint responsibility of CONTRACTOR and DISTRICT. DISTRICT shall provide classroom space with equipped with audio/visual and internet capabilities.

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
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DEJ DEFERRED DISMISSAL DRUG PROGRAM

IX. NON-COMPETITION.

A. DISTRICT agrees that CONTRACTOR shall have exclusive right to conduct and teach the DEJ Deferred Dismissal Drug Program at Santa Ana College. CONTRACTOR agrees it will teach DEJ Deferred Dismissal Drug Program at Santa Ana College and at no other facility in Orange County.

X. INSURANCE REQUIREMENTS.

A. CONTRACTOR shall maintain during the term of this AGREEMENT insurance policies described below issued by companies licensed in California with a current A.M. Best rating of A:VII or better. CONTRACTOR shall furnish the DISTRICT with certificates of insurance evidencing coverage, conditions, and limits required by this AGREEMENT,

B. The insurance policies, except Workers' Compensation, shall be endorsed to name the DISTRICT, its agents, officers, officials, employees, and volunteers as additional insureds.

C. The insurance policies shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the DISTRICT. The CONTRACTOR'S insurance must be primary, and any insurance or self-insurance maintained by DISTRICT shall not contribute to it. If any part of this AGREEMENT is subcontracted, these insurance requirements also apply to all subcontractors. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this AGREEMENT.

2. **Workers' Compensation** insurance as required under California State Law.

3. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the CONTRACTOR, or any person employed by the CONTRACTOR, with a limit of not less than \$1,000,000 each claim.

XI. INDEMNIFICATION.

A. To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless DISTRICT, its agents, officers, officials, employees, and volunteers from and
SAC-15-004

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
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DEJ DEFERRED DISMISSAL DRUG PROGRAM

against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the CONTRACTOR, its agents, employees, or any tier of Contractor's subcontractors in the performance of this AGREEMENT.

XII. GENERAL PROVISIONS

A. ASSIGNMENT

1. This Agreement is a personal service contract for the services of CONTRACTOR, and Contractor's interest in this Agreement, duties hereunder and fees due hereunder may not be subcontracted, assigned or delegated to any party without the prior written approval of DISTRICT and any attempt to do so shall be void and of no effect. Consent shall not be unreasonably withheld.

B. ENTIRE AGREEMENT; MODIFICATIONS

1. This Agreement supersedes all prior agreements, written or oral, between CONTRACTOR and DISTRICT and shall constitute the entire agreement and understanding between the parties with respect to the subject matter hereof. That this Agreement and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by DISTRICT and CONTRACTOR. In the event any form of CONTRACTOR's agreement is made a part of this Agreement, the terms and conditions of this Agreement shall prevail in the event of any inconsistency in terms.

C. FORCE MAJEURE

1. Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

D. GOVERNING LAW

1. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of California.

E. BINDING EFFECT

SAC-15-004

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
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DEJ DEFERRED DISMISSAL DRUG PROGRAM

1. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

F. SEVERABILITY

1. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

**REVENUE CONTRACT BETWEEN
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ON BEHALF OF
SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM

DEJ DEFERRED DISMISSAL DRUG PROGRAM**

IN WITNESS WHEREOF, the parties have executed this Agreement hereto on the day and year first written above.

Authorized

ASSOCIATES ADULTS AND ADOLESCENTS
ALTERNATIVE PROGRAM
Company Name

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
District Name

Signature

Signature

Patricia Verweil
Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor, Business Operations/Fiscal Svs
Title

Date

Date

Signature

Michael T. Doudna
Printed Name

Title

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

| | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for the Santa Ana College Community Services Program (Drug and Alcohol Awareness) | |
| Action: | Request For Approval | |

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these programs are offered to the general public for educational, cultural, social and recreational purposes for a fee.

ANALYSIS

The Santa Ana College Community Services Program will offer a Drug and Alcohol Awareness Program to individuals referred by the Orange County Superior Court. The Santa Ana Community Services Program is an approved referral site for behavior modification diversion classes. Santa Ana College Community Services Program will receive 20% of fees collected from students participating in this Drug and Alcohol Awareness Program. The fees paid by individuals taking this course will provide revenue to the program and the certified instructor.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revenue Contract between Associates Adults and Adolescents Alternative Program and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program.

| | | |
|-----------------|---------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$2,500 (estimated net income after expenses) | Board Date: January 12, 2015 |
| Prepared by: | Michael T. Collins, Ed.D., Vice President of Administrative Services, SAC | |
| Submitted by: | Erlinda J. Martinez, Ed. D., President, Santa Ana College | |
| Recommended by: | Raul Rodriguez, Ph.D., Chancellor, RSCCD | |

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
AND RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF
SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM

DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT**

This **AGREEMENT** is made and entered into this 13th day of **January** in the year **2015**, between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as (“DISTRICT”) and ASSOCIATE ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM, hereinafter referred to as “CONTRACTOR”. The DISTRICT and the CONTRACTOR are sometimes referred to herein as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

WHEREAS, the DISTRICT requires CONTRACTOR to provide instructional classes for the Drug and Alcohol Awareness Program, and

WHEREAS, CONTRACTOR shall be approved by the Orange County Superior Court to conduct Drug and Alcohol education classes and

WHEREAS, CONTRACTOR shall all times be qualified and at all times maintain proper qualifications and certifications to perform their duties to the DISTRICT on the terms hereinafter set forth in this AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree as follows:

I. SCOPE OF SERVICES.

A. DISTRICT agrees to provide records to the Orange County Superior Courts after receiving completion of attendance information from CONTRACTOR. Reports are to be compiled and sent to the courts in a timely manner.

B. Both PARTIES are aware that referrals for the Drug and Alcohol Awareness Program be generated by the Orange County Superior Court and the District Attorney’s office. Both parties agree to cooperate and accomplish changes in the program as dictated by the Superior Court of California, County of Orange and the District Attorney’s office. Major changes to the Drug and Alcohol Awareness Class shall be presented to Superior Court of California, County of Orange, Senior Administrative Analyst Criminal Operations.

C. Both PARTIES shall use their best efforts to serve and promote the operation of the Drug and Alcohol Awareness Program.

D. This AGREEMENT shall continue and remain valid until one of the following:

**REVENUE CONTRACT BETWEEN
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1. Superior Court of California, County of Orange, or the Orange County District Attorney's Office ends the Drug and Alcohol Awareness Program at Santa Ana College.
2. CONTRACTOR ends the Drug and Alcohol Awareness Program at Santa Ana College. CONTRACTOR shall provide Superior Court of California, Senior Administrative Analyst Criminal Operations, and DISTRICT at least ninety (90) days notice of their intent to end the program.
3. DISTRICT ends its participation in the Drug and Alcohol Awareness Program. The DISTRICT shall provide Superior Court of California, County of Orange, Senior Administrative Analyst Criminal Operations and CONTRACTOR at least ninety (90) days notice of its intent to end the program.
4. Either party may terminate this Agreement at any time without cause upon at least ninety (90) days' prior written notice, provided that all students currently enrolled in a Drug and Alcohol Awareness Program at the time of notice of termination shall be given the opportunity to complete the program.

II. TERM OF AGREEMENT.

- A. The initial term of this AGREEMENT shall begin January 1, 2015 through December 31, 2015 with an option to renew for four (4) additional one (1) year terms upon mutual written agreement of the PARTIES.

III. FEES/PAYMENT.

- A. CONTRACTOR shall pay DISTRICT a twenty percent (20%) fee for each student fee collected in the Drug and Alcohol Awareness Program. Current program fee is forty-five (\$45.00) per student. Contractor shall do an accounting on Monday following the class and provide DISTRICT with a copy of the accounting no later than Tuesday following the class. Fees are to be paid to DISTRICT no later than two (2) weeks from date the fees are collected from the class. Class fee shall be set by CONTRACTOR. Any change to class fee by CONTRACTOR shall require ten days notice to DISTRICT. DISTRICT can change fee structure if class fee increased by separate written document.

IV. INDEPENDENT CONTRACTOR STATUS.

- A. CONTRACTOR is and shall at all times be deemed to be an independent

**REVENUE CONTRACT BETWEEN
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DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT

CONTRACTOR and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this AGREEMENT. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the DISTRICT and the CONTRACTOR or, any of the CONTRACTOR'S agents or employees. The CONTRACTOR assumes exclusively the responsibility for the acts of its employees as they relate to the services being provided during the course and scope of their employment. The CONTRACTOR, its agents and employees, shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees. The DISTRICT shall be permitted to monitor the activities at any time to determine compliance with the terms of this AGREEMENT.

V. INSTRUCTOR QUALIFICATIONS.

A. CONTRACTOR shall provide qualified teachers for the Drug and Alcohol Awareness Program. Teacher qualifications shall be determined by CONTRACTOR based on subject matter of the class. CONTRACTOR shall be responsible for teacher compensation. DISTRICT shall bear no responsibility for teacher compensation.

VI. ENROLLMENT OF STUDENTS.

- A. DISTRICT agrees to provide a phone-line for questions regarding the Drug and Alcohol Awareness program which will be available during operated business hours.
- B. DISTRICT agrees to refer students directly to the scheduled location of each class.
- C. DISTRICT shall supply CONTRACTOR with certificate of completion forms for each student.
- D. CONTRACTOR shall enroll and collect fees from the students directly.
- E. CONTRACTOR agrees to supply and disseminate class flyers to assigned court representatives.
- F. CONTRACTOR shall provide curriculum for the Drug and Alcohol Awareness Program. Materials developed by Contractor for this class, shall not be copied or disseminated without the expressed written consent of CONTRACTOR.

VII. NON-DISCRIMINATION.

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
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DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT

A. There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of students provided, however that with respect of disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

VIII. FACILITIES.

A. DISTRICT shall provide classroom space for the students in the program based on the class schedule. Scheduling of the Alcohol and Drug Awareness Class shall be the joint responsibility of CONTRACTOR and DISTRICT. Currently, the Alcohol and Drug Awareness Class is being held every other Saturday excluding holidays and holiday weekends. It is anticipated that CONTRACTOR will add additional classes once a month on consecutive weekdays in the evening hours. CONTRACTOR is aware that the location of the classroom space can change and the scheduling of classroom facility is at the discretion of DISTRICT. DISTRICT shall provide CONTRACTOR with classroom space equipped with audio/visual and internet capabilities.

IX. NON-COMPETITION.

A. DISTRICT agrees that CONTRACTOR shall have exclusive rights to conduct and teach Drug and Alcohol Awareness class at Santa Ana College. CONTRACTOR agrees it will teach and conduct a Drug and Alcohol Awareness class at Santa Ana College and at no other facility in Orange County.

X. INSURANCE REQUIREMENTS.

A. CONTRACTOR shall maintain during the term of this AGREEMENT insurance policies described below issued by companies licensed in California with a current A.M. Best rating of A:VII or better. CONTRACTOR shall furnish the DISTRICT with certificates of insurance evidencing the coverages, conditions, and limits required by this AGREEMENT,

B. The insurance policies, except Workers' Compensation, shall be endorsed to name the DISTRICT, its agents, officers, officials, employees, and volunteers as additional insureds.

C. The insurance policies shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the DISTRICT. The CONTRACTOR'S insurance must be primary, and any insurance or self-insurance maintained by DISTRICT shall not contribute to it. If any part of this AGREEMENT is subcontracted, these insurance requirements also apply to all subcontractors. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury,

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DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT**

products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this AGREEMENT.

2. **Workers' Compensation** insurance as required under California State Law.

3. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the CONTRACTOR, or any person employed by the CONTRACTOR, with a limit of not less than \$1,000,000 each claim.

XI. INDEMNIFICATION.

A. To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless DISTRICT, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the CONTRACTOR, its agents, employees, or any tier of Contractor's subcontractors in the performance of this AGREEMENT.

XII. GENERAL PROVISIONS

A. ASSIGNMENT

1. This Agreement is a personal service contract for the services of CONTRACTOR, and Contractor's interest in this Agreement, duties hereunder and fees due hereunder may not be subcontracted, assigned or delegated to any party without the prior written approval of DISTRICT and any attempt to do so shall be void and of no effect.

B. ENTIRE AGREEMENT; MODIFICATIONS

1. This Agreement supersedes all prior agreements, written or oral, between CONTRACTOR and DISTRICT and shall constitute the entire agreement and understanding between the parties with respect to the subject matter hereof. That this Agreement and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by DISTRICT and CONTRACTOR. In the event any form of CONTRACTOR's agreement is made a part of this Agreement, the terms and conditions of this Agreement shall prevail in the event of any inconsistency in terms.

C. FORCE MAJEURE

**REVENUE CONTRACT BETWEEN
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1. Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

D. GOVERNING LAW

1. This Agreement and all of the rights and obligations of the parties hereto and all of the terms and conditions hereof shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of California.

E. BINDING EFFECT

1. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

F. SEVERABILITY

1. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

**REVENUE CONTRACT BETWEEN
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SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM
DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT**

IN WITNESS WHEREOF, the parties have executed this Agreement hereto on the day and year first written above.

Authorized

ASSOCIATES ADULTS AND ADOLESCENTS
ALTERNATIVE PROGRAM
Company Name

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
District Name

Signature

Signature

Michael T. Dounda
Printed Name

Peter J. Hardash
Printed Name

Partner
Title

Vice Chancellor, Business Operations/Fiscal Svs
Title

Date

Date

Signature

Patricia Verwiel
Printed Name

Partner
Title

**REVENUE CONTRACT BETWEEN
ASSOCIATES ADULTS AND ADOLESCENTS ALTERNATIVE PROGRAM
AND RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ON BEHALF OF
SANTA ANA COLLEGE COMMUNITY SERVICES PROGRAM
DRUG AND ALCOHOL AWARENESS PROGRAM AGREEMENT**

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER**

| | |
|-----------------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of Classroom Lease Renewal with Orange Unified School District | |
| Action: Request for Approval | |

BACKGROUND

Historically, RSCCD has rented classroom space from the Orange Unified School District (OUSD) to provide additional instructional facilities for both college credit and continuing education courses. This arrangement was first approved by the Board of Trustees on January 14, 1986. Renewal of the lease agreement is required for use of the space in 2014-15.

ANALYSIS

The 2014-15 cost to lease classroom space with the OUSD is \$15.32 per classroom hour (0.59% above the 2013-14 rate of \$15.23 per classroom hour). It is anticipated that the Santiago Canyon College, Orange Education Center will need to lease approximately 1,080 hours of classroom space during the 2014-15 fiscal year for a cost of \$16,546. Attached is a copy of the required OUSD lease form, Application and Agreement for Use of Facilities. The details of the lease will be completed as the need for classrooms is determined.

RECOMMENDATION

It is recommended that the Board of Trustees approve the SCC Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, as presented.

| | |
|-----------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: \$15.32 per classroom hour | Board Date: January 12, 2015 |
| Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College | |
| Submitted by: John Weispfenning, Ph.D., President | |
| Recommended by: Raúl Rodríguez, Ph.D., Chancellor | |

ORANGE UNIFIED SCHOOL DISTRICT
1401 North Handy Street, Orange, CA 92867

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

- A. Group/Organization _____
- B. Billing Address _____
- C. Representative/Applicant: _____
Daytime Phone
Alternate Phone
- D. Insurance Carrier: _____

E. DECLARATION OF APPLICANT:

1. The undersigned agrees to defend, indemnify and hold harmless the Orange Unified School District, its board of trustees, agents and employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause including the district's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a certificate of insurance, naming the district as an additional insured for liability coverages satisfactory to the district.
2. I, the undersigned, hereby certify that I will be personally responsible on behalf of the group/organization for any damages sustained by the school building, furniture, equipment, or ground accruing through the occupancy or use of said building and/or use of said building and/or grounds by the group/organization, normal wear and tear excepted.
3. I hereby certify that I have received and read the rules, regulations, as stated in ATTACHMENT A and that I, and the organization which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the District and its authorized agents which may be communicated to the applicant.
4. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant/organization to act in its behalf in making application for use of said facilities.

Signature _____
(Name)
(Position)
(Date)

FACILITY: SCHOOL / SITE REQUESTED FOR USE: _____

Under no circumstances may an event take place until use of facilities has approved application and applicant has signed permit.

| ROOM/FIELD/GYM/POOL | BEG. DATE | END DATE | DAY/S OF WEEK | HOURS FROM | HOURS TO | TOTAL HOURS | EST. ATTEND. |
|---------------------|-----------|----------|---------------|------------|----------|-------------|--------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

- F. Intended Use _____
- G. Expected Revenue Funds _____
- H. Use of Revenue Funds _____
- I. Group's On-site Representative _____
(Name)
(Daytime Phone)
- J. Principal/Site Administrator _____
(Signature)
(Title)
(Date)

Comments: _____

DISTRICT OFFICE:

CHARGES:

- A. INSURANCE POLICY EXPIRATION DATE: _____ ROOM _____
- B. Comments: _____ CUSTODIAN _____
- _____ OTHER: _____
- DISTRICT APPROVAL: _____ DATE: _____

| | | | | |
|-----------|------------------|-----------------|-------------------|---------------------|
| Rev. 9/12 | Group File _____ | Site File _____ | Site/School _____ | OUSD Security _____ |
|-----------|------------------|-----------------|-------------------|---------------------|

ORANGE UNIFIED SCHOOL DISTRICT

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

RULES, REGULATIONS AND POLICIES OF OUSD REGARDING COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS PRIMARY USE

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use of the property for other than public school purposes shall be subordinate to this primary purpose.

ELIGIBILITY FOR USE

2. All groups qualifying under the provisions of the Civic Center Act may use school facilities for non-stop purposes. They must adhere to the rules and regulations as set forth by the Governing Board of Trustees. In general, the subject matter of such meetings shall pertain to the recreational, educational, scientific, literary, economic, political, artistic or moral interests of the community, or for the discussion of matters of general or public interest.
3. All groups qualifying for use of a OUSD facility fall under the provisions of the Civic Center Act and Board Policy, even as amended from time to time.
 - a. All groups shall comply with applicable city ordinances relating to business and charitable solicitations.
 - b. Failure to promptly provide a complete roster of all participants' names and addresses within 7 days of the request may result in cancellation of the permit.
4. Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, offensive, or harmful activity.

SAFETY

5. A Civic Center permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment; Arrangements for the supervision, operation and payment for the use of any special equipment made available shall be made with the school administrator approving the permit.
6. No structures may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the school administrator issuing the permit.
7. Any use of school facilities for non-school purposes shall comply with State and local fire, health and safety laws.

FEE/RENTAL CHARGE

8. Charges shall be determined from the Board-approved Table of Charges at the time the permit is issued or after group receives a copy of the approved application/permit.
9. All fees may be paid by cash, certified check, personal check, or cashiers check made payable to Orange Unified School District.
10. Rental rates do not include custodians, cafeteria personnel, ushers, stagehands or other personnel of a similar nature.
11. Orange Unified School District must receive written cancellation notice five (5) or more days prior to permitted event date, to avoid full charges. Receipt of written cancellation made less than five (5) days prior to permitted event, may result in charges to the applicant as though facility were used.

SPECIAL REGULATIONS

12. No booking will be made which will interfere with any arranged school function. Although intended to be kept at an absolute minimum, school activities necessitating the use of a school facility previously reserved for non-school activity may require the cancellation of a permit.
13. Orange Unified School District will require the applicant to furnish no less than \$1,000,000 aggregate and \$100,000 per occurrence public liability and property damage insurance. Orange Unified School District shall be named as the ADDITIONAL INSURED.
14. When food service in a cafeteria or kitchen is desired, arrangements must be made through the Director of Nutritional Services.

GENERAL RULES GOVERNING USE

15. The school administrator may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing laws or create a condition that may cause a disturbance of the peace.
16. No Alcoholic beverages, narcotics, weapons, dangerous objects, tobacco products, golfing, skateboarding, or dog/pet-walking shall be used/allowed on school district property.
17. All applications must be directed to the school administrator of the facility not less than 15 days before and no earlier than 90 days before the desired use is to take place.
18. The term "Organization" is defined to mean any persons or group of persons who make application for the use of school property or facilities. If the applicant is only one person, or two or more persons joined together in a partnership, the application must be signed by the person or by a majority of individuals who make up the partnership. If the agency is an organized group, the person making the application shall show evidence of authority to engage for such use of school facilities.
19. Any stage props used must be completely fireproofed by a certified agent of the user. The School District may request a certification from the Fire Department that all stage props have been certified as fireproof.
20. School facilities or property will not be available for any entertainment involving the use of live animals of any type, kind or size, nor is straw, hay or any readily combustible material of a like manner to be used in any activity. This is due to a condition of sanitation and fire hazard.
21. When a special activity takes place such as a television or radio broadcast and extra equipment is necessary, such as telephone lines, etc. the District Administration may require a special advance deposit from the applicant to help defray the cost of the special equipment. Any balance of the unused deposit will be returned to the applicant within ten (10) days after the date of the activity.
22. When the general public is allowed to park automobiles in school parking lots, they must park in designated areas and in such a manner as to allow clear access to all buildings and fire hydrants.

Rancho Santiago Comm Coll District

Board Meeting of 01/12/15

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|---------------------------|------------|---------------|-----------------|-------------|-------------|
| 61017 | General Fund Unrestricted | 960.00 | 0.00 | 960.00 | 92*0412547 | 92*0412548 |
| 61019 | General Fund Unrestricted | 4,058.14 | 0.00 | 4,058.14 | 92*0412550 | 92*0412560 |
| 61020 | General Fund Unrestricted | 5,333.82 | 0.00 | 5,333.82 | 92*0412561 | 92*0412569 |
| 61023 | General Fund Unrestricted | 64.80 | 0.00 | 64.80 | 92*0412578 | 92*0412578 |
| 61024 | General Fund Unrestricted | 495.47 | 0.00 | 495.47 | 92*0412585 | 92*0412585 |
| 61025 | General Fund Unrestricted | 354.24 | 0.00 | 354.24 | 92*0412593 | 92*0412596 |
| 61028 | General Fund Unrestricted | 2,480.03 | 0.00 | 2,480.03 | 92*0412612 | 92*0412620 |
| 61029 | General Fund Unrestricted | 3,706.11 | 0.00 | 3,706.11 | 92*0412621 | 92*0412629 |
| 61030 | General Fund Unrestricted | 2,845.63 | 0.00 | 2,845.63 | 92*0412630 | 92*0412638 |
| 61031 | General Fund Unrestricted | 3,809.08 | 0.00 | 3,809.08 | 92*0412639 | 92*0412643 |
| 61032 | General Fund Unrestricted | 36.65 | 0.00 | 36.65 | 92*0412644 | 92*0412644 |
| 61034 | General Fund Unrestricted | 4,179.70 | 0.00 | 4,179.70 | 92*0412655 | 92*0412661 |
| 61037 | General Fund Unrestricted | 523.08 | 0.00 | 523.08 | 92*0412665 | 92*0412665 |
| 61038 | General Fund Unrestricted | 4,755.11 | 0.00 | 4,755.11 | 92*0412666 | 92*0412673 |
| 61041 | General Fund Unrestricted | 6,849.56 | 0.00 | 6,849.56 | 92*0412682 | 92*0412685 |
| 61042 | General Fund Unrestricted | 706.00 | 0.00 | 706.00 | 92*0412690 | 92*0412690 |
| 61044 | General Fund Unrestricted | 14,702.92 | 0.00 | 14,702.92 | 92*0412694 | 92*0412694 |
| 61045 | General Fund Unrestricted | 1,562.96 | 0.00 | 1,562.96 | 92*0412697 | 92*0412705 |
| 61047 | General Fund Unrestricted | 566.00 | 0.00 | 566.00 | 92*0412712 | 92*0412712 |
| 61048 | General Fund Unrestricted | 1,279.71 | 0.00 | 1,279.71 | 92*0412713 | 92*0412714 |
| 61051 | General Fund Unrestricted | 3,566.49 | 0.00 | 3,566.49 | 92*0412718 | 92*0412721 |
| 61054 | General Fund Unrestricted | 1,469.96 | 0.00 | 1,469.96 | 92*0412724 | 92*0412724 |
| 61055 | General Fund Unrestricted | 3,206.00 | 0.00 | 3,206.00 | 92*0412725 | 92*0412726 |
| 61056 | General Fund Unrestricted | 470.34 | 0.00 | 470.34 | 92*0412727 | 92*0412727 |
| 61059 | General Fund Unrestricted | 11,071.07 | 0.00 | 11,071.07 | 92*0412730 | 92*0412734 |
| 61068 | General Fund Unrestricted | 71,199.89 | 0.00 | 71,199.89 | 92*0412750 | 92*0412754 |
| 61075 | General Fund Unrestricted | 870.43 | 0.00 | 870.43 | 92*0412778 | 92*0412779 |
| 61076 | General Fund Unrestricted | 3,951.68 | 0.00 | 3,951.68 | 92*0412780 | 92*0412790 |
| 61077 | General Fund Unrestricted | 3,336.00 | 0.00 | 3,336.00 | 92*0412791 | 92*0412792 |
| 61080 | General Fund Unrestricted | 1,594.87 | 0.00 | 1,594.87 | 92*0412796 | 92*0412801 |
| 61083 | General Fund Unrestricted | 210.00 | 0.00 | 210.00 | 92*0412805 | 92*0412805 |
| 61087 | General Fund Unrestricted | 1,637.92 | 0.00 | 1,637.92 | 92*0412809 | 92*0412814 |
| 61089 | General Fund Unrestricted | 508.85 | 0.00 | 508.85 | 92*0412822 | 92*0412822 |
| 61091 | General Fund Unrestricted | 2,291.03 | 0.00 | 2,291.03 | 92*0412824 | 92*0412824 |
| 61095 | General Fund Unrestricted | 7,896.72 | 0.00 | 7,896.72 | 92*0412832 | 92*0412836 |
| 61103 | General Fund Unrestricted | 1,116.00 | 0.00 | 1,116.00 | 92*0412845 | 92*0412845 |
| 61105 | General Fund Unrestricted | 5,964.42 | 0.00 | 5,964.42 | 92*0412849 | 92*0412853 |
| 61107 | General Fund Unrestricted | 745.96 | 0.00 | 745.96 | 92*0412855 | 92*0412864 |
| 61109 | General Fund Unrestricted | 111,806.94 | 0.00 | 111,806.94 | 92*0412870 | 92*0412874 |
| 61110 | General Fund Unrestricted | 2,703.85 | 0.00 | 2,703.85 | 92*0412875 | 92*0412881 |
| 61114 | General Fund Unrestricted | 1,448.08 | 0.00 | 1,448.08 | 92*0412893 | 92*0412899 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|---------------------------|------------|---------------|-----------------|-------------|-------------|
| 61116 | General Fund Unrestricted | 9,943.13 | 0.00 | 9,943.13 | 92*0412901 | 92*0412910 |
| 61122 | General Fund Unrestricted | 19,677.60 | 0.00 | 19,677.60 | 92*0412920 | 92*0412920 |
| 61124 | General Fund Unrestricted | 561.22 | 0.00 | 561.22 | 92*0412923 | 92*0412923 |
| 61125 | General Fund Unrestricted | 6,750.00 | 0.00 | 6,750.00 | 92*0412929 | 92*0412929 |
| 61128 | General Fund Unrestricted | 8,958.00 | 0.00 | 8,958.00 | 92*0412934 | 92*0412935 |
| 61138 | General Fund Unrestricted | 7,892.15 | 0.00 | 7,892.15 | 92*0412954 | 92*0412957 |
| 61140 | General Fund Unrestricted | 9,800.00 | 0.00 | 9,800.00 | 92*0412959 | 92*0412959 |
| 61144 | General Fund Unrestricted | 1,813.59 | 0.00 | 1,813.59 | 92*0412964 | 92*0412968 |
| 61145 | General Fund Unrestricted | 3,821.47 | 0.00 | 3,821.47 | 92*0412969 | 92*0412975 |
| 61146 | General Fund Unrestricted | 2,774.86 | 0.00 | 2,774.86 | 92*0412976 | 92*0412983 |
| 61148 | General Fund Unrestricted | 23,049.00 | 0.00 | 23,049.00 | 92*0412986 | 92*0413003 |
| 61149 | General Fund Unrestricted | 5,596.20 | 0.00 | 5,596.20 | 92*0413004 | 92*0413013 |
| 61150 | General Fund Unrestricted | 3,039.00 | 0.00 | 3,039.00 | 92*0413014 | 92*0413023 |
| 61151 | General Fund Unrestricted | 2,846.30 | 0.00 | 2,846.30 | 92*0413024 | 92*0413033 |
| 61152 | General Fund Unrestricted | 5,038.20 | 0.00 | 5,038.20 | 92*0413034 | 92*0413043 |
| 61153 | General Fund Unrestricted | 5,668.20 | 0.00 | 5,668.20 | 92*0413044 | 92*0413056 |
| 61154 | General Fund Unrestricted | 146,087.24 | 0.00 | 146,087.24 | 92*0413057 | 92*0413159 |
| 61155 | General Fund Unrestricted | 127,387.32 | 0.00 | 127,387.32 | 92*0413160 | 92*0413259 |
| 61156 | General Fund Unrestricted | 164,716.07 | 0.00 | 164,716.07 | 92*0413260 | 92*0413359 |
| 61157 | General Fund Unrestricted | 175,755.46 | 0.00 | 175,755.46 | 92*0413360 | 92*0413471 |
| 61158 | General Fund Unrestricted | 866.00 | 0.00 | 866.00 | 92*0413472 | 92*0413472 |
| 61160 | General Fund Unrestricted | 2,017.59 | 0.00 | 2,017.59 | 92*0413474 | 92*0413477 |
| 61162 | General Fund Unrestricted | 8,429.44 | 0.00 | 8,429.44 | 92*0413480 | 92*0413486 |
| 61163 | General Fund Unrestricted | 4,023.47 | 0.00 | 4,023.47 | 92*0413487 | 92*0413491 |
| 61164 | General Fund Unrestricted | 685.00 | 0.00 | 685.00 | 92*0413493 | 92*0413493 |
| 61166 | General Fund Unrestricted | 1,637.38 | 0.00 | 1,637.38 | 92*0413500 | 92*0413508 |
| 61167 | General Fund Unrestricted | 550.00 | 0.00 | 550.00 | 92*0413509 | 92*0413511 |
| 61168 | General Fund Unrestricted | 188.98 | 0.00 | 188.98 | 92*0413520 | 92*0413521 |
| 61169 | General Fund Unrestricted | 8,513.24 | 0.00 | 8,513.24 | 92*0413531 | 92*0413547 |
| 61172 | General Fund Unrestricted | 896.97 | 0.00 | 896.97 | 92*0413556 | 92*0413558 |
| 61174 | General Fund Unrestricted | 1,065.69 | 0.00 | 1,065.69 | 92*0413574 | 92*0413576 |
| 61175 | General Fund Unrestricted | 3,093.54 | 0.00 | 3,093.54 | 92*0413580 | 92*0413584 |
| 61176 | General Fund Unrestricted | 3,000.81 | 0.00 | 3,000.81 | 92*0413586 | 92*0413594 |
| 61179 | General Fund Unrestricted | 4,318.70 | 0.00 | 4,318.70 | 92*0413611 | 92*0413620 |
| 61185 | General Fund Unrestricted | 1,168.74 | 0.00 | 1,168.74 | 92*0413633 | 92*0413639 |
| 61186 | General Fund Unrestricted | 16,603.99 | 0.00 | 16,603.99 | 92*0413642 | 92*0413647 |
| 61187 | General Fund Unrestricted | 1,316.77 | 0.00 | 1,316.77 | 92*0413650 | 92*0413654 |
| 61188 | General Fund Unrestricted | 8,888.49 | 0.00 | 8,888.49 | 92*0413655 | 92*0413669 |
| 61189 | General Fund Unrestricted | 3,094.31 | 0.00 | 3,094.31 | 92*0413670 | 92*0413677 |
| 61190 | General Fund Unrestricted | 1,143.24 | 0.00 | 1,143.24 | 92*0413682 | 92*0413687 |
| 61191 | General Fund Unrestricted | 36,470.30 | 0.00 | 36,470.30 | 92*0413688 | 92*0413691 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------------------------------------------|---------------------------|------------------------------|----------------------|------------------------------|-------------|-------------|
| 61192 | General Fund Unrestricted | 17,504.59 | 0.00 | 17,504.59 | 92*0413695 | 92*0413704 |
| 61194 | General Fund Unrestricted | 571.58 | 0.00 | 571.58 | 92*0413714 | 92*0413719 |
| 61195 | General Fund Unrestricted | 6,804.00 | 0.00 | 6,804.00 | 92*0413727 | 92*0413744 |
| 61202 | General Fund Unrestricted | 8,985.56 | 0.00 | 8,985.56 | 92*0413767 | 92*0413776 |
| 61203 | General Fund Unrestricted | 2,408.00 | 0.00 | 2,408.00 | 92*0413784 | 92*0413784 |
| 61209 | General Fund Unrestricted | 22,212.27 | 0.00 | 22,212.27 | 92*0414020 | 92*0414023 |
| 61210 | General Fund Unrestricted | 18,123.72 | 0.00 | 18,123.72 | 92*0414026 | 92*0414028 |
| 61211 | General Fund Unrestricted | 12,000.00 | 0.00 | 12,000.00 | 92*0414029 | 92*0414029 |
| 61212 | General Fund Unrestricted | 24,942.00 | 0.00 | 24,942.00 | 92*0414030 | 92*0414030 |
| 61213 | General Fund Unrestricted | 4,149.27 | 0.00 | 4,149.27 | 92*0414033 | 92*0414039 |
| 61214 | General Fund Unrestricted | 6,503.60 | 0.00 | 6,503.60 | 92*0414040 | 92*0414046 |
| 61215 | General Fund Unrestricted | 2,879.19 | 0.00 | 2,879.19 | 92*0414049 | 92*0414053 |
| 61216 | General Fund Unrestricted | 13,808.19 | 0.00 | 13,808.19 | 92*0414056 | 92*0414060 |
| 61220 | General Fund Unrestricted | 1,781.31 | 0.00 | 1,781.31 | 92*0414075 | 92*0414085 |
| 61221 | General Fund Unrestricted | 12,840.36 | 0.00 | 12,840.36 | 92*0414091 | 92*0414093 |
| 61222 | General Fund Unrestricted | 4,370.00 | 0.00 | 4,370.00 | 92*0414094 | 92*0414099 |
| 61223 | General Fund Unrestricted | 2,877.92 | 0.00 | 2,877.92 | 92*0414100 | 92*0414108 |
| 61226 | General Fund Unrestricted | 13,678.39 | 0.00 | 13,678.39 | 92*0414125 | 92*0414128 |
| 61227 | General Fund Unrestricted | 15,500.00 | 0.00 | 15,500.00 | 92*0414130 | 92*0414130 |
| Total Fund 11 General Fund Unrestricted | | <u>\$1,327,423.12</u> | <u>\$0.00</u> | <u>\$1,327,423.12</u> | | |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|-------------------------|-----------|---------------|-----------------|-------------|-------------|
| 61021 | General Fund Restricted | 1,325.09 | 0.00 | 1,325.09 | 92*0412570 | 92*0412571 |
| 61023 | General Fund Restricted | 706.63 | 0.00 | 706.63 | 92*0412579 | 92*0412584 |
| 61024 | General Fund Restricted | 328.75 | 0.00 | 328.75 | 92*0412586 | 92*0412586 |
| 61025 | General Fund Restricted | 483.15 | 0.00 | 483.15 | 92*0412587 | 92*0412595 |
| 61026 | General Fund Restricted | 1,462.51 | 0.00 | 1,462.51 | 92*0412597 | 92*0412602 |
| 61027 | General Fund Restricted | 1,532.61 | 0.00 | 1,532.61 | 92*0412603 | 92*0412611 |
| 61032 | General Fund Restricted | 5,500.00 | 0.00 | 5,500.00 | 92*0412645 | 92*0412645 |
| 61033 | General Fund Restricted | 5,240.51 | 0.00 | 5,240.51 | 92*0412646 | 92*0412654 |
| 61039 | General Fund Restricted | 484.75 | 0.00 | 484.75 | 92*0412674 | 92*0412675 |
| 61040 | General Fund Restricted | 1,584.31 | 0.00 | 1,584.31 | 92*0412676 | 92*0412681 |
| 61042 | General Fund Restricted | 3,710.34 | 0.00 | 3,710.34 | 92*0412687 | 92*0412689 |
| 61045 | General Fund Restricted | 2,896.08 | 0.00 | 2,896.08 | 92*0412695 | 92*0412706 |
| 61050 | General Fund Restricted | 1,698.77 | 0.00 | 1,698.77 | 92*0412716 | 92*0412717 |
| 61057 | General Fund Restricted | 69.08 | 0.00 | 69.08 | 92*0412728 | 92*0412728 |
| 61060 | General Fund Restricted | 445.73 | 0.00 | 445.73 | 92*0412735 | 92*0412737 |
| 61065 | General Fund Restricted | 14.02 | 0.00 | 14.02 | 92*0412742 | 92*0412742 |
| 61066 | General Fund Restricted | 350.00 | 0.00 | 350.00 | 92*0412743 | 92*0412743 |
| 61067 | General Fund Restricted | 5,632.68 | 0.00 | 5,632.68 | 92*0412744 | 92*0412749 |
| 61069 | General Fund Restricted | 6,824.85 | 0.00 | 6,824.85 | 92*0412755 | 92*0412759 |
| 61071 | General Fund Restricted | 710.23 | 0.00 | 710.23 | 92*0412761 | 92*0412761 |
| 61072 | General Fund Restricted | 1,819.93 | 0.00 | 1,819.93 | 92*0412762 | 92*0412767 |
| 61073 | General Fund Restricted | 13,725.21 | 0.00 | 13,725.21 | 92*0412768 | 92*0412776 |
| 61079 | General Fund Restricted | 37,845.75 | 0.00 | 37,845.75 | 92*0412794 | 92*0412795 |
| 61080 | General Fund Restricted | 753.32 | 0.00 | 753.32 | 92*0412797 | 92*0412800 |
| 61082 | General Fund Restricted | 2,181.30 | 0.00 | 2,181.30 | 92*0412803 | 92*0412804 |
| 61084 | General Fund Restricted | 648.00 | 0.00 | 648.00 | 92*0412806 | 92*0412806 |
| 61085 | General Fund Restricted | 212.94 | 0.00 | 212.94 | 92*0412807 | 92*0412807 |
| 61088 | General Fund Restricted | 12,174.73 | 0.00 | 12,174.73 | 92*0412815 | 92*0412821 |
| 61091 | General Fund Restricted | 1,438.30 | 0.00 | 1,438.30 | 92*0412825 | 92*0412826 |
| 61096 | General Fund Restricted | 771.12 | 0.00 | 771.12 | 92*0412837 | 92*0412837 |
| 61101 | General Fund Restricted | 7,852.68 | 0.00 | 7,852.68 | 92*0412842 | 92*0412843 |
| 61102 | General Fund Restricted | 7,381.24 | 0.00 | 7,381.24 | 92*0412844 | 92*0412844 |
| 61106 | General Fund Restricted | 939.00 | 0.00 | 939.00 | 92*0412854 | 92*0412854 |
| 61107 | General Fund Restricted | 1,788.07 | 0.00 | 1,788.07 | 92*0412857 | 92*0412863 |
| 61108 | General Fund Restricted | 1,954.96 | 0.00 | 1,954.96 | 92*0412866 | 92*0412869 |
| 61111 | General Fund Restricted | 8,643.71 | 0.00 | 8,643.71 | 92*0412882 | 92*0412888 |
| 61112 | General Fund Restricted | 12,899.13 | 0.00 | 12,899.13 | 92*0412889 | 92*0412890 |
| 61113 | General Fund Restricted | 3,167.13 | 0.00 | 3,167.13 | 92*0412891 | 92*0412892 |
| 61114 | General Fund Restricted | 2,254.60 | 0.00 | 2,254.60 | 92*0412895 | 92*0412898 |
| 61119 | General Fund Restricted | 683.34 | 0.00 | 683.34 | 92*0412913 | 92*0412914 |
| 61120 | General Fund Restricted | 993.47 | 0.00 | 993.47 | 92*0412915 | 92*0412918 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|-------------------------|------------|---------------|-----------------|-------------|-------------|
| 61121 | General Fund Restricted | 129.07 | 0.00 | 129.07 | 92*0412919 | 92*0412919 |
| 61124 | General Fund Restricted | 647.22 | 0.00 | 647.22 | 92*0412924 | 92*0412924 |
| 61125 | General Fund Restricted | 532.46 | 0.00 | 532.46 | 92*0412925 | 92*0412928 |
| 61132 | General Fund Restricted | 546.83 | 0.00 | 546.83 | 92*0412940 | 92*0412942 |
| 61134 | General Fund Restricted | 3,020.00 | 0.00 | 3,020.00 | 92*0412944 | 92*0412944 |
| 61135 | General Fund Restricted | 3,009.05 | 0.00 | 3,009.05 | 92*0412945 | 92*0412947 |
| 61136 | General Fund Restricted | 478.24 | 0.00 | 478.24 | 92*0412948 | 92*0412950 |
| 61137 | General Fund Restricted | 10,317.01 | 0.00 | 10,317.01 | 92*0412951 | 92*0412953 |
| 61139 | General Fund Restricted | 869.41 | 0.00 | 869.41 | 92*0412958 | 92*0412958 |
| 61142 | General Fund Restricted | 7,009.00 | 0.00 | 7,009.00 | 92*0412961 | 92*0412961 |
| 61143 | General Fund Restricted | 112.50 | 0.00 | 112.50 | 92*0412962 | 92*0412963 |
| 61147 | General Fund Restricted | 159,811.38 | 0.00 | 159,811.38 | 92*0412984 | 92*0412985 |
| 61159 | General Fund Restricted | 1,944.00 | 0.00 | 1,944.00 | 92*0413473 | 92*0413473 |
| 61161 | General Fund Restricted | 11,387.60 | 0.00 | 11,387.60 | 92*0413478 | 92*0413479 |
| 61162 | General Fund Restricted | 5,605.79 | 0.00 | 5,605.79 | 92*0413482 | 92*0413485 |
| 61164 | General Fund Restricted | 2,136.45 | 0.00 | 2,136.45 | 92*0413492 | 92*0413495 |
| 61165 | General Fund Restricted | 5,692.40 | 0.00 | 5,692.40 | 92*0413499 | 92*0413499 |
| 61166 | General Fund Restricted | 1,524.31 | 0.00 | 1,524.31 | 92*0413503 | 92*0413505 |
| 61167 | General Fund Restricted | 677.86 | 0.00 | 677.86 | 92*0413512 | 92*0413518 |
| 61168 | General Fund Restricted | 4,827.91 | 0.00 | 4,827.91 | 92*0413519 | 92*0413530 |
| 61172 | General Fund Restricted | 1,165.54 | 0.00 | 1,165.54 | 92*0413555 | 92*0413562 |
| 61173 | General Fund Restricted | 2,355.81 | 0.00 | 2,355.81 | 92*0413563 | 92*0413571 |
| 61174 | General Fund Restricted | 1,188.88 | 0.00 | 1,188.88 | 92*0413572 | 92*0413578 |
| 61175 | General Fund Restricted | 21,116.55 | 0.00 | 21,116.55 | 92*0413579 | 92*0413585 |
| 61177 | General Fund Restricted | 1,162.30 | 0.00 | 1,162.30 | 92*0413595 | 92*0413602 |
| 61178 | General Fund Restricted | 3,528.90 | 0.00 | 3,528.90 | 92*0413603 | 92*0413610 |
| 61185 | General Fund Restricted | 1,015.25 | 0.00 | 1,015.25 | 92*0413634 | 92*0413641 |
| 61187 | General Fund Restricted | 3,249.67 | 0.00 | 3,249.67 | 92*0413648 | 92*0413653 |
| 61190 | General Fund Restricted | 1,499.96 | 0.00 | 1,499.96 | 92*0413678 | 92*0413685 |
| 61191 | General Fund Restricted | 12,511.58 | 0.00 | 12,511.58 | 92*0413692 | 92*0413692 |
| 61192 | General Fund Restricted | 11,341.73 | 0.00 | 11,341.73 | 92*0413693 | 92*0413702 |
| 61193 | General Fund Restricted | 488.06 | 0.00 | 488.06 | 92*0413705 | 92*0413713 |
| 61194 | General Fund Restricted | 592.90 | 0.00 | 592.90 | 92*0413717 | 92*0413726 |
| 61203 | General Fund Restricted | 10,383.96 | 0.00 | 10,383.96 | 92*0413777 | 92*0413785 |
| 61210 | General Fund Restricted | 15,879.99 | 0.00 | 15,879.99 | 92*0414024 | 92*0414025 |
| 61213 | General Fund Restricted | 1,725.46 | 0.00 | 1,725.46 | 92*0414031 | 92*0414032 |
| 61215 | General Fund Restricted | 1,765.49 | 0.00 | 1,765.49 | 92*0414047 | 92*0414054 |
| 61216 | General Fund Restricted | 3,826.52 | 0.00 | 3,826.52 | 92*0414055 | 92*0414057 |
| 61220 | General Fund Restricted | 2,428.49 | 0.00 | 2,428.49 | 92*0414076 | 92*0414086 |
| 61221 | General Fund Restricted | 14,771.52 | 0.00 | 14,771.52 | 92*0414087 | 92*0414090 |
| 61222 | General Fund Restricted | 5,244.89 | 0.00 | 5,244.89 | 92*0414095 | 92*0414098 |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|----------------------------------------------|-------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61224 | General Fund Restricted | 402.44 | 0.00 | 402.44 | 92*0414109 | 92*0414119 |
| 61225 | General Fund Restricted | 2,190.82 | 0.00 | 2,190.82 | 92*0414120 | 92*0414124 |
| 61227 | General Fund Restricted | 31,333.48 | 0.00 | 31,333.48 | 92*0414129 | 92*0414129 |
| Total Fund 12 General Fund Restricted | | <u>\$532,576.70</u> | <u>\$0.00</u> | <u>\$532,576.70</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-----------------------------------------------|-------------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61018 | GF Unrestricted One-Time Func | 4,536.00 | 0.00 | 4,536.00 | 92*0412549 | 92*0412549 |
| 61041 | GF Unrestricted One-Time Func | 700.53 | 0.00 | 700.53 | 92*0412686 | 92*0412686 |
| 61058 | GF Unrestricted One-Time Func | 5,800.00 | 0.00 | 5,800.00 | 92*0412729 | 92*0412729 |
| 61063 | GF Unrestricted One-Time Func | 2,008.80 | 0.00 | 2,008.80 | 92*0412740 | 92*0412740 |
| 61074 | GF Unrestricted One-Time Func | 15,571.40 | 0.00 | 15,571.40 | 92*0412777 | 92*0412777 |
| 61097 | GF Unrestricted One-Time Func | 10,526.87 | 0.00 | 10,526.87 | 92*0412838 | 92*0412838 |
| 61108 | GF Unrestricted One-Time Func | 2,000.00 | 0.00 | 2,000.00 | 92*0412865 | 92*0412865 |
| 61160 | GF Unrestricted One-Time Func | 309.13 | 0.00 | 309.13 | 92*0413476 | 92*0413476 |
| 61165 | GF Unrestricted One-Time Func | 10,492.50 | 0.00 | 10,492.50 | 92*0413496 | 92*0413498 |
| 61178 | GF Unrestricted One-Time Func | 250.00 | 0.00 | 250.00 | 92*0413604 | 92*0413608 |
| 61188 | GF Unrestricted One-Time Func | 700.53 | 0.00 | 700.53 | 92*0413667 | 92*0413667 |
| 61191 | GF Unrestricted One-Time Func | 27,500.00 | 0.00 | 27,500.00 | 92*0413689 | 92*0413689 |
| 61208 | GF Unrestricted One-Time Func | 20,116.68 | 0.00 | 20,116.68 | 92*0414019 | 92*0414019 |
| 61216 | GF Unrestricted One-Time Func | 8,978.04 | 0.00 | 8,978.04 | 92*0414058 | 92*0414058 |
| 61221 | GF Unrestricted One-Time Func | 5,597.19 | 0.00 | 5,597.19 | 92*0414089 | 92*0414089 |
| Total Fund 13 GF Unrestricted One-Time | | <u>\$115,087.67</u> | <u>\$0.00</u> | <u>\$115,087.67</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---------------------------------------------|------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 61022 | Child Development Fund | 1,268.12 | 0.00 | 1,268.12 | 92*0412572 | 92*0412577 |
| 61036 | Child Development Fund | 21,960.27 | 0.00 | 21,960.27 | 92*0412663 | 92*0412664 |
| 61043 | Child Development Fund | 1,016.63 | 0.00 | 1,016.63 | 92*0412691 | 92*0412693 |
| 61061 | Child Development Fund | 1,150.00 | 0.00 | 1,150.00 | 92*0412738 | 92*0412738 |
| 61062 | Child Development Fund | 237.22 | 0.00 | 237.22 | 92*0412739 | 92*0412739 |
| 61078 | Child Development Fund | 1,575.00 | 0.00 | 1,575.00 | 92*0412793 | 92*0412793 |
| 61086 | Child Development Fund | 2,246.70 | 0.00 | 2,246.70 | 92*0412808 | 92*0412808 |
| 61100 | Child Development Fund | 81.40 | 0.00 | 81.40 | 92*0412841 | 92*0412841 |
| 61117 | Child Development Fund | 2,970.00 | 0.00 | 2,970.00 | 92*0412911 | 92*0412911 |
| 61123 | Child Development Fund | 1,946.11 | 0.00 | 1,946.11 | 92*0412921 | 92*0412922 |
| 61126 | Child Development Fund | 2,257.50 | 0.00 | 2,257.50 | 92*0412930 | 92*0412931 |
| 61127 | Child Development Fund | 2,438.82 | 0.00 | 2,438.82 | 92*0412932 | 92*0412933 |
| 61130 | Child Development Fund | 3,132.50 | 0.00 | 3,132.50 | 92*0412937 | 92*0412938 |
| 61170 | Child Development Fund | 691.32 | 0.00 | 691.32 | 92*0413548 | 92*0413553 |
| 61180 | Child Development Fund | 2,936.95 | 0.00 | 2,936.95 | 92*0413621 | 92*0413626 |
| 61181 | Child Development Fund | 8,946.26 | 0.00 | 8,946.26 | 92*0413627 | 92*0413628 |
| 61196 | Child Development Fund | 2,642.30 | 0.00 | 2,642.30 | 92*0413745 | 92*0413755 |
| 61197 | Child Development Fund | 18,354.69 | 0.00 | 18,354.69 | 92*0413756 | 92*0413761 |
| 61204 | Child Development Fund | 7,499.00 | 0.00 | 7,499.00 | 92*0413786 | 92*0413786 |
| 61217 | Child Development Fund | 8,659.12 | 0.00 | 8,659.12 | 92*0414061 | 92*0414067 |
| Total Fund 33 Child Development Fund | | <u>\$92,009.91</u> | <u>\$0.00</u> | <u>\$92,009.91</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------------|------------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61046 | Capital Outlay Projects Fund | 183,805.00 | 0.00 | 183,805.00 | 92*0412707 | 92*0412711 |
| 61064 | Capital Outlay Projects Fund | 2,910.00 | 0.00 | 2,910.00 | 92*0412741 | 92*0412741 |
| 61070 | Capital Outlay Projects Fund | 240.08 | 0.00 | 240.08 | 92*0412760 | 92*0412760 |
| 61081 | Capital Outlay Projects Fund | 2,297.99 | 0.00 | 2,297.99 | 92*0412802 | 92*0412802 |
| 61090 | Capital Outlay Projects Fund | 19.72 | 0.00 | 19.72 | 92*0412823 | 92*0412823 |
| 61093 | Capital Outlay Projects Fund | 11,504.00 | 0.00 | 11,504.00 | 92*0412828 | 92*0412830 |
| 61094 | Capital Outlay Projects Fund | 32,951.65 | 0.00 | 32,951.65 | 92*0412831 | 92*0412831 |
| 61118 | Capital Outlay Projects Fund | 575.00 | 0.00 | 575.00 | 92*0412912 | 92*0412912 |
| 61129 | Capital Outlay Projects Fund | 32,032.05 | 0.00 | 32,032.05 | 92*0412936 | 92*0412936 |
| 61184 | Capital Outlay Projects Fund | 16,407.80 | 0.00 | 16,407.80 | 92*0413632 | 92*0413632 |
| 61200 | Capital Outlay Projects Fund | 1,072.50 | 0.00 | 1,072.50 | 92*0413765 | 92*0413765 |
| 61219 | Capital Outlay Projects Fund | 249,241.59 | 0.00 | 249,241.59 | 92*0414073 | 92*0414074 |
| Total Fund 41 Capital Outlay Projects Fu | | <u>\$533,057.38</u> | <u>\$0.00</u> | <u>\$533,057.38</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------|----------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61035 | Bond Fund, Measure E | 1,668.00 | 0.00 | 1,668.00 | 92*0412662 | 92*0412662 |
| 61049 | Bond Fund, Measure E | 3,516.00 | 0.00 | 3,516.00 | 92*0412715 | 92*0412715 |
| 61052 | Bond Fund, Measure E | 186.09 | 0.00 | 186.09 | 92*0412722 | 92*0412722 |
| 61092 | Bond Fund, Measure E | 48,463.20 | 0.00 | 48,463.20 | 92*0412827 | 92*0412827 |
| 61099 | Bond Fund, Measure E | 53,360.00 | 0.00 | 53,360.00 | 92*0412840 | 92*0412840 |
| 61104 | Bond Fund, Measure E | 11,908.14 | 0.00 | 11,908.14 | 92*0412846 | 92*0412848 |
| 61115 | Bond Fund, Measure E | 1,470.00 | 0.00 | 1,470.00 | 92*0412900 | 92*0412900 |
| 61182 | Bond Fund, Measure E | 533,519.41 | 0.00 | 533,519.41 | 92*0413629 | 92*0413629 |
| 61183 | Bond Fund, Measure E | 83,030.00 | 0.00 | 83,030.00 | 92*0413630 | 92*0413631 |
| 61218 | Bond Fund, Measure E | 65,572.07 | 0.00 | 65,572.07 | 92*0414068 | 92*0414072 |
| Total Fund 42 Bond Fund, Measure E | | <u>\$802,692.91</u> | <u>\$0.00</u> | <u>\$802,692.91</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------|----------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 61098 | Bond Fund, Measure Q | 3,876.00 | 0.00 | 3,876.00 | 92*0412839 | 92*0412839 |
| 61198 | Bond Fund, Measure Q | 3,000.00 | 0.00 | 3,000.00 | 92*0413762 | 92*0413762 |
| 61199 | Bond Fund, Measure Q | 21,600.00 | 0.00 | 21,600.00 | 92*0413763 | 92*0413764 |
| Total Fund 43 Bond Fund, Measure Q | | <u>\$28,476.00</u> | <u>\$0.00</u> | <u>\$28,476.00</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--------------------------------------------------|-----------------------------|--------------------------|----------------------|--------------------------|-------------|-------------|
| 61053 | Property and Liability Fund | 230.00 | 0.00 | 230.00 | 92*0412723 | 92*0412723 |
| 61141 | Property and Liability Fund | 2,809.51 | 0.00 | 2,809.51 | 92*0412960 | 92*0412960 |
| Total Fund 61 Property and Liability Fund | | <u><u>\$3,039.51</u></u> | <u><u>\$0.00</u></u> | <u><u>\$3,039.51</u></u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-----------------------------------------------|----------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61131 | Workers' Compensation Fund | 545,787.00 | 0.00 | 545,787.00 | 92*0412939 | 92*0412939 |
| 61133 | Workers' Compensation Fund | 1,811.46 | 0.00 | 1,811.46 | 92*0412943 | 92*0412943 |
| 61171 | Workers' Compensation Fund | 547.95 | 0.00 | 547.95 | 92*0413554 | 92*0413554 |
| 61201 | Workers' Compensation Fund | 259.26 | 0.00 | 259.26 | 92*0413766 | 92*0413766 |
| Total Fund 62 Workers' Compensation Fu | | <u>\$548,405.67</u> | <u>\$0.00</u> | <u>\$548,405.67</u> | | |

SUMMARY

| | |
|---------------------------------------------|------------------------------|
| Total Fund 11 General Fund Unrestricted | 1,327,423.12 |
| Total Fund 12 General Fund Restricted | 532,576.70 |
| Total Fund 13 GF Unrestricted One-Time Fund | 115,087.67 |
| Total Fund 33 Child Development Fund | 92,009.91 |
| Total Fund 41 Capital Outlay Projects Fund | 533,057.38 |
| Total Fund 42 Bond Fund, Measure E | 802,692.91 |
| Total Fund 43 Bond Fund, Measure Q | 28,476.00 |
| Total Fund 61 Property and Liability Fund | 3,039.51 |
| Total Fund 62 Workers' Compensation Fund | 548,405.67 |
| Grand Total: | <u><u>\$3,982,768.87</u></u> |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|---------------------------|------------|---------------|-----------------|-------------|-------------|
| 61017 | General Fund Unrestricted | 960.00 | 0.00 | 960.00 | 92*0412547 | 92*0412548 |
| 61019 | General Fund Unrestricted | 4,058.14 | 0.00 | 4,058.14 | 92*0412550 | 92*0412560 |
| 61020 | General Fund Unrestricted | 5,333.82 | 0.00 | 5,333.82 | 92*0412561 | 92*0412569 |
| 61023 | General Fund Unrestricted | 64.80 | 0.00 | 64.80 | 92*0412578 | 92*0412578 |
| 61024 | General Fund Unrestricted | 495.47 | 0.00 | 495.47 | 92*0412585 | 92*0412585 |
| 61025 | General Fund Unrestricted | 354.24 | 0.00 | 354.24 | 92*0412593 | 92*0412596 |
| 61028 | General Fund Unrestricted | 2,480.03 | 0.00 | 2,480.03 | 92*0412612 | 92*0412620 |
| 61029 | General Fund Unrestricted | 3,706.11 | 0.00 | 3,706.11 | 92*0412621 | 92*0412629 |
| 61030 | General Fund Unrestricted | 2,845.63 | 0.00 | 2,845.63 | 92*0412630 | 92*0412638 |
| 61031 | General Fund Unrestricted | 3,809.08 | 0.00 | 3,809.08 | 92*0412639 | 92*0412643 |
| 61032 | General Fund Unrestricted | 36.65 | 0.00 | 36.65 | 92*0412644 | 92*0412644 |
| 61034 | General Fund Unrestricted | 4,179.70 | 0.00 | 4,179.70 | 92*0412655 | 92*0412661 |
| 61037 | General Fund Unrestricted | 523.08 | 0.00 | 523.08 | 92*0412665 | 92*0412665 |
| 61038 | General Fund Unrestricted | 4,755.11 | 0.00 | 4,755.11 | 92*0412666 | 92*0412673 |
| 61041 | General Fund Unrestricted | 6,849.56 | 0.00 | 6,849.56 | 92*0412682 | 92*0412685 |
| 61042 | General Fund Unrestricted | 706.00 | 0.00 | 706.00 | 92*0412690 | 92*0412690 |
| 61044 | General Fund Unrestricted | 14,702.92 | 0.00 | 14,702.92 | 92*0412694 | 92*0412694 |
| 61045 | General Fund Unrestricted | 1,562.96 | 0.00 | 1,562.96 | 92*0412697 | 92*0412705 |
| 61047 | General Fund Unrestricted | 566.00 | 0.00 | 566.00 | 92*0412712 | 92*0412712 |
| 61048 | General Fund Unrestricted | 1,279.71 | 0.00 | 1,279.71 | 92*0412713 | 92*0412714 |
| 61051 | General Fund Unrestricted | 3,566.49 | 0.00 | 3,566.49 | 92*0412718 | 92*0412721 |
| 61054 | General Fund Unrestricted | 1,469.96 | 0.00 | 1,469.96 | 92*0412724 | 92*0412724 |
| 61055 | General Fund Unrestricted | 3,206.00 | 0.00 | 3,206.00 | 92*0412725 | 92*0412726 |
| 61056 | General Fund Unrestricted | 470.34 | 0.00 | 470.34 | 92*0412727 | 92*0412727 |
| 61059 | General Fund Unrestricted | 11,071.07 | 0.00 | 11,071.07 | 92*0412730 | 92*0412734 |
| 61068 | General Fund Unrestricted | 71,199.89 | 0.00 | 71,199.89 | 92*0412750 | 92*0412754 |
| 61075 | General Fund Unrestricted | 870.43 | 0.00 | 870.43 | 92*0412778 | 92*0412779 |
| 61076 | General Fund Unrestricted | 3,951.68 | 0.00 | 3,951.68 | 92*0412780 | 92*0412790 |
| 61077 | General Fund Unrestricted | 3,336.00 | 0.00 | 3,336.00 | 92*0412791 | 92*0412792 |
| 61080 | General Fund Unrestricted | 1,594.87 | 0.00 | 1,594.87 | 92*0412796 | 92*0412801 |
| 61083 | General Fund Unrestricted | 210.00 | 0.00 | 210.00 | 92*0412805 | 92*0412805 |
| 61087 | General Fund Unrestricted | 1,637.92 | 0.00 | 1,637.92 | 92*0412809 | 92*0412814 |
| 61089 | General Fund Unrestricted | 508.85 | 0.00 | 508.85 | 92*0412822 | 92*0412822 |
| 61091 | General Fund Unrestricted | 2,291.03 | 0.00 | 2,291.03 | 92*0412824 | 92*0412824 |
| 61095 | General Fund Unrestricted | 7,896.72 | 0.00 | 7,896.72 | 92*0412832 | 92*0412836 |
| 61103 | General Fund Unrestricted | 1,116.00 | 0.00 | 1,116.00 | 92*0412845 | 92*0412845 |
| 61105 | General Fund Unrestricted | 5,964.42 | 0.00 | 5,964.42 | 92*0412849 | 92*0412853 |
| 61107 | General Fund Unrestricted | 745.96 | 0.00 | 745.96 | 92*0412855 | 92*0412864 |
| 61109 | General Fund Unrestricted | 111,806.94 | 0.00 | 111,806.94 | 92*0412870 | 92*0412874 |
| 61110 | General Fund Unrestricted | 2,703.85 | 0.00 | 2,703.85 | 92*0412875 | 92*0412881 |
| 61114 | General Fund Unrestricted | 1,448.08 | 0.00 | 1,448.08 | 92*0412893 | 92*0412899 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|---------------------------|------------|---------------|-----------------|-------------|-------------|
| 61116 | General Fund Unrestricted | 9,943.13 | 0.00 | 9,943.13 | 92*0412901 | 92*0412910 |
| 61122 | General Fund Unrestricted | 19,677.60 | 0.00 | 19,677.60 | 92*0412920 | 92*0412920 |
| 61124 | General Fund Unrestricted | 561.22 | 0.00 | 561.22 | 92*0412923 | 92*0412923 |
| 61125 | General Fund Unrestricted | 6,750.00 | 0.00 | 6,750.00 | 92*0412929 | 92*0412929 |
| 61128 | General Fund Unrestricted | 8,958.00 | 0.00 | 8,958.00 | 92*0412934 | 92*0412935 |
| 61138 | General Fund Unrestricted | 7,892.15 | 0.00 | 7,892.15 | 92*0412954 | 92*0412957 |
| 61140 | General Fund Unrestricted | 9,800.00 | 0.00 | 9,800.00 | 92*0412959 | 92*0412959 |
| 61144 | General Fund Unrestricted | 1,813.59 | 0.00 | 1,813.59 | 92*0412964 | 92*0412968 |
| 61145 | General Fund Unrestricted | 3,821.47 | 0.00 | 3,821.47 | 92*0412969 | 92*0412975 |
| 61146 | General Fund Unrestricted | 2,774.86 | 0.00 | 2,774.86 | 92*0412976 | 92*0412983 |
| 61148 | General Fund Unrestricted | 23,049.00 | 0.00 | 23,049.00 | 92*0412986 | 92*0413003 |
| 61149 | General Fund Unrestricted | 5,596.20 | 0.00 | 5,596.20 | 92*0413004 | 92*0413013 |
| 61150 | General Fund Unrestricted | 3,039.00 | 0.00 | 3,039.00 | 92*0413014 | 92*0413023 |
| 61151 | General Fund Unrestricted | 2,846.30 | 0.00 | 2,846.30 | 92*0413024 | 92*0413033 |
| 61152 | General Fund Unrestricted | 5,038.20 | 0.00 | 5,038.20 | 92*0413034 | 92*0413043 |
| 61153 | General Fund Unrestricted | 5,668.20 | 0.00 | 5,668.20 | 92*0413044 | 92*0413056 |
| 61154 | General Fund Unrestricted | 146,087.24 | 0.00 | 146,087.24 | 92*0413057 | 92*0413159 |
| 61155 | General Fund Unrestricted | 127,387.32 | 0.00 | 127,387.32 | 92*0413160 | 92*0413259 |
| 61156 | General Fund Unrestricted | 164,716.07 | 0.00 | 164,716.07 | 92*0413260 | 92*0413359 |
| 61157 | General Fund Unrestricted | 175,755.46 | 0.00 | 175,755.46 | 92*0413360 | 92*0413471 |
| 61158 | General Fund Unrestricted | 866.00 | 0.00 | 866.00 | 92*0413472 | 92*0413472 |
| 61160 | General Fund Unrestricted | 2,017.59 | 0.00 | 2,017.59 | 92*0413474 | 92*0413477 |
| 61162 | General Fund Unrestricted | 8,429.44 | 0.00 | 8,429.44 | 92*0413480 | 92*0413486 |
| 61163 | General Fund Unrestricted | 4,023.47 | 0.00 | 4,023.47 | 92*0413487 | 92*0413491 |
| 61164 | General Fund Unrestricted | 685.00 | 0.00 | 685.00 | 92*0413493 | 92*0413493 |
| 61166 | General Fund Unrestricted | 1,637.38 | 0.00 | 1,637.38 | 92*0413500 | 92*0413508 |
| 61167 | General Fund Unrestricted | 550.00 | 0.00 | 550.00 | 92*0413509 | 92*0413511 |
| 61168 | General Fund Unrestricted | 188.98 | 0.00 | 188.98 | 92*0413520 | 92*0413521 |
| 61169 | General Fund Unrestricted | 8,513.24 | 0.00 | 8,513.24 | 92*0413531 | 92*0413547 |
| 61172 | General Fund Unrestricted | 896.97 | 0.00 | 896.97 | 92*0413556 | 92*0413558 |
| 61174 | General Fund Unrestricted | 1,065.69 | 0.00 | 1,065.69 | 92*0413574 | 92*0413576 |
| 61175 | General Fund Unrestricted | 3,093.54 | 0.00 | 3,093.54 | 92*0413580 | 92*0413584 |
| 61176 | General Fund Unrestricted | 3,000.81 | 0.00 | 3,000.81 | 92*0413586 | 92*0413594 |
| 61179 | General Fund Unrestricted | 4,318.70 | 0.00 | 4,318.70 | 92*0413611 | 92*0413620 |
| 61185 | General Fund Unrestricted | 1,168.74 | 0.00 | 1,168.74 | 92*0413633 | 92*0413639 |
| 61186 | General Fund Unrestricted | 16,603.99 | 0.00 | 16,603.99 | 92*0413642 | 92*0413647 |
| 61187 | General Fund Unrestricted | 1,316.77 | 0.00 | 1,316.77 | 92*0413650 | 92*0413654 |
| 61188 | General Fund Unrestricted | 8,888.49 | 0.00 | 8,888.49 | 92*0413655 | 92*0413669 |
| 61189 | General Fund Unrestricted | 3,094.31 | 0.00 | 3,094.31 | 92*0413670 | 92*0413677 |
| 61190 | General Fund Unrestricted | 1,143.24 | 0.00 | 1,143.24 | 92*0413682 | 92*0413687 |
| 61191 | General Fund Unrestricted | 36,470.30 | 0.00 | 36,470.30 | 92*0413688 | 92*0413691 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------------------------------------------|---------------------------|------------------------------|----------------------|------------------------------|-------------|-------------|
| 61192 | General Fund Unrestricted | 17,504.59 | 0.00 | 17,504.59 | 92*0413695 | 92*0413704 |
| 61194 | General Fund Unrestricted | 571.58 | 0.00 | 571.58 | 92*0413714 | 92*0413719 |
| 61195 | General Fund Unrestricted | 6,804.00 | 0.00 | 6,804.00 | 92*0413727 | 92*0413744 |
| 61202 | General Fund Unrestricted | 8,985.56 | 0.00 | 8,985.56 | 92*0413767 | 92*0413776 |
| 61203 | General Fund Unrestricted | 2,408.00 | 0.00 | 2,408.00 | 92*0413784 | 92*0413784 |
| 61209 | General Fund Unrestricted | 22,212.27 | 0.00 | 22,212.27 | 92*0414020 | 92*0414023 |
| 61210 | General Fund Unrestricted | 18,123.72 | 0.00 | 18,123.72 | 92*0414026 | 92*0414028 |
| 61211 | General Fund Unrestricted | 12,000.00 | 0.00 | 12,000.00 | 92*0414029 | 92*0414029 |
| 61212 | General Fund Unrestricted | 24,942.00 | 0.00 | 24,942.00 | 92*0414030 | 92*0414030 |
| 61213 | General Fund Unrestricted | 4,149.27 | 0.00 | 4,149.27 | 92*0414033 | 92*0414039 |
| 61214 | General Fund Unrestricted | 6,503.60 | 0.00 | 6,503.60 | 92*0414040 | 92*0414046 |
| 61215 | General Fund Unrestricted | 2,879.19 | 0.00 | 2,879.19 | 92*0414049 | 92*0414053 |
| 61216 | General Fund Unrestricted | 13,808.19 | 0.00 | 13,808.19 | 92*0414056 | 92*0414060 |
| 61220 | General Fund Unrestricted | 1,781.31 | 0.00 | 1,781.31 | 92*0414075 | 92*0414085 |
| 61221 | General Fund Unrestricted | 12,840.36 | 0.00 | 12,840.36 | 92*0414091 | 92*0414093 |
| 61222 | General Fund Unrestricted | 4,370.00 | 0.00 | 4,370.00 | 92*0414094 | 92*0414099 |
| 61223 | General Fund Unrestricted | 2,877.92 | 0.00 | 2,877.92 | 92*0414100 | 92*0414108 |
| 61226 | General Fund Unrestricted | 13,678.39 | 0.00 | 13,678.39 | 92*0414125 | 92*0414128 |
| 61227 | General Fund Unrestricted | 15,500.00 | 0.00 | 15,500.00 | 92*0414130 | 92*0414130 |
| Total Fund 11 General Fund Unrestricted | | <u>\$1,327,423.12</u> | <u>\$0.00</u> | <u>\$1,327,423.12</u> | | |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|-------------------------|-----------|---------------|-----------------|-------------|-------------|
| 61021 | General Fund Restricted | 1,325.09 | 0.00 | 1,325.09 | 92*0412570 | 92*0412571 |
| 61023 | General Fund Restricted | 706.63 | 0.00 | 706.63 | 92*0412579 | 92*0412584 |
| 61024 | General Fund Restricted | 328.75 | 0.00 | 328.75 | 92*0412586 | 92*0412586 |
| 61025 | General Fund Restricted | 483.15 | 0.00 | 483.15 | 92*0412587 | 92*0412595 |
| 61026 | General Fund Restricted | 1,462.51 | 0.00 | 1,462.51 | 92*0412597 | 92*0412602 |
| 61027 | General Fund Restricted | 1,532.61 | 0.00 | 1,532.61 | 92*0412603 | 92*0412611 |
| 61032 | General Fund Restricted | 5,500.00 | 0.00 | 5,500.00 | 92*0412645 | 92*0412645 |
| 61033 | General Fund Restricted | 5,240.51 | 0.00 | 5,240.51 | 92*0412646 | 92*0412654 |
| 61039 | General Fund Restricted | 484.75 | 0.00 | 484.75 | 92*0412674 | 92*0412675 |
| 61040 | General Fund Restricted | 1,584.31 | 0.00 | 1,584.31 | 92*0412676 | 92*0412681 |
| 61042 | General Fund Restricted | 3,710.34 | 0.00 | 3,710.34 | 92*0412687 | 92*0412689 |
| 61045 | General Fund Restricted | 2,896.08 | 0.00 | 2,896.08 | 92*0412695 | 92*0412706 |
| 61050 | General Fund Restricted | 1,698.77 | 0.00 | 1,698.77 | 92*0412716 | 92*0412717 |
| 61057 | General Fund Restricted | 69.08 | 0.00 | 69.08 | 92*0412728 | 92*0412728 |
| 61060 | General Fund Restricted | 445.73 | 0.00 | 445.73 | 92*0412735 | 92*0412737 |
| 61065 | General Fund Restricted | 14.02 | 0.00 | 14.02 | 92*0412742 | 92*0412742 |
| 61066 | General Fund Restricted | 350.00 | 0.00 | 350.00 | 92*0412743 | 92*0412743 |
| 61067 | General Fund Restricted | 5,632.68 | 0.00 | 5,632.68 | 92*0412744 | 92*0412749 |
| 61069 | General Fund Restricted | 6,824.85 | 0.00 | 6,824.85 | 92*0412755 | 92*0412759 |
| 61071 | General Fund Restricted | 710.23 | 0.00 | 710.23 | 92*0412761 | 92*0412761 |
| 61072 | General Fund Restricted | 1,819.93 | 0.00 | 1,819.93 | 92*0412762 | 92*0412767 |
| 61073 | General Fund Restricted | 13,725.21 | 0.00 | 13,725.21 | 92*0412768 | 92*0412776 |
| 61079 | General Fund Restricted | 37,845.75 | 0.00 | 37,845.75 | 92*0412794 | 92*0412795 |
| 61080 | General Fund Restricted | 753.32 | 0.00 | 753.32 | 92*0412797 | 92*0412800 |
| 61082 | General Fund Restricted | 2,181.30 | 0.00 | 2,181.30 | 92*0412803 | 92*0412804 |
| 61084 | General Fund Restricted | 648.00 | 0.00 | 648.00 | 92*0412806 | 92*0412806 |
| 61085 | General Fund Restricted | 212.94 | 0.00 | 212.94 | 92*0412807 | 92*0412807 |
| 61088 | General Fund Restricted | 12,174.73 | 0.00 | 12,174.73 | 92*0412815 | 92*0412821 |
| 61091 | General Fund Restricted | 1,438.30 | 0.00 | 1,438.30 | 92*0412825 | 92*0412826 |
| 61096 | General Fund Restricted | 771.12 | 0.00 | 771.12 | 92*0412837 | 92*0412837 |
| 61101 | General Fund Restricted | 7,852.68 | 0.00 | 7,852.68 | 92*0412842 | 92*0412843 |
| 61102 | General Fund Restricted | 7,381.24 | 0.00 | 7,381.24 | 92*0412844 | 92*0412844 |
| 61106 | General Fund Restricted | 939.00 | 0.00 | 939.00 | 92*0412854 | 92*0412854 |
| 61107 | General Fund Restricted | 1,788.07 | 0.00 | 1,788.07 | 92*0412857 | 92*0412863 |
| 61108 | General Fund Restricted | 1,954.96 | 0.00 | 1,954.96 | 92*0412866 | 92*0412869 |
| 61111 | General Fund Restricted | 8,643.71 | 0.00 | 8,643.71 | 92*0412882 | 92*0412888 |
| 61112 | General Fund Restricted | 12,899.13 | 0.00 | 12,899.13 | 92*0412889 | 92*0412890 |
| 61113 | General Fund Restricted | 3,167.13 | 0.00 | 3,167.13 | 92*0412891 | 92*0412892 |
| 61114 | General Fund Restricted | 2,254.60 | 0.00 | 2,254.60 | 92*0412895 | 92*0412898 |
| 61119 | General Fund Restricted | 683.34 | 0.00 | 683.34 | 92*0412913 | 92*0412914 |
| 61120 | General Fund Restricted | 993.47 | 0.00 | 993.47 | 92*0412915 | 92*0412918 |

Checks Written for Period 11/22/14 Thru 12/16/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|-------------------------|------------|---------------|-----------------|-------------|-------------|
| 61121 | General Fund Restricted | 129.07 | 0.00 | 129.07 | 92*0412919 | 92*0412919 |
| 61124 | General Fund Restricted | 647.22 | 0.00 | 647.22 | 92*0412924 | 92*0412924 |
| 61125 | General Fund Restricted | 532.46 | 0.00 | 532.46 | 92*0412925 | 92*0412928 |
| 61132 | General Fund Restricted | 546.83 | 0.00 | 546.83 | 92*0412940 | 92*0412942 |
| 61134 | General Fund Restricted | 3,020.00 | 0.00 | 3,020.00 | 92*0412944 | 92*0412944 |
| 61135 | General Fund Restricted | 3,009.05 | 0.00 | 3,009.05 | 92*0412945 | 92*0412947 |
| 61136 | General Fund Restricted | 478.24 | 0.00 | 478.24 | 92*0412948 | 92*0412950 |
| 61137 | General Fund Restricted | 10,317.01 | 0.00 | 10,317.01 | 92*0412951 | 92*0412953 |
| 61139 | General Fund Restricted | 869.41 | 0.00 | 869.41 | 92*0412958 | 92*0412958 |
| 61142 | General Fund Restricted | 7,009.00 | 0.00 | 7,009.00 | 92*0412961 | 92*0412961 |
| 61143 | General Fund Restricted | 112.50 | 0.00 | 112.50 | 92*0412962 | 92*0412963 |
| 61147 | General Fund Restricted | 159,811.38 | 0.00 | 159,811.38 | 92*0412984 | 92*0412985 |
| 61159 | General Fund Restricted | 1,944.00 | 0.00 | 1,944.00 | 92*0413473 | 92*0413473 |
| 61161 | General Fund Restricted | 11,387.60 | 0.00 | 11,387.60 | 92*0413478 | 92*0413479 |
| 61162 | General Fund Restricted | 5,605.79 | 0.00 | 5,605.79 | 92*0413482 | 92*0413485 |
| 61164 | General Fund Restricted | 2,136.45 | 0.00 | 2,136.45 | 92*0413492 | 92*0413495 |
| 61165 | General Fund Restricted | 5,692.40 | 0.00 | 5,692.40 | 92*0413499 | 92*0413499 |
| 61166 | General Fund Restricted | 1,524.31 | 0.00 | 1,524.31 | 92*0413503 | 92*0413505 |
| 61167 | General Fund Restricted | 677.86 | 0.00 | 677.86 | 92*0413512 | 92*0413518 |
| 61168 | General Fund Restricted | 4,827.91 | 0.00 | 4,827.91 | 92*0413519 | 92*0413530 |
| 61172 | General Fund Restricted | 1,165.54 | 0.00 | 1,165.54 | 92*0413555 | 92*0413562 |
| 61173 | General Fund Restricted | 2,355.81 | 0.00 | 2,355.81 | 92*0413563 | 92*0413571 |
| 61174 | General Fund Restricted | 1,188.88 | 0.00 | 1,188.88 | 92*0413572 | 92*0413578 |
| 61175 | General Fund Restricted | 21,116.55 | 0.00 | 21,116.55 | 92*0413579 | 92*0413585 |
| 61177 | General Fund Restricted | 1,162.30 | 0.00 | 1,162.30 | 92*0413595 | 92*0413602 |
| 61178 | General Fund Restricted | 3,528.90 | 0.00 | 3,528.90 | 92*0413603 | 92*0413610 |
| 61185 | General Fund Restricted | 1,015.25 | 0.00 | 1,015.25 | 92*0413634 | 92*0413641 |
| 61187 | General Fund Restricted | 3,249.67 | 0.00 | 3,249.67 | 92*0413648 | 92*0413653 |
| 61190 | General Fund Restricted | 1,499.96 | 0.00 | 1,499.96 | 92*0413678 | 92*0413685 |
| 61191 | General Fund Restricted | 12,511.58 | 0.00 | 12,511.58 | 92*0413692 | 92*0413692 |
| 61192 | General Fund Restricted | 11,341.73 | 0.00 | 11,341.73 | 92*0413693 | 92*0413702 |
| 61193 | General Fund Restricted | 488.06 | 0.00 | 488.06 | 92*0413705 | 92*0413713 |
| 61194 | General Fund Restricted | 592.90 | 0.00 | 592.90 | 92*0413717 | 92*0413726 |
| 61203 | General Fund Restricted | 10,383.96 | 0.00 | 10,383.96 | 92*0413777 | 92*0413785 |
| 61210 | General Fund Restricted | 15,879.99 | 0.00 | 15,879.99 | 92*0414024 | 92*0414025 |
| 61213 | General Fund Restricted | 1,725.46 | 0.00 | 1,725.46 | 92*0414031 | 92*0414032 |
| 61215 | General Fund Restricted | 1,765.49 | 0.00 | 1,765.49 | 92*0414047 | 92*0414054 |
| 61216 | General Fund Restricted | 3,826.52 | 0.00 | 3,826.52 | 92*0414055 | 92*0414057 |
| 61220 | General Fund Restricted | 2,428.49 | 0.00 | 2,428.49 | 92*0414076 | 92*0414086 |
| 61221 | General Fund Restricted | 14,771.52 | 0.00 | 14,771.52 | 92*0414087 | 92*0414090 |
| 61222 | General Fund Restricted | 5,244.89 | 0.00 | 5,244.89 | 92*0414095 | 92*0414098 |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|----------------------------------------------|-------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61224 | General Fund Restricted | 402.44 | 0.00 | 402.44 | 92*0414109 | 92*0414119 |
| 61225 | General Fund Restricted | 2,190.82 | 0.00 | 2,190.82 | 92*0414120 | 92*0414124 |
| 61227 | General Fund Restricted | 31,333.48 | 0.00 | 31,333.48 | 92*0414129 | 92*0414129 |
| Total Fund 12 General Fund Restricted | | <u>\$532,576.70</u> | <u>\$0.00</u> | <u>\$532,576.70</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-----------------------------------------------|-------------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61018 | GF Unrestricted One-Time Func | 4,536.00 | 0.00 | 4,536.00 | 92*0412549 | 92*0412549 |
| 61041 | GF Unrestricted One-Time Func | 700.53 | 0.00 | 700.53 | 92*0412686 | 92*0412686 |
| 61058 | GF Unrestricted One-Time Func | 5,800.00 | 0.00 | 5,800.00 | 92*0412729 | 92*0412729 |
| 61063 | GF Unrestricted One-Time Func | 2,008.80 | 0.00 | 2,008.80 | 92*0412740 | 92*0412740 |
| 61074 | GF Unrestricted One-Time Func | 15,571.40 | 0.00 | 15,571.40 | 92*0412777 | 92*0412777 |
| 61097 | GF Unrestricted One-Time Func | 10,526.87 | 0.00 | 10,526.87 | 92*0412838 | 92*0412838 |
| 61108 | GF Unrestricted One-Time Func | 2,000.00 | 0.00 | 2,000.00 | 92*0412865 | 92*0412865 |
| 61160 | GF Unrestricted One-Time Func | 309.13 | 0.00 | 309.13 | 92*0413476 | 92*0413476 |
| 61165 | GF Unrestricted One-Time Func | 10,492.50 | 0.00 | 10,492.50 | 92*0413496 | 92*0413498 |
| 61178 | GF Unrestricted One-Time Func | 250.00 | 0.00 | 250.00 | 92*0413604 | 92*0413608 |
| 61188 | GF Unrestricted One-Time Func | 700.53 | 0.00 | 700.53 | 92*0413667 | 92*0413667 |
| 61191 | GF Unrestricted One-Time Func | 27,500.00 | 0.00 | 27,500.00 | 92*0413689 | 92*0413689 |
| 61208 | GF Unrestricted One-Time Func | 20,116.68 | 0.00 | 20,116.68 | 92*0414019 | 92*0414019 |
| 61216 | GF Unrestricted One-Time Func | 8,978.04 | 0.00 | 8,978.04 | 92*0414058 | 92*0414058 |
| 61221 | GF Unrestricted One-Time Func | 5,597.19 | 0.00 | 5,597.19 | 92*0414089 | 92*0414089 |
| Total Fund 13 GF Unrestricted One-Time | | <u>\$115,087.67</u> | <u>\$0.00</u> | <u>\$115,087.67</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---------------------------------------------|------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 61022 | Child Development Fund | 1,268.12 | 0.00 | 1,268.12 | 92*0412572 | 92*0412577 |
| 61036 | Child Development Fund | 21,960.27 | 0.00 | 21,960.27 | 92*0412663 | 92*0412664 |
| 61043 | Child Development Fund | 1,016.63 | 0.00 | 1,016.63 | 92*0412691 | 92*0412693 |
| 61061 | Child Development Fund | 1,150.00 | 0.00 | 1,150.00 | 92*0412738 | 92*0412738 |
| 61062 | Child Development Fund | 237.22 | 0.00 | 237.22 | 92*0412739 | 92*0412739 |
| 61078 | Child Development Fund | 1,575.00 | 0.00 | 1,575.00 | 92*0412793 | 92*0412793 |
| 61086 | Child Development Fund | 2,246.70 | 0.00 | 2,246.70 | 92*0412808 | 92*0412808 |
| 61100 | Child Development Fund | 81.40 | 0.00 | 81.40 | 92*0412841 | 92*0412841 |
| 61117 | Child Development Fund | 2,970.00 | 0.00 | 2,970.00 | 92*0412911 | 92*0412911 |
| 61123 | Child Development Fund | 1,946.11 | 0.00 | 1,946.11 | 92*0412921 | 92*0412922 |
| 61126 | Child Development Fund | 2,257.50 | 0.00 | 2,257.50 | 92*0412930 | 92*0412931 |
| 61127 | Child Development Fund | 2,438.82 | 0.00 | 2,438.82 | 92*0412932 | 92*0412933 |
| 61130 | Child Development Fund | 3,132.50 | 0.00 | 3,132.50 | 92*0412937 | 92*0412938 |
| 61170 | Child Development Fund | 691.32 | 0.00 | 691.32 | 92*0413548 | 92*0413553 |
| 61180 | Child Development Fund | 2,936.95 | 0.00 | 2,936.95 | 92*0413621 | 92*0413626 |
| 61181 | Child Development Fund | 8,946.26 | 0.00 | 8,946.26 | 92*0413627 | 92*0413628 |
| 61196 | Child Development Fund | 2,642.30 | 0.00 | 2,642.30 | 92*0413745 | 92*0413755 |
| 61197 | Child Development Fund | 18,354.69 | 0.00 | 18,354.69 | 92*0413756 | 92*0413761 |
| 61204 | Child Development Fund | 7,499.00 | 0.00 | 7,499.00 | 92*0413786 | 92*0413786 |
| 61217 | Child Development Fund | 8,659.12 | 0.00 | 8,659.12 | 92*0414061 | 92*0414067 |
| Total Fund 33 Child Development Fund | | <u>\$92,009.91</u> | <u>\$0.00</u> | <u>\$92,009.91</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------------|------------------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61046 | Capital Outlay Projects Fund | 183,805.00 | 0.00 | 183,805.00 | 92*0412707 | 92*0412711 |
| 61064 | Capital Outlay Projects Fund | 2,910.00 | 0.00 | 2,910.00 | 92*0412741 | 92*0412741 |
| 61070 | Capital Outlay Projects Fund | 240.08 | 0.00 | 240.08 | 92*0412760 | 92*0412760 |
| 61081 | Capital Outlay Projects Fund | 2,297.99 | 0.00 | 2,297.99 | 92*0412802 | 92*0412802 |
| 61090 | Capital Outlay Projects Fund | 19.72 | 0.00 | 19.72 | 92*0412823 | 92*0412823 |
| 61093 | Capital Outlay Projects Fund | 11,504.00 | 0.00 | 11,504.00 | 92*0412828 | 92*0412830 |
| 61094 | Capital Outlay Projects Fund | 32,951.65 | 0.00 | 32,951.65 | 92*0412831 | 92*0412831 |
| 61118 | Capital Outlay Projects Fund | 575.00 | 0.00 | 575.00 | 92*0412912 | 92*0412912 |
| 61129 | Capital Outlay Projects Fund | 32,032.05 | 0.00 | 32,032.05 | 92*0412936 | 92*0412936 |
| 61184 | Capital Outlay Projects Fund | 16,407.80 | 0.00 | 16,407.80 | 92*0413632 | 92*0413632 |
| 61200 | Capital Outlay Projects Fund | 1,072.50 | 0.00 | 1,072.50 | 92*0413765 | 92*0413765 |
| 61219 | Capital Outlay Projects Fund | 249,241.59 | 0.00 | 249,241.59 | 92*0414073 | 92*0414074 |
| Total Fund 41 Capital Outlay Projects Fu | | <u>\$533,057.38</u> | <u>\$0.00</u> | <u>\$533,057.38</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------|----------------------|----------------------------|----------------------|----------------------------|-------------|-------------|
| 61035 | Bond Fund, Measure E | 1,668.00 | 0.00 | 1,668.00 | 92*0412662 | 92*0412662 |
| 61049 | Bond Fund, Measure E | 3,516.00 | 0.00 | 3,516.00 | 92*0412715 | 92*0412715 |
| 61052 | Bond Fund, Measure E | 186.09 | 0.00 | 186.09 | 92*0412722 | 92*0412722 |
| 61092 | Bond Fund, Measure E | 48,463.20 | 0.00 | 48,463.20 | 92*0412827 | 92*0412827 |
| 61099 | Bond Fund, Measure E | 53,360.00 | 0.00 | 53,360.00 | 92*0412840 | 92*0412840 |
| 61104 | Bond Fund, Measure E | 11,908.14 | 0.00 | 11,908.14 | 92*0412846 | 92*0412848 |
| 61115 | Bond Fund, Measure E | 1,470.00 | 0.00 | 1,470.00 | 92*0412900 | 92*0412900 |
| 61182 | Bond Fund, Measure E | 533,519.41 | 0.00 | 533,519.41 | 92*0413629 | 92*0413629 |
| 61183 | Bond Fund, Measure E | 83,030.00 | 0.00 | 83,030.00 | 92*0413630 | 92*0413631 |
| 61218 | Bond Fund, Measure E | 65,572.07 | 0.00 | 65,572.07 | 92*0414068 | 92*0414072 |
| Total Fund 42 Bond Fund, Measure E | | <u>\$802,692.91</u> | <u>\$0.00</u> | <u>\$802,692.91</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------------|----------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 61098 | Bond Fund, Measure Q | 3,876.00 | 0.00 | 3,876.00 | 92*0412839 | 92*0412839 |
| 61198 | Bond Fund, Measure Q | 3,000.00 | 0.00 | 3,000.00 | 92*0413762 | 92*0413762 |
| 61199 | Bond Fund, Measure Q | 21,600.00 | 0.00 | 21,600.00 | 92*0413763 | 92*0413764 |
| Total Fund 43 Bond Fund, Measure Q | | <u>\$28,476.00</u> | <u>\$0.00</u> | <u>\$28,476.00</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--------------------------------------------------|-----------------------------|--------------------------|----------------------|--------------------------|-------------|-------------|
| 61053 | Property and Liability Fund | 230.00 | 0.00 | 230.00 | 92*0412723 | 92*0412723 |
| 61141 | Property and Liability Fund | 2,809.51 | 0.00 | 2,809.51 | 92*0412960 | 92*0412960 |
| Total Fund 61 Property and Liability Fund | | <u><u>\$3,039.51</u></u> | <u><u>\$0.00</u></u> | <u><u>\$3,039.51</u></u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-----------------------------------------------|----------------------------|--------------------------|----------------------|--------------------------|-------------|-------------|
| 61131 | Workers' Compensation Fund | 545,787.00 | 0.00 | 545,787.00 | 92*0412939 | 92*0412939 |
| 61133 | Workers' Compensation Fund | 1,811.46 | 0.00 | 1,811.46 | 92*0412943 | 92*0412943 |
| 61171 | Workers' Compensation Fund | 547.95 | 0.00 | 547.95 | 92*0413554 | 92*0413554 |
| 61201 | Workers' Compensation Fund | 259.26 | 0.00 | 259.26 | 92*0413766 | 92*0413766 |
| Total Fund 62 Workers' Compensation Fu | | <u>548,405.67</u> | <u>\$0.00</u> | <u>548,405.67</u> | | |

SUMMARY

| | |
|---------------------------------------------|------------------------------|
| Total Fund 11 General Fund Unrestricted | 1,327,423.12 |
| Total Fund 12 General Fund Restricted | 532,576.70 |
| Total Fund 13 GF Unrestricted One-Time Fund | 115,087.67 |
| Total Fund 33 Child Development Fund | 92,009.91 |
| Total Fund 41 Capital Outlay Projects Fund | 533,057.38 |
| Total Fund 42 Bond Fund, Measure E | 802,692.91 |
| Total Fund 43 Bond Fund, Measure Q | 28,476.00 |
| Total Fund 61 Property and Liability Fund | 3,039.51 |
| Total Fund 62 Workers' Compensation Fund | 548,405.67 |
| Grand Total: | <u><u>\$3,982,768.87</u></u> |

Checks Written for Period 11/15/14 Thru 12/12/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-------------------------------------|-------------------|----------------------------|----------------------|----------------------------|--------------------|--------------------|
| 311411422 | Bookstore Fund | 52,682.64 | 0.00 | 52,682.64 | 31*0104997 | 31*0105013 |
| 311412106 | Bookstore Fund | 59,120.26 | 0.00 | 59,120.26 | 31*0105014 | 31*0105044 |
| 311412212 | Bookstore Fund | 27,366.63 | 0.00 | 27,366.63 | 31*0105045 | 31*0105067 |
| Total Fund 31 Bookstore Fund | | <u>\$139,169.53</u> | <u>\$0.00</u> | <u>\$139,169.53</u> | | |

Checks Written for Period 11/15/14 Thru 12/12/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|-----------------------------------------------|--------------------------|---------------------------|-----------------------|---------------------------|--------------------|--------------------|
| 711411422 | Associated Students Fund | 1,034.06 | 0.00 | 1,034.06 | 71*0007302 | 71*0007308 |
| 711411529 | Associated Students Fund | 1,969.09 | 0.00 | 1,969.09 | 71*0007309 | 71*0007318 |
| 711412106 | Associated Students Fund | 5,996.35 | 0.00 | 5,996.35 | 71*0007319 | 71*0007332 |
| 711412212 | Associated Students Fund | 4,868.55 | 75.00 | 4,793.55 | 71*0007333 | 71*0007351 |
| Total Fund 71 Associated Students Fund | | <u>\$13,868.05</u> | <u>\$75.00</u> | <u>\$13,793.05</u> | | |

Checks Written for Period 11/15/14 Thru 12/12/14

| <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> |
|---------------------------------------------------|-------------------------------|-----------------------|----------------------|------------------------|--------------------|--------------------|
| 721411422 | Representation Fee Trust Fund | 79.20 | 0.00 | 79.20 | 72*0000022 | 72*0000022 |
| Total Fund 72 Representation Fee Trust Fun | | <u>\$79.20</u> | <u>\$0.00</u> | <u>\$79.20</u> | | |

Checks Written for Period 11/15/14 Thru 12/12/14

| <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> |
|-----------------------------------------------|--------------------------|---------------------------|--------------------------|---------------------------|--------------------|--------------------|
| 761411529 | Community Education Fund | 3,690.00 | 0.00 | 3,690.00 | 76*0006615 | 76*0006615 |
| 761412106 | Community Education Fund | 7,673.95 | 0.00 | 7,673.95 | 76*0006616 | 76*0006623 |
| 761412212 | Community Education Fund | 19,954.40 | 9,977.20 | 9,977.20 | 76*0006624 | 76*0006637 |
| Total Fund 76 Community Education Fund | | <u><u>\$31,318.35</u></u> | <u><u>\$9,977.20</u></u> | <u><u>\$21,341.15</u></u> | | |

Checks Written for Period 11/15/14 Thru 12/12/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---------------------------------------------|------------------------|---------------------------|----------------------|---------------------------|--------------------|--------------------|
| 791411422 | Diversified Trust Fund | 478.00 | 0.00 | 478.00 | 79*0018926 | 79*0018927 |
| 791411529 | Diversified Trust Fund | 1,447.36 | 0.00 | 1,447.36 | 79*0018928 | 79*0018930 |
| 791412106 | Diversified Trust Fund | 9,035.58 | 0.00 | 9,035.58 | 79*0018931 | 79*0018969 |
| 791412212 | Diversified Trust Fund | 17,352.94 | 0.00 | 17,352.94 | 79*0018970 | 79*0018984 |
| Total Fund 79 Diversified Trust Fund | | <u>\$28,313.88</u> | <u>\$0.00</u> | <u>\$28,313.88</u> | | |

Checks Written for Period 11/15/14 Thru 12/12/14

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|----------------------------------------------|-------------------------|---------------------------|--------------------------|---------------------------|--------------------|--------------------|
| 811411422 | Diversified Agency Fund | 11,918.09 | 0.00 | 11,918.09 | 81*0044996 | 81*0045038 |
| 811411529 | Diversified Agency Fund | 22,031.25 | 0.00 | 22,031.25 | 81*0045039 | 81*0045064 |
| 811412106 | Diversified Agency Fund | 36,376.43 | 1,746.36 | 34,630.07 | 81*0045065 | 81*0045142 |
| 811412212 | Diversified Agency Fund | 15,353.28 | 0.00 | 15,353.28 | 81*0045143 | 81*0045186 |
| Total Fund 81 Diversified Agency Fund | | <u>\$85,679.05</u> | <u>\$1,746.36</u> | <u>\$83,932.69</u> | | |

SUMMARY

| | |
|---------------------------------------------|-----------------------------------|
| Total Fund 31 Bookstore Fund | 139,169.53 |
| Total Fund 71 Associated Students Fund | 13,793.05 |
| Total Fund 72 Representation Fee Trust Fund | 79.20 |
| Total Fund 76 Community Education Fund | 21,341.15 |
| Total Fund 79 Diversified Trust Fund | 28,313.88 |
| Total Fund 81 Diversified Agency Fund | 83,932.69 |
| Grand Total: | <u><u>\$286,629.50</u></u> |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2014 To 11/30/2014
Board Meeting on 01/12/2015**

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

| BUDGET TRANSFERS | From | To |
|-------------------------------------------------------|------------------|------------------|
| <u>Fund 11: General Fund Unrestricted</u> | | |
| 1000 ACADEMIC SALARIES | | 6,594 |
| 2000 CLASSIFIED SALARIES | 2,670 | |
| 3000 EMPLOYEE BENEFITS | 3,262 | |
| 4000 SUPPLIES & MATERIALS | 16,144 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 15,007 |
| 6000 CAPITAL OUTLAY | | 475 |
| Total Transfer Fund 11 | \$22,076 | \$22,076 |
| <u>Fund 12: General Fund Restricted</u> | | |
| 1000 ACADEMIC SALARIES | 5,366 | |
| 2000 CLASSIFIED SALARIES | | 65,423 |
| 3000 EMPLOYEE BENEFITS | 4,762 | |
| 4000 SUPPLIES & MATERIALS | 41,717 | |
| 5000 OTHER OPERATING EXP & SERVICES | 153,395 | |
| 6000 CAPITAL OUTLAY | | 136,817 |
| 7000 OTHER OUTGO | | 3,000 |
| Total Transfer Fund 12 | \$205,240 | \$205,240 |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | |
| 2000 CLASSIFIED SALARIES | | 8,718 |
| 3000 EMPLOYEE BENEFITS | | 1,994 |
| 4000 SUPPLIES & MATERIALS | | 1,644 |
| 6000 CAPITAL OUTLAY | 1,644 | |
| 7900 RESERVE FOR CONTINGENCIES | 10,712 | |
| Total Transfer Fund 13 | \$12,356 | \$12,356 |
| <u>Fund 33: Child Development Fund</u> | | |
| 2000 CLASSIFIED SALARIES | 24,000 | |
| 4000 SUPPLIES & MATERIALS | 4,700 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 13,199 |
| 6000 CAPITAL OUTLAY | | 15,501 |
| Total Transfer Fund 33 | \$28,700 | \$28,700 |
| <u>Fund 41: Capital Outlay Projects Fund</u> | | |
| 5000 OTHER OPERATING EXP & SERVICES | | 23,000 |
| 6000 CAPITAL OUTLAY | | 660,570 |
| 7900 RESERVE FOR CONTINGENCIES | 683,570 | |
| Total Transfer Fund 41 | \$683,570 | \$683,570 |
| <u>Fund 61: Property and Liability Fund</u> | | |
| 6000 CAPITAL OUTLAY | | 40,000 |
| 7900 RESERVE FOR CONTINGENCIES | 40,000 | |
| Total Transfer Fund 61 | \$40,000 | \$40,000 |

BUDGET INCREASES AND DECREASES

Revenue Appropriation

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2014 To 11/30/2014
Board Meeting on 01/12/2015**

| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
|-------------------------------------------------------|--------------------------------|--------------------|----------------------|
| <u>Fund 12: General Fund Restricted</u> | | | |
| 8100 | FEDERAL REVENUES | 602,000 | |
| 8600 | STATE REVENUES | 867,085 | |
| 1000 | ACADEMIC SALARIES | | 175,185 |
| 2000 | CLASSIFIED SALARIES | | 369,668 |
| 3000 | EMPLOYEE BENEFITS | | 140,028 |
| 4000 | SUPPLIES & MATERIALS | | 70,807 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 648,690 |
| 6000 | CAPITAL OUTLAY | | 64,707 |
| Total Transfer Fund 12 | | \$1,469,085 | \$1,469,085 |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | | |
| 8800 | LOCAL REVENUES | 123,197 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 119,481 |
| 6000 | CAPITAL OUTLAY | | 3,716 |
| Total Transfer Fund 13 | | \$123,197 | \$123,197 |
| <u>Fund 79: Diversified Trust Fund</u> | | | |
| 8800 | LOCAL REVENUES | 64,550 | |
| 2000 | CLASSIFIED SALARIES | | 4,464 |
| 3000 | EMPLOYEE BENEFITS | | (8,530) |
| 4000 | SUPPLIES & MATERIALS | | 4,000 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 227,400 |
| 6000 | CAPITAL OUTLAY | | (22,500) |
| 7000 | OTHER OUTGO | | 20,000 |
| 7900 | RESERVE FOR CONTINGENCIES | | (160,284) |
| Total Transfer Fund 79 | | \$64,550 | \$64,550 |

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 11/01/2014 To 11/30/2014

Board Meeting on 01/12/2015

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

| BUDGET TRANSFERS | | From | To |
|-------------------------------------------------------|--------------------------------|-----------------|-----------------|
| <u>Fund 12: General Fund Restricted</u> | | | |
| B014836 | 11/07/14 | | |
| 2000 | CLASSIFIED SALARIES | | 69,633 |
| 3000 | EMPLOYEE BENEFITS | | 2,367 |
| 5000 | OTHER OPERATING EXP & SERVICES | 72,000 | |
| | | \$72,000 | \$72,000 |
| Total Reference B014836 | | | |
| Reason: Special Project Adjustment | | | |
| Description: SP2096 CEC BSI Supp Instr/Tut | | | |
| B014862 | 11/13/14 | | |
| 5000 | OTHER OPERATING EXP & SERVICES | 38,224 | |
| 6000 | CAPITAL OUTLAY | | 38,224 |
| | | \$38,224 | \$38,224 |
| Total Reference B014862 | | | |
| Reason: Special Project Adjustment | | | |
| Description: SP2355 SAC Instruct equip/supp | | | |
| B014870 | 11/17/14 | | |
| 5000 | OTHER OPERATING EXP & SERVICES | 30,000 | |
| 6000 | CAPITAL OUTLAY | | 30,000 |
| | | \$30,000 | \$30,000 |
| Total Reference B014870 | | | |
| Reason: Special Project Adjustment | | | |
| Description: SP2354 SAC Cont Ed instr equip | | | |
| B014880 | 11/18/14 | | |
| 4000 | SUPPLIES & MATERIALS | 44,500 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 14,500 |
| 6000 | CAPITAL OUTLAY | | 30,000 |
| | | \$44,500 | \$44,500 |
| Total Reference B014880 | | | |
| Reason: Special Project Adjustment | | | |
| Description: SP2390 SCC Lbry bks/databases | | | |
| B014905 | 11/20/14 | | |
| 4000 | SUPPLIES & MATERIALS | 31,028 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 31,028 |
| | | \$31,028 | \$31,028 |
| Total Reference B014905 | | | |
| Reason: Special Project Adjustment | | | |
| Description: SP2390 SCC Adm Svcs lottery | | | |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | | |
| B014803 | 11/03/14 | | |
| 2000 | CLASSIFIED SALARIES | | 8,718 |
| 3000 | EMPLOYEE BENEFITS | | 1,994 |
| 7900 | RESERVE FOR CONTINGENCIES | 10,712 | |
| | | \$10,712 | \$10,712 |
| Total Reference B014803 | | | |
| Reason: Adjustment | | | |
| Description: SAC Out of Assignmnt: Kehler | | | |
| <u>Fund 41: Capital Outlay Projects Fund</u> | | | |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 11/01/2014 To 11/30/2014

Board Meeting on 01/12/2015

| BUDGET TRANSFERS | | From | To |
|----------------------------------------------------|--------------------------------------|------------------|----------------------|
| B014898 | 11/19/14 | | |
| 6000 | CAPITAL OUTLAY | | 280,000 |
| 7900 | RESERVE FOR CONTINGENCIES | 280,000 | |
| Total Reference B014898 | | \$280,000 | \$280,000 |
| Reason: | New Budget | | |
| Description: | New SP2723 SCC Bid A-E/L EMS | | |
| B014899 | 11/19/14 | | |
| 6000 | CAPITAL OUTLAY | | 150,000 |
| 7900 | RESERVE FOR CONTINGENCIES | 150,000 | |
| Total Reference B014899 | | \$150,000 | \$150,000 |
| Reason: | New Budget | | |
| Description: | New SP2724 SCC Bid CDC repl AC | | |
| B014900 | 11/19/14 | | |
| 6000 | CAPITAL OUTLAY | | 203,570 |
| 7900 | RESERVE FOR CONTINGENCIES | 203,570 | |
| Total Reference B014900 | | \$203,570 | \$203,570 |
| Reason: | New Budget | | |
| Description: | New SP2725 SCC Bid A-C Electrc | | |
| B014901 | 11/19/14 | | |
| 6000 | CAPITAL OUTLAY | | 50,000 |
| 7900 | RESERVE FOR CONTINGENCIES | 50,000 | |
| Total Reference B014901 | | \$50,000 | \$50,000 |
| Reason: | New Budget | | |
| Description: | New SP2726 SCC Bid A-D Door Hardware | | |
| <u>Fund 61: Property and Liability Fund</u> | | | |
| B014822 | 11/05/14 | | |
| 6000 | CAPITAL OUTLAY | | 40,000 |
| 7900 | RESERVE FOR CONTINGENCIES | 40,000 | |
| Total Reference B014822 | | \$40,000 | \$40,000 |
| Reason: | Adjustment | | |
| Description: | RM SAC Riddell Insite helmets | | |
| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
| <u>Fund 12: General Fund Restricted</u> | | | |
| B014797 | 11/03/14 | | |
| 8600 | STATE REVENUES | (5,000) | |
| 1000 | ACADEMIC SALARIES | | 3,516 |
| 3000 | EMPLOYEE BENEFITS | | 484 |
| 4000 | SUPPLIES & MATERIALS | | 55,000 |
| 5000 | OTHER OPERATING EXP & SERVICES | | (123,707) |
| 6000 | CAPITAL OUTLAY | | 59,707 |
| Total Reference B014797 | | \$(5,000) | \$(5,000) |
| Reason: | Special Project Adjustment | | |
| Description: | SP2093 CEC BSI Prg/Curr Plan | | |
| B014810 | 11/05/14 | | |
| 8600 | STATE REVENUES | 124,207 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 124,207 |
| Total Reference B014810 | | \$124,207 | \$124,207 |
| Reason: | Special Project Adjustment | | |
| Description: | SP2101 SAC BSI NC Curr Pln/Dev | | |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 11/01/2014 To 11/30/2014

Board Meeting on 01/12/2015

| BUDGET INCREASES AND DECREASES | Revenue | Appropriation |
|----------------------------------------------------|------------------|----------------------|
| B014812 11/05/14 | | |
| 8600 STATE REVENUES | 101,432 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 101,432 |
| Total Reference B014812 | \$101,432 | \$101,432 |
| Reason: Special Project Adjustment | | |
| Description: SP2103 SAC BSI NC Adv/Cnsl | | |
| B014813 11/05/14 | | |
| 8600 STATE REVENUES | 72,000 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 72,000 |
| Total Reference B014813 | \$72,000 | \$72,000 |
| Reason: Special Project Adjustment | | |
| Description: SP2104 SAC BSI NC Supp Inst/Tu | | |
| B014814 11/05/14 | | |
| 8600 STATE REVENUES | 83,000 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 83,000 |
| Total Reference B014814 | \$83,000 | \$83,000 |
| Reason: Special Project Adjustment | | |
| Description: SP2105 SAC BSI NC Coordi/Rsrch | | |
| B014815 11/05/14 | | |
| 8600 STATE REVENUES | 36,850 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 36,850 |
| Total Reference B014815 | \$36,850 | \$36,850 |
| Reason: Special Project Adjustment | | |
| Description: SP2106 SAC BSI NC Staff Dev | | |
| B014816 11/05/14 | | |
| 8600 STATE REVENUES | 88,526 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 88,526 |
| Total Reference B014816 | \$88,526 | \$88,526 |
| Reason: Special Project Adjustment | | |
| Description: SP2101 SAC BSI Cr Curr Pln/Dev | | |
| B014818 11/05/14 | | |
| 8600 STATE REVENUES | 42,500 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 42,500 |
| Total Reference B014818 | \$42,500 | \$42,500 |
| Reason: Special Project Adjustment | | |
| Description: SP2103 SAC BSI Cr Advsm/Cnsl | | |
| B014819 11/05/14 | | |
| 8600 STATE REVENUES | 95,800 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 95,800 |
| Total Reference B014819 | \$95,800 | \$95,800 |
| Reason: Special Project Adjustment | | |
| Description: SP2104 SAC BSI Cr Supp Inst/Tu | | |
| B014820 11/05/14 | | |
| 8600 STATE REVENUES | 30,500 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 30,500 |
| Total Reference B014820 | \$30,500 | \$30,500 |
| Reason: Special Project Adjustment | | |
| Description: SP2105 SAC BSI Cr Coordi/Rsrch | | |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 11/01/2014 To 11/30/2014

Board Meeting on 01/12/2015

| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
|---------------------------------------|--------------------------------|-------------------|----------------------|
| B014835 | 11/07/14 | | |
| 8600 | STATE REVENUES | 21,723 | |
| 1000 | ACADEMIC SALARIES | | 108,240 |
| 3000 | EMPLOYEE BENEFITS | | 14,915 |
| 5000 | OTHER OPERATING EXP & SERVICES | | (101,432) |
| Total Reference B014835 | | \$21,723 | \$21,723 |
| Reason: | Special Project Adjustment | | |
| Description: | SP2095 CEC BSI Advsmnt/Cnsl | | |
| B014837 | 11/07/14 | | |
| 8600 | STATE REVENUES | (30,990) | |
| 1000 | ACADEMIC SALARIES | | 36,594 |
| 2000 | CLASSIFIED SALARIES | | 9,767 |
| 3000 | EMPLOYEE BENEFITS | | 5,649 |
| 5000 | OTHER OPERATING EXP & SERVICES | | (83,000) |
| Total Reference B014837 | | \$(30,990) | \$(30,990) |
| Reason: | Special Project Adjustment | | |
| Description: | SP2097 CEC BSI Coordi/Rsrch | | |
| B014840 | 11/07/14 | | |
| 8600 | STATE REVENUES | 86,205 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 86,205 |
| Total Reference B014840 | | \$86,205 | \$86,205 |
| Reason: | New Budget | | |
| Description: | New SP2101 SCC BSI Curr Plan | | |
| B014842 | 11/07/14 | | |
| 8600 | STATE REVENUES | 25,200 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 25,200 |
| Total Reference B014842 | | \$25,200 | \$25,200 |
| Reason: | Special Project Adjustment | | |
| Description: | SP2103 SCC BSI Advsmnt/Cnsl | | |
| B014843 | 11/07/14 | | |
| 8600 | STATE REVENUES | 45,000 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 45,000 |
| Total Reference B014843 | | \$45,000 | \$45,000 |
| Reason: | Special Project Adjustment | | |
| Description: | SP2104 SCC BSI Supp Instr/Tut | | |
| B014873 | 11/18/14 | | |
| 8600 | STATE REVENUES | 48,075 | |
| 4000 | SUPPLIES & MATERIALS | | 9,500 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 38,575 |
| Total Reference B014873 | | \$48,075 | \$48,075 |
| Reason: | New Budget | | |
| Description: | Set up SP2533 RHT Boot Camps | | |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT**

From 11/01/2014 To 11/30/2014

Board Meeting on 01/12/2015

| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
|-------------------------------------------------------|-----------------------------------------|-------------------|----------------------|
| B014887 | 11/19/14 | | |
| 8600 | STATE REVENUES | (44,710) | |
| 2000 | CLASSIFIED SALARIES | | (47,086) |
| 3000 | EMPLOYEE BENEFITS | | (41,129) |
| 4000 | SUPPLIES & MATERIALS | | 1,537 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 36,968 |
| 6000 | CAPITAL OUTLAY | | 5,000 |
| Total Reference B014887 | | \$(44,710) | \$(44,710) |
| Reason: | Special Project Adjustment | | |
| Description: | SP2550 BFAP SCC BA:11/17/14 | | |
| B014891 | 11/19/14 | | |
| 8100 | FEDERAL REVENUES | 602,000 | |
| 2000 | CLASSIFIED SALARIES | | 399,558 |
| 3000 | EMPLOYEE BENEFITS | | 155,489 |
| 4000 | SUPPLIES & MATERIALS | | 4,770 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 42,183 |
| Total Reference B014891 | | \$602,000 | \$602,000 |
| Reason: | New Budget | | |
| Description: | New SP1319 CSUF/SBDC sub-award (Funded) | | |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | | |
| B014800 | 11/03/14 | | |
| 8800 | LOCAL REVENUES | 76,910 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 76,910 |
| Total Reference B014800 | | \$76,910 | \$76,910 |
| Reason: | Special Project Adjustment | | |
| Description: | SP3720 SAC SBO Stu ID/ASB ck | | |
| B014801 | 11/03/14 | | |
| 8800 | LOCAL REVENUES | 35,006 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 35,006 |
| Total Reference B014801 | | \$35,006 | \$35,006 |
| Reason: | Special Project Adjustment | | |
| Description: | SP3720 SCC SBO Stu ID/ASB ck | | |
| <u>Fund 79: Diversified Trust Fund</u> | | | |
| B014913 | 11/24/14 | | |
| 8800 | LOCAL REVENUES | 64,550 | |
| 2000 | CLASSIFIED SALARIES | | 4,464 |
| 3000 | EMPLOYEE BENEFITS | | (8,530) |
| 4000 | SUPPLIES & MATERIALS | | 4,000 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 227,400 |
| 6000 | CAPITAL OUTLAY | | (22,500) |
| 7000 | OTHER OUTGO | | 20,000 |
| 7900 | RESERVE FOR CONTINGENCIES | | (160,284) |
| Total Reference B014913 | | \$64,550 | \$64,550 |
| Reason: | Adjustment | | |
| Description: | SAC Aux Svcs adj to actuals | | |

RECOMMENDATION

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

4.2 (7)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 11/01/2014 To 11/30/2014
Board Meeting on 1/12/2015**

BACKGROUND

Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

ANALYSIS

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

INTERFUND TRANSFERS

| <u>Date</u> | <u>JE#</u> | <u>Description</u> | <u>Amount</u> |
|-------------|------------|--------------------------------------------------------------------------|---------------|
| 11/01/14 | J029988 | Record interfund transfer from General Fund 13 to Capital Outlay Fund 41 | 750,000.00 |

RECOMMENDATION

It is recommended the Board approve the intrafund and interfund transfers as presented.

4.2 (8)

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

| | |
|------------------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts | |
| Action: Request for Adoption | |

BACKGROUND

Pursuant to Education Code §84030 and §84040 and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of monies under district control. To that end, the Board of Governors has recognized districts need to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts.

In addition, the governing board of any community college district may establish clearing accounts for the deposit and subsequent withdrawal of any miscellaneous receipts. All monies in any such account shall be paid into the appropriate county treasury within a reasonable time period. Also, pursuant to Education Code §42800, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

ANALYSIS

In order to adequately safeguard and manage District assets, the District has verified and updated all bank and investment accounts and prepared the attached resolution to establish and maintain these accounts with the most current information as required. The accounts within the attached resolution are the only recognized and authorized District and Foundation accounts. This resolution will be kept on file with the Orange County Auditor-Controller and will be brought to the Board for any updates on a regular basis.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 15-01, Separate Bank and Investment Accounts as presented.

| | |
|--------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: Not applicable | Board Date: January 12, 2015 |
| Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services | |
| Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: Raúl Rodríguez, Ph.D., Chancellor | |

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

Resolution Regarding Separate Bank and Investment Accounts

Resolution No. 15-01

WHEREAS, the Board of Trustees finds there is a need to establish and maintain separate bank, investment, clearing and revolving accounts; and,

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by Education Code §84030 and §84040 and in accordance with §58311 of Title 5 of the California Code of Regulations, the Board of Trustees is authorized to establish such accounts; and,

WHEREAS, Education Code §42800 requires the governing board to adopt a resolution setting forth the need for a revolving fund and the officers authorized to sign checks from the revolving fund; and

WHEREAS, the Board of Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of §16429.1 of the Government Code for the purpose of investment as stated therein is in the best interest of the district.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes a general revolving cash fund in the amount of \$100,000; and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the deposit and withdrawal of monies in the Local Agency Investment Fund in the State Treasury in accordance with provisions of §16429.1 of the Government Code for the purpose of investment as stated therein; and

BE IT FURTHER RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

Rancho Santiago Community College District

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------------|
| Bank Name: | Wells Fargo Bank |
| Account #: | 9600058619 |
| Account Name: | County of Orange – Department of Education_Accounts Payable |
| Purpose of Account: | This is the OCDE commercial checking account used to issue our Accounts Payable checks under Fiscal Accountability |

Authorized Signatures: Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice-Chancellor Fiscal
(Disbursing Officer)

1. Bank Name/Address: **City National Bank**
Torrance Office
3424 Carson St.
Torrance, CA 90503
(213) 427-5050

Account #: 0014225544

Account Name: Rancho Santiago Community College District – Federal Funds

Type: Checking Account

Purpose of Account: Serves as depository for all Perkins loan collections. It is the lock box used by Xerox Educational Services, our loan servicer.

Authorized Signatures R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

2. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009156

Account Name: Rancho Santiago Community College District

Type: Business Interest Checking Account Depository Account

Purpose of Account: Serves as depository clearing account for all cash received for the general, capital outlay projects, child development, student financial, self-insurance and retiree benefit fund. A check is written to the OC Treasurer to transfer funds to the commingle investment fund.

Authorized Signatures R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor

Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 2 live signatures

3. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-791640

Account Name: Rancho Santiago Community College District - Santiago Canyon College Veterans Payment

Type: Business Checking Account

Purpose of Account: This account was set up for the Department of Veteran Affairs (VA) to deposit payments to our school for the Post 9/11 GI Bill Program for our VA students. Title 31 section 3332 of the United States Code requires all federal payments be made by electronic funds transfer (EFT) and there are no exceptions at this point. An individual checking account was set up for each of the colleges and this account will be reconciled by the Accounting department as well as Cashiering at SAC.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

4. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-791624

Account Name: Rancho Santiago Community College District - Santa Ana College Veterans Payment

Type: Business Checking Account

Purpose of Account: This account was set up for the Department of Veteran Affairs (VA) to deposit payments to our school for the Post

9/11 GI Bill Program for our VA students. Title 31 section 3332 of the United States Code requires all federal payments be made by electronic funds transfer (EFT) and there are no exceptions at this point. An individual checking account was set up for each of the colleges and this account will be reconciled by the Accounting department as well as Cashiering at SAC.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

5. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009149

Account Name: Rancho Santiago Community College District – Don Bookstore

Type: Business Interest Checking Account

Purpose of Account: Bookstore Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

6. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-003738

Account Name: Rancho Santiago Community College District - Emergency Loan Fund

Type: Business Interest Checking Account

Purpose of Account: Serves as a depository for temporary loans to students for books. The account was funded by donations to assist students in purchasing textbooks at the beginning of the semester. The students must qualify for financial aid, and loans are repaid as the financial aid checks are processed.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 live signature

7. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 030-928010

Account Name: Rancho Santiago Community College District - Student Representation Fee Fund

Type: Business Checking Account

Purpose of Account: The \$1 mandatory Student Representation Fee is used by the Associated Student Government (ASG) to represent the view of students with governmental agencies.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 live signature

8. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009222

Account Name: Rancho Santiago Community College District - Associated Students Fund

Type: Business Interest Checking Account
Purpose of Account: Associated Student Government Fund Income/Expenses.
Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

9. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-009255

Account Name: Rancho Santiago Community College District -
Community Education Fund

Type: Business Interest Checking Account

Purpose of Account: Community Education Fund Income/Expenses.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs

Signatures Required: 1 Facsimile and 1 live signature

10. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500

Account #: 748-004009

Account Name: Rancho Santiago Community College District - Diversified
Agency Fund

Type: Business Interest Checking Account

Purpose of Account: Serves as a depository for clubs, organizations, and

affiliates where the district acts as the fiscal agent for the organizations. The fund includes pass-through activities in which the district collects fees and makes payments on behalf of the students and the organizations.

- Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs
- Signatures Required: 1 Facsimile and 1 live signature
11. Bank Name/Address: **Bank of the West**
103 E Memory Lane
Santa Ana, CA 92705
(714) 285-4500
- Account #: 748-009180
- Account Name: Rancho Santiago Community College District - Diversified Trust Fund
- Type: Business Interest Checking Account
- Purpose of Account: Serves as a depository for Auxiliary sales and commission revenues; entertainment ticket sales, bus pass sales and funding for athletic teams, college and district programs.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Rhonda Langston - Director of Auxiliary Svcs
- Signatures Required: 1 Facsimile and 1 live signature
12. Bank Name/Address: **Wells Fargo Bank**
2700 N Main St
Santa Ana, CA 92705
(714) 973-3636
- Account #: 034-4063961
- Account Name: Rancho Santiago Community College District Federal Programs
- Type: Basic Business Checking Public Funds

Purpose of Account: Serves as depository for all electronic fund transfers for all federal programs.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 John M. Didion - Executive Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice-Chancellor Fiscal

Signatures Required: 2 live signatures

13. Bank Name/Address: **Wells Fargo Bank**
 2700 N Main St
 Santa Ana, CA 92705
 (714) 973-3636

Account #: 034-4059183

Account Name: Rancho Santiago Community College District

Type: Basic Business Checking Public Funds – Revolving Fund

Purpose of Account: A special \$100,000 fund established to meet the district's emergency cash needs for payroll and other purposes. Replenishment of fund is usually done once a month.

Authorized Signatures: R. Raul Rodriguez - Chancellor
 John M. Didion - Executive Vice Chancellor
 Peter J. Hardash - Vice Chancellor
 Adam M. O'Connor - Asst Vice Chancellor Fiscal

Signatures Required: 1 live signature

14. Bank Name/Address: **Wells Fargo Bank**
 1300 SW 5th Avenue, Suite 2500
 Portland, OR 97201
 (800) 289-3557

Account #: 4123-586257

Account Name: Rancho Santiago Community College District
 Corvel Enterprise Comp

Type: Business Checking Account

Purpose of Account: Property and Liability Fund \$25,000 imprest account maintained on our behalf by Corvel Enterprise Comp, Inc., and used to pay claims.

- Authorized Signatures: Ed Burtette, Vice President, Liability
Joan Weeks, Liability Claims Manager
Scott McCloud, Chief Financial Officer
- Signatures Required: 1 live signature
15. Bank Name/Address: **Wells Fargo Bank**
PO Box 3131, Portland, OR 97208
(503) 886-4120
- Account #: 4126026483
- Account Name: Rancho Santiago Community College District – Rancho
Workers’ Compensation
- Type: Wholesale Checking Account
- Purpose of Account: Workers’ Compensation Fund \$50,000 imprest account
maintained on our behalf by Corvel Enterprise Comp, Inc.,
and used to pay claims.
- Authorized Signatures: Scott McCloud, Chief Financial Officer
- Signatures Required: 1 live signature
16. Investment Name: **Local Agency Investment Fund**
State of California
State Treasurer’s Office
- Investment Address: PO Box 942809
Sacramento, CA 94209-0001
(916) 653-3001
- Account #: 75-30-010
- Account Name: Rancho Santiago Community College District
- Type: Investment Fund
- Purpose of Account: Retiree Benefit fund (part) and short term investment pool.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O’Connor - Asst Vice Chancellor Fiscal
- Signatures Required: 2 (typically phone in and must provide password)

District Foundation Accounts

17. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000
- Account #: 103478-01
- Account Name: Rancho Santiago Community College District Foundation
- Type: Savings Account
- Purpose of Account: This serves as a depository for all donations received for fundraising events, programs and grants for the District Foundation. This earns higher interest rate and withdrawals are made only for immediate need of the District Foundation.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Enrique Perez -Asst Vice Chancellor Ed Svc
- Signatures Required: 2
18. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000
- Account #: 103478-06
- Account Name: Rancho Santiago Community College District Foundation
- Type: Money Market Account
- Purpose of Account: This serves as a depository related to upcoming investments or sale of investments of the District Foundation. This usually yields a higher rate of return and withdrawals are made only for immediate need of the District Foundation.
- Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal

Enrique Perez -Asst Vice Chancellor Ed Svc

Signatures Required: 2

19. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 103478-75

Account Name: Rancho Santiago Community College District Foundation

Type: Checking Account

Purpose of Account: This serves as a depository for all donations received by the District Foundation for fundraising events, programs and grants. Disbursements of expenditures are made for operating expenses and distribution of proceeds of the fundraising events to affiliated Foundations.

Authorized Signatures: R. Raul Rodriguez - Chancellor
John M. Didion - Executive Vice Chancellor
Peter J. Hardash - Vice Chancellor
Adam M. O'Connor - Asst Vice Chancellor Fiscal
Enrique Perez -Asst Vice Chancellor Ed Svc

Signatures Required: 2

20. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #110
Newport Beach, CA 92660
(949) 717-5300

Account #: 714-212540-037

Account Name: RSCCD Foundation

Type: Investment Account

Purpose of Account: Long Term investment accounts that hold unrestricted funds and programmatic funds.

Authorized Signatures: Peter J. Hardash - Vice Chancellor

Signatures Required: Phone call and password

Santa Ana College Foundation Accounts

21. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222
- Account #: 30420144
- Account Name: Santa Ana College Foundation
- Type: Checking Account
- Purpose of Account: Serves as a depository account for all donor contributions and for disbursements for the expenses incurred. Any amount above \$200,000 in any given month gets transferred to interest account # 7006
- Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: 2
22. Bank Name/Address: **Citizens Business Bank**
2000 E. 4th Street, Suite 100
Santa Ana, CA 92706
(888) 222-5432, (714) 967-7222
- Account #: 7006
- Account Name: Santa Ana College Foundation
- Type: Interest Account/Sweep Account
- Purpose of Account: Excess funds of \$200,000 in checking account #30420144 get transferred to this account for interest purposes.
- Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director
- Signatures Required: Phone call and password
23. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave

Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 3417-0467

Account Name: Santa Ana College Foundation/Title V

Type: Investment Account

Purpose of Account: Long Term investment account that holds Title V
Endowment Funds. Investment firm follows Foundation
Investment Policy

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

24. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 4761-8718

Account Name: Santa Ana College Foundation/Restricted

Type: Investment Account

Purpose of Account: Long Term investment account that holds Planetarium,
Athletic Hall of Fame & Comi Roger Funds. Investment
firm follows Foundation Investment Policy.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

25. Bank Name/Address: **Payden & Rygel**
 333 South Grand Ave
 Los Angeles, CA 90071
 (213) 625-1900

Manager Address: Gerard Tamparong
 333 South Grand Ave
 Los Angeles, CA 90071

Account #: 7095-5099

Account Name: Santa Ana College Foundation/General Scholarship

Type: Investment Account

Purpose of Account: Long Term investment account that holds invested and
 endowed scholarship funds. Investment firm follows
 Foundation Investment Policy.

Authorized Signatures: Erlinda Martinez - President
 Sara Lundquist - Vice President Student Svcs
 Michael T. Collins - Vice President Admin Svcs
 Christina Romero - Foundation Director

Signatures Required: (phone call and password)

26. Bank Name/Address: **Payden & Rygel**
 333 South Grand Ave
 Los Angeles, CA 90071
 (213) 625-1900

Manager Address: Gerard Tamparong
 333 South Grand Ave
 Los Angeles, CA 90071

Account #: 4855-5996

Account Name: Santa Ana College Foundation/Unrestricted

Type: Investment Account

Purpose of Account: Long Term investment account that holds unrestricted
 funds inclusive of but not limited to funds raised via
 President's Circle and Pageant of the Trees. Investment
 firm follows Foundation Investment Policy.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

27. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 5725-8530

Account Name: Santa Ana College Foundation/Centennial Scholarship
Endowment

Type: Investment Account

Purpose of Account: Long Term investment account that holds all endowed
scholarship funds established along with the Centennial
Scholarship Campaign. Investment firm follows
Foundation Investment Policy.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

28. Bank Name/Address: **Payden & Rygel**
333 South Grand Ave
Los Angeles, CA 90071
(213) 625-1900

Manager Address: Gerard Tamparong
333 South Grand Ave
Los Angeles, CA 90071

Account #: 3707-5476

Account Name: Santa Ana College Foundation/Unrestricted Special Projects

Type: Investment Account

Purpose of Account: Long Term investment account that holds unrestricted funds received from the maturing of the RSCCD endowment. These funds are to be used for capacity building/growth. Investment firm follows Foundation Investment Policy.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: (phone call and password)

29. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-01

Account Name: Santa Ana College Foundation

Type: Savings/Regular Share Account

Purpose of Account: Bank deposited \$5.00 into this account when the checking account was opened. It is a bank requirement to have this account open at all times.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

30. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-06

Account Name: Santa Ana College Foundation

Type: Liquid Advantage Money Market

Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

31. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P. O. Box 11547
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 66102-75

Account Name: Santa Ana College Foundation

Type: Investment Checking

Purpose of Account: Serves as a secondary depository account for donor contributions and disbursements. The primary checking account is held with Citizens Business Bank.

Authorized Signatures: Erlinda Martinez - President
Sara Lundquist - Vice President Student Svcs
Christina Romero - Foundation Director

Signatures Required: 2

32. Bank Name/Address: **Comunidad Latina Federal Credit Union**
1317 W. Warner
Santa Ana, CA 92704
(714) 754-7675

Account #: 11538-01

Account Name: Santa Ana College Foundation

Type: Regular Savings Share

Purpose of Account: Bank deposited \$1.00 to this account when the cd account was opened. It is a bank requirement to have this account open at all times.

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs

Christina Romero - Foundation Director

Signatures Required: Phone call and password

33. Bank Name/Address: **Comunidad Latina Federal Credit Union**
1317 W. Warner
Santa Ana, CA 92704
(714) 754-7675

Account #: 11538-41

Account Name: Santa Ana College Foundation

Type: 24 Month CD (maturity date: 9/9/2015)

Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

34. Bank Name/Address: **Comunidad Latina Federal Credit Union**
1317 W. Warner
Santa Ana, CA 92704
(714) 754-7675

Account #: 11538-42

Account Name: Santa Ana College Foundation

Type: 12 Month CD (maturity date: 11/29/2015)

Purpose of Account: To hold General Operating Unrestricted Funds for short-term investment.

Authorized Signatures: Michael T. Collins - Vice President Admin Svcs
Christina Romero - Foundation Director

Signatures Required: Phone call and password

Santiago Canyon College Foundation

35. Bank Name/Address: **SchoolsFirst Federal Credit Union**
P.O Box 11547.
Santa Ana, CA 92711-1547
(714) 258-4000

Account #: 285452
Account Name: Santiago Canyon College Foundation
Type: Checking and Savings
Purpose of Account: Serves as a depository account for donor contributions to temporary restricted programs (Scholarships) and unrestricted programs; Also disbursements for Scholarship payments to students and other Foundation operational expenditures are handled through this account. (Funds from any account in SFFCU get transferred to this account before a check is issued).

Authorized Signatures John Weispfenning - President
 Aracely Mora - Vice President Aca Affairs
 John Hernandez - Vice President Student Svcs
 Arleen Satele - Vice President Admin Svcs

Signatures Required: Phone call and password

36. Bank Name/Address: **Grandpoint Bank (Orange Community Bank)**
1045 West Katella Ave., #100
Orange, CA 92867
(714) 532-0700

Account #: 201-20001266

Account Name: Santiago Canyon College Foundation

Type: Merchant Account

Purpose of Account: To accept credit card payments for fundraising events, make scholarship payments and payments for restricted accounts.

Authorized Signatures John Weispfenning - President
 Aracely Mora - Vice President Aca Affairs
 John Hernandez - Vice President Student Svcs
 Arleen Satele - Vice President Admin Svcs

Signatures Required: Phone call and password

37. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660

(949) 717-5484

Account #: 714-010480-034

Account Name: Santiago Canyon College Foundation Short Term Pool

Type: Short Term Pool

Purpose of Account: Liquid funds for short term needs

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

38. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212490-034

Account Name: Santiago Canyon College Foundation – Select Unified
Managed Account

Type: Investment Account

Purpose of Account: Long Term Investment account that holds unrestricted
funds and programmatic program funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

39. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010481-034

Account Name: Santiago Canyon College Foundation Consulting Group
Advisor

Type: Investment Account

Purpose of Account: Long Term Investment account that holds unrestricted

funds and programmatic program funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

40. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212530-034

Account Name: Santiago Canyon College Foundation

Type: Investment Account

Purpose of Account: Long Term Investment account that holds unrestricted funds and programmatic program funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

41. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-212487-034

Account Name: Santiago Canyon College Scholarship 2000

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

42. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660

(949) 717-5484

Account #: 714-219041-034

Account Name: Santiago Canyon College Sherrie Underwood Memorial

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

43. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010371-034

Account Name: Santiago Canyon College Pirtle Memorial

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

44. Bank Name/Address: **Morgan Stanley Smith Barney (Citigroup)**
660 Newport Center Dr.
Suite #1100
Newport Beach, CA 92660
(949) 717-5484

Account #: 714-010370-034

Account Name: Santiago Canyon College Grace Alberts Memorial

Type: Investment Account

Purpose of Account: Long Term Investment account that holds Invested Restricted Scholarship funds

Authorized Signatures: John Hernandez - Vice President Student Svcs

Signatures Required: Phone call and password

ADOPTED, SIGNED AND APPROVED this 12th day of January, 2015.

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

I, John Hanna, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 12th day of January, 2015, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

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

| | | |
|---------|------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of the City of Garden Grove Successor Agency Property Transfer Compensation Agreement | |
| Action: | Request for Approval | |

BACKGROUND

The City of Garden Grove contacted the District to engage in negotiations on a property transfer compensation agreement per Health and Safety Code Section 34180(f). This code provides that if a city wishes to retain any properties or other assets for future redevelopment activities, it must reach a compensation agreement with the other taxing entities to provide payments to them in proportion to their shares of the base property tax. This is determined by Health and Safety Code Section 34188, for the value of property retained. The Successor Agency for the city's Redevelopment Agency intends to transfer two properties back to the City of Garden Grove. One of the properties is for the intent of selling and the second series of parcels are for the development of a future hotel complex with a developer.

ANALYSIS

The City of Garden Grove intends to sell a vacant restaurant property and enter into a Grove District Resort Hotel Development agreement with a developer. The sale of the vacant restaurant property is located at Chapman Avenue and Harbor Boulevard adjacent to the Hyatt Regency hotel. The proposed hotel development property is located at the northeast corner of Harbor Boulevard and Twintree Lane on approximately 4.2 acres.

The City estimates the vacant restaurant property to be worth \$6 million. If sold at \$6 million, the City estimates the RSCCD share from the sale would be \$437,291. The hotel development property deal would generate RDA property taxes that would become available as a 20 year term negotiated pass through agreement. The City estimates the RSCCD cumulative 20 year share at \$2,550,866.

The City of Garden Grove has negotiated this same agreement with the other thirteen (13) agencies affected by these projects.

RECOMMENDATION

It is recommended that the Board of Trustees approve the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.

| | | |
|-----------------|------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | Approximately \$3 million | Board Date: January 12, 2015 |
| Prepared by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor | |

| | | | |
|----------------------|--------------------------------------------|----------------------------------------------|-----------------|
| | Appraised Value Highest and Best Use | Estimated Hotel Project Assessed Value | 1% Property Tax |
| Site C Hotel Project | \$ 6,000,000 | \$175,000,000 | \$ 1,750,000 |

| Taxing Entity | Approx. Taxing Entity Disbursement Rate | Estimated One- Time Disbursement Amount if Sold for Appraised Value | Estimated Annual Property Tax Generated* | Estimated 20 Year Cummulative Revenue |
|---------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|
| OC General Fund | 0.0566457 | \$ 339,874 | \$ 99,130 | 1,982,599.50 |
| OC Public Library | 0.0153222 | \$ 91,933 | \$ 26,814 | 536,277.00 |
| OC Flood Control Dist. | 0.0181726 | \$ 109,036 | \$ 31,802 | 636,041.00 |
| OC Harbors, Beaches, etc. | 0.0140469 | \$ 84,281 | \$ 24,582 | 491,641.50 |
| ERAF | 0.1667709 | \$ 1,000,625 | \$ 291,849 | 5,836,981.50 |
| Garden Grove G.F. | 0.122081 | \$ 732,486 | \$ 213,642 | 4,272,835.00 |
| GG Sanitary Dist. | 0.0197367 | \$ 118,420 | \$ 34,539 | 690,784.50 |
| OC Vector Control | 0.0010673 | \$ 6,404 | \$ 1,868 | 37,355.50 |
| OC Water District | 0.0075064 | \$ 45,038 | \$ 13,136 | 262,724.00 |
| OC Water District Res. | 0.0001112 | \$ 667 | \$ 195 | 3,892.00 |
| OCTA | 0.0026765 | \$ 16,059 | \$ 4,684 | 93,677.50 |
| OC Sanitation #2 | 0.0291471 | \$ 174,883 | \$ 51,007 | 1,020,148.50 |
| GGUSD General Fund | 0.4727624 | \$ 2,836,574 | \$ 827,334 | 16,546,684.00 |
| RSCCD General Fund | 0.0728819 | \$ 437,291 | \$ 127,543 | 2,550,866.50 |
| OC Dept. of Ed | 0.016777 | \$ 100,662 | \$ 29,360 | 587,195.00 |

* Property tax generated to be deposited in the Redevelopment Property Tax Trust Fund (RPTTF) and will be available to the taxing entities through the ROPS process.

COMPENSATION AGREEMENT

This Compensation Agreement (this "Agreement"), dated for reference purposes as of January 1, 2015, is entered into by and among the City of Garden Grove, a municipal corporation (the "**City**"), and the following local agencies and school districts, each of which is a taxing entity as defined by Health and Safety Code section 34171(k) (collectively, the "**Other Taxing Entities**" or "**OTEs**"):

County of Orange;
Orange County Flood Control District;
Orange County Water District;
Orange County Sanitation District;
Orange County Vector Control District;
Orange County Transportation Authority;
Garden Grove Sanitary District;
Orange County Superintendent of Schools, on behalf of the Orange County Department of Education;
Garden Grove Unified School District; and
Rancho Santiago Community College District.

In this Agreement, the City and the OTEs may each separately be referred to as a "**Party**" or a "**Taxing Entity**" and collectively may be referred to as the "**Parties**" or the "**Taxing Entities**."

RECITALS

A. Prior to February 1, 2012, the Garden Grove Agency for Community Development (herein referred to as the "**Former Agency**") was a community redevelopment agency duly organized and existing under the California Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.).

B. Assembly Bill x1 26, chaptered and effective June 27, 2011, added Parts 1.8 and 1.85 to Division 24 of the California Health and Safety Code, which caused the dissolution of all redevelopment agencies and winding down of the affairs of former redevelopment agencies, including as such laws were amended by Assembly Bill 1484, chaptered and effective on June 27, 2012 (together, the "**Dissolution Act**").

C. As of February 1, 2012, the Former Agency was dissolved pursuant to the Dissolution Act, and the City of Garden Grove as Successor Agency to the Garden Grove Agency for Community Development (the "**Successor Agency**") implements the Dissolution Act subject to the review and approval by a seven-member Oversight Board (the "**Oversight Board**").

D. Health and Safety Code Section 34180(f) provides that if a city wishes to retain any properties or other assets for future redevelopment activities, it must reach a compensation agreement with the other taxing entities to provide payments to them in proportion to their shares

of the base property tax, as determined by Health and Safety Code Section 34188, for the value of property retained.

E. Pursuant to Health and Safety Code Section 34191.5(b), upon the Successor Agency's receipt of a "Finding of Completion" from the California Department of Finance pursuant to Health and Safety Code Section 34179.7, the Successor Agency is required to prepare a long-range property management plan ("**LRPMP**") to address the use and disposition of the Former Agency's real property assets. If approved by the Oversight Board and the Department of Finance, the LRPMP may provide for, among other things, the retention of such property for future development and/or transfer of such property to the City for such purposes. Pursuant to Health and Safety Code section 34191.3, the approved LRPMP shall govern, and supersede all other provisions relating to, the disposition and use of all the real property assets of the Former Agency.

F. On May 15, 2013, pursuant to Health and Safety Code Section 34179.7, the Successor Agency received a Finding of Completion from the Department of Finance.

G. On May 29, 2013, pursuant to Health and Safety Code Section 34191.5, the Successor Agency submitted a LRPMP, approved by the Oversight Board, to the Department of Finance. On December 11, 2013, the Successor Agency submitted a revised LRPMP, approved by the Oversight Board, to the Department of Finance. The revised LRPMP provides for the transfer of certain properties from the Successor Agency to the City for future development pursuant to Health and Safety Code Sections 34191.5(c)(2)(A) and 34191.5(c)(2)(B). These properties comprise two sites referred to respectively in the LRPMP and this Agreement as "**Site C**" and the "**Vacant Restaurant Property**," which are more completely described below.

H. In response to a written request by the Department of Finance made in connection with its review of the revised LRPMP, on February 25, 2014, the Oversight Board adopted Resolution No. 31-14 approving certain revisions to the LRPMP. Resolution No. 31-14 provides that the Successor Agency will verify that compensation agreements between the City and the other taxing entities are in place and executed prior to the transfer of Site C and the Vacant Restaurant Property to the City.

I. On March 7, 2014, the Department of Finance approved the revised LRPMP, as revised pursuant to Oversight Board Resolution No. 31-14.

J. Site C consists of several generally contiguous parcels on or near Harbor Boulevard within the City's resort district, which are entitled for the development and operation of a resort hotel, retail, and entertainment project. The property comprising Site C is subject to that certain Grove District Resort Hotel Development Agreement between the City and Land & Design, Inc., or any approved affiliate, assignee or successor thereto permitted by the Agreement (the "**Developer**"), dated April 9, 2013 (the "**Site C Agreement**"), providing for the development and operation of a project on Site C generally consisting of a combination of hotels, retail, restaurant, and entertainment venues, and related parking facilities. Pursuant to the Site C Agreement, the Developer is required to construct and operate the entitled resort hotel project in consideration for the City providing specified economic assistance necessary to fund the economic feasibility gap of the project, including conveyance of Site C to the Developer at no

cost. In conjunction with its approval of the Site C Agreement, the City Council considered an economic evaluation of the proposed project prepared by Horwath HTL, LLC, which concluded that the project's development costs compared to the estimated income and development values reasonably expected from the project generates a negative residual land value, or financial feasibility gap, of approximately \$31.5 million, inclusive of City assistance in the form of conveyance of Site C at no cost to Developer. The Parties anticipate that the development and operation of the project pursuant to the Site C Agreement will result in significant additional future property tax revenue to the Taxing Entities, the net present value of which is no less than what would otherwise be distributed to the Taxing Entities pursuant to Health and Safety Code Section 34180(f) if not for the development and operation of the project pursuant to the Site C Agreement.

K. The Vacant Restaurant Property, which is located at 12361 Chapman Avenue in the City of Garden Grove, and currently identified as Assessor's Parcel No. 233-171-23, is comprised of a 20,908 square foot parcel containing a 10,800 square foot building that formerly housed a restaurant. Upon transfer to the City, the City intends to continue to market the Vacant Restaurant Property for sale to a restaurant operator in accordance with Government Code Section 52201.

L. The Parties intend by this Agreement to satisfy the provisions of the approved LRPMP, Oversight Board Resolution No. 31-14, and Health and Safety Code Section 34180(f), and to provide for payment to the Taxing Entities of their proportionate shares of the net proceeds, if any, to be received by the City in connection with the future disposition of Site C and the Vacant Restaurant Property by the City.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual promises contained in this Agreement, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing recitals are true and correct and hereby incorporated herein by reference.

2. Definitions. The following definitions shall apply in this Agreement:

(a) "**Disposition Proceeds**" means the net proceeds, if any, actually received by the City in exchange for the conveyance of fee title or a leasehold interest in Site C and/or the Vacant Restaurant Property. For purposes of this definition, the term "net proceeds" shall mean sales proceeds paid by a buyer directly to City or into escrow, minus sums paid or withheld by escrow for broker and/or agent sales commissions, closing costs, escrow fees, title insurance premiums, applicable taxes, and any other similar fees and costs customarily allocated to the seller of commercial property. The Disposition Proceeds represent the Parties' agreed-upon value of Site C and the Vacant Restaurant Property pursuant to Health and Safety Code Section 34180(f).

(b) **"Each Taxing Entity's Proportionate Share of the Disposition Proceeds"** means each Taxing Entity's proportionate share of the Disposition Proceeds, as determined pursuant to Health and Safety Code Section 34188.

3. Compensation Agreement. This Agreement constitutes a "compensation agreement" between the City and the Other Taxing Entities within the meaning of Health and Safety Code Section 34180(f).

4. Disposition of Site C and Vacant Restaurant Property by City.

(a) Disposition of the Vacant Restaurant Property. The City shall use best efforts to market and expeditiously dispose of the Vacant Restaurant Property and shall comply with all applicable law, including, to the extent applicable, Government Code Section 52201. Unless otherwise mutually agreed by all of the Taxing Entities through an amendment to this Agreement, if the City's disposition of the Vacant Restaurant Property occurs after January 1, 2018, or such other date mutually agreed upon amongst the Parties, such disposition shall be at no less than fair market value, as presently zoned, as determined by an appraisal performed by an appraiser mutually acceptable to all of the Parties. In the event that the City disposes of the Vacant Restaurant Parcel for nominal or no consideration, Parties shall have an appraisal performed by a mutually agreed upon appraiser, at the City's cost, to determine the appraised value of the Vacant Restaurant Parcel and the City shall remit an amount equal to the appraised value to the Orange County Auditor-Controller for determination and distribution of the Each Taxing Entity's Proportionate Share of the Disposition Proceeds. In the event a rezoning of the Vacant Restaurant Property, or its surrounding area, results in a higher market value of the Property, the Parties acknowledge and agree that the higher market value shall apply for purposes of appraising the value of same and remitting an amount equal such appraised value to the Orange County Auditor-Controller for determination and distribution of the Each Taxing Entity's Proportionate Share of the Disposition Proceeds.

(b) Disposition of Site C.

- (i) The City's disposition of Site C shall comply with all applicable law, including, to the extent applicable, Government Code Section 52201.
- (ii) City may convey Site C to the Developer pursuant to the Site C Agreement.
- (iii) City represents that it intends to convey Site C to the Developer pursuant to the Site C Agreement. The Parties acknowledge and understand, however, that City's conveyance of Site C to the Developer pursuant to the Site C Agreement is subject to certain conditions precedent. If, due to a failure of a condition precedent or for any other reason, the City does not convey Site C to the Developer pursuant to the Site C Agreement and the Site C Agreement is terminated, then City shall use best efforts to market and expeditiously dispose of Site C to another developer for development and operation of a similar resort hotel, retail, and entertainment project on

Site C by January 1, 2018. In the event the Site C Agreement is terminated and the City has failed to successfully market and dispose of Site C as aforementioned, the City shall, upon mutual agreement amongst the Parties, be granted an additional year to dispose of Site C. If the Site C, however, is not disposed by either January 1, 2018 or the aforementioned extension of time, if applicable, the Parties shall have an appraisal of Site C performed by a mutually agreed upon appraiser, at the City's cost, to determine the value of Site C and expeditiously market and sell the property using the appraised value of the Site C. Upon sale of Site C, the City shall remit the Disposition Proceeds to the Orange County Auditor-Controller for determination and distribution of Each Taxing Entity's Proportionate Share of the Disposition Proceeds. In the event that the City disposes of Site C, after January 1, 2018, or the aforementioned extension of time, if applicable, for nominal or no consideration, Parties shall have an appraisal performed by a mutually agreed upon appraiser, at the City's cost, to determine the appraised value of Site C and the City shall remit an amount equal to the appraised value to the Orange County Auditor-Controller for determination and distribution of the Each Taxing Entity's Proportionate Share of the Disposition.

- (iv) If, for any reason, fee title to all or a portion of Site C reverts to or is re-vested in the City following conveyance of Site C to the Developer pursuant to the Site C Agreement, but prior to completion of Grove District Resort Hotel Development more particularly described in the Site C Agreement, then, subject to the then existing rights, if any, of third parties, City shall use best efforts to market and expeditiously dispose of such portion of Site C to another developer for development and operation of a similar resort hotel, retail, and entertainment project on Site C by January 1, 2018. In the event of such reversion or re-vesting of fee title to Site C to the City, and the City has not disposed of Site C to another developer as provided in the foregoing sentence within three (3) years after the date of such reversion or re-vesting, then the City shall, upon agreement amongst the Parties, be granted an additional year to dispose of the property. If the Site C, however, is not disposed at the end of the aforementioned three (3) year period, or the aforementioned extension of time, if applicable, the Parties shall have an appraisal of Site C performed by a mutually agreed upon appraiser, at the City's cost, to determine the value of Site C and expeditiously market and sell the property using the appraised value of the Site C. Upon sale of Site C, the City shall remit the Disposition Proceeds to the Orange County Auditor-Controller for determination and distribution of Each Taxing Entity's Proportionate Share of the Disposition Proceeds. Unless otherwise mutually agreed by all of the Taxing Entities through an amendment to this Agreement, if City conveys any re-vested portion of Site C for any purpose other than for development and operation of a similar resort hotel, retail, and entertainment project on Site C, then such conveyance shall be at no less

than fair market value, as determined by an appraisal performed by an appraiser mutually acceptable to all of the Parties.

- (v) The Parties acknowledge that, upon mutual agreement, this Subsection (b) may be amended to allot the City additional time to dispose of Site C.

5. Payment of Proportionate Share of Disposition Proceeds to Taxing Entities. Within fifteen business (15) days after the City receives Disposition Proceeds, if any, in conjunction with the disposition of either Site C or the Vacant Restaurant Parcel, the City shall remit such Disposition Proceeds to the Orange County Auditor-Controller for determination and distribution to the Taxing Entities of Each Taxing Entity's Proportionate Share of the Disposition Proceeds.

6. Time. Time is of the essence in the performance of this Agreement.

7. Limitation of Liability of Other Taxing Entities to City. The OTEs shall not be liable to the City, and the City hereby waives and discharges all claims against the OTEs, for any and all liability, demands, claims, costs, losses, injuries, damages, recoveries, settlements, and expenses (collectively, "Claims") resulting from, or in any way connected with or incidental to, the transfer of title of Site C and/or the Vacant Restaurant Property to the City or the City's management of the Site C and the Vacant Restaurant Property during the term of this Agreement, no matter how caused. This provision shall survive any termination of this Agreement.

8. Indemnification of OTEs by City for Third Party Claims. The City shall indemnify, defend, and hold harmless each OTE and its officers, agents, and employees, from and against any Claims arising out of or related to this Agreement made by the California Department of Finance, the State Controller, and/or any third party not a party to this Agreement.

9. Attorney's Fees. In any action between the Parties to enforce or interpret any of the terms of this Agreement, each Party shall bear its own attorneys' fees and costs.

10. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the internal laws of the State of California, without regard to conflict of law principles.

11. Entire Agreement. This Agreement contains the entire agreement between the Parties respecting the matters set forth herein, and supersedes all prior agreements between the Parties respecting such matters.

12. Non-liability of Officials and Employees of Parties. No member, official, or employee of any Party shall be personally liable to any other Party, or any successor in interest, in the event of any default or breach of this Agreement or for any amount which may become due hereunder, or on any obligation under the terms of this Agreement.

13. Successors and Assigns. All the terms, provisions and conditions of the Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, assigns and legal representatives.
14. No Third Party Beneficiaries. No person or entity other than the Taxing Entities, and the permitted successors and assigns of each of them, shall be authorized to enforce the provisions of this Agreement.
15. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, but this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.
16. No Waiver. No waiver of any term or condition of this Agreement will be a continuing waiver.
17. Counterparts. This Agreement may be executed in counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original, and all such counterparts together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon provided such signature page is attached to any other counterpart identical thereto having additional signature pages executed by the other Parties. Any executed counterpart of this Agreement may be delivered to the other Parties facsimile or electronic mail and shall be deemed as binding as if an originally signed counterpart was delivered.

SIGNATURES ON FOLLOWING PAGES

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized representatives indicated below.

CITY OF GARDEN GROVE, a municipal corporation

By: _____
City Manager

ATTEST:

By: _____
Kathleen Bailor
City Clerk

SIGNATURES CONTINUE ON FOLLOWING PAGES

The undersigned signatory hereby executes this Agreement on behalf of the County of Orange and each of the following entities and/or funds:

**ORANGE COUNTY GENERAL FUND
ORANGE COUNTY PUBLIC LIBRARY
O.C. HARBORS BEACHES AND PARKS CSA 26
EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF)**

APPROVED AS TO FORM

COUNTY COUNSEL

By: _____

Date: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD PER GC § 25103, RESO. 79-1535

**COUNTY OF ORANGE, a political
subdivision of the State of California**

By: _____
Susan Novak
Clerk of the Board of Supervisors
Orange County California

Chair of the Board of Supervisors

SIGNATURES CONTINUE ON FOLLOWING PAGES

APPROVED AS TO FORM

COUNTY COUNSEL

By: _____

Date: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD PER GC § 25103, RESO. 79-1535

ORANGE COUNTY FLOOD CONTROL DISTRICT, a body corporate and politic

By: _____
Susan Novak
Clerk of the Board of Supervisors
Orange County California

Chair of the Board of Supervisors

SIGNATURES CONTINUE ON FOLLOWING PAGES

**ORANGE COUNTY WATER DISTRICT, a political subdivision of the State of California
organized under Chapter 924 of the Statutes of 1933, as amended**

By: _____

Name: _____

Its: _____

ATTEST:

By: _____

Name: _____

Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

Its: _____

SIGNATURES CONTINUE ON FOLLOWING PAGES

ORANGE COUNTY SANITATION DISTRICT

By: _____

Name: _____

Its: _____

ATTEST:

By: _____

Name: _____

Its: _____

APPROVED AS TO FORM:

LEWIS BRISBOIS BISGAARD & SMITH, LLP

By: _____
Special Counsel

SIGNATURES CONTINUE ON FOLLOWING PAGES

ORANGE COUNTY VECTOR CONTROL DISTRICT

By: _____
Michael Hearst
District Manager

ATTEST:

By: _____

Name: _____

Its: Secretary

APPROVED AS TO FORM:

By: _____
Alan R. Burns
District Counsel

SIGNATURES CONTINUE ON FOLLOWING PAGES

ORANGE COUNTY TRANSPORTATION AUTHORITY, a public entity

By: _____
Darrell Johnson
Chief Executive Officer

ATTEST:

By: _____
Name: _____
Its: _____

APPROVED AS TO FORM:

By: _____
Name: _____
Its: _____

SIGNATURES CONTINUE ON FOLLOWING PAGES

GARDEN GROVE SANITARY DISTRICT, a subsidiary special district of the City of Garden Grove

By: _____
Matthew J. Fertal
General Manager

ATTEST:

By: _____
Kathleen Bailor
Secretary

SIGNATURES CONTINUE ON FOLLOWING PAGES

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
On behalf of the Orange County Department of Education

By: _____
Wendy Benkert, Ed. D.
Associate Superintendent for Business Services

ATTEST:

By: _____

Name: _____

Its: _____

APPROVED AS TO FORM:

By: _____
Ronald D. Wenkart
General Counsel

SIGNATURES CONTINUE ON FOLLOWING PAGES

GARDEN GROVE UNIFIED SCHOOL DISTRICT

By: _____
Rick Nakano
Assistant Superintendent Business Services

ATTEST:

By: _____
Name: _____
Its: _____

APPROVED AS TO FORM:

By: _____
Name: _____
Its: _____

SIGNATURES CONTINUE ON FOLLOWING PAGE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____
Peter J. Hardash
Vice Chancellor Business Operations/Fiscal Services

ATTEST:

By: _____
Name: _____
Its: _____

APPROVED AS TO FORM:

By: _____
Name: _____
Its: _____

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

| | |
|----------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of Nonresident Fees for 2015-16 | |
| Action: Request for Approval | |

BACKGROUND

Education Code §76140 requires the Board of Trustees to establish the tuition fee for nonresidents prior to February 1 each year. The District is also authorized under Education Code §76141, amended by Assembly Bill No. 947 approved on October 11, 2009, to charge any nonresident student an amount not to exceed the amount that was expended by the District for capital outlay costs in the preceding fiscal year. Any fee charged for capital outlay cannot exceed 50% of the non-resident tuition fee established by the District and the funds must be expended for capital outlay purposes. Education Code §76142 allows districts to charge a processing fee (application fee) to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the actual cost of processing an application and other documentation required by the federal government (the campuses currently charge \$25) or \$100 whichever is less. These fees are in addition to other student enrollment fees charged to resident students.

ANALYSIS

Using total 2013-14 District expenditures for education and applying the allowed two-year inflation factor of 4.4% results in a calculated cost of \$188 per unit or \$209 per unit for credit only. The regulations regarding nonresident tuition fee calculations allow districts to charge its calculated per-unit rate or one of the following per-unit rates:

| | | <u>2014-15</u> | <u>2015-16</u> |
|----------|--------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| 1 | The statewide average cost | \$193 | \$200 |
| 2 | The District's computed cost of education (credit-only) | \$204 | \$209 |
| 3 | The District's computed cost of education | \$182 | \$188 |
| 4 | Up to the level charged by any contiguous district | \$198 | \$TBD |
| 5 | The highest statewide average cost of the succeeding year, the current year, or prior four years | \$193 | \$200 |
| 6 | Up to the preceding fiscal year average rate of 12 comparable states based on cost of living | \$388 | \$380 |

The District's current calculated cost or maximum rate for capital outlay purposes is \$43 per unit based on 2013-14 actual capital outlay costs. For 2014-15 the District charged \$193 per unit for nonresident tuition and \$27 per unit for capital outlay, for a total of \$220. For 2015-16, the District is proposing to charge the credit-only computed rate of \$209 per unit for nonresident tuition and a capital outlay fee of \$31, for a total of \$240. This represents a total increase of \$20 per unit, or 9.1%. In addition, the campuses propose that the application fee remain unchanged at the current rate of \$25. Various exemptions to these fees are provided in the law under Education Code §68130.5 and §76140 et seq.

RECOMMENDATION

It is recommended that the Board of Trustees establish the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-16 as presented.

| | | |
|-----------------|------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | Estimated \$1.75 million in Fee Revenues | Board Date: January 12, 2015 |
| 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 | |

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, 4TH FLOOR
SACRAMENTO, CA 95811-6549
(916) 445-8752

<http://www.cccco.edu>



Memorandum

December 11, 2014

Fiscal Services Memo 14-09
Via E-mail Only

TO: Chief Business Officers
Chief Instructional Officers

FROM: Mario Rodriguez, Assistant Vice Chancellor
College Finance and Facilities Planning

SUBJECT: 2015-16 Nonresident Fees need to be established by February 1, 2015

SYNOPSIS: Education Code (EC) Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year.

Nonresident Tuition Fee. For determining your district's 2015-16 nonresident tuition fee, the 2013-14 statewide average expense of education was **\$5,734** per full time equivalent student (FTES). The projected increase in the United States Consumer Price Index (USCPI) as determined by the Department of Finance is 2.2% for the 2014-15 fiscal year and 2.2% for 2015-16, for a compound factor of 1.044 against the 2013-14 statewide average expense of education (\$5,734) yields an Average cost of **\$5,986** per FTES for the tuition year, or **\$200** per semester unit for a 30 unit semester term academic year. For districts on the quarter system, the 45 unit quarter term academic year results in **\$133** per quarter term unit.

Nonresident Tuition Fee Options. EC 76140(e) enumerates seven options for a district to choose in setting its nonresident tuition fee. These options are reflected in the enclosed worksheet as the "basis for adoption." Options 1-3 are generally well understood, but for Option 4 ("*No more than contiguous district*") and Option 5 ("*No more than district, no less than statewide cost*"), please keep in mind the following specifics:

Option 4 'No more than contiguous district'. A review of the legislative history when this option was adopted confirms that this amount **must be within** the:

- **Fee** (not **cost**) adopted by a contiguous district (**Maximum** amount for Option #4);

AND

- **Cost** of the lesser of (1) your district's average **cost** **OR** (2) the statewide average **cost** (Minimum amount for Option #4).

Option 5 'No more than district, no less than statewide cost'. The **maximum amount** for this option is the district average cost, and the **minimum amount** for this option is the statewide average cost. **Only** an amount **between** these maximum and minimum amounts is allowed under this option.

Option 6 'Highest Years Statewide Average Tuition'. (EC 76140(e)(1)(B)). Use the greater of the succeeding year, the current year or any of the four prior year's statewide average nonresident tuition fee calculation, which is **\$200 per semester unit** or **\$133 per quarter unit** from 2013-2014.

Option 7 'No more than 12 Comparable States Average Tuition'. (EC 76140(e)(1)(E)). No greater than the 2013-14 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be **\$380 per semester unit** or **\$253 per quarter unit**.

Nonresident Capital Outlay Fee. Pursuant to EC Section 76141 a district **may** also charge to any nonresident student a capital outlay fee. The amount of the nonresident capital outlay fee has to be the lesser of:

- the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year; **OR**
- 50% of the 2014-15 nonresident tuition fee adopted pursuant to EC 76140.

Processing Fee for Students from Foreign Countries. Pursuant to EC 76142 a district **may** charge each nonresident applicant a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government **OR** (2) \$100, which may be deducted from the tuition fee at the time of enrollment.

Exemptions to these fees. Various exemptions to these fees are provided in the law. Please click on the following web links to EC Sections 76140-76143 and a related legal opinion to learn more about these exemptions:

<http://Ed Code Non-Res>

<http://AB540 and Non-Res Capital Outlay Fee>

Tuition Fee Worksheet. A worksheet for computing the nonresident tuition and capital outlay fees is enclosed. The comparable information for all districts used to derive the statewide average expense of education per FTES for 2013-14 is also enclosed for your reference.

ACTION/DATE REQUESTED: Please complete and return by **February 13, 2015** a copy of the enclosed worksheet and provide information on the 2015-16 nonresident tuition and capital outlay fees adopted by your district governing board by February 2015.

CONTACT: If you have any questions or comments regarding this memorandum, please contact Mike Yarber at (916) 327-6818; or myarber@cccco.edu. The office fax number is (916) 323-3057.

California Community Colleges

2015-16 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

| 2015-16 NONRESIDENT TUITION FEE (EC 76140) | (Col. 1) Statewide | (Col. 2) District | (Col. 3) 10% or More Noncredit FTES |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------|-------------------------------------------|
| A. Expense of Education for Base Year (2013-14 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3) | <u>\$6,692,314,329</u> | <u>\$157,094,238</u> | <u>\$136,071,675</u> |
| B. Annual Attendance FTES (Recal 2013-14) | <u>1,167,090</u> | <u>29,104.52</u> | <u>22,703.39</u> |
| C. Average Expense of Education per FTES (A ÷ B) | <u>\$5,734</u> | <u>\$5,397.59</u> | <u>\$5,993.45</u> |
| D. U.S. Consumer Price Index Factor (2 years) | x <u>1.044</u> | x <u>1.044</u> | x <u>1.044</u> |
| E. Average Cost per FTES for Tuition Year (C x D) | <u>\$5,986</u> | \$5,635.08 | <u>\$6,257.16</u> |
| F. Average Per Unit Nonresident Cost – Semester (Qtr) | <u>\$200</u> (\$133) | <u>\$188</u> | <u>\$209</u> |
| G. Highest year Statewide average – Semester (Qtr) | <u>\$200</u> (\$133) | <u>\$0.00</u> | <u>\$0.00</u> |
| H. Comparable 12 state average – Semester (Qtr) | <u>\$380</u> (\$253) | <u>\$0.00</u> | <u>\$0.00</u> |

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2011-12 through 2015-16 is \$200 per semester unit or \$133 per quarter unit (2013-14).

Option 7. The average of the nonresident tuition fees of public community colleges in 2013-14 of no less than 12 states comparable to California in cost of living is \$380 per semester unit or \$253 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its January 12, 2015 meeting adopted a **nonresident tuition fee** of \$ 209 per semester unit or \$ _____ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input checked="" type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input type="checkbox"/> | 4. Contiguous district. _____ . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2013-14 (\$200 per semester unit; \$133 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2013-14 \$37,143,127
- b. FTES for 2013-14 29,104.52
- c. Capital outlay expense per FTES (*line a divided by line b*) \$1,276.20
- d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) \$43

OR

- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2015-16 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2014-15 Nonresident Tuition Fee*) _____

The district governing board at its January 12, 2015 meeting adopted a **nonresident capital outlay fee** of \$ 31 per semester unit or \$ _____ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2015, please submit a copy of this report by February 13, 2015 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

District: Rancho Santiago Community College District

Contact Person: Adam O'Connor, Assistant Vice Chancellor, Fiscal Services

Phone Number: 714-480-7320 **Email:** OConnor_Adam@rsccd.edu

CALIFORNIA COMMUNITY COLLEGES
 2015-16 Nonresident Tuition Fee
 Based on 2013-14 Actual Expense of Education from CCFS-311
 (AC 0100-6700, columns 1-3)

| District Code | District | 2013-14 Expense of Education* | 2013-14 Total FTES** | 2013-14 Expense Per FTES |
|----------------------|----------------------------------|--------------------------------------|-----------------------------|---------------------------------|
| 610 | Allan Hancock | 51,161,535 | 9,603.39 | 5,327.45 |
| 620 | Antelope Valley Joint | 64,346,778 | 11,242.66 | 5,723.45 |
| 910 | Barstow | 13,326,788 | 2,661.76 | 5,006.76 |
| 110 | Butte-Glenn | 75,599,700 | 11,443.69 | 6,606.23 |
| 410 | Cabrillo | 65,617,148 | 10,343.20 | 6,343.99 |
| 810 | Cerritos | 89,068,440 | 17,239.76 | 5,166.45 |
| 480 | Chabot-Las Positas | 99,811,676 | 16,836.73 | 5,928.21 |
| 920 | Chaffey | 82,787,196 | 14,571.65 | 5,681.39 |
| 820 | Citrus | 60,611,371 | 11,875.04 | 5,104.10 |
| 830 | Coast | 180,857,358 | 34,257.36 | 5,279.37 |
| 710 | Compton | 30,572,123 | 6,145.64 | 4,974.60 |
| 310 | Contra Costa | 170,048,442 | 32,807.34 | 5,183.24 |
| 970 | Copper Mountain | 12,225,959 | 1,484.10 | 8,237.96 |
| 930 | Desert | 45,720,884 | 7,935.60 | 5,761.49 |
| 720 | El Camino | 109,097,165 | 19,409.26 | 5,620.88 |
| 120 | Feather River | 14,044,756 | 1,879.04 | 7,474.43 |
| 420 | Foothill-DeAnza (quarter system) | 186,138,316 | 32,032.06 | 5,811.00 |
| 440 | Gavilan | 32,087,893 | 5,270.14 | 6,088.62 |
| 730 | Glendale | 87,215,925 | 16,063.30 | 5,429.51 |
| 20 | Grossmont-Cuyamaca | 108,398,442 | 18,887.93 | 5,739.03 |
| 450 | Hartnell | 39,804,362 | 6,900.98 | 5,767.93 |
| 30 | Imperial | 40,237,424 | 6,671.10 | 6,031.60 |
| 520 | Kern | 106,328,099 | 19,315.75 | 5,504.74 |
| 220 | Lake Tahoe (quarter system) | 13,075,755 | 1,719.92 | 7,602.54 |
| 130 | Lassen | 12,284,048 | 1,578.32 | 7,782.99 |
| 840 | Long Beach | 102,195,466 | 20,222.04 | 5,053.67 |
| 740 | Los Angeles | 593,098,536 | 104,724.24 | 5,663.43 |
| 230 | Los Rios | 295,883,866 | 50,838.61 | 5,820.06 |
| 330 | Marin | 47,066,340 | 4,515.57 | 10,423.12 |
| 140 | Mendocino-Lake | 21,708,776 | 2,466.04 | 8,803.09 |
| 530 | Merced | 56,236,364 | 9,549.92 | 5,888.67 |
| 50 | Mira Costa | 85,282,904 | 11,304.60 | 7,544.09 |
| 460 | Monterey Peninsula | 39,921,352 | 6,690.84 | 5,966.57 |
| 850 | Mt. San Antonio | 150,820,709 | 30,494.44 | 4,945.84 |
| 940 | Mt. San Jacinto | 53,513,220 | 10,794.12 | 4,957.63 |
| 240 | Napa Valley | 34,480,004 | 5,524.77 | 6,240.98 |

| District Code | District | 2013-14 Expense of Education* | 2013-14 Total FTES** | 2013-14 Expense Per FTES |
|---------------|------------------------|-------------------------------|----------------------|--------------------------|
| 860 | North Orange County | 171,894,187 | 36,425.91 | 4,719.01 |
| 430 | Ohlone | 47,667,137 | 8,583.71 | 5,553.21 |
| 950 | Palo Verde | 12,080,604 | 1,419.86 | 8,508.31 |
| 60 | Palomar | 115,113,037 | 19,350.39 | 5,948.87 |
| 770 | Pasadena | 134,191,482 | 23,158.72 | 5,794.43 |
| 340 | Peralta | 126,955,628 | 20,000.31 | 6,347.68 |
| 870 | Rancho Santiago | 157,094,238 | 29,104.52 | 5,397.59 |
| 160 | Redwoods | 28,424,852 | 3,947.45 | 7,200.81 |
| 880 | Rio Hondo | 71,446,033 | 12,796.68 | 5,583.17 |
| 960 | Riverside | 153,492,895 | 26,992.34 | 5,686.54 |
| 980 | San Bernardino | 81,192,868 | 14,740.84 | 5,508.02 |
| 70 | San Diego | 227,438,638 | 42,577.44 | 5,341.76 |
| 360 | San Francisco | 185,243,533 | 27,936.76 | 6,630.82 |
| 550 | San Joaquin Delta | 87,442,447 | 15,626.92 | 5,595.63 |
| 470 | San Jose-Evergreen | 88,667,549 | 13,299.40 | 6,667.03 |
| 640 | San Luis Obispo County | 49,252,073 | 8,585.86 | 5,736.42 |
| 370 | San Mateo County | 129,983,973 | 19,163.95 | 6,782.73 |
| 650 | Santa Barbara | 96,804,451 | 16,055.43 | 6,029.39 |
| 660 | Santa Clarita | 75,258,228 | 15,792.96 | 4,765.30 |
| 780 | Santa Monica | 150,267,266 | 25,692.48 | 5,848.69 |
| 560 | Sequoias | 50,811,831 | 9,538.43 | 5,327.06 |
| 170 | Shasta-Tehama-Trinity | 41,618,945 | 6,571.88 | 6,332.88 |
| 270 | Sierra Jt. | 77,231,537 | 13,741.40 | 5,620.35 |
| 180 | Siskiyou Jt. | 16,858,060 | 2,451.65 | 6,876.21 |
| 280 | Solano | 50,647,404 | 8,285.42 | 6,112.83 |
| 260 | Sonoma | 111,155,195 | 20,086.78 | 5,533.75 |
| 890 | South Orange County | 150,197,185 | 26,398.27 | 5,689.66 |
| 90 | Southwestern | 86,805,114 | 15,229.99 | 5,699.62 |
| 570 | State Center | 153,063,414 | 26,620.95 | 5,749.74 |
| 680 | Ventura | 143,766,719 | 25,649.91 | 5,604.96 |
| 990 | Victor Valley | 49,933,092 | 9,656.65 | 5,170.85 |
| 580 | West Hills | 40,526,349 | 5,369.49 | 7,547.52 |
| 690 | West Kern | 22,502,662 | 2,613.45 | 8,610.33 |
| 490 | West Valley | 86,994,660 | 14,784.67 | 5,884.11 |
| 590 | Yosemite | 104,831,091 | 16,792.28 | 6,242.81 |
| 290 | Yuba | 44,784,832 | 6,746.26 | 6,638.47 |
| Totals | | \$6,692,314,329 | 1,167,090.32 | \$5,734 |

* "Expense of Education" is defined in the Budget and Accounting Manual as including all General Fund expenditures, restricted and unrestricted, for all objects of expenditure 1000 through 5000 and all expenditures of activity from 0100 through 6700. For the purposes of calculating the Nonresident Tuition Fee, Expense of Education is different than the 50% Law "current expense of education".

** Includes FTES for resident, nonresident, credit, noncredit and apprenticeship.

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

| | | |
|---------|------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Agreement with Onuma for Districtwide Work Order Tracking System | |
| Action: | Request for Approval | |

BACKGROUND:

This is a new agreement for a district-wide maintenance work order tracking system. The system will be first piloted at the District Office. The system is an internet based program which allows for individuals to be able to submit work order requests online for repairs, clean-up or other maintenance requests. The submittal, tracking, assignment and closeout can all be done via a web-based interface that is accessible from both computers and smartphones (Android or Apple). The program application is a dynamic tool that links building spaces with maintenance work and will assist the District and Colleges to utilize a unified system district-wide. If the system is successful and meets the District objectives from the test pilot, the program could be implemented at the Colleges.

The Onuma work order program is directly integrated with FUSION (Facilities Utilization, Space Inventory Options Net) which is a database of over 75 million square feet of California community college facilities. Rancho Santiago Community College District sites, campus buildings, classroom names and locations including available floor plans are all stored and accessed through the online FUSION database which the District is required to update its inventory annually per the State Chancellor's Office. The work order system is a live connection with FUSION so changes in the state database (new or deleted buildings, changes in use or assignment) will be reflected automatically in the District's work order system. The Onuma program will allow the District to comprehensively evaluate work repairs, priorities, status and assist in future planning.

ANALYSIS:

A Request for Proposal #1415-82 was released to three firms on October 22, 2014. The District received two (2) proposals for the project from SchoolDude (North Carolina), and Onuma (Pasadena). A selection committee convened on November 16, 2014 to review the proposals. The selection committee recommends Onuma after a thorough review based upon the culmination of their RFP response, experience, team members, and approach to the project, fee, schedule and familiarity with the District and State FUSION program. The fee for the set-up of the program and on-going annual license fees is a competitive price for the District. It is recommended that the District enter into an agreement with Onuma.

The services covered by this agreement shall commence on January 13, 2015 and end on January 12, 2020. The services are based on not-to-exceed fee of \$39,800 startup cost and \$1,700 annually for four years totaling \$46,600. The first year fee includes consultant fees for start-up, input of data, and license fees. The annual license fee thereafter would be \$1,700 districtwide on an on-going basis.

This project is funded through Capital Facilities funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Onuma for Districtwide Work Order Tracking System as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$46,600 | Board Date: January 12, 2015 |
| 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 | |

Board Agreement Summary

Board Date: 1/12/15

Project: Work Order Tracking System

Site: **District-wide**

Consultants: **Onuma**

Type of Service: District-Wide Maintenance Work Order Tracking System

| Agreement Summary | No. | Amount | Reimbursables | Duration | |
|-------------------------------|-----|--------------------|---------------|-----------|-----------|
| | | | | Start | End |
| Original Contract Amount | | \$46,600.00 | | 1/13/2015 | 1/12/2020 |
| Total Agreement Amount | | \$46,600.00 | | | |

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DESCRIPTION:

District-wide maintenance Work Order Tracking System

\$46,600.00

Total Proposed Amount:

Contract End Date:

1/12/2020

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

| | | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Agreement with WLC Architects, Inc. for Professional Design Services for ADA Compliance and Tenant Improvements at the District Office | |
| Action: | Request for Approval | |

BACKGROUND:

The District Operation Center is in need of certain ADA upgrades. The proposed project includes re-design of the exterior doors to convert them to be fully automated as this is required to make the entrances compliant. Additional upgrades include replacement of the existing handrails at the stairs and ramps, as well as potential modification to the stairs and landings. This will provide for the appropriate accessible transition that is needed from the stairs to parking areas.

ANALYSIS:

A Request for Proposal (RFP) #1415-78 was issued on October 3, 2014 to three pre-qualified firms with a response deadline of October 17, 2014. The District received two responses from R2A Architecture (Costa Mesa) and WLC Architects (Rancho Cucamonga). A committee reviewed the proposals and interviewed WLC Architects and R2A Architecture on November 11 and November 14, 2014. The selection and interview committee recommends WLC Architects by consensus based upon a thorough review and the culmination of their RFP response, experience, team members, approach to the project, ability to meet the schedule requirements and significant experience with current ADA code regulations.

The services covered by this new agreement shall commence January 13, 2015 and ends December 31, 2015. The contract is a fixed fee amount for \$45,727 and there are no reimbursable expenses.

This agreement is funded by Capital Facilities Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with WLC Architects Inc. for professional design services for the ADA compliance and tenant improvements at the District Office as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$45,727 | Board Date: January 12, 2015 |
| 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: 1/12/15

Project: ADA and Tenant Improvements

Site: District Office

Consultants: WLC Architects, Inc.

Type of Service: Professional Design Services

| Agreement Summary | No. | Amount | Reimbursables | Duration | |
|-------------------------------|-----|--------------------|---------------|-----------|------------|
| | | | | Start | End |
| Original Contract Amount | | \$45,727.00 | | 1/13/2015 | 12/31/2015 |
| Total Agreement Amount | | \$45,727.00 | | | |

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DESCRIPTION:

Improvement of stairway platform and handrails,
add signage and improve ingress and egress

\$45,727.00

Total Proposed Amount:

Contract End Date:

12/31/2015

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

| | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Amendment #1 with HPI Architecture for Professional Design Services for the Johnson Student Center Project at Santa Ana College | |
| Action: | Request for Approval | |

BACKGROUND:

This is an amendment to an existing agreement. On September 8, 2014 the District approved an agreement with HPI Architecture for architectural services related to the New Johnson Student Center Project at Santa Ana College. The contract and board approval stated the total contract value included a reimbursable allowance of \$25,000. It was discovered that the reimbursable allowance should have been an additional cost. Therefore, the District requests an amendment in the amount of \$25,000 for reimbursables in addition to the base contract amount to correct the error for the previous Board approval.

ANALYSIS:

HPI Architecture's selection was based on Request for Proposal (RFP) #1314-54 issued on April 30, 2014 to ten pre-qualified firms with a response deadline of May 20, 2014. The District received eight responses from Hammel, Green & Abraham, Inc. (Santa Monica), HPI Architecture (Newport Beach), Lionakis (Newport Beach), MVE Institutional, Inc.(Santa Ana), NTD Architecture (Newport Beach), R2A Architecture (Costa Mesa), Steinberg Architects (Los Angeles), and Westberg+White Architects (Tustin). A committee of six members reviewed the proposals on June 2, 2014 and interviewed five firms on June 10, 2014; Hill Partnership, Inc., R2A Architecture, Westberg+White Architects, Steinberg Architects, Hammel, Green & Abraham, Inc. The selection and interview committee recommended HPI Architecture by consensus based upon a thorough review and the culmination of their RFP response, experience, team members, approach to the project, ability to meet the schedule requirements, and significant experience with student activity and student union centers.

The original contract amount was not-to-exceed fee of \$2,105,735. The additional contract amount is for an additional not to exceed fee of \$25,000 in reimbursables. The revised total contract amount is \$2,130,735.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with HPI Architecture for the Johnson Student Center Project at Santa Ana College as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$25,000 | Board Date: January 12, 2015 |
| 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: 1/12/15

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **HPI Architecture**

Type of Service: Professional Design Services

| Agreement Summary | No. | Amount | Reimbursables | Duration | |
|-------------------------------|-----|-----------------------|---------------|----------|-----------|
| | | | | Start | End |
| Original Contract Amount | | \$2,105,735.00 | | 9/9/2014 | 6/30/2019 |
| Amendment #1 | | \$25,000.00 | | | |
| Total Agreement Amount | | \$2,130,735.00 | | | |

DESCRIPTION:

Professional Design Services for the construction of the new Johnson Student Center

\$25,000.00

Total Proposed Amount:

Contract End Date:

6/30/2019

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

| | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Agreement with Terracon Consultants, Inc. for the Phase II Environmental, Geohazard, Geotechnical Inspection Services for the STEM Project at Santa Ana College | |
| Action: | Request for Approval | |

BACKGROUND:

This is a new agreement for Phase II Environmental, Geohazard, Geotechnical Inspection Services related to the New Science, Technology, Engineering and Math (STEM) Building at Santa Ana College. The District is in need of professional services for the investigation and design of the Phase II Environmental, geohazard, and geotechnical investigation and related work. In conformance with the Facility Master Plan, the project will include the demolition of three (3) existing buildings (“Building J”), construction of a new STEM Building to house instructional space for Biology, Chemistry, Physical Sciences, Technology, Engineering, and Math; and parking lot improvements to Lots 6, 7, 8, and 9. The estimated value for construction is \$43,000,000 with a total project budget of \$64,000,000.

The project is currently under design and is in need of assistance by a qualified and competent Phase II and Geotechnical Engineering consultant with experience in the area of environmental and geotechnical investigation to support the design effort on the campus. Given that the campus will be occupied during construction and because it is extremely dense it is imperative the district undertake a thorough due diligence effort to properly assess and engage experts in the area of construction to provide advice regarding the logistics of sequencing the sampling and drilling work to ensure the safety of staff and students.

ANALYSIS:

A Request for Qualifications/Request for Proposal (RFQ/RFP) #1415-81 for Phase II Environmental, Geohazard, Geotechnical Inspection Services at the new Johnson Student Center and STEM was released on November 13, 2014 with a due date of November 24, 2014. The District received seven responses from Terracon Consultants, Inc. (Irvine), Salem Engineering Group (Fresno), Petra Geotechnical Inc. (Costa Mesa), Ninyo & Moore (Irvine), Converse Consultants (Monrovia), Geo-Advantec Inc. (San Dimas), Geotechnical Solutions, Inc. (Irvine). A committee reviewed the proposals on November 26, 2014 and interviews were held on December 2, 2014 with Salem and Terracon. The selection and interview committee recommends Terracon by consensus. The criteria utilized to make a recommendation were based on an evaluation of the proposals, qualifications, interviews and responsiveness to the RFP. The

committee reviewed the timeliness and completeness of responses; technical qualifications and competence; record of past performance; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The fiscal impact and budget for the project was based upon the list of scope of services, schedule of activities, and the labor rates range from \$75/hr to \$175/hr. The services covered by this agreement shall commence January 13, 2015 and ends March 30, 2017. The contract is a not to exceed fee of \$24,183.40 and there are no reimbursable expenses.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Terracon Consultants, Inc. for the Phase II Environmental, Geohazard, Geotechnical Inspection services for the STEM Project at Santa Ana College as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$24,183.40 | Board Date: January 12, 2015 |
| 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: 1/12/15

Project: STEM

Site: **Santa Ana College**

Consultants: **Terracon Consultants, Inc.**

Type of Service: Geotechnical

| Agreement Summary | No. | Amount | Reimbursables | Duration | |
|-------------------------------|-----|--------------------|---------------|-----------|-----------|
| | | | | Start | End |
| Original Contract Amount | | \$24,813.40 | | 1/13/2015 | 3/30/2017 |
| Total Agreement Amount | | \$24,183.40 | | | |

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DESCRIPTION:

Environmental, Geohazard, Geotechnical Inspection Services
for the investigation and design for the construction STEM

\$24,183.40

Total Proposed Amount:

Contract End Date:

3/30/2017

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

| | | |
|---------|--------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College | |
| Action: | Request for Ratification | |

BACKGROUND:

Parking lots 1-5 at Santa Ana College are in need of additional asphalt slurry work. The scope of work includes repairing areas where the asphalt has deteriorated, adding a new slurry seal and re-striping the spaces.

ANALYSIS:

In accordance with the Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1249 Parking Lots 1-5 Slurry & Restripe at Santa Ana College was appropriately advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list.

A mandatory job walk was held on November 24, 2014. Bids were opened on December 9, 2014 for the Parking Lots 1-5 Slurry and Restripe at Santa Ana College project as noted on the attached Bid Results form. The District received four (4) bids for the project. JB Bostick Company, Inc. (Anaheim) submitted the lowest responsive bid in the amount of \$42,440. District staff has conducted a due diligence review to ensure compliance with license and bid bond requirements. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to JB Bostick Company, Inc.

This project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1249 to JB Bostick Company, Inc. as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$42,440 | Board Date: January 12, 2015 |
| 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 | |



2323 North Broadway, RM 112
Santa Ana, CA 92706-1640

FACILITY PLANNING

BID RESULTS:

BID # 1249
Addendum Issued: 1

DUE DATE:
December 9, 2014

| BIDDERS | TOTAL BID AMOUNT |
|-----------------------------------------------------------------------------------|-------------------------|
| JB Bostick Company, Inc. 2870 East La Cresta Anaheim, CA 92806 | \$42,440.00 |
| Century Paving 14630 East Firestone Blvd La Mirada, CA 90638 | \$45,500.00 |
| Sanders Paving, Inc. 10645 Stanford Avenue. #B Garden Grove, CA 92840 | \$49,731.00 |
| Arrow Parking Lot Service, Inc. 5030 Gayhurst Avenue Baldwin Park, CA 91706 | \$60,923.00 |
| 4 TOTAL BIDDERS | |

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

| | | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Approval of Agreement with Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities | |
| Action: | Request for Approval | |

BACKGROUND:

On an as-needed basis, the District is in need of having available a structural engineering consultant. This On-Call contract will enable the District to respond quickly when there are immediate investigations that need to occur. The District's intent is to use the on-call structural engineer to develop and provide any relevant analyses, investigations, evaluations and then create plans/contract documents to be submitted to appropriate agencies, including, but not limited to, the City of Santa Ana, City of Orange, and DSA. The consultant shall develop plans and the appropriate specifications with the intent of retaining approval from the District, applicable local and state agencies with the intent to bid and implement the project scope, if necessary.

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 convened on September 15, 2015 and nine firms were deemed qualified for the short list.

The services covered by this agreement shall commence January 13, 2015 and ends December 31, 2016. The services are based on a not-to-exceed fee in the amount of \$25,000 and there are no 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 Saiful Bouquet, Inc. for On-Call Structural Engineering Services at Santiago Canyon College and District Facilities as presented.

| | | |
|-----------------|--------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$25,000 | Board Date: January 12, 2015 |
| 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: 1/12/2015

Project: Various Facility Improvement Projects

Site: Santiago Canyon College

Consultant: Saiful Bouquet, Inc.

Type of Service: On-call structural engineering

| Agreement Summary | No. | Amount | Reimbursables | Duration | |
|-------------------------------|------------|-----------------------------------------------|----------------------|-----------------|------------|
| | | | | Start | End |
| Contract Amount | | \$25,000.00 | | 1/13/2015 | 12/31/2016 |
| Total Agreement Amount | | \$ 25,000.00 <i>(Not to exceed)</i> | | | |

DESCRIPTION:

On-call agreement for structural engineering

| | | |
|-------------------------------|-----------|------------------|
| Total Proposed Amount: | \$ | 25,000.00 |
|-------------------------------|-----------|------------------|

| | |
|---------------------------|-------------------|
| Contract End Date: | 12/31/2016 |
|---------------------------|-------------------|

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

| | | |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H Humanities, and Building SC (Science Center) at Santiago Canyon College | |
| Action: | Request for Ratification | |

BACKGROUND:

The Santiago Canyon College campus has had inadequate building signage to facilitate student and staff way finding as these signs were not completed in previous projects and is required. This work was identified as part of the close out work required from previous projects where signage was excluded. Additional exterior signs consistent with the current campus standard is required at the new Athletics, Humanities, and Science Center buildings to identify buildings and facilitate student and staff way finding.

ANALYSIS:

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1231 Exterior Signage for Buildings G, H, and SC at the Santiago Canyon College was advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list on November 10, 2014.

Two mandatory job walks were held. The first job walk was held on November 14, 2014 and the second was held on November 21, 2014 to increase bid interest. Bids were opened on December 1, 2014 for the Exterior Signage G, H, and SC at Santiago Canyon College as noted on the attached Bid Results form. The District received two (2) bids for the project. A Good Sign and Graphics, Co. (Santa Ana) submitted the lowest responsive bid for the amount of \$22,000. District staff has conducted a due diligence review to ensure compliance with license requirements. After review of the project bids received, it was recommended moving forward with award of the work described within Bid #1231 to A Good Sign and Graphics, Co. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to A Good Sign and Graphics, Co.

The project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1231 to A Good Sign and Graphics, Co. as presented.

| | | |
|-----------------|-----------------------------------------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: | \$22,000 | Board Date: January 12, 2015 |
| 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 | |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Board Meeting: January 12, 2015

INDEPENDENT CONTRACTORS

Public Health Foundation Enterprises (PHFE)

Attachment A – Independent Contractor Agreement

Attachment B – Proposal/Scope of Work

Service: Consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services.

Date(s) of Service: January 13, 2015 through December 31, 2015

Fee: Estimated at \$16,000.00

Requested by: My Le Pham/Janneth Linnell

Funded by: Child Development Services
33-1285-692000-53329-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 13th of January, 2015 by and between Public Health Foundation Enterprises, Inc. (PHFE) herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE FISCAL SUPPORT FOR EARLY HEADSTART (EHS) PARENTAL REIMBURSEMENT AND TRAINING AND TRANSLATION SERVICES PER SCOPE OF WORK DATED 12/2/14

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Sixteen Thousand Dollars & No Cents (\$16,000.00).

The contracted services are to commence on or about January 13, 2015 and to be completed on or about, but not later than December 31, 2015.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and

every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Tracey Conner-Crabbe
Printed Name

Title

Director of Purchasing Services
Title

Address City/State

Date

Date

Attachment "B"



12801 Crossroads Parkway South, Suite 200 City of Industry, CA 91746 P: 800.201.7320 F: 562.692.6950 www.phfe.org

Public Health
Foundation
Enterprises

December 2, 2014

SCOPE OF WORK

The purpose of this scope of work is to outline provisions, through a subcontractor agreement with Public Health Foundation Enterprises, Inc, (PHFE) to:

- support the EHS 'Parental Reimbursement and Training.
- provide reimbursements to EHS families for reasonable child care, transportation/travel expenses in an effort to facilitate program participation for EHS parents including Policy Council members, and Home-base and Center-base Parent Committee members.
- provide payment for goods and services related to the parent services and parent training component of the RSCCD EHS program including refreshments and meals for approved EHS parent meetings and events including Policy Council and parent committee meetings.
- provide payment for translation services related to parent services and parent training component of the RSCCD EHS program.
- work closely with designated EHS staff member to disburse funds and support accurate fiscal reconciliation including requested fiscal reports.
- Submitting all RSCCD required fiscal reports by defined due dates.

TERM and BUDGET

The contract amount will be \$16,000 for the period of (01/13/15 through 12/31/15) including the indirect administrative fee.

Invoices will be submitted on a monthly basis.

CONTRACT MANAGER

The Contract Manager assigned to this program:

Natalie Still
12801 Crossroads Parkway S. Ste 200
City of Industry, CA 91746
(562) 222-7823
nstill@phfe.org

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: January 12, 2015

INDEPENDENT CONTRACTORS

Jennifer Walsvick

Attachment A – Independent Contractor Agreement

Attachment B – Proposal/Scope of Work

Attachment C - Biography

Service: Consultant services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start (EHS) standards for RSCCD Child Development Services at the rate of \$50.00 an hour.

Date(s) of Service: January 13, 2015 through December 31, 2015

Fee: Estimated at \$21,000.00

Requested by: My Le Pham/Janneth Linnell

Funded by: Child Development Services
33-1285-692000-53329-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **13th** of **January, 2015** by and between **Jennifer Walsvick, LCSW** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE MENTAL HEALTH EDUCATION, SERVICE COORDINATION, RECORD KEEPING/DOCUMENTATION TO ENSURE COMPLIANCE WITH THE EARLY HEAD START (EHS) STANDARDS FOR RSCCD CHILD DEVELOPMENT SERVICES PER COST PROPOSAL/SCOPE OF WORK DATED 11/21/14

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Twenty One Thousand Dollars & No Cents (\$21,000.00)**.

The contracted services are to commence on or about **January 13, 2015** and to be completed on or about, but not later than **December 31, 2015**.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business Operations/
Fiscal Services
Title

Address City/State

Date

Date

November 21, 2014

Jennifer Walsvick, LCSW
12811 Dunas Rd.
Santa Ana, CA 92705
714-926-8270

COST PROPOSAL FOR SERVICES

This is a proposal for services to include but not be limited to provide mental health consulting, service coordination, record keeping/documentation to assure compliance with program standards. Consultant will also provide supervision and field instruction to Master of Social Work Student Interns assigned to RSCCD Early Head Start. (Please see attached Scope of Work for details.)

This work will begin on **January 13, 2015** and continue through **December 31, 2015** at the rate of \$50 an hour, not to exceed **420 hours** (total of **\$21,000**).

Jennifer Walsvick

SCOPE OF WORK

Mental Health Services for RSCCD Early Head Start

SERVICES: *These consultant services may include, but not be limited to:*

Assist in meeting the Early Head Start Performance Standards by providing mental health education, mental health consults with families, and EHS activity programming for Santa Ana College Early Childhood Education Center (SAC) and home visits as needed and/or requested by referrals.

As referrals are provided by SAC and EHS partners such as RSCCD, SAC, MOMS Orange County, and Help Me Grow, provide mental health education for moms and their children and input data into Child Plus and medical records for families.

Coordinate with EHS to provide parent/family mental health education workshops/meetings on topics such as: providing nutritious snacks, meals, beverages for infants and toddlers, how to cook nutritious meals for infants and toddlers, accessing nutritious foods on a budget, health and more.

Assist in the coordination of mental health services between the community partners, center-based, and home-based components of the program as needed.

Assist all partners to problem solve difficulties that may arise related to mental health services and delivery.

Review and monitor documentation and record-keeping practices to assure compliance with Head Start Performance Standards. Propose any additions or revisions needed.

Assist in finding mental health services resources for program and individual children enrolled in Early Head Start as needed.

Serve as a resource to staff for enrolled children with special needs (as applicable to mental health needs).

Coordinate the provision of required mental health screenings and other activities within the required Early Head Start time constraints.

Participate on a regular basis at 1) case management consultation meetings; 2) Service Area Plan meetings; 3) Home-Based socializations; and 4) any other meetings designed to assist in meeting the Head Start Performance Standards.

Input and monitor documentation and timelines for all enrolled children using the Child Plus data system.

Communicate with staff via meetings/emails/phone calls and report preparation pertaining to EHS services and activities as directed by RSCCD Director.

Providing weekly meetings with the student interns

Providing supervised support and guidance on the child development site regarding child/family referrals and services

Ensuring that communication with Professors is handled in a timely and efficient manner and

Ensuring that the provision of quality Family Services are maintained through intern training, evaluation, and guidance in conjunction with the CDS executive director

Rate of **\$50** per hour from **January 13, 2015** through **December 31, 2015**.

Jennifer Walsvick, LCSW

714-926-8270

jensmsw@yahoo.com

Biography

Jennifer has over 15 years' experience working with children and families here in Orange County. After completing a Bachelors of Psychology from the University of California Irvine, she went on to earn a Master's Degree in Social Work from the University of Southern California. Jennifer spent nearly ten years working in a large government child welfare agency where she provided case management, emergency response investigations, forensic interviewing of victims of crime and served as a Court Officer to Dependency Court. In 2004, Jennifer obtained her License in Clinical Social Work from the state of California. Most recently, she has worked as a Mental Health Consultant for the Rancho Santiago Community College District Early Head Start Program where she offers numerous services to bridge the gap between the barriers and needs of the families served.

Over the last 10 years, Jennifer has also provided clinical supervision for Masters in Social Work students in their internship. She has worked with the University of Southern California, California State University of Fullerton and California State University of Long Beach as a clinical field instructor and has received awards for her long partnership.

Jennifer's philosophy is that each individual has intrinsic value and importance. Her solution-focused and evidence based therapeutic interventions have helped numerous clients and students in their journey to a more fulfilling and productive life.

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|--------------|-------------------------------------------|----------------------------------|----|------|------------|
| 15-BP000273 | 4,050,000.00 | WESTBERG & WHITE INC | Buildings - AE Fee | SP | | 12/1/2014 |
| 15-P0034026 | 192.24 | VWR FUNDING INC | Instructional Supplies | SP | | 11/20/2014 |
| 15-P0034029 | 5,000.00 | INFORMATION TECHNOLOGY CERTIFICATION COUN | Inst Dues & Memberships | SP | | 11/20/2014 |
| 15-P0034031 | 56.70 | DON BOOKSTORE | Non-Instructional Supplies | SP | | 11/20/2014 |
| 15-P0034032 | 200.00 | STATER BROS | Food and Food Service Supplies | SP | | 11/20/2014 |
| 15-P0034033 | 14,500.00 | RYAN'S EXPRESS MOTORCOACH | Transportation - Student | | | 11/20/2014 |
| 15-P0034034 | 3,001.94 | CENGAGE LEARNING/ EDUC. TO GO | Books, Mags & Ref Mat, Non-Lib | SP | | 11/20/2014 |
| 15-P0034035 | 304.95 | OFFICE DEPOT BUSINESS SVCS | Instructional Supplies | SP | | 11/20/2014 |
| 15-P0034036 | 533.60 | LOGO CHAIR, INC | Non-Instructional Supplies | SP | | 11/20/2014 |
| 15-P0034037 | 1,190.16 | DELL COMPUTER | Non-Instructional Supplies | | | 11/20/2014 |
| 15-P0034038 | 762.60 | AMERICAN EXPRESS | Conference Expenses | SP | | 11/20/2014 |
| 15-P0034039 | 494.96 | GOLDEN STAR TECHNOLOGY, INC. | Non-Instructional Supplies | | | 11/20/2014 |
| 15-P0034040 | 1,031.67 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | | | 11/20/2014 |
| 15-P0034041 | 148.26 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 11/20/2014 |
| 15-P0034043 | 228.00 | WELLS FARGO BANK | Software License and Fees | | | 11/20/2014 |
| * 15-P0034044 | 32,135.26 | CN SCHOOL AND OFFICE SOLUTIONS INC | Equip/Software - >\$200 <\$1,000 | SP | BOND | 11/21/2014 |
| 15-P0034045 | 881.48 | SCAQMD | Public Agencies' Assess & Fees | | | 11/21/2014 |
| 15-P0034046 | 2,608.95 | LAKESHORE LEARNING MATERIALS | Instructional Supplies | SP | | 11/21/2014 |
| 15-P0034047 | 3,912.98 | LAKESHORE LEARNING MATERIALS | Instructional Supplies | SP | | 11/21/2014 |
| * 15-P0034048 | 1,301.33 | SEHI COMPUTER PRODUCTS | Non-Instructional Supplies | SP | | 11/21/2014 |
| 15-P0034049 | 3,705.27 | LAKESHORE LEARNING MATERIALS | Instructional Supplies | SP | | 11/21/2014 |
| 15-P0034050 | 4,150.00 | SOUTHWEST INSPECTION | Site Imp - Construction Mgmt | SP | BOND | 11/21/2014 |
| 15-P0034051 | 3,167.00 | DE LA TORRE COMMERCIAL | Site Improv - Contracted Svcs | SP | | 11/21/2014 |
| 15-P0034052 | 2,624.62 | HILLS BROS LOCK & SAFE | Contracted Repair Services | | | 11/21/2014 |
| 15-P0034053 | 3,228.00 | SOUTHLAND INDUSTRIES | Contracted Repair Services | | | 11/21/2014 |
| 15-P0034054 | 4,350.00 | WEATHERITE CORP | Contracted Repair Services | SP | | 11/21/2014 |
| 15-P0034055 | 186.09 | DEPT OF GENERAL SERVICES | Buildings - DSA Fees | SP | BOND | 11/21/2014 |
| 15-P0034056 | 675.00 | STATE OF CALIF | Contracted Repair Services | | | 11/21/2014 |
| 15-P0034057 | 75.00 | MONTES ALAN | Contracted Services | SP | | 11/21/2014 |
| 15-P0034058 | 1,089.22 | ORANGE COUNTY PUMP CORP | Contracted Repair Services | | | 11/21/2014 |
| 15-P0034059 | 350.00 | PYRO-COMM SYSTEMS INC | Contracted Repair Services | | | 11/21/2014 |
| 15-P0034061 | 4,000.00 | WALSVICK JENNIFER EILEEN | Contracted Services | SP | | 11/21/2014 |
| 15-P0034062 | 3,804.00 | AUTOMATED POWER TECHNOLOGIES INC | Maint/Oper Service Agreements | | | 11/21/2014 |
| 15-P0034063 | 1,030.32 | THE DICKLER CORPORATION | Non-Instructional Supplies | SP | | 11/24/2014 |

4.15(1)

No. 4.15

Legend: * = Multiple Accounts for this P.O. SP = Special Project

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|------------|-------------------------------------------|----------------------------------|----|------|------------|
| 15-P0034064 | 4,415.92 | LAKESHORE LEARNING MATERIALS | Instructional Supplies | SP | | 11/24/2014 |
| * 15-P0034065 | 683.78 | AMAZON COM | Equip/Software - >\$200 <\$1,000 | | | 11/25/2014 |
| 15-P0034066 | 320.06 | VIRGINIA M. WITMER | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034067 | 17.01 | DOROTHY D. MALSACK | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034068 | 350.00 | CALIF FAMILY HEALTH COUNCIL | Conference Expenses | SP | | 11/25/2014 |
| 15-P0034069 | 139.82 | SCANTRON CORP | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034070 | 1,013.17 | DISPLAYS2GO | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034071 | 128.21 | CHANNING L BETE CO INC | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034072 | 220.32 | CREATIVE MARX | Awards & Incentives | SP | | 11/25/2014 |
| 15-P0034073 | 458.90 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034074 | 1,000.00 | UNITED RENTALS | Rental-Equipment (Short-term) | | | 11/25/2014 |
| 15-P0034075 | 1,000.00 | GRAINGER | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034076 | 1,090.80 | OUTDOOR DIMENSIONS | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034077 | 500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 11/25/2014 |
| 15-P0034078 | 409.05 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034079 | 3,034.28 | 4 IMPRINT | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034080 | 365.00 | ICHRIE INT'L COUNCIL ON HOTEL, RESTAURANT | Inst Dues & Memberships | SP | | 11/25/2014 |
| 15-P0034081 | 863.63 | NATIONAL RESTAURANT ASSOCIATION SOLUTIONS | Books, Mags & Ref Mat, Non-Lib | SP | | 11/25/2014 |
| 15-P0034082 | 991.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034084 | 275.33 | SCANTRON CORP | Non-Instructional Supplies | | | 11/25/2014 |
| 15-P0034085 | 212.78 | SCANTRON CORP | Non-Instructional Supplies | | | 11/25/2014 |
| 15-P0034086 | 325.00 | BERACHA CORP | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034087 | 352.60 | STITCH ABOVE | Non-Instructional Supplies | | | 11/25/2014 |
| 15-P0034088 | 84.65 | MICROTECH SCIENTIFIC | Instructional Supplies | SP | | 11/25/2014 |
| 15-P0034089 | 1,116.00 | LOS SERRANOS GOLF AND COUNTRY | Rental - Facility (Short-term) | | | 11/25/2014 |
| * 15-P0034090 | 9,950.12 | AVDB GROUP CA INC | Equipment - All Other > \$1,000 | SP | | 11/26/2014 |
| 15-P0034091 | 1,000.00 | MEDICAL BILLING TECH INC | Contracted Services | SP | | 12/1/2014 |
| 15-P0034092 | 600.00 | INFORMATION NETWORKING CO INC | Contracted Services | | | 12/1/2014 |
| 15-P0034093 | 6,180.00 | INTERNET2 | Software License and Fees | | | 12/1/2014 |
| 15-P0034094 | 315.48 | D4 SOLUTIONS INC. | Contracted Services | SP | | 12/1/2014 |
| 15-P0034095 | 695.00 | DE LA TORRE COMMERCIAL | Contracted Services | | | 12/1/2014 |
| 15-P0034096 | 525.00 | WILLIAMS ROBERT | Contracted Repair Services | | | 12/1/2014 |
| 15-P0034097 | 122,039.00 | WOLFF LANG CHRISTOPHER ARCHITECTS INC | Buildings - AE Fee | SP | | 12/1/2014 |
| 15-P0034098 | 1,072.12 | CN SCHOOL AND OFFICE SOLUTIONS INC | Equip/Software - >\$200 <\$1,000 | SP | BOND | 12/1/2014 |

4.15(2)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|-----------------------------------|----------------------------------|----|------|-----------|
| 15-P0034099 | 270.27 | PARADISE BAKERY & CAFE | Food and Food Service Supplies | SP | | 12/2/2014 |
| 15-P0034100 | 251.51 | SHI INTERNATIONAL CORP | Instructional Supplies | SP | | 12/2/2014 |
| 15-P0034101 | 678.46 | LAKESHORE LEARNING MATERIALS | Equipment - Federal Progs >200 | SP | | 12/2/2014 |
| 15-P0034102 | 210.00 | MILLER JESSY ARAOZ | Food and Food Service Supplies | | | 12/3/2014 |
| 15-P0034103 | 170.64 | HOME DEPOT | Non-Instructional Supplies | | | 12/3/2014 |
| 15-P0034104 | 10,000.00 | SC FUELS | Gasoline | | | 12/3/2014 |
| 15-P0034105 | 175.00 | ICEED INT'L CONSORTIUM FOR | Conference Expenses | SP | | 12/3/2014 |
| 15-P0034106 | 1,185.82 | TOMARK SPORTS INC | Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034107 | 231.00 | NAT'L SPORTS APPAREL LLC | Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034108 | 203.00 | SPORT SUPPLY GROUP INC | Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034109 | 1,547.24 | HAT WORLD INC | Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034110 | 531.15 | SPECTRUM GAS PRODUCTS | Repair & Replacement Parts | SP | | 12/3/2014 |
| 15-P0034111 | 10,933.00 | CCLC COMMUNITY COLLEGE LEAGUE | Internet Services | SP | | 12/3/2014 |
| 15-P0034112 | 2,622.10 | SUNSTONE CENTER CT LESSEE | Contracted Services | SP | | 12/3/2014 |
| 15-P0034113 | 423.20 | DON BOOKSTORE | Fees Paid for Students | SP | | 12/3/2014 |
| 15-P0034114 | 1,877.00 | OLD MEXICO RESTAURANT | Food and Food Service Supplies | SP | | 12/3/2014 |
| 15-P0034115 | 1,733.40 | HAGGARTY PRINTING INC | Reproduction/Printing Expenses | SP | | 12/3/2014 |
| 15-P0034116 | 685.00 | POSTMASTER | Postage | | | 12/3/2014 |
| 15-P0034117 | 311.42 | APCO GRAPHICS INC | Non-Instructional Supplies | | | 12/3/2014 |
| 15-P0034118 | 100.00 | AARDVARK CLAY & SUPPLIES | Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034119 | 1,500.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034120 | 5,000.00 | AMAZON COM | Library Books | SP | | 12/3/2014 |
| 15-P0034121 | 7,630.68 | WENGER CORP | Equip/Software - >\$200 <\$1,000 | SP | | 12/3/2014 |
| 15-P0034122 | 30.24 | SCHICK RECORDS MGMT | Non-Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034123 | 215.99 | WELLS FARGO BANK | Non-Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034124 | 869.41 | CORNER BAKERY/CBC RESTAURANT | Food and Food Service Supplies | SP | | 12/3/2014 |
| 15-P0034125 | 145.00 | WE DO GRAPHICS INC | Reproduction/Printing Expenses | SP | | 12/3/2014 |
| 15-P0034126 | 160.00 | SANOFI PASTEUR | Non-Instructional Supplies | SP | | 12/3/2014 |
| 15-P0034127 | 6,512.40 | APPLE COMPUTER INC | Equip/Software - >\$200 <\$1,000 | SP | | 12/3/2014 |
| * 15-P0034128 | 7,140.82 | GOLDEN STAR TECHNOLOGY, INC. | Equipment - All Other > \$1,000 | SP | | 12/4/2014 |
| 15-P0034129 | 24,245.00 | PROFESSIONAL TURF SPECIALTIES INC | Maint/Oper Service Agreements | | | 12/4/2014 |
| 15-P0034130 | 1,321.00 | ACADEMY ELECTRIC INC | Contracted Services | SP | | 12/4/2014 |
| * 15-P0034131 | 13,137.52 | COLDESI INC | Equipment - All Other > \$1,000 | SP | | 12/4/2014 |
| 15-P0034132 | 1,335.00 | CCLC COMMUNITY COLLEGE LEAGUE | Conference Expenses | | | 12/4/2014 |

4.15(3)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|-------------|-----------|-------------------------------------------|---------------------------------|----|------|-----------|
| 15-P0034133 | 500.00 | HANNA JOHN R | Conference Expenses | | | 12/4/2014 |
| 15-P0034134 | 85.32 | APPLE COMPUTER INC | Instructional Supplies | SP | | 12/4/2014 |
| 15-P0034135 | 500.00 | ALANA V. VOECHTING | Conference Expenses | | | 12/4/2014 |
| 15-P0034136 | 500.00 | SOLORIO JOSE | Conference Expenses | | | 12/4/2014 |
| 15-P0034137 | 122.20 | MICHAEL T. COLLINS | Conference Expenses | | | 12/4/2014 |
| 15-P0034138 | 175.00 | ACCCA | Conference Expenses | | | 12/4/2014 |
| 15-P0034139 | 5,000.00 | AMERICAN REPROGRAPHICS CO LLC | Buildings - Blueprint/Reprod | SP | | 12/4/2014 |
| 15-P0034140 | 666.26 | BARNES & NOBLE INC | Books, Mags & Ref Mat, Non-Lib | SP | | 12/4/2014 |
| 15-P0034141 | 64.80 | MICHAEL J MACKENZIE | Non-Instructional Supplies | SP | | 12/4/2014 |
| 15-P0034142 | 85.00 | ASSOCIATED GENERAL CONTRACTORS OF AMERICA | Advertising | | | 12/4/2014 |
| 15-P0034143 | 2,992.50 | CITY OF CORONA | Instructional Agrmt - Salary | | | 12/4/2014 |
| 15-P0034144 | 2,809.51 | BOBER ANTHONY T | Gain (Loss) - Insurance Settle | | | 12/4/2014 |
| 15-P0034145 | 742.00 | COSCO FIRE PROTECTION INC | Contracted Repair Services | | | 12/4/2014 |
| 15-P0034146 | 1,498.00 | DE LA TORRE COMMERCIAL | Contracted Services | SP | | 12/4/2014 |
| 15-P0034147 | 525.00 | HSACCC HEALTH SVCS ASSOC- | Conference Expenses | SP | | 12/5/2014 |
| 15-P0034148 | 500.00 | SMART & FINAL | Food and Food Service Supplies | SP | | 12/5/2014 |
| 15-P0034149 | 441.20 | SO CAL TEAM SPORTS | Instructional Supplies | SP | | 12/5/2014 |
| 15-P0034150 | 1,439.20 | CDW GOVERNMENT INC. | Instructional Supplies | SP | | 12/5/2014 |
| 15-P0034151 | 236.91 | HAVE KITCHEN WILL TRAVEL, INC. | Food and Food Service Supplies | SP | | 12/5/2014 |
| 15-P0034152 | 3,718.00 | MCGRATH RENT CORP | Equipment - All Other > \$1,000 | SP | | 12/5/2014 |
| 15-P0034153 | 70.38 | AMAZON COM | Non-Instructional Supplies | | | 12/5/2014 |
| 15-P0034154 | 250.00 | MILE HIGH PINES CAMP | Contracted Services | SP | | 12/5/2014 |
| 15-P0034155 | 13,831.56 | AMERICAN CHEMICAL & SANITARY | Non-Instructional Supplies | | | 12/5/2014 |
| 15-P0034156 | 195.00 | FILEMAKER INC | Software License and Fees | | | 12/5/2014 |
| 15-P0034157 | 1,000.00 | SHIFFLER EQUIPMENT SALES INC | Repair & Replacement Parts | | | 12/5/2014 |
| 15-P0034158 | 1,722.60 | AED SUPERSTORE | Equipment - All Other > \$1,000 | | | 12/8/2014 |
| 15-P0034159 | 5,000.00 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | SP | | 12/8/2014 |
| 15-P0034160 | 12,000.00 | NIXON PEABODY LLP | Legal Expenses | | | 12/8/2014 |
| 15-P0034161 | 1,000.00 | HOME DEPOT | Repair & Replacement Parts | | | 12/8/2014 |
| 15-P0034162 | 2,000.00 | TROXELL COMM INC | Instructional Supplies | SP | | 12/8/2014 |
| 15-P0034163 | 1,500.00 | GOLDEN STAR TECHNOLOGY, INC. | Non-Instructional Supplies | | | 12/8/2014 |
| 15-P0034164 | 1,978.56 | GLASBY MAINTENANCE SUPPLY | Non-Instructional Supplies | | | 12/8/2014 |
| 15-P0034165 | 3,597.95 | BANALOGIC CORP | Equipment - Federal Progs >200 | SP | | 12/8/2014 |
| 15-P0034166 | 2,711.20 | PASCO SCIENTIFIC | Instructional Supplies | SP | | 12/8/2014 |

4.15(4)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------|-----------|----------------------------------|----------------------------------|----|------|------------|
| 15-P0034167 | 520.32 | APPLE COMPUTER INC | Equip/Software - >\$200 <\$1,000 | | | 12/8/2014 |
| 15-P0034168 | 52.57 | WELLS FARGO BANK | Instructional Supplies | | | 12/8/2014 |
| 15-P0034169 | 2,807.95 | FISHER SCIENTIFIC | Instructional Supplies | SP | | 12/8/2014 |
| 15-P0034170 | 1,944.00 | RALPH BRENNAN JAZZ KITCHEN LLC | Contracted Services | SP | | 12/8/2014 |
| 15-P0034171 | 5,349.19 | WAXIE SANITARY SUPPLY | Non-Instructional Supplies | | | 12/8/2014 |
| 15-P0034172 | 3,158.17 | DELL COMPUTER | Equipment - All Other > \$1,000 | SP | | 12/8/2014 |
| 15-P0034173 | 30.23 | NICOLE G. DIONNE | Instructional Supplies | SP | | 12/9/2014 |
| 15-P0034174 | 6,049.76 | MACHINING TIME SAVERS, INC. | Contracted Services | | | 12/9/2014 |
| 15-P0034175 | 1,500.00 | PAUL E CROST | Legal Expenses | | | 12/9/2014 |
| 15-P0034176 | 1,575.00 | WILLIAMS ROBERT | Contracted Repair Services | | | 12/9/2014 |
| 15-P0034177 | 2,030.00 | WEATHERITE CORP | Contracted Repair Services | SP | | 12/9/2014 |
| 15-P0034178 | 120.00 | HONORS TRANSFER COUNCIL OF CALIF | Inst Dues & Memberships | | | 12/9/2014 |
| 15-P0034179 | 75.00 | SCIAC SO CALIF INTERSEGME | Inst Dues & Memberships | | | 12/9/2014 |
| 15-P0034180 | 10,000.00 | WGSN INC | Inst Dues & Memberships | SP | | 12/9/2014 |
| * 15-P0034181 | 3,480.46 | B & H PHOTO VIDEO INC | Instructional Supplies | SP | | 12/9/2014 |
| 15-P0034182 | 4,314.60 | IMAGE PRINTING SOLUTIONS | Reproduction/Printing Expenses | SP | | 12/10/2014 |
| 15-P0034183 | 954.36 | DENNIS JAMES CLEEK | Non-Instructional Supplies | SP | | 12/10/2014 |
| 15-P0034184 | 4,863.85 | BIO RAD LABORATORIES | Equipment - Federal Progs >200 | SP | | 12/10/2014 |
| 15-P0034185 | 3,000.00 | DEPT OF GENERAL SERVICES | Buildings - DSA Fees | SP | | 12/10/2014 |
| 15-P0034186 | 2,156.98 | IMAGE PRINTING SOLUTIONS | Non-Instructional Supplies | SP | | 12/10/2014 |
| 15-P0034187 | 789.98 | DAVID J. MCDONALD | Food and Food Service Supplies | SP | | 12/10/2014 |
| 15-P0034188 | 138.24 | TOMARK SPORTS INC | Instructional Supplies | SP | | 12/10/2014 |
| 15-P0034189 | 7,794.00 | TREND OFFSET PRINTING | Class Schedules/Printing | SP | | 12/10/2014 |
| 15-P0034190 | 66.00 | NORTHGATE GONZALEZ MARKET | Food and Food Service Supplies | SP | | 12/10/2014 |
| * 15-P0034191 | 9,573.13 | LINCOLN EQUIPMENT INC | Equipment - All Other > \$1,000 | SP | | 12/10/2014 |
| 15-P0034195 | 710.10 | TOP HAT PRODUCTIONS | Food and Food Service Supplies | | | 12/11/2014 |
| 15-P0034196 | 5,296.66 | QUARK ENTERPRISES INC | Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034197 | 1,342.94 | 4 IMPRINT | Non-Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034198 | 602.33 | SCANTRON CORP | Non-Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034199 | 1,214.95 | AMERICAN HOTEL & LODGING | Books, Mags & Ref Mat, Non-Lib | SP | | 12/11/2014 |
| 15-P0034200 | 7,499.00 | SHINE EARLY LEARNING INC | Software License and Fees | SP | | 12/11/2014 |
| 15-P0034201 | 500.00 | OFFICE DEPOT BUSINESS SVCS | Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034202 | 97.18 | OFFICE DEPOT BUSINESS SVCS | Non-Instructional Supplies | | | 12/11/2014 |
| 15-P0034203 | 1,307.88 | IMAGE PRINTING SOLUTIONS | Reproduction/Printing Expenses | | | 12/11/2014 |

4.15(5)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|-------------|------------|-----------------------------------------|--------------------------------|----|------|------------|
| 15-P0034204 | 1,730.16 | TROXELL COMM INC | Software Support Service | | | 12/11/2014 |
| 15-P0034205 | 50,000.00 | THE FELDHAKA LAW FIRM | Legal Expenses | | | 12/11/2014 |
| 15-P0034206 | 524.48 | 3D MOLECULAR DESIGNS LLC | Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034207 | 148.82 | FLINN SCIENTIFIC INC | Instructional Supplies | SP | | 12/11/2014 |
| 15-P0034208 | 750.00 | NACCE | Inst Dues & Memberships | SP | | 12/11/2014 |
| 15-P0034209 | 1,421.49 | DON BOOKSTORE | Books, Mags & Ref Mat, Non-Lib | SP | | 12/11/2014 |
| 15-P0034210 | 38,718.00 | SIMS ORANGE WELDING SUPPLY | Equipment - Federal Progs >200 | SP | | 12/12/2014 |
| 15-P0034211 | 25,000.00 | ENGINEERING ALIGNMENT SYSTEMS INC | Bldg Impr - Engineering Costs | SP | | 12/12/2014 |
| 15-P0034212 | 179,000.00 | 3QC INC | Buildings - Contracted Svcs | SP | | 12/12/2014 |
| 15-P0034213 | 66,000.00 | WOLFF LANG CHRISTOPHER ARCHITECTS INC | Site Improv - AE Fee | SP | BOND | 12/12/2014 |
| 15-P0034214 | 23,000.00 | RSMART | Contracted Services | | | 12/12/2014 |
| 15-P0034215 | 50.00 | RIVERA ANTHONY | Contracted Services | SP | | 12/12/2014 |
| 15-P0034216 | 250.00 | A1 INTERNATIONAL VIDEO | Repair & Replacement Parts | | | 12/12/2014 |
| 15-P0034217 | 542.00 | MOREA INC | Non-Instructional Supplies | | | 12/12/2014 |
| 15-P0034218 | 2,413.00 | SOUTHLAND INDUSTRIES | Contracted Services | | | 12/12/2014 |
| 15-P0159269 | 9,800.00 | ITPI | Software Support Service-Fixed | | | 12/3/2014 |
| 15-P0159270 | 262,022.00 | CSU FULLERTON AUXILIARY SVCS CORP | Contracted Services | SP | | 12/4/2014 |
| 15-P0159271 | 346,140.00 | NORTH ORANGE COUNTY COMMUNITY | Contracted Services | SP | | 12/4/2014 |
| 15-P0159272 | 50,653.00 | ORANGE UNIFIED SCHOOL DISTRICT | Contracted Services | SP | | 12/4/2014 |
| 15-P0159273 | 15,000.00 | ORANGE UNIFIED SCHOOL DISTRICT | Contracted Services | SP | | 12/8/2014 |
| 15-P0159274 | 1,500.00 | SO ORANGE COUNTY COMMUNITY COLLEGE DIST | Contracted Services | SP | | 12/9/2014 |
| 15-P0159275 | 12,000.00 | COAST COMMUNITY COLLEGE DISTRICT | Contracted Services | SP | | 12/9/2014 |
| 15-P0159276 | 20,000.00 | SO ORANGE COUNTY COMMUNITY COLLEGE DIST | Contracted Services | SP | | 12/9/2014 |
| 15-P0159277 | 7,500.00 | ORANGE COUNTY DEPT OF ED | Contracted Services | SP | | 12/9/2014 |
| 15-P0159279 | 296,336.00 | NORTH ORANGE COUNTY COMMUNITY | Contracted Services | SP | | 12/12/2014 |

Grand Total: \$5,986,917.83

4.15(6)

Legend: * = Multiple Accounts for this P.O. **SP** = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 20, 2014 THROUGH DECEMBER 13, 2014
BOARD MEETING OF JANUARY 12, 2015**

| P.O. # | Amount | Description | Department | Comment |
|-------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15-BP000273 | \$4,050,000.00 | Consulting services to provide architectural and engineering services for Central Plant, Infrastructure and Mechanical Upgrades project at Santa Ana College | DO-Facility Planning | Board approved: November 17, 2014 |
| 15-P0034044 | \$32,135.26 | Furniture for Santa Ana College Veteran's Affairs offices and open area in building M | DO-Facility Planning | Purchased from Hawthorne Bid #13-14-1, Board approved: March 24, 2014 |
| 15-P0034097 | \$122,039.00 | Consulting services to provide architectural and engineering services for Interior Renovations project at Santiago Canyon College - Building D | DO-Facility Planning | RFP #1314-43 Board approved: November 17, 2014 |
| 15-P0034129 | \$24,245.00 | Turf repair and maintenance work for the baseball & softball fields at Santa Ana College | SAC-Maintenance & Operations | Received Quotations: 1) * Professional Turf Specialties 2) Barendt Construction, Inc. 3) Lee Bent Tree & Landscaping, Inc. * Successful Bidder |
| 15-P0034205 | \$50,000.00 | Legal services in relation to facilities matters and various other projects | DO-Business Operations/Fiscal Services | Board approved: October 15, 2007 |
| 15-P0034210 | \$38,718.00 | Arc Mate Robotic Arm and educational system configuration | SAC-Welding Technology | Received Quotations: 1) * Sims-Orange Welding Supply, Inc. 2) Tri-Star Gases 3) Lincoln Electric * Successful Bidder |
| 15-P0034211 | \$25,000.00 | Consulting services to provide On-call Structural Engineering Services project for Santa Ana College and District Facilities | DO-Facility Planning | RFP #1314-57 Board approved: December 8, 2014 |

4.15(7)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 20, 2014 THROUGH DECEMBER 13, 2014
BOARD MEETING OF JANUARY 12, 2015**

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------|
| 15-P0034212 | \$179,000.00 | Consulting services to provide commissioning services for the Central Plant project at Santa Ana College | DO-Facility Planning | RFP #1415-77 Board approved: December 8, 2014 |
| 15-P0034213 | \$66,000.00 | Consulting services to provide architectural and engineering services for the Portable Building "U" Certification and Renovation project at Santiago Canyon College | DO-Facility Planning | RFP #1314-43 Board approved: November 17, 2014 |
| 15-P0034214 | \$23,000.00 | Professional service to provide business systems and processes assessment for Santa Ana College, Santiago Canyon College and District Office | Chancellor's Office | Board approved: May 27, 2014 |
| 15-P0159270 | \$262,022.00 | Sub-contract agreement with CSU Fullerton Auxiliary Service in relation with HSI Engage in STEM Title III - Year 4 grant | SAC-Counseling | Board approved: September 22, 2014 |
| 15-P0159271 | \$346,140.00 | Sub-contract agreement with North Orange CCD in relation with HSI Engage in STEM Title III - Year 4 grant | SAC-Counseling | Board approved: September 22, 2014 |
| 15-P0159272 | \$50,653.00 | Sub-agreement with Orange Unified CCD in relation with Orange County Teacher Pathway Partnership grant | SCC-OC TPP | Board approved: October 13, 2014 |
| 15-P0159273 | \$15,000.00 | Sub-agreement with Orange Unified School District in relation with the Youth Entrepreneurship Program (YEP) for students to participate in entrepreneurship workshops and skills building | SBDC | Board approved: October 13, 2014 |

PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 20, 2014 THROUGH DECEMBER 13, 2014
BOARD MEETING OF JANUARY 12, 2015

| P.O. # | Amount | Description | Department | Comment |
|-------------|--------------|---------------------------------------------------------------------------------------------------------------|------------|----------------------------------|
| 15-P0159276 | \$20,000.00 | Sub-agreement with South Orange County CCD in relation with entrepreneurship courses for certification | SBDC | Board approved: October 13, 2014 |
| 15-P0159279 | \$296,336.00 | Sub-agreement with North Orange County CCD in relation with Orange County Teacher Pathway Partnership project | SCC-OC TPP | Board approved: October 13, 2014 |

| P.O. # | Amount | Vendor Name | Classification | Date |
|----------------|-------------|---------------------------|---------------------|------------|
| GM-DON001930 | \$169.75 | TEAMWORK | General Merchandise | 12/2/2014 |
| GM-HAWK001558 | \$87.00 | HAMILTON BELL CO | General Merchandise | 11/18/2014 |
| GM-HAWK001559 | \$95.76 | NACSCORP | General Merchandise | 11/19/2014 |
| GM-HAWK001561 | \$172.00 | ACTION PAC | General Merchandise | 11/20/2014 |
| GM-HAWK001564 | \$870.34 | PENS ETC. | General Merchandise | 12/2/2014 |
| GM-HAWK001566 | \$592.29 | EVOLUTION TABLET, LLC | General Merchandise | 12/2/2014 |
| GM-HAWK001567 | \$3,675.00 | SCANTRON CORP | General Merchandise | 12/8/2014 |
| GM-HAWK001568 | \$179.70 | LXG | General Merchandise | 12/11/2014 |
| TX-CEC000227-D | \$4,742.50 | CENGAGE LEARNING | Textbook | 11/25/2014 |
| TX-CEC000240-D | \$129.95 | PEARSON EDUCATION | Textbook | 11/25/2014 |
| TX-CEC000247 | \$3,375.00 | CAMBRIDGE UNIVERSITY PRES | Textbook | 11/20/2014 |
| TX-CEC000248 | \$1,116.00 | OXFORD UNIVERSITY PRESS, | Textbook | 11/20/2014 |
| TX-CEC000249 | \$10,686.95 | PEARSON EDUCATION | Textbook | 11/24/2014 |
| TX-DON002792 | \$1,548.41 | NEBRASKA BOOK COMPANY | Textbook | 11/19/2014 |
| TX-DON002793 | \$212.00 | MBS TEXTBOOK EXCHANGE | Textbook | 11/19/2014 |
| TX-DON002794 | \$1,433.27 | NACSCORP | Textbook | 11/19/2014 |
| TX-DON002795 | \$924.00 | NYSTROM | Textbook | 11/19/2014 |
| TX-DON002796 | \$1,045.00 | EINSTRUCTION | Textbook | 11/19/2014 |
| TX-DON002797 | \$6,875.00 | CENGAGE LEARNING | Textbook | 11/19/2014 |
| TX-DON002798 | \$6,338.00 | MCGRAW-HILL PUBLISHING CO | Textbook | 11/19/2014 |
| TX-DON002799 | \$8,577.15 | PEARSON EDUCATION | Textbook | 11/19/2014 |
| TX-DON002800 | \$4,561.00 | JOHN WILEY \$ SONS, INC | Textbook | 11/19/2014 |
| TX-DON002801 | \$1,585.00 | MPS FORMERLY VHPS | Textbook | 11/19/2014 |
| TX-DON002802 | \$20,390.00 | NORTON, INC. | Textbook | 11/19/2014 |
| TX-DON002803 | \$274.20 | MONTEZUMA PUBLISHING | Textbook | 11/19/2014 |
| TX-DON002804 | \$20.40 | MONTEZUMA PUBLISHING | Textbook | 11/25/2014 |
| TX-DON002805 | \$9,429.00 | CENGAGE LEARNING | Textbook | 12/2/2014 |
| TX-DON002807 | \$1,910.25 | CENGAGE LEARNING | Textbook | 12/2/2014 |
| TX-DON002808 | \$304.40 | NEBRASKA BOOK COMPANY | Textbook | 12/2/2014 |
| TX-DON002809 | \$1,079.80 | NACSCORP | Textbook | 12/2/2014 |
| TX-DON002810 | \$780.13 | VERBA | Textbook | 12/2/2014 |
| TX-DON002811 | \$2,125.00 | PEARSON EDUCATION | Textbook | 12/3/2014 |
| TX-DON002812 | \$3,763.75 | CENGAGE LEARNING | Textbook | 12/3/2014 |
| TX-DON002813 | \$92.30 | NACSCORP | Textbook | 12/3/2014 |
| TX-DON002814 | \$899.60 | SLEETER GROUP | Textbook | 12/3/2014 |
| TX-DON002815 | \$274.50 | KENDALL PUBLISHING | Textbook | 12/3/2014 |
| TX-DON002817 | \$508.66 | NACSCORP | Textbook | 12/4/2014 |
| TX-HAWK002118 | \$11.47 | AMAZON | Textbook | 11/19/2014 |

4.15(10)

| P.O. # | Amount | Vendor Name | Classification | Date |
|---------------|---------------|-----------------------|-----------------------|-------------|
| TX-HAWK002121 | \$41,714.53 | NEBRASKA BOOK COMPANY | Textbook | 12/9/2014 |
| TX-HAWK002122 | \$8,562.01 | MBS TEXTBOOK EXCHANGE | Textbook | 12/10/2014 |
| TX-HAWK002123 | \$13.88 | AMAZON | Textbook | 12/10/2014 |
| TX-HAWK002125 | \$1,842.94 | VERBA | Textbook | 12/12/2014 |

Grand Total: \$152, 987.89

| P.O. # | Amount | Vendor Name | Classification | SP | Bond | Date |
|---------------------|-----------|-----------------------------|--------------------------------|----|------|------------|
| * 15-B0000734 | 3,023.52 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 11/17/2014 |
| 15-B0000735 | 260.00 | EDUCATIONAL TESTING SVC | Other Operating Exp & Services | | | 11/19/2014 |
| 15-B0000736 | 277.20 | DIVERSIFIED BUSINESS SVCS | Other Operating Exp & Services | | | 11/25/2014 |
| 15-B0000737 | 4,500.26 | BROWN BAG SANDWICH CO. INC. | Purchases – Gen Merch | | | 12/2/2014 |
| 15-B0000738 | 112.79 | WEST PACIFIC MEDICAL LAB | Diversified Agency Fund Expens | | | 12/2/2014 |
| 15-B0000739 | 2,189.00 | HEWLETT PACKARD CO | Diversified Agency Fund Expens | | | 12/2/2014 |
| 15-B0000740 | 16,292.90 | MORTARA INSTRUMENT | Diversified Agency Fund Expens | | | 12/2/2014 |
| * 15-B0000741 | 4,107.53 | RYAN DISTRIBUTORS | Purchases – Gen Merch | | | 12/3/2014 |
| * 15-B0000742 | 1,492.63 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 12/3/2014 |
| * 15-B0000743 | 4,715.03 | RYAN DISTRIBUTORS | Purchases – Gen Merch | | | 12/3/2014 |
| 15-B0000744 | 175.82 | RYAN DISTRIBUTORS | Purchases – Gen Merch | | | 12/3/2014 |
| 15-B0000746 | 2,545.50 | BROWN BAG SANDWICH CO. INC. | Purchases – Gen Merch | | | 12/8/2014 |
| 15-B0000747 | 1,389.34 | BROWN BAG SANDWICH CO. INC. | Purchases – Gen Merch | | | 12/8/2014 |
| * 15-B0000748 | 279.64 | BROWN BAG SANDWICH CO. INC. | Purchases – Gen Merch | | | 12/8/2014 |
| * 15-B0000749 | 2,714.64 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 12/9/2014 |
| * 15-B0000750 | 2,742.04 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 12/9/2014 |
| * 15-B0000751 | 521.90 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 12/9/2014 |
| 15-B0000752 | 747.68 | BROWN BAG SANDWICH CO. INC. | Purchases – Gen Merch | | | 12/10/2014 |
| * 15-B0000753 | 671.44 | RYAN DISTRIBUTORS | Purchases - Taxable | | | 12/10/2014 |
| 15-B0000754 | 750.60 | ISLAND COLOR, INC. | Other Operating Exp & Services | | | 12/12/2014 |
| Grand Total: | | \$49,509.46 | | | | |

4.15(12)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 15, 2014 THROUGH DECEMBER 12, 2014
BOARD MEETING OF JANUARY 12, 2015**

| P.O. # | Amount | Description | Department | Comment |
|---------------|-------------|----------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------|
| 15-B0000740 | \$16,292.90 | Stress Exercise System: Fire Technology | SAC Fire Tech | Purchased from Mortara Instrument to match existing equipment. No comparable systems available. |
| TX-DON002802 | \$20,390.00 | Textbooks for Resale: Intersession and Spring 2014 | Don Bookstore | Purchased from Norton Publishers, Manager Review and Approval - Thomas Bonetati - November 19, 2014 |
| TX-HAWK002121 | \$41,714.53 | Textbooks for Resale: Intersession and Spring 2014 | Hawk Bookstore | Purchased from Nebraska Book Company, Manager Review and Approval - Bill Jeffery - December 9, 2014 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

| | |
|--------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of Resource Development Items | |
| Action: Request for Approval | |

ANALYSIS

Items for the following categorical programs have been developed:

| <u>Project Title</u> | <u>Award Date</u> | <u>Amount</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------|
| 1. Child Development Training Consortium (SAC/SCC) Funds provided by the Yosemite Community College District/Child Development Training Consortium to recruit and assist students seeking a new or maintaining a current child development permit through the colleges Child Development Programs. (14/15). <i>No match required.</i> | 09/01/2014 | \$17,000 |
| 2. Faculty Entrepreneurship Champion Mini-Grant (CEC) Sub-award from the Sector Navigator for Small Business, hosted by Solano Community College District, to create entrepreneurial pathways by developing articulation agreements between non-credit and credit certificate programs. (14/15). <i>No match required.</i> | 11/04/2014 | \$5,000 |
| 3. Student Success and Support Program (SSSP) – Non-Credit (CEC) Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising and other education planning services. (14/15). <i>Match requirement is one-to-one. Project administrator and project director identity and monitor the SSSP match expenses.</i> | 09/25/2014 | \$1,158,027 |
| 4. Student Success and Support Program (SSSP) – Non-Credit (OEC) Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising and other education planning services. (14/15). <i>Match requirement is one-to-one. Project administrator and project director identity and monitor the SSSP match expenses.</i> | 09/25/2014 | \$554,479 |

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: \$1,734,506 | Board Date: January 12, 2015 |
| 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 #1241
NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - SANTA ANA COLLEGE & SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 9/1/14 - 6/30/15

PROJ. ADM. Bart Hoffman/Aracely Mora

CONTRACT INCOME:

PROJ. DIR. Michelle Hardy

Instructional Services 12,500

Date: 12/19/2014

Coordinator Stipend 4,500

TOTAL 17,000

CFDA #: 93.575

Prime Sponsor: Department of Health and Human Services Administration for Children and Families

Fiscal Agent: Yosemite Community College District/Child Development Training Consortium

Sub-Agreement No. 14-15-2885

| Datatel String | | | | | | Existing Budget | | Revised Budget | | Budget Change (+/-) | |
|--------------------------------------------------------------|------|--------|-------|------|------------------------------------------------------------------------------------------------------------------|-----------------|---------------|----------------|---------------|---------------------|--------------|
| Fd | Prj | Tops | Dept | Code | Description | Debit | Credit | Debit | Credit | Debit | Credit |
| Santa Ana College | | | | | | | | | | | |
| 12 | 1241 | 000000 | 10000 | 8199 | Other Federal Revenues : Santa Ana College | | 15,965 | | 15,965 | | 0 |
| Coordinator Stipend | | | | | | | | | | | |
| 12 | 1241 | 619000 | 15717 | 1480 | Part-Time Reassigned Time : Human Development | 3,959 | | 0 | | | 3,959 |
| 12 | 1241 | 619000 | 15717 | 1483 | Beyond Contr - Reassigned Time : Human Development <i>Michelle Hardy, Program Facilitator for SAC and SCC</i> | 0 | | 3,955 | | 3,955 | |
| 12 | 1241 | 619000 | 15717 | 3115 | STRS - Non-Instructional : Human Development | 347 | | 351 | | 4 | |
| 12 | 1241 | 619000 | 15717 | 3325 | Medicare - Non-Instructional : Human Development | 57 | | 57 | | 0 | |
| 12 | 1241 | 619000 | 15717 | 3435 | H & W - Retiree Fund Non-Inst : Human Development | 40 | | 40 | | 0 | |
| 12 | 1241 | 619000 | 15717 | 3515 | SUI - Non-Instructional : Human Development | 2 | | 2 | | 0 | |
| 12 | 1241 | 619000 | 15717 | 3615 | WCI - Non-Instructional : Human Development | 95 | | 95 | | 0 | |
| Instructional Services | | | | | | | | | | | |
| 12 | 1241 | 130500 | 15717 | 4310 | Instructional Supplies : Human Development | 1,000 | | 1,000 | | 0 | |
| 12 | 1241 | 732000 | 15717 | 7610 | Books Paid for Students : Human Development | 2,740 | | 2,740 | | 0 | |
| 12 | 1241 | 732000 | 15717 | 7640 | Tuition Paid for Students : Human Development | 7,725 | | 7,725 | | 0 | |
| Santiago Canyon College | | | | | | | | | | | |
| Instructional Services | | | | | | | | | | | |
| 12 | 1241 | 000000 | 20000 | 8199 | Other Federal Revenues : Santiago Canyon College | | 1,035 | | 1,035 | | 0 |
| 12 | 1241 | 732000 | 25230 | 7610 | Books Paid for Students : Human Development | 260 | | 260 | | 0 | |
| 12 | 1241 | 732000 | 25230 | 7640 | Tuition Paid for Students : Human Development | 775 | | 775 | | 0 | |
| Total - 1241 Child Dvlp Training Consortium (SAC/SCC) | | | | | | 17,000 | 17,000 | 17,000 | 17,000 | 3,959 | 3,959 |

5.1 (2)

SPECIAL PROJECT DETAILED BUDGET #2xxx
NAME: Faculty Entrepreneurship Champion Mini-Grant
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 11/20/2014 - 06/30/2015

PROJ.ADM./DIR: Nilo Lipiz

CONTRACT INCOME: \$5,000

Prime Sponsor: CCC Chancellor's Office

DATE: 12/19/14

Fiscal Agent: Solano CCD

Grant #: 14-151-010 (Small Business Sector Navigator)

| GL Accounts | Description | Debit | Credit |
|---------------------------|------------------------------------------------------------------------------|--------------|--------------|
| 12-2xxx-000000-50000-8659 | Other Reimb Categorical Allow | | 5,000 |
| 12-2xxx-602000-18100-1480 | Part-Time Reassigned Time : Continuing Education - Curriculum Development | 2,200 | |
| 12-2xxx-649000-18100-1480 | Part-Time Reassigned Time : Continuing Education - Project Director | 2,178 | |
| 12-2xxx-649000-18100-4610 | Non-Instructional Supplies : Continuing Education - Outreach materials | 622 | |
| | | 5,000 | 5,000 |

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. James Kennedy

SSSP Non-Credit P1 Allocations: \$1,158,027

PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office

Date: 12/16/14

Fiscal Agent: RSCCD

| GL Accounts | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|-------------------------------------------------------------------------|------------------|-----------|-----------------|-----------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-000000-10000-8629 | Other Gen Categorical Apport : Santa Ana Coll | | 1,168,327 | | 1,158,027 | 10,300 | |
| 12-2490-601000-18100-2130 | Classified Employees : Continuing Education D - Dolores Austin (25%) | 15,240 | | 15,370 | | 130 | |
| 12-2490-601000-18100-3215 | PERS - Non-Instructional : Continuing Educati | 1,744 | | 1,809 | | 65 | |
| 12-2490-601000-18100-3315 | OASDHI - Non-Instructional : Continuing Educa | 966 | | 974 | | 8 | |
| 12-2490-601000-18100-3325 | Medicare - Non-Instructional : Continuing Edu | 226 | | 228 | | 2 | |
| 12-2490-601000-18100-3415 | H & W - Non-Instructional : Continuing Educat | 1,645 | | 1,788 | | 143 | |
| 12-2490-601000-18100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 156 | | 157 | | 1 | |
| 12-2490-601000-18100-3515 | SUI - Non-Instructional : Continuing Educatio | 8 | | 8 | | - | - |
| 12-2490-601000-18100-3615 | WCI - Non-Instructional : Continuing Educatio | 374 | | 377 | | 3 | |
| 12-2490-601000-18100-3915 | Other Benefits - Non-Instruct : Continuing Ed | 338 | | 338 | | - | - |
| 12-2490-631000-18100-1230 | Contract Counselors : Continuing Education D | - | | 50,656 | | 50,656 | |
| 12-2490-631000-18100-1430 | Part-Time Counselors : Continuing Education D | 94,757 | | 123,767 | | 29,010 | |
| 12-2490-631000-18100-1433 | Beyond Contract - Counselors : Continuing Edu | 48,685 | | 48,685 | | - | - |
| 12-2490-631000-18100-1434 | Int/Sum Beyond Contr-Counselor : Continuing E | 29,516 | | 29,516 | | - | - |
| 12-2490-631000-18100-1435 | Int/Sum - Counselors,Part-Time : Continuing E | 14,343 | | 14,343 | | - | - |
| 12-2490-631000-18100-1483 | Beyond Contr - Reassigned Time : Continuing E | 25,460 | | 25,460 | | - | - |
| 12-2490-631000-18100-2320 | Classified Employees - Hourly : Continuing Ed | 144 | | - | | | 144 |
| 12-2490-631000-18100-3115 | STRS - Non-Instructional : Continuing Educati | 16,755 | | 25,968 | | 9,213 | |
| 12-2490-631000-18100-3215 | PERS - Non-Instructional : Continuing Educati | 16 | | - | | | 16 |
| 12-2490-631000-18100-3315 | OASDHI - Non-Instructional : Continuing Educa | 9 | | - | | | 9 |
| 12-2490-631000-18100-3325 | Medicare - Non-Instructional : Continuing Edu | 3,087 | | 4,240 | | 1,153 | |
| 12-2490-631000-18100-3335 | PARS - Non-Instructional : Continuing Educati | 300 | | - | | | 300 |
| 12-2490-631000-18100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 2,129 | | 2,924 | | 795 | |
| 12-2490-631000-18100-3515 | SUI - Non-Instructional : Continuing Educatio | 106 | | 146 | | 40 | |

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

SSSP Non-Credit P1 Allocations: \$1,158,027

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

PROJ. ADM. James Kennedy

PROJ. DIR. Nilo Lipiz

Date: 12/16/14

| GL Accounts | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-----------------|--------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-631000-18100-3615 | WCI - Non-Instructional : Continuing Educatio | 5,110 | | 7,018 | | 1,908 | |
| 12-2490-632000-18100-2130 | Classified Employees : Continuing Education D - Jorge Lopez-Galicia (100%) | 44,322 | | 44,699 | | 377 | |
| 12-2490-632000-18100-2310 | Classified Employees - Ongoing : Continuing E - Yesenia Barajas (11 mos) - Monika Barbery (12 mos) - Wendy Esparza (12 mos) - Jaime Gallegos (11 Mos) - Sandra Magallon (11 mos) | 74,428 | | 78,097 | | 3,669 | |
| 12-2490-632000-18100-2320 | Classified Employees - Hourly : Continuing Ed | 8,714 | | 8,714 | | - | - |
| 12-2490-632000-18100-2350 | Overtime - Classified Employee : Continuing E | - | | 267 | | 267 | |
| 12-2490-632000-18100-3215 | PERS - Non-Instructional : Continuing Educati | 10,678 | | 15,480 | | 4,802 | |
| 12-2490-632000-18100-3315 | OASDHI - Non-Instructional : Continuing Educa | 7,986 | | 8,254 | | 268 | |
| 12-2490-632000-18100-3325 | Medicare - Non-Instructional : Continuing Edu | 1,868 | | 1,930 | | 62 | |
| 12-2490-632000-18100-3335 | PARS - Non-Instructional : Continuing Educati | 444 | | - | | | 444 |
| 12-2490-632000-18100-3415 | H & W - Non-Instructional : Continuing Educat | 19,369 | | 21,080 | | 1,711 | |
| 12-2490-632000-18100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 1,288 | | 1,331 | | 43 | |
| 12-2490-632000-18100-3515 | SUI - Non-Instructional : Continuing Educatio | 64 | | 67 | | 3 | |
| 12-2490-632000-18100-3615 | WCI - Non-Instructional : Continuing Educatio | 3,092 | | 1,930 | | | 1,162 |
| 12-2490-632000-18100-3915 | Other Benefits - Non-Instruct : Continuing Ed | 1,350 | | 1,350 | | - | - |
| 12-2490-632000-18100-4310 | Instructional Supplies : Continuing Education | 6,763 | | 3,500 | | | 3,263 |
| 12-2490-632000-18100-4710 | Food and Food Service Supplies : Continuing E | 863 | | 857 | | | 6 |
| 12-2490-632000-18100-5100 | Contracted Services : Continuing Education Di | 9,550 | | 10,000 | | 450 | |
| 12-2490-632000-18100-5651 | Rental - Other (Short-term) : Continuing Educ | 500 | | - | | | 500 |
| 12-2490-632000-18100-5940 | Reproduction/Printing Expenses : Continuing E | 309 | | 6,000 | | 5,691 | |
| 12-2490-632000-18100-5950 | Software License and Fees : Continuing Educat | 3,030 | | 3,000 | | | 30 |

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. James Kennedy

SSSP Non-Credit P1 Allocations: \$1,158,027

PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office

Date: 12/16/14

Fiscal Agent: RSCCD

| GL Accounts | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-----------------|--------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-632000-18100-6410 | Equipment - All Other > \$1,000 : Continuing Ed | - | | 12,657 | | 12,657 | |
| 12-2490-632000-18100-6419 | Equip/Software - >\$200 <\$1,000 : Continuing Ed | - | | 12,657 | | 12,657 | |
| 12-2490-649000-18100-1410 | Part-Time Academic Management : Continuing Ed | 88,967 | | 65,600 | | | 23,367 |
| 12-2490-649000-18100-1450 | Part-Time Coordinators : Continuing Education | 25,092 | | - | | | 25,092 |
| 12-2490-649000-18100-1455 | Int/Sum - Coordinators, PT : Continuing Educa | 2,091 | | - | | | 2,091 |
| 12-2490-649000-18100-1480 | Part-Time Reassigned Time : Continuing Educat | 22,262 | | - | | | 22,262 |
| 12-2490-649000-18100-1483 | Beyond Contr - Reassigned Time : Continuing E | 9,779 | | - | | | 9,779 |
| 12-2490-649000-18100-2130 | Classified Employees : Continuing Education D - Herminia Kindelan (100%) - Anh Ly (35%) - Julio Serratos (35%) - Francisco Suarez (100%) - Steve Tlaseca (100%) - NEW: Graduation Specialist (100% for 5 months) | 270,845 | | 256,584 | | | 14,261 |
| 12-2490-649000-18100-2310 | Classified Employees - Ongoing : Continuing E - Anthony Garcia (12 mos) - Brenda Vega (12 mos) | 55,814 | | 48,943 | | | 6,871 |
| 12-2490-649000-18100-2320 | Classified Employees - Hourly : Continuing Ed | 8,877 | | 8,877 | | - | - |
| 12-2490-649000-18100-3115 | STRS - Non-Instructional : Continuing Educati | 6,956 | | 5,825 | | | 1,131 |
| 12-2490-649000-18100-3215 | PERS - Non-Instructional : Continuing Educati | 37,777 | | 37,008 | | | 769 |
| 12-2490-649000-18100-3315 | OASDHI - Non-Instructional : Continuing Educa | 20,834 | | 19,838 | | | 996 |
| 12-2490-649000-18100-3325 | Medicare - Non-Instructional : Continuing Edu | 7,099 | | 5,591 | | | 1,508 |
| 12-2490-649000-18100-3335 | PARS - Non-Instructional : Continuing Educati | 70 | | - | | | 70 |
| 12-2490-649000-18100-3415 | H & W - Non-Instructional : Continuing Educat | 41,373 | | 43,159 | | 1,786 | |
| 12-2490-649000-18100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 4,896 | | 3,856 | | | 1,040 |
| 12-2490-649000-18100-3515 | SUI - Non-Instructional : Continuing Educatio | 245 | | 193 | | | 52 |
| 12-2490-649000-18100-3615 | WCI - Non-Instructional : Continuing Educatio | 11,750 | | 9,253 | | | 2,497 |

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. James Kennedy

SSSP Non-Credit P1 Allocations: \$1,158,027

PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office

Date: 12/16/14

Fiscal Agent: RSCCD

| GL Accounts | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|----------------------------------------------------|-----------------------------------------------|------------------|------------------|------------------|------------------|----------------|----------------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-649000-18100-3915 | Other Benefits - Non-Instruct : Continuing Ed | 5,873 | | 5,558 | | | 315 |
| 12-2490-649000-18100-4210 | Books, Mags & Ref Mat, Non-Lib : Continuing E | 12,000 | | 5,600 | | | 6,400 |
| 12-2490-649000-18100-4610 | Non-Instructional Supplies : Continuing Educa | 31,536 | | 37,000 | | 5,464 | |
| 12-2490-649000-18100-4710 | Food and Food Service Supplies : Continuing E | 2,951 | | 500 | | | 2,451 |
| 12-2490-649000-18100-5940 | Reproduction/Printing Expenses : Continuing E | 8,200 | | 6,000 | | | 2,200 |
| 12-2490-675000-18100-1480 | Part-Time Reassigned Time : Continuing Educat | 3,770 | | - | | | 3,770 |
| 12-2490-675000-18100-2310 | Classified Employees - Ongoing : Continuing E | 16,989 | | - | | | 16,989 |
| 12-2490-675000-18100-3115 | STRS - Non-Instructional : Continuing Educati | 311 | | - | | | 311 |
| 12-2490-675000-18100-3325 | Medicare - Non-Instructional : Continuing Edu | 301 | | - | | | 301 |
| 12-2490-675000-18100-3335 | PARS - Non-Instructional : Continuing Educati | 221 | | - | | | 221 |
| 12-2490-675000-18100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 208 | | - | | | 208 |
| 12-2490-675000-18100-3515 | SUI - Non-Instructional : Continuing Educatio | 10 | | - | | | 10 |
| 12-2490-675000-18100-3615 | WCI - Non-Instructional : Continuing Educatio | 498 | | - | | | 498 |
| 12-2490-675000-18100-5210 | Conference Expenses : Continuing Education Di | 11,000 | | 10,000 | | | 1,000 |
| 12-2490-679000-18100-5100 | Contracted Services : Continuing Education Di | 4,000 | | 3,000 | | | 1,000 |
| Total Project 2490 Non-Credit Matriculation | | 1,168,327 | 1,168,327 | 1,158,027 | 1,158,027 | 153,334 | 153,334 |

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) - Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015
SSSP Non-Credit P1 Allocations (OEC) : \$554,479
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD

PROJ. ADM: Jose Vargas

DATE: 12/16/14

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|-------------------------------------------------------------------------------------------------------|------------------|---------|-----------------|---------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-000000-20000-8629 | Other Gen Categorical Apport : Santiago Canyo | | 594,395 | | 554,479 | 39,916 | |
| 12-2490-601000-28100-3325 | Medicare - Non-Instructional : Continuing Edu | 102 | | - | | | 102 |
| 12-2490-601000-28100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 70 | | - | | | 70 |
| 12-2490-601000-28100-3515 | SUI - Non-Instructional : Continuing Educatio | 4 | | - | | | 4 |
| 12-2490-601000-28100-3615 | WCI - Non-Instructional : Continuing Educatio | 168 | | - | | | 168 |
| 12-2490-631000-28100-1430 | Part-Time Counselors : Continuing Education D | 138,722 | | 101,174 | | | 37,548 |
| 12-2490-631000-28100-1431 | Sub Counselors, Short Term : Continuing Educa | - | | 222 | | 222 | |
| 12-2490-631000-28100-1433 | Beyond Contract - Counselors : Continuing Edu | 12,900 | | 16,657 | | 3,757 | |
| 12-2490-631000-28100-1434 | Int/Sum Beyond Contr-Counselor : Continuing E | 11,120 | | 13,443 | | 2,323 | |
| 12-2490-631000-28100-1435 | Int/Sum - Counselors,Part-Time : Continuing E | 5,793 | | 13,144 | | 7,351 | |
| 12-2490-631000-28100-1483 | Beyond Contr - Reassigned Time : Continuing E | - | | 3,600 | | 3,600 | |
| 12-2490-631000-28100-3115 | STRS - Non-Instructional : Continuing Educati | 12,101 | | 11,816 | | | 285 |
| 12-2490-631000-28100-3325 | Medicare - Non-Instructional : Continuing Edu | 2,444 | | 2,149 | | | 295 |
| 12-2490-631000-28100-3335 | PARS - Non-Instructional : Continuing Educati | 1,803 | | 197 | | | 1,606 |
| 12-2490-631000-28100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 1,685 | | 1,482 | | | 203 |
| 12-2490-631000-28100-3515 | SUI - Non-Instructional : Continuing Educatio | 84 | | 74 | | | 10 |
| 12-2490-631000-28100-3615 | WCI - Non-Instructional : Continuing Educatio | 4,045 | | 3,558 | | | 487 |
| 12-2490-632000-28100-2310 | Classified Employees - Ongoing : Continuing E - Manuel Serratos, Test Proctor (1030304) \$16.35/hr | 15,986 | | 15,986 | | - | |
| 12-2490-632000-28100-3215 | PERS - Non-Instructional : Continuing Educati | 1,829 | | 1,882 | | 53 | |
| 12-2490-632000-28100-3315 | OASDHI - Non-Instructional : Continuing Educa | 991 | | 991 | | - | |
| 12-2490-632000-28100-3325 | Medicare - Non-Instructional : Continuing Edu | 232 | | 232 | | - | |
| 12-2490-632000-28100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 160 | | 160 | | - | |
| 12-2490-632000-28100-3515 | SUI - Non-Instructional : Continuing Educatio | 8 | | 8 | | - | |

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) - Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015
SSSP Non-Credit P1 Allocations (OEC) : \$554,479
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD

PROJ. ADM: Jose Vargas

DATE: 12/16/14

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-----------------|--------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-632000-28100-3615 | WCI - Non-Instructional : Continuing Educatio | 384 | | 384 | | - | |
| 12-2490-649000-28100-1450 | Part-Time Coordinators : Continuing Education - Imelda Perez | 43,300 | | 20,000 | | | 23,300 |
| 12-2490-649000-28100-1455 | Int/Sum - Coordinators, PT : Continuing Educa - Imelda Perez (1A-3A) | 4,000 | | 5,409 | | 1,409 | |
| 12-2490-649000-28100-2130 | Classified Employees : Continuing Education D - Leyvi Berganza, HS & Comm Outreach Specialist (86%) - Isabel Garcia, HS & Comm Outreach Specialist (100%) - Rosemary Touyanou, Student Services Coordinator (55%) | 159,179 | | 166,026 | | 6,847 | |
| 12-2490-649000-28100-2310 | Classified Employees - Ongoing : Continuing E - Juan Velez, Student Activities Specialist | 14,267 | | 18,633 | | 4,366 | |
| 12-2490-649000-28100-3115 | STRS - Non-Instructional : Continuing Educati | 3,902 | | 2,256 | | | 1,646 |
| 12-2490-649000-28100-3215 | PERS - Non-Instructional : Continuing Educati | 18,213 | | 19,543 | | 1,330 | |
| 12-2490-649000-28100-3315 | OASDHI - Non-Instructional : Continuing Educa | 9,869 | | 10,495 | | 626 | |
| 12-2490-649000-28100-3325 | Medicare - Non-Instructional : Continuing Edu | 3,201 | | 3,092 | | | 109 |
| 12-2490-649000-28100-3335 | PARS - Non-Instructional : Continuing Educati | 185 | | 242 | | 57 | |
| 12-2490-649000-28100-3415 | H & W - Non-Instructional : Continuing Educat | 40,097 | | 43,502 | | 3,405 | |
| 12-2490-649000-28100-3435 | H & W - Retiree Fund Non-Inst : Continuing Ed | 2,240 | | 2,133 | | | 107 |
| 12-2490-649000-28100-3515 | SUI - Non-Instructional : Continuing Educatio | 112 | | 107 | | | 5 |
| 12-2490-649000-28100-3615 | WCI - Non-Instructional : Continuing Educatio | 5,376 | | 5,120 | | | 256 |
| 12-2490-649000-28100-3915 | Other Benefits - Non-Instruct : Continuing Ed | 3,254 | | 3,254 | | - | - |
| 12-2490-649000-28100-4610 | Non-Instructional Supplies : Continuing Educa | 2,786 | | 1,036 | | | 1,750 |
| 12-2490-649000-28100-4710 | Food and Food Service Supplies : Continuing E | 200 | | 200 | | - | - |
| 12-2490-649000-28100-5100 | Contracted Services : Continuing Education Di | 34,425 | | 34,425 | | - | - |
| 12-2490-649000-28100-5220 | Mileage/Parking Expenses : Continuing Educati | 2,000 | | 350 | | | 1,650 |

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) - Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015
SSSP Non-Credit P1 Allocations (OEC) : \$554,479
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD

PROJ. ADM: Jose Vargas

DATE: 12/16/14

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|-------------------------------------------------------------------------|-----------------------------------------------|------------------|----------------|-----------------|----------------|---------------|---------------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2490-649000-28100-5800 | Advertising : Continuing Education Division | 2,018 | | 2,018 | | - | - |
| 12-2490-649000-28100-5815 | Class Schedules/Printing : Continuing Educati | 24,366 | | 23,478 | | | 888 |
| 12-2490-649000-28100-5915 | Packaging/Mail Prep/Processing : Continuing E | 4,661 | | 4,584 | | | 77 |
| 12-2490-649000-28100-5940 | Reproduction/Printing Expenses : Continuing E | 113 | | 316 | | 203 | |
| 12-2490-675000-28100-5210 | Conference Expenses : Continuing Education Di | 6,000 | | 1,101 | | | 4,899 |
| Total Project 2490 - Student Success & Support Program (OEC) | | 594,395 | 594,395 | 554,479 | 554,479 | 75,465 | 75,465 |

5.1 (10)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

| | |
|------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of Second 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 \$140,666 to \$133,190 representing a decrease of \$7,476 (#DO-14-1274-01.02). 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: January 12, 2015 |
| 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 | |

**SECOND AMENDMENT TO AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHILDREN'S HOSPITAL OF ORANGE COUNTY**

Early Head Start (Grant No. 09CH9091/03)

This **SECOND AMENDMENT** is entered into this 12th day of January 2015, 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 **\$133,190** (Operating funds) in accordance with the Revised Budget, exhibit B-2, 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 **SECOND 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 **SECOND AMENDMENT** to the Agreement to be executed as of this 12th day of January 2015.

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
Employer/Taxpayer Identification Number (EIN)

**Exhibit B-2
Revised Budget**

| Contracted Service - Help Me Grow Performance Period: 1/1/14 – 12/31/14 | Original Budget | Revised Budget 11/21/14 Amendment 1 | Revised Budget 12/19/14 Amendment 2 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Family Care Coordinator (2) 100% - Cristina Saldana, Delia Sherwood 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 Total: \$119,319 | Salary \$75,384 Benefits \$38,818 Total: \$114,202 | Salary \$75,384 Benefits \$38,818 Total: \$114,202 |
| PT Administrative Assistant - Nydia Saenz-.5 FTE Requires a high school diploma. Responsible for maintaining accurate records, invoice support and additional office duties. | Salary \$19,125 Benefits \$9,371 Total: \$28,496 | Salary \$16,996 Benefits \$8,329 Total: \$25,325 | Salary \$11,987 Benefits \$5,862 Total: \$17,849 |
| Other Operating Expenses Mileage/parking, etc. (0.565 cents/mile) Office and administrative supplies Outside training services | \$435 | \$1,139 | \$1,139 |
| TOTAL CONTRACTED SERVICES | \$148,250 | \$140,666 | \$133,190 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) partnership colleges in Los Angeles and Orange County | |
| Action: Request for Approval | |

BACKGROUND

The Senate approved an infusion of funds for CTE program development through SB852. The Chancellor's Office has apportioned these funds to regions throughout the state, which will be distributed by a community college district serving as the Fiscal Agent, in collaboration with the Regional Consortia. RSCCD was selected by the LA and OC regions to serve as the Fiscal Agent. The Fiscal Agent is responsible for distributing the funds to the colleges, monitoring the sub-awards, and performing reporting and audit services. The Los Angeles/Orange County Regional Consortia hosted by Santiago Canyon College, provides review and certification that the CTE EF project applications meet the grant guidelines, and provides the certified list to the Fiscal Agent, who will use the list to develop sub-agreements with the colleges.

ANALYSIS

Listed below are the first round of awards to the colleges based on the LA/OC Regional Consortia's list of certified applications.

| Los Angeles | Award | Orange County | Award |
|--------------------|--------------|-------------------------------------------|--------------|
| Cerritos | \$468,337 | Irvine Valley | \$173,262 |
| Citrus | \$274,607 | North Orange County Cont. Ed. | \$69,789 |
| East Los Angeles | \$498,197 | Coastline | \$148,116 |
| El Camino | \$435,358 | Cypress | \$459,478 |
| Glendale | \$284,804 | Fullerton | \$574,187 |
| Pasadena | \$422,201 | Golden West | \$231,017 |
| Rio Hondo | \$322,488 | Orange Coast | \$381,742 |
| Santa Monica | \$452,316 | Saddleback | \$396,925 |
| West Los Angeles | \$175,835 | Santa Ana * | \$691,165 |
| LA City | \$304,968 | Santiago Canyon * | \$274,548 |
| LA Harbor | \$160,503 | | |
| LA Mission | \$139,057 | *part of RSCCD, budget will be created in | |
| LA Pierce | \$286,109 | Datatel. No sub-agreement. | |
| LA South West | \$102,568 | | |
| LA Trade | \$443,428 | | |
| LA Valley | \$238,156 | | |
| Long Beach | \$472,372 | | |
| Mt. San Antonio | \$634,776 | | |

The CTE EF project director is Sarah Santoyo and 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: \$9,516,309 | Board Date: January 12, 2015 |
| 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 | |

**Grant Sub-Agreement between
Rancho Santiago Community College District and
SUBCONTRACTOR**

This grant agreement (hereinafter “Agreement”) is entered into on this 12th day of January, 2015 between Rancho Santiago Community College District (hereinafter “RSCCD”) and NAME OF SUBCONTRACTOR (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD is the Fiscal Agent for the Career Technical Education Enhancement Fund (Grant No. 14-187-006) (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), and the purpose of the Grant is to develop, enhance, retool and expand quality Career Technical Education offerings that build upon existing community college regional capacity to respond to regional labor market needs;

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 Certified Application (Scope of Work), *Exhibit A*, which by reference is incorporated into this Agreement.

2. Period of Performance

The period of performance for this Agreement shall be from January 1, 2014 through February 28, 2016.

3. Total Cost

The total cost to RSCCD for the performance of this Agreement shall not exceed \$___ USD.

4. Budget and Budget Changes

- (a) Budget. SUBCONTRACTOR agrees that the expenditures of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*), and SB 852, which by this reference is incorporated herein and made a part hereof as if fully set forth.
- (b) Budget Changes. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures are planned for a cost category (i.e., object code – 1000s, 2000s, etc.) that was

not submitted in the Certified Application, or if the change would impact project outcomes or objectives identified in the Certified Application.

5. Payments and Invoicing

- (a) Payments. The SUBCONTRACTOR may submit an invoice for an advance payment of 40%. Thereafter, all payments will occur upon receipt of SUBCONTRACTOR's invoice by RSCCD. RSCCD shall make payments to the SUBCONTRACTOR up to but no more than the total cost described under Article I.3. "Total Cost."
- (b) Invoicing. Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit B*). Final payment is contingent upon submission and approval of Final Report (see 5.b). SUBCONTRACTOR shall submit invoices at least quarterly, on or before the 15th day of each quarter. Submit invoices to the following address:

**ATTN: Sarah Santoyo, Director of Grants
Rancho Santiago Community College District
2323 North Broadway, Ste. 330
Santa Ana, CA 92706**

6. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit C*), in reference to the Scope of Work (*Exhibit A*) included in this Agreement. Reports are due on a quarterly basis as follows: March 15th, June 15th, September 15th, and December 15th. 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) Final Report. SUBCONTRACTOR agrees to submit an annual expenditure report and an end-of-year project report summarizing completion of the project consistent with the SUBCONTRACTOR's Scope of Work, *Exhibit A*. The final report is due **March 15, 2015**.

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. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work (*Exhibit A*) may be modified so long as the Total Cost under this Agreement is not increased, the objectives of the project are not significantly altered, and no cost categories are added. However, colleges will need to submit a modification request to RSCCD for any changes that would represent a significant deviation from the Certified Application or Scope of Work (*Exhibit A*), thereby impacting objectives of the project, or that would add cost categories not included in the Scope of Work.

9. Time Extensions.

No time extensions will be allowed.

10. Sub-Contract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), 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 sub-contract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR's policies. 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 PRIME SPONSOR, 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 a similar right of RSCCD, the PRIME SPONSOR, 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 sub-contract related to performance of 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

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 up to the termination date. Notice shall be deemed served on the date of receipt by the SUBCONTRACTOR; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

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 and/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: Sarah Santoyo, Director of Grants
Rancho Santiago CCD
2323 North Broadway, Ste. 330
Santa Ana, CA 92706
(714) 480-7466, santoyo_sarah@rsccd.edu

Attn: Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services
Rancho Santiago CCD
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR NAME:

Primary Point of Contact:

Name, Title

Address

Phone, Email

Fiscal/Administrative Point of Contact:

Name, Title

Address

Phone, Email

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 SB 852, Chapter 25, Item 18 (*Exhibit D*), and the California Community Colleges Chancellor's Office, Articles I and Article II Standard Terms and Conditions (Revision 11/19/2012) (*Exhibit E*), 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 12th day of January, 2015.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

SUBCONTRACTOR: NAME

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

EIN: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: January 12, 2015

LIST OF EXHIBITS

- Exhibit A Certified Application - Subcontractor's Scope of Work
- Exhibit B Invoice Template and Instructions
- Exhibit C Progress Report Template
- Exhibit D SB 852 – relevant section
- Exhibit E Chancellor's Office Workforce and Economic Development Articles I and II

CTE EF SUB-AGREEMENTS BETWEEN RSCCD AND LOS ANGELES AND ORANGE COUNTY COLLEGES

Listed below are the colleges with their CTE EF allocations. RSCCD will have sub-agreements with each of these colleges to disburse the CTE EF funds. Following the list below is the CTE EF sub-agreement form, which will be customized for each through the Total Cost (see Article 1.3) and the Scope of Work that will be included as an exhibit to each sub-agreement.

| Los Angeles | Award | Orange County | Award |
|------------------|-----------|-------------------------------|-----------|
| Cerritos | \$468,337 | Irvine Valley | \$173,262 |
| Citrus | \$274,607 | North Orange County Cont. Ed. | \$69,789 |
| East Los Angeles | \$498,197 | Coastline | \$148,116 |
| El Camino | \$435,358 | Cypress | \$459,478 |
| Glendale | \$284,804 | Fullerton | \$574,187 |
| Pasadena | \$422,201 | Golden West | \$231,017 |
| Rio Hondo | \$322,488 | Orange Coast | \$381,742 |
| Santa Monica | \$452,316 | Saddleback | \$396,925 |
| West Los Angeles | \$175,835 | Santa Ana * | \$691,165 |
| LA City | \$304,968 | Santiago Canyon * | \$274,548 |
| LA Harbor | \$160,503 | | |
| LA Mission | \$139,057 | | |
| LA Pierce | \$286,109 | | |
| LA South West | \$102,568 | | |
| LA Trade | \$443,428 | | |
| LA Valley | \$238,156 | | |
| Long Beach | \$472,372 | | |
| Mt. San Antonio | \$634,776 | | |

*part of RSCCD, budget will be created in Datatel. No sub-agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Human Resources)

| | |
|-----------------------------------------------------------------------------|------------------------|
| To: Board of Trustees | Date: January 12, 2015 |
| Re: Approval of RSCCD Equal Employment Opportunity and Human Resources Plan | |
| Action: Request for Action | |

BACKGROUND

Title 5 Section 53003 requires community college districts to develop an Equal Employment Opportunity (EEO) Plan and submit that plan to the state Chancellor's Office.

ANALYSIS

The context for the EEO plan is largely based upon regulatory compliance. In an effort to develop a planning document that fulfills those requirements but also provides planning data for the colleges and district office, an expanded EEO and Human Resources Plan was developed by the district Human Resources Committee. This plan was reviewed by the District Council and is being recommended to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board approve the Equal Employment Opportunity and Human Resources Plan and authorize its transmission to the state Chancellor's Office.

| | |
|---------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: None | Board Date: January 12, 2015 |
| 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 | |

RSCCD

**EQUAL EMPLOYMENT OPPORTUNITY
AND
HUMAN RESOURCES PLAN**

**Approved by District Council
December 1, 2014**

Equal Employment Opportunity and Human Resources Plan

Adopted _____

Regulatory Framework for the Plan

Section 53003(a) of Title 5 of the California Code of Regulations, requires the governing board of each community college District to develop and adopt a District-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions must be submitted to the Chancellor's Office for review and approval. Section 53003(b) requires districts to review their plans at least every three years and, if necessary, revise and submit them to the Chancellor's Office.

In addition to the Title 5 requirements, there are a number of standards and requirements (accreditation standards, board policies, administrative regulations) which influence and shape the manner in which the District manages its human resources. This plan has been designed to move beyond the basic compliance elements dictated by Title 5 and provide a comprehensive planning document which will be a viable planning tool for the District and its colleges.

Relevant Policies

Two Board Policies primarily reflect the District's commitment to equal employment opportunity and the continued development of a diverse workforce. A third policy prescribes the framework for the District's recruitment and selection processes. The administrative regulations associated with that policy delineate the procedures that are followed for various employee groups.

Those policies are presented below.

BP 3420 Equal Employment Opportunity

References:

Title VII of the Civil Rights Act of 1964; Article 1, Section 31 of the California Constitution; Title 5 of the California Code of Regulations, Section 53000 et seq.; Education Code Section 87100

The Board supports efforts to ensure equal opportunity and sees the value of having a diverse work force. Diversity in the academic environment fosters cultural, social and civic awareness as well as mutual understanding and respect. The Board commits itself to the principle of equal employment through a continuing equal opportunity employment program.

The District prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This Board policy applies to all employment practices, including recruitment, selection, promotion, transfer, salary, training and development, discipline and dismissal.

This Board policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This Board policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in an investigation or resolution of a complaint of discrimination or harassment.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with California law as from time to time modified or clarified by judicial interpretation.

Nothing in this Board policy shall authorize in any plan for equal employment opportunity the setting of numerical goals or quotas, or preferences, in conflict with state law.

Revised: August 19, 2013 (Previously BP4104)

BP 7100 Commitment to Diversity

Reference:

Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. Accreditation Standard IIIA.4

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Nothing in this Board Policy shall authorize hiring and staff development processes that set numerical goals or quotas, or preferences, in conflict with state law.

Adopted October 28, 2013

BP 7120 Recruitment and Hiring

Reference:

Title VII of the Civil Rights Act of 1964; Article I, Section 31 of the California Constitution, Title 5 of the California Code of Regulations, Section 53000 et seq., 51023.5 Education Code Sections 87100, 87400 and 88000 et seq.; Accreditation Standard III.1.A

It is the responsibility of the Chancellor to determine the personnel needs of the District. The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

It is the policy of the Rancho Santiago Community College District to obtain the best qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees supports a competitive selection process for filling vacant positions.

It shall be the duty of the Chancellor to see that persons nominated for employment meet all qualifications established by law and/or the Board of Trustees for the position for which nomination is made.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the appropriate constituent groups an opportunity to participate in the decisions under the Board's policies regarding local decision making.

The Chancellor will recommend the appointment of all employees to the Board of Trustees. Employees may be appointed by the Chancellor or delegated agent subject to ratification at the next regular meeting of the Board of Trustees.

The authority to assign and/or transfer personnel within the District is delegated to the Chancellor except as such power may be limited by law, District policies, procedures, and collective bargaining agreements.

Revised October 28, 2013 (Previously BP4102)

The specific procedures governing the district's recruitment and selection process are contained in following Administrative Regulations and are incorporated into this plan by reference:

AR 7120.1 Full-time Faculty Recruitment and Hiring

- AR 7120.2 Classified Hiring Procedures (Full-Time and Part-time)
- AR 7120.3 Supervisory/Confidential Staff Hiring
- AR 7120.4 Administrative Recruitment and Employment Regulations

Delegation of Responsibility

The Chancellor is ultimately responsible to the Board of Trustees for ensuring compliance with all District policies and relevant laws and regulations. The following employees are specifically responsible for the implementation and management of the District’s EEO Plan:

| <u>Employee</u> | <u>Title</u> | <u>Responsibilities</u> |
|-------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------|
| John Didion | Executive Vice Chancellor, Human Resources & Educational Services | Equal Employment Opportunity Officer; Receipt and Investigation of Complaints |
| Judy Chitlik | Assistant Vice Chancellor, Human Resources | Day-to-day implementation of the EEO Plan |
| Elouise Marasigan | Employment Services Manager | Recruitment and Hiring Procedures |

The Human Resources Committee (EEO Advisory Committee)

The District’s Human Resources Committee is the participatory governance committee charged with the planning, evaluation and assessment of issues related to human resources. As such, this committee serves an evaluative and advisory role to the administration and the board of trustees with regard to human resources issues including but not limited to the operation of the EEO Plan. As one of the District’s standing participatory governance committees, the Human Resources Committee shall function as the District’s Equal Employment Opportunity Advisory Committee. The committee shall assist in the implementation of this plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide recommendations for plan revisions as appropriate.

Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).

The District's Equal Employment Opportunity Policy is contained in Board Policy 3420. The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations (California Code of Regulations, title 5, section 53000 et seq) have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>.

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the chief executive officer. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)

The District's Nondiscrimination Policy is contained in Board Policy 3410. Complaints of illegal discrimination and harassment must be filed with the Executive Vice Chancellor of Human Resources & Educational Services and will be processed in accordance with Administrative Regulation 3435.

BP 3410 Nondiscrimination

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

Revised July 21, 2014 (Previously BP4119 and BP7300)

AR 3410 Nondiscrimination

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.; Penal Code Sections 422.55 et seq.; Title 5 Sections 59300 et seq.; Accreditation Standard II.B.2.c

Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.; Government Code Sections 11135 et seq. and 12940 et seq.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Approved: September 15, 2014

AR 3430 Prohibition of Harassment

References:

Education Code Sections 212.5; 44100; 66281.5; Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District vehicle, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: *Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:*

Verbal: *Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.*

Physical: *Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.*

Visual or Written: *The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.*

Environmental: *A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.*

Sexual Harassment: *In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:*

- *submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;*
- *submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;*
- *the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or*

- *submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.*

This definition encompasses two kinds of sexual harassment:

*"**Quid pro quo**" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.*

*"**Hostile environment**" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.*

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

***Examples:** Harassment includes, but is not limited to the following misconduct:*

- ***Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.*
- ***Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.*
- ***Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.*
- ***Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment.*

An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Approved: September 15, 2014

AR 3435 Discrimination and Harassment Investigations

References: Education Code Section 66281.5; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et. seq.; 34 Code of Federal Regulations Section 106.8(b)

Filing a Timely Complaint: *Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.*

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

Oversight of Complaint Procedure: The Executive Vice Chancellor of Human Resources & Educational Services is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Executive Vice Chancellor of Human Resources & Educational Services to other staff or to outside persons or organizations under contract with the District. This must occur whenever the Executive Vice Chancellor of Human Resources & Educational Services is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing, within one year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the Executive Vice Chancellor of Human Resources & Educational Services and at the State Chancellor's website.

The completed form must be filed with any of the following:

- the Executive Vice Chancellor of Human Resources & Educational Services and/or
- the State Chancellor's Office.

Employee complainants shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC and/or the DFEH should be forwarded to the State Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Executive Vice Chancellor of Human Resources & Educational Services immediately.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Executive Vice Chancellor of Human Resources & Educational Services shall:

- *Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.*
- *Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.*
- *Advise a student complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Executive Vice Chancellor of Human Resources & Educational Services shall also notify the State Chancellor's Office of the complaint.*
- *Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Executive Vice Chancellor of Human Resources & Educational Services should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.*
- *Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.*
- *Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.*
- *Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether there is probable cause to believe that discrimination did or did not occur with respect to each allegation in the complaint, a description of actions the District will take to prevent similar conduct, the proposed resolution of the complaint, the complainant's right to appeal to the District's governing board, and if the complaint does not involve employment discrimination, the*

right to appeal to the State Chancellor. If the complaint involves employment discrimination, the report shall include the right to file an administrative complaint with the Department of Fair Employment and Housing. The report may contain any other appropriate information.

- Provide the complainant and accused with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The complainant and accused shall also be provided with a written notice setting forth the determination of the RSCCD Chancellor or designee as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties' rights to appeal to the District's Board of Trustees and the State Chancellor's Office (for non-employment matters). If the complaint involves allegations of employment discrimination, the complainant will be notified of his/her right to file a complaint with the California Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the accused.

Investigation of the Complaint: The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location.

As set forth above, where the complainant opts for an informal resolution, the Executive Vice Chancellor of Human Resources & Educational Services may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may

not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: *The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.*

Cooperation Encouraged: *All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.*

Discipline and Corrective Action

If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- *providing an escort to ensure that the complainant can move safely between classes and activities;*
- *ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;*
- *preventing offending third parties from entering campus;*
- *providing counseling services;*
- *providing medical services;*
- *providing academic support services, such as tutoring;*
- *arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and*

- *reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the conduct that lead to the discipline.*

If discipline is imposed, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant, and for non-employment-related complaints, to the State Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

For non-employment-related complaints, the complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final

District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing. In such cases, the complainant may also file a petition for review with the State Chancellor's Office within thirty days after the governing board issues the final decision or permits the administrative decision to become final.

Within 150 days of receiving a formal non-employment-related complaint, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and

retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Responsible Manager: *Executive Vice Chancellor of Human Resources & Educational Services*

Revised September 15, 2014 (Previously AR 3410)

Notification to District Employees

The commitment of the governing board and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and this plan. The policy statement will be printed in the college catalogs and class schedules. This plan and any subsequent revisions will be distributed to the Board of Trustees, administrators, the academic senate leadership, union representatives and members of the District Human Resources Committee. This plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Human Resources Department will provide all new employees with a copy of a written notice describing the District's commitment to Equal Employment Opportunity when they commence employment with the District.

Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is a requirement in order to serve on screening/selection committees. The Employment Services Manager is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees, is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Annual Written Notice to Community Organizations

The equal employment opportunity officer will provide annual notice to appropriate community-based and professional organizations concerning the District's commitment to Equal Employment Opportunity and will include information on where complete copies of this plan can be located.

Analysis of District Workforce and Applicant Pool

Each year the Human Resources Office will survey all employees with respect to gender, ethnic group identification, and disability. The survey shall identify men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities in the following job categories:

- 1) Executive/Administrative/Managerial;
- 2) Faculty and other Instructional Staff;
- 3) Professional Non-faculty;
- 4) Secretarial/ Clerical;
- 5) Technical and Paraprofessional;
- 6) Skilled Crafts;
- 7) Service and Maintenance.

Similarly, the gender, ethnic group identification, and disability of those who have applied for employment in each of the job categories listed above will be tabulated.

No less than annually, the Human Resources Committee shall review these data and evaluate the effectiveness of the District's recruitment and selection processes as a means of ensuring equal employment opportunity and improving the diversity of the workforce.

Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, the District will do the following:

- 1) Regularly train EEO monitors for service on screening committees in order to ensure compliance with District policies, procedures and the requirements of this plan.
- 2) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender and ethnic characteristics of community college students.
- 3) Support the efforts of the college curriculum committees to include diversity and multiculturalism in their instructional offerings.

- 4) Ensure college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- 5) Conduct EEO/diversity workshops during flex week or on staff development days.
- 6) Maintain the district's diversity, equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the district's website.
- 7) Promote cultural awareness and celebrations on campus.
- 8) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for District employees.
- 9) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- 10) Collaborate with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

HUMAN RESOURCES & STAFFING PLAN

Introduction

As a public educational agency, the Rancho Santiago Community College District is required to comply with a myriad of statutes, regulations and accreditation standards with regard to its human resources. These regulatory requirements and standards provide the framework for the District's human resources planning.

This human resources plan is designed to assist the District and its operational units to plan for and effectively utilize its human resources.

Relationship to District and College Planning

The RSCCD Human Resources Committee is one of five participatory governance committees that play an integral role in the district's institutional planning process. The Human Resources Committee is the participatory governance body that is responsible for the initial development, review and evaluation of this Human Resources & Staffing Plan. In addition to its role in institutional planning, the Human Resources Committee is also responsible for the initial review of existing, modified, or new personnel policies and administrative regulations.

The District's resource allocation model provides the three operational units, Santa Ana College, Santiago Canyon College and District Services with the authority to determine its appropriate staffing levels, assignments and organizational structures. Although the Board of Trustees is the ultimate authority with regard to all human resource matters, significant authority is delegated to the operational units through the Chancellor. Consequently, each of these operational units also utilizes planning processes for its particular human resources and staffing needs.

Human resources administration is a centralized responsibility of District Services and operational aspects such as recruitment, classification, labor relations, compensation and employee benefits are managed centrally based upon the provisions of the applicable collective bargaining agreements and board policy.

Staffing Levels

The following charts depict the changes in staffing by employee category district-wide and at the operational units. These data are presented from the 2008/09 fiscal year to the present. The Great Recession and subsequent state budget crisis had a significant effect on staffing in the District. Through attrition, a hiring freeze and ultimately a reduction in force, the district intentionally reduced staffing at all locations as a cost-reduction strategy. As the economy has

recovered and state funding for community colleges improves, staffing levels are increasing but are still below pre-recession levels.

Chart 1A: RSCCD Total Staffing

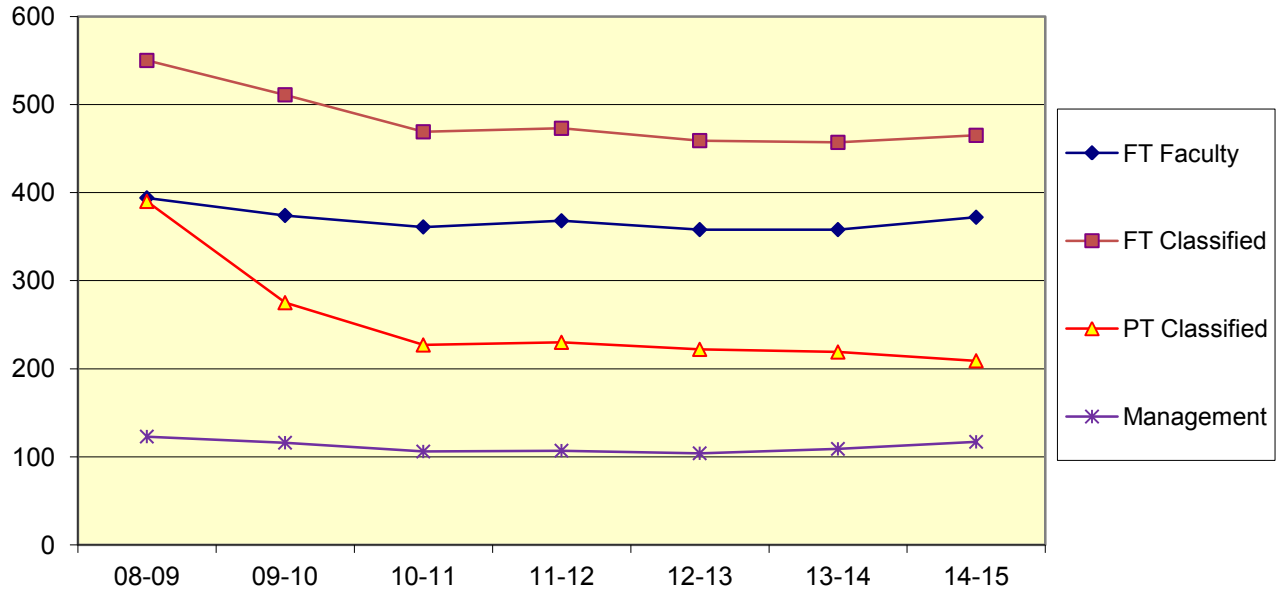


Chart 1B: Santa Ana College

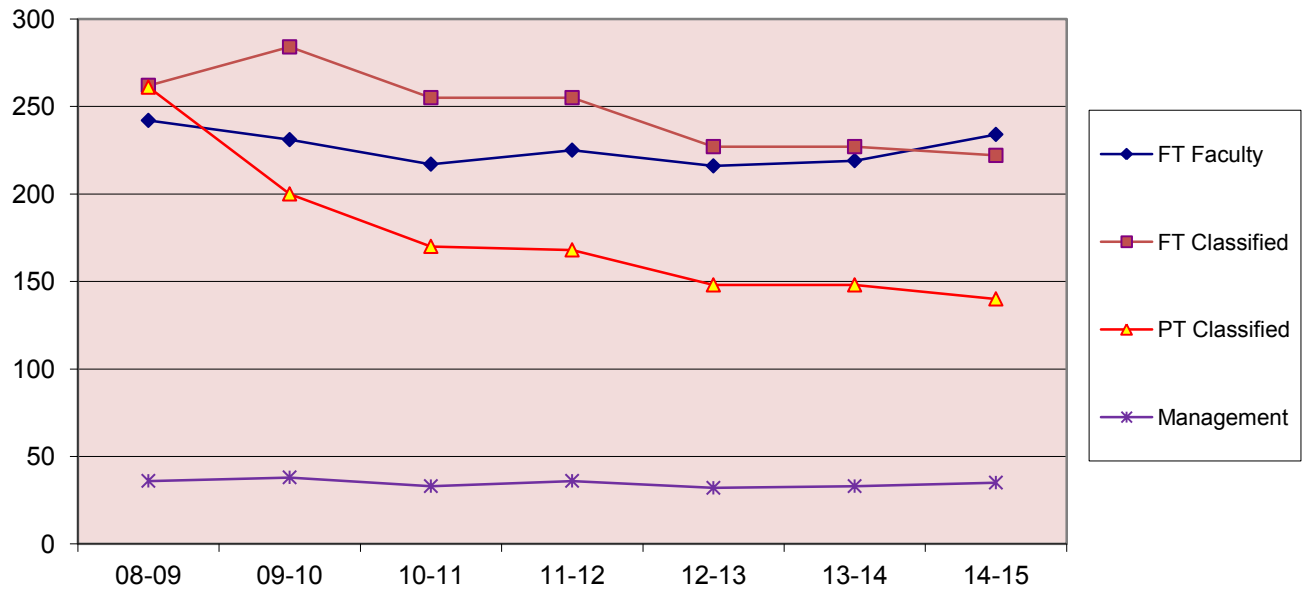


Chart 1C: Santiago Canyon College - Total Staffing

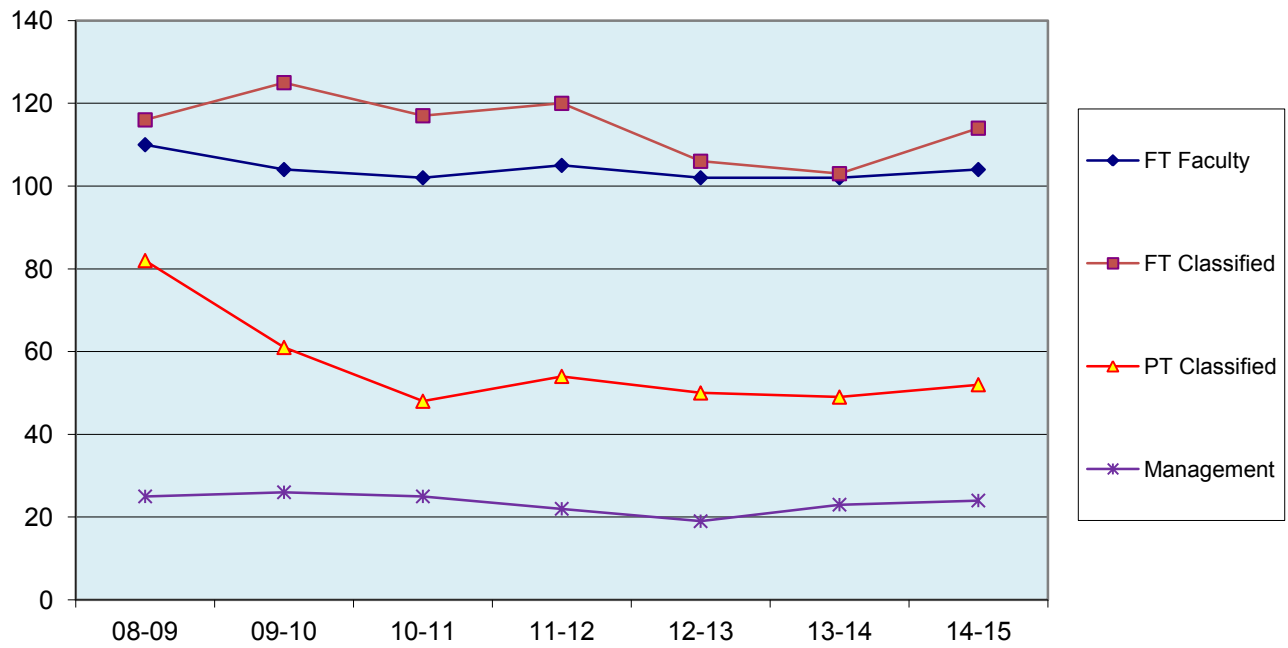
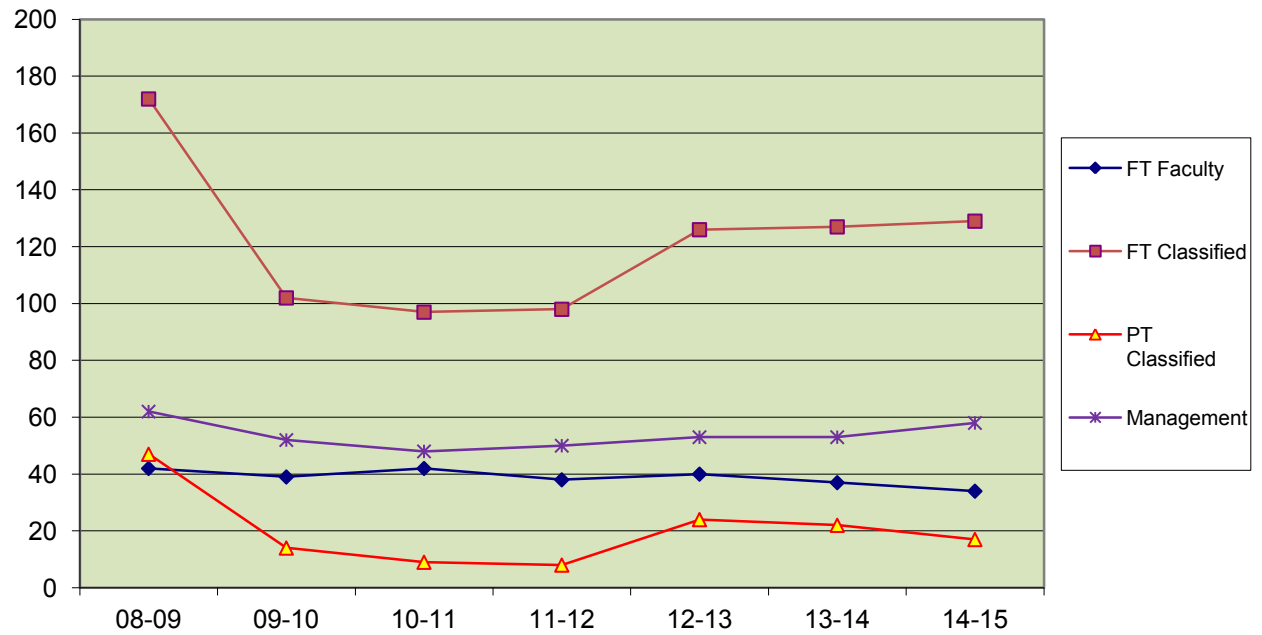
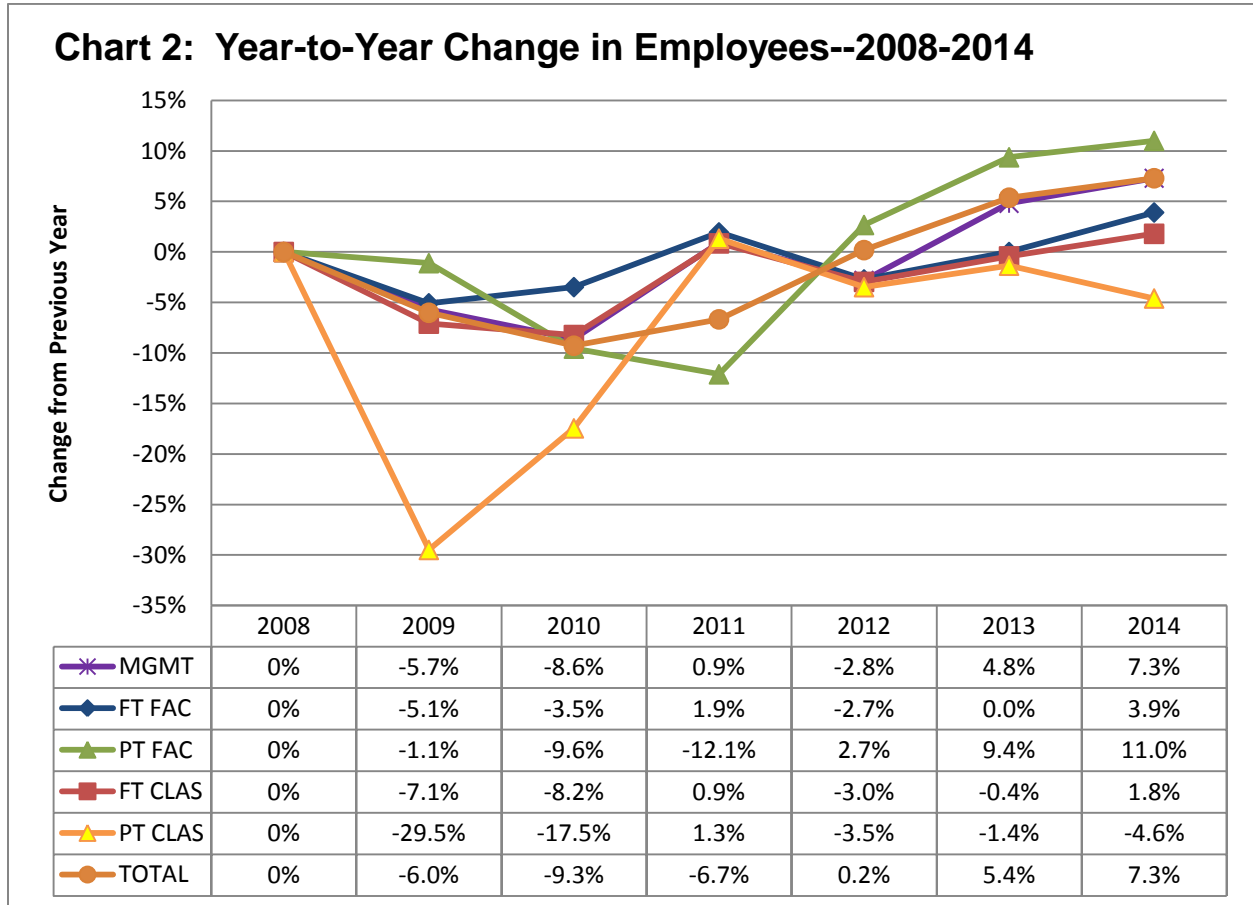


Chart 1 D: District Services - Total Staffing



The following chart shows the District-wide change in the number of employees from 2008 to 2013. The chart shows that part-time employees (both classified and faculty) were the groups most significantly impacted by the recession and state budget crisis. This reflected the District's strategy to protect full-time positions when possible.



All changes measured as of September 1st of each year.

Staff Diversity

The communities comprising the RSCCD are very diverse and the student bodies of both colleges reflect that diversity. The district's recruitment and selection procedures are designed to attract a diverse pool of applicants for all job openings. On an annual basis, an analysis of the ethnic diversity of the district's workforce is conducted and reviewed by the Human Resources Committee. The percentage of ethnically diverse (non-white) employees, by category and in total, (as measured on September 1st of each year) are presented on the following charts.

Chart 3A: RSCCD Faculty/Staff Diversity

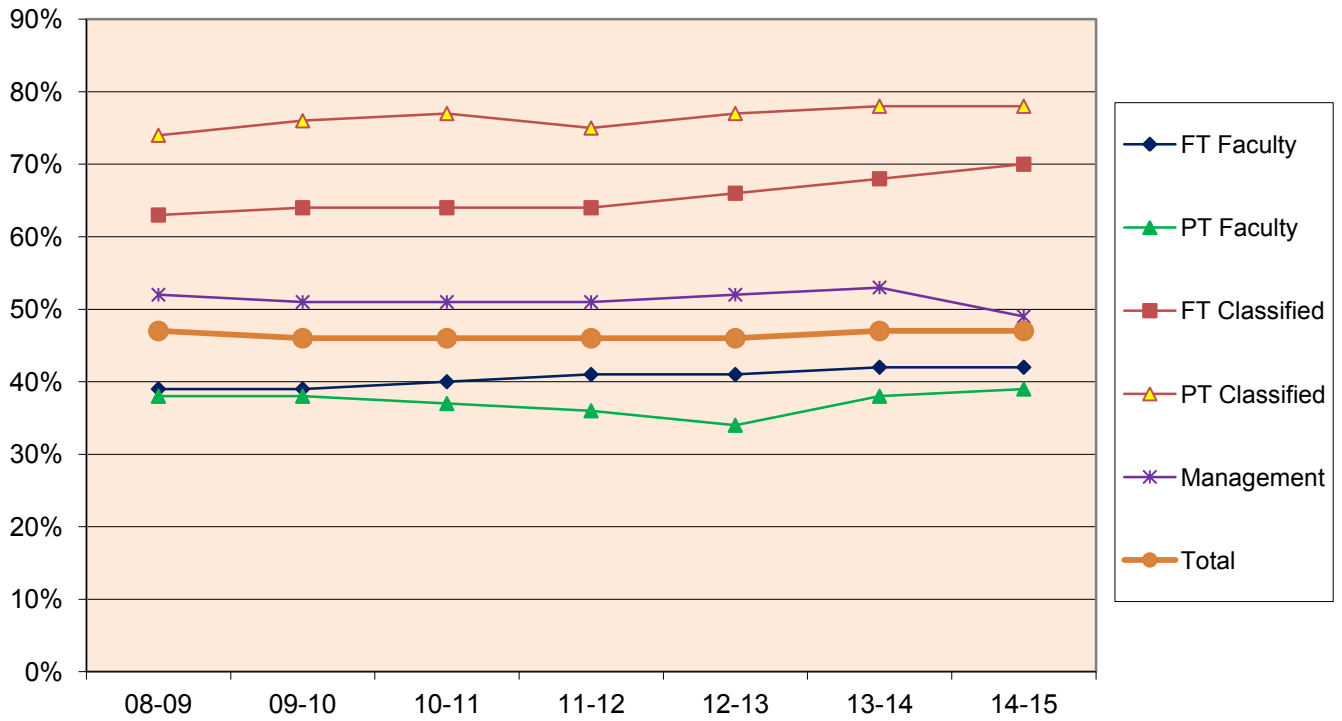


Chart 3B: Santa Ana College - Faculty/Staff Diversity

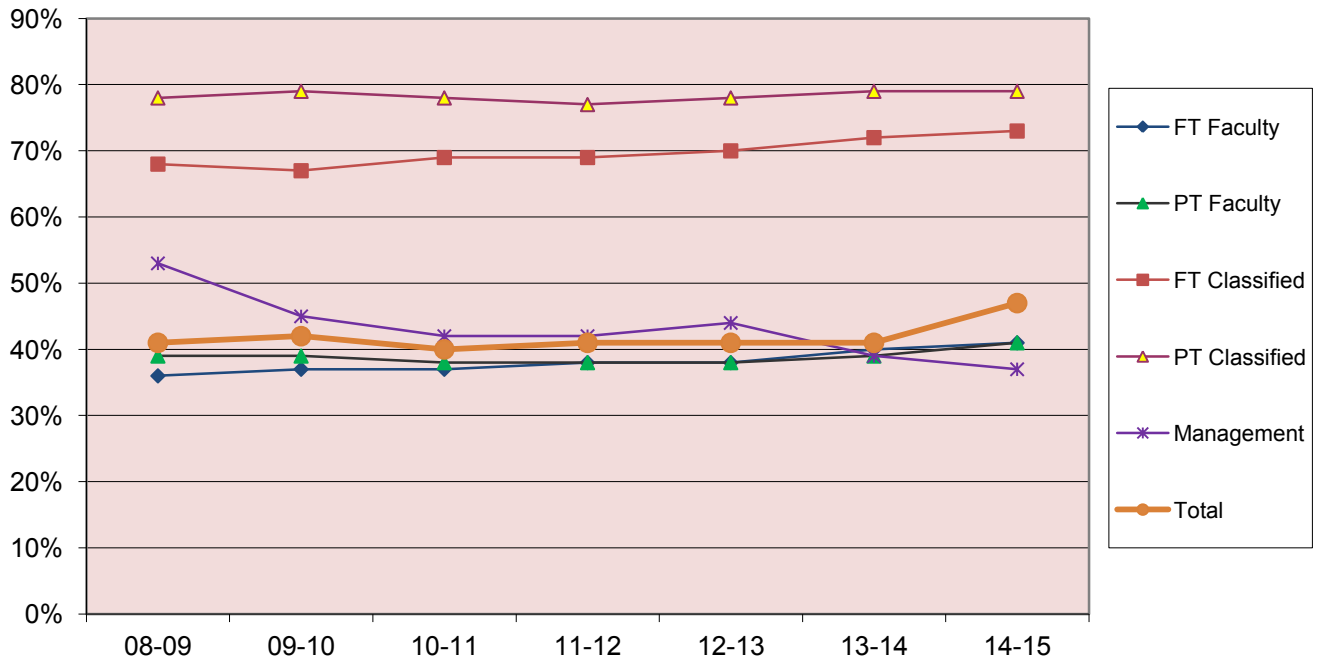


Chart 3C: Santiago Canyon College - Faculty/Staff Diversity

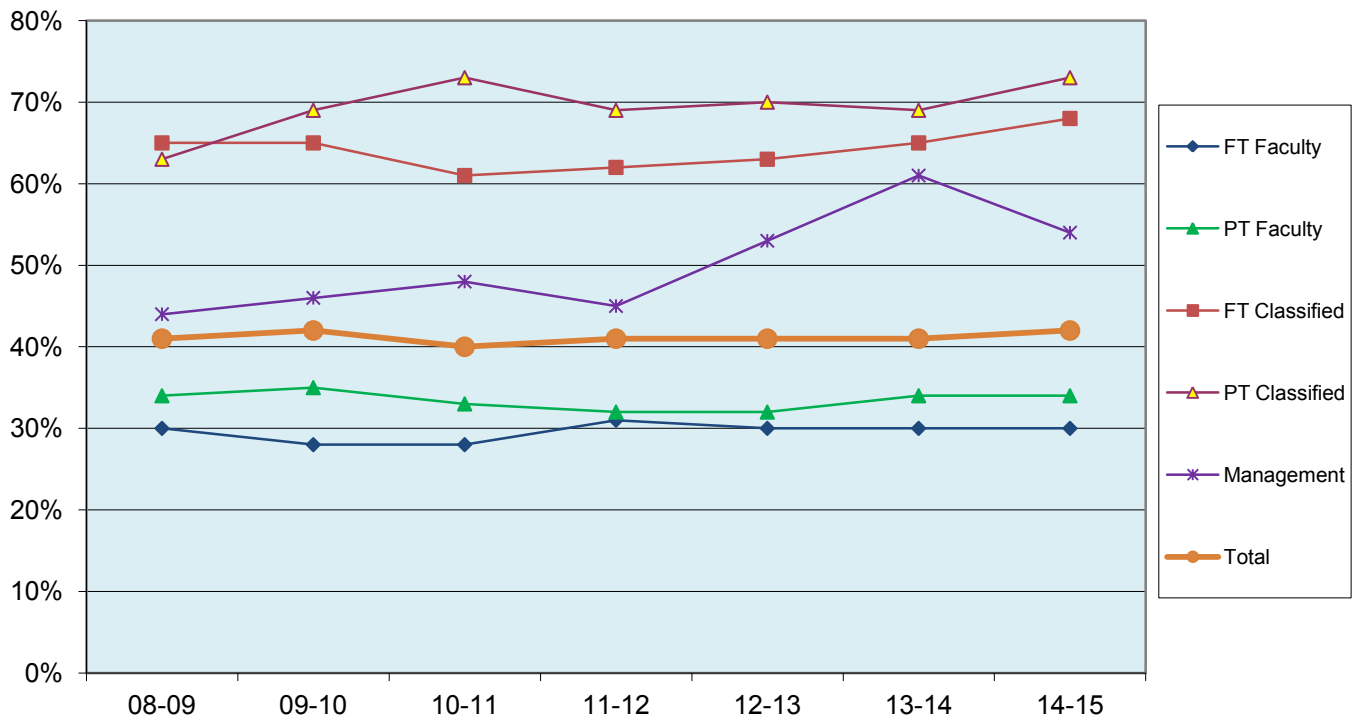
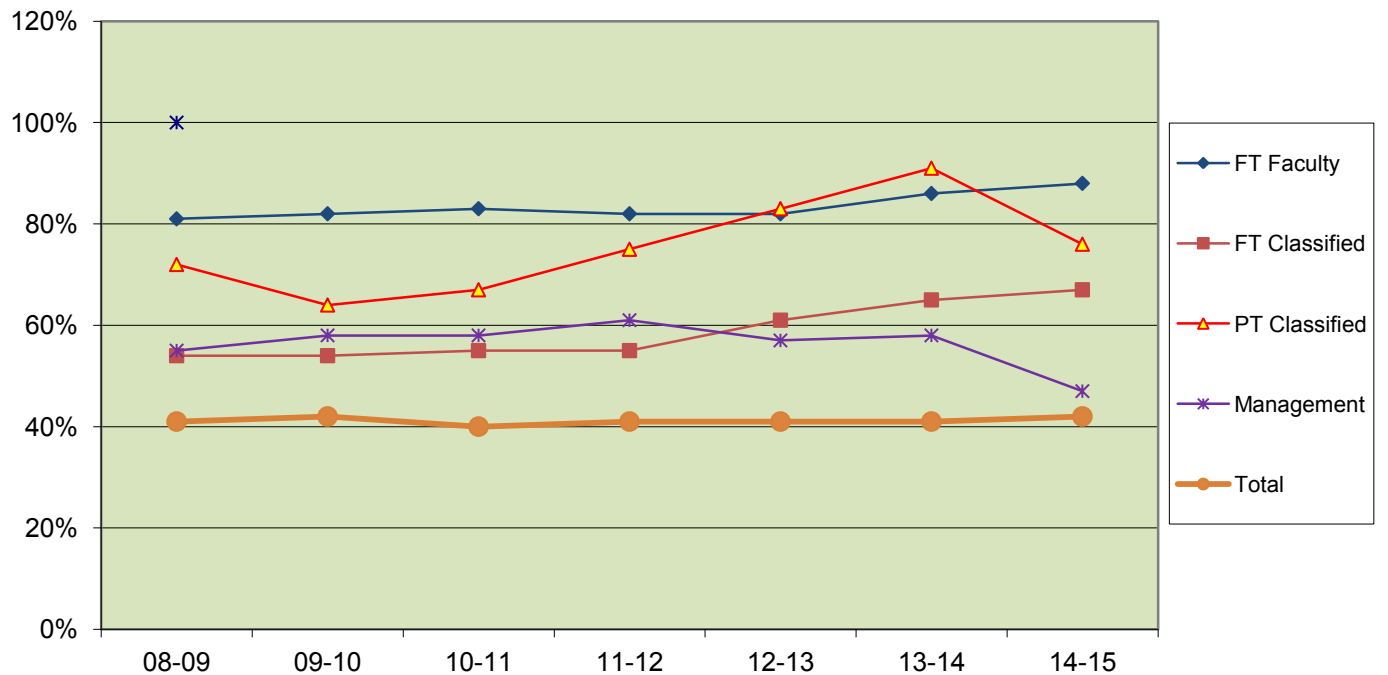


Chart 3D: District Services - Faculty/Staff Diversity



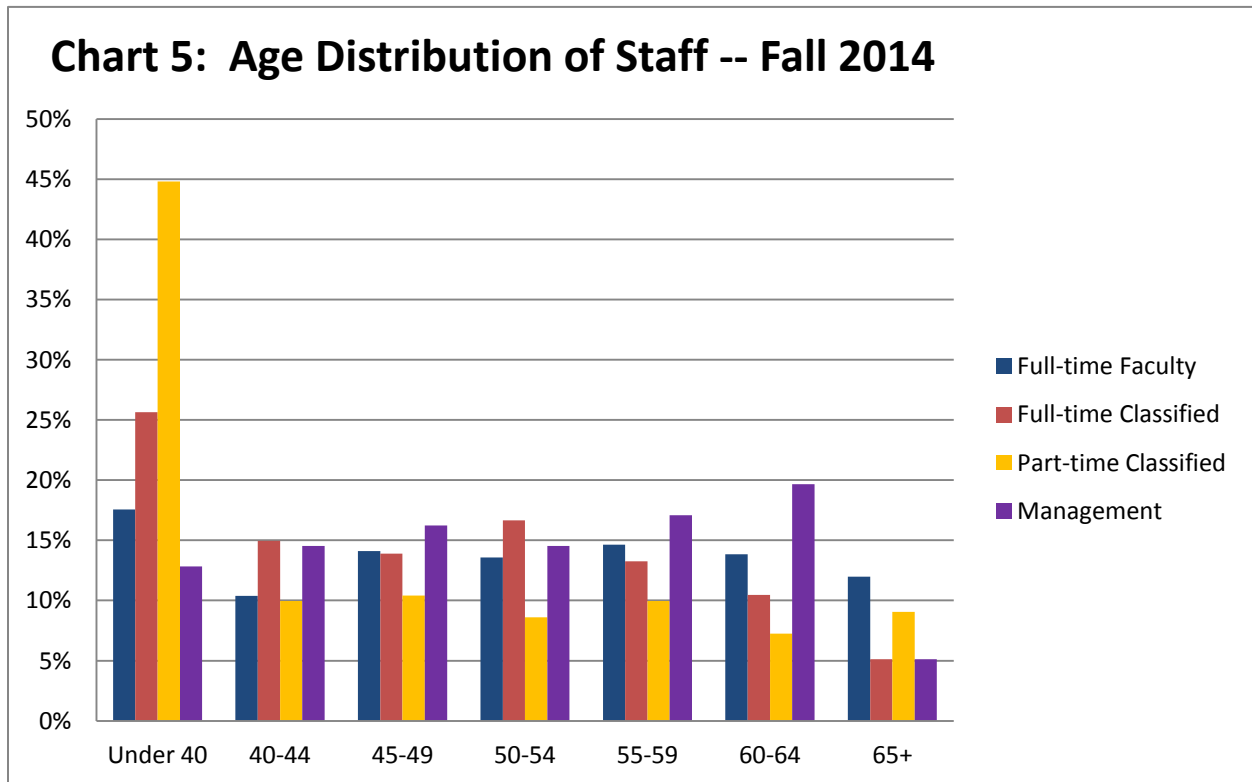
Despite the staff reductions during the 2008 – 2010 years (when a hiring freeze and a reduction in force were imposed) overall staff diversity has remained fairly constant. Due to their smaller size, the management and part-time classified employee cohorts have experienced more year-to-year fluctuations than the larger cohorts.

Age Distribution and Turnover

The age distribution percentages for each employee group reveal a significantly younger cohort of classified employees than all other groups. Part-time classified employees represent the youngest age group, followed by the full-time classified employees. The management and full-time faculty cohorts have a significantly higher percentage of employees over age 60 as compared to the classified employee cohorts.

In terms of retirement eligibility, the minimum retirement age for most faculty and managers is age 55. Although the minimum age for classified employees is age 50, retirement prior to age 55 is rare. Using age 55 as a measurement point, significant portions of all full-time employees are currently eligible for retirement:

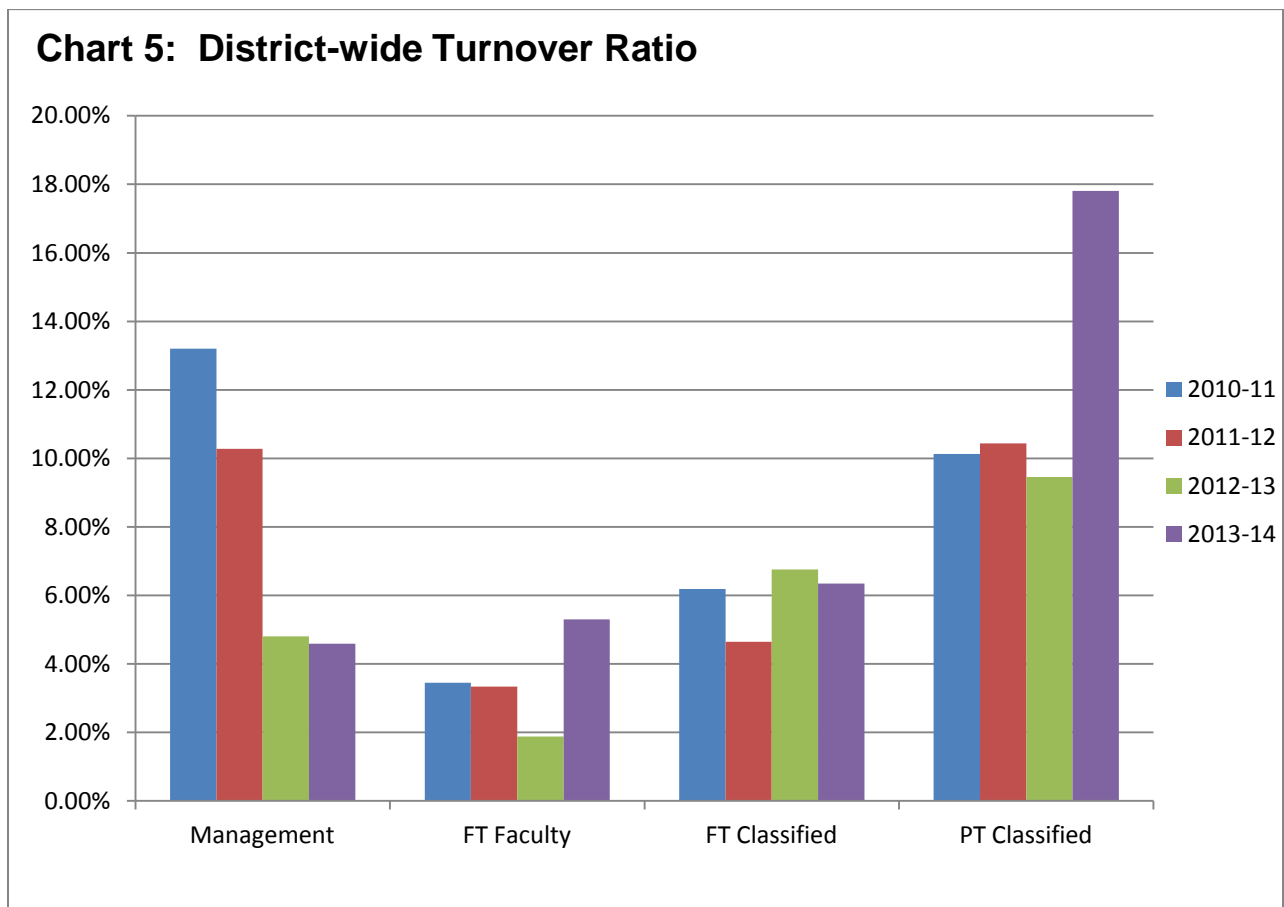
- Management: 42%
- Full-time faculty: 40%
- Full-time classified: 29%



Management and Classified Turnover

Turnover data for classified and management employees are only presented for the last four years due to the reduction in force that occurred in 2009. At that time, over 170 CSEA bargaining unit and management positions were eliminated due to funding reductions imposed by the state.

Since 2010, the turnover rate for managers has fluctuated from year-to-year while the full-time classified turnover rate has remained the most consistent. Part-time classified turnover significantly increased in 2013-14 and this employee group has the highest turnover ratio on a consistent basis, which is typical of part-time employment in most industries. Management turnover, due to the smaller size of that group, is more subject to annual fluctuations.

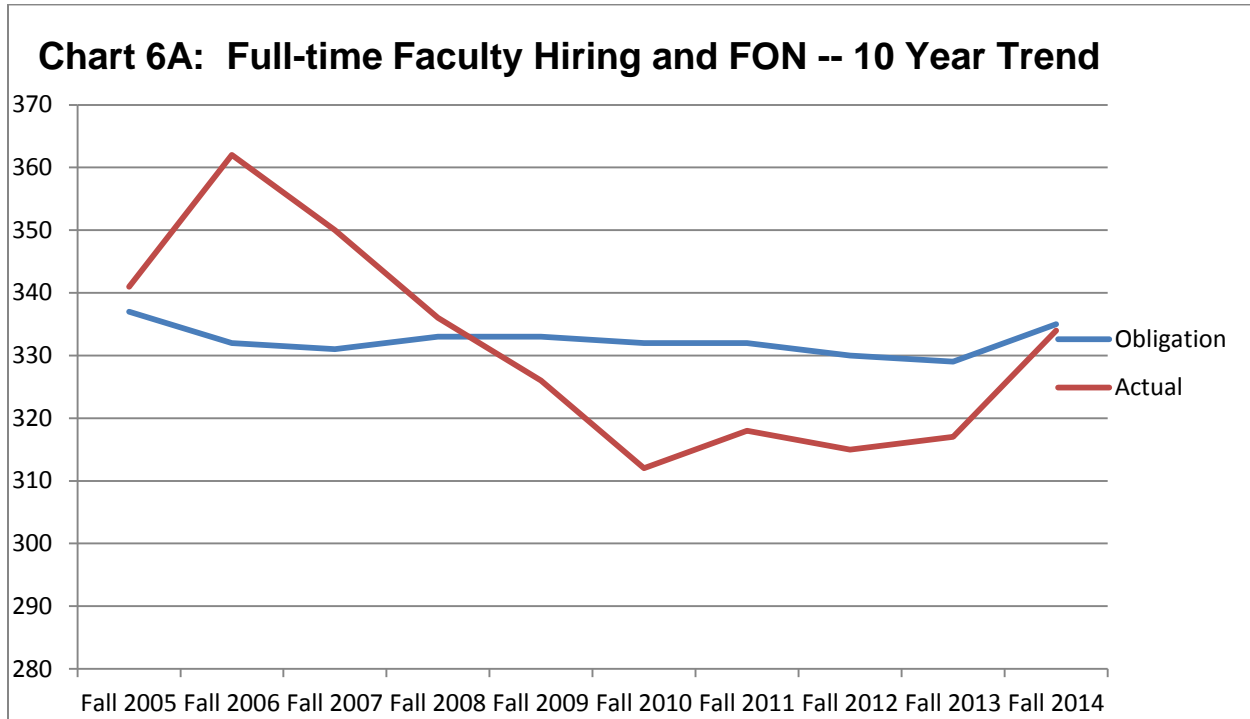


Full-time Faculty Turnover

Although the turnover ratio for full-time faculty is the lowest for all employee groups, the terminations of full-time faculty must be continually monitored. California community college districts are required to maintain a specific number of full-time faculty (known as the Faculty

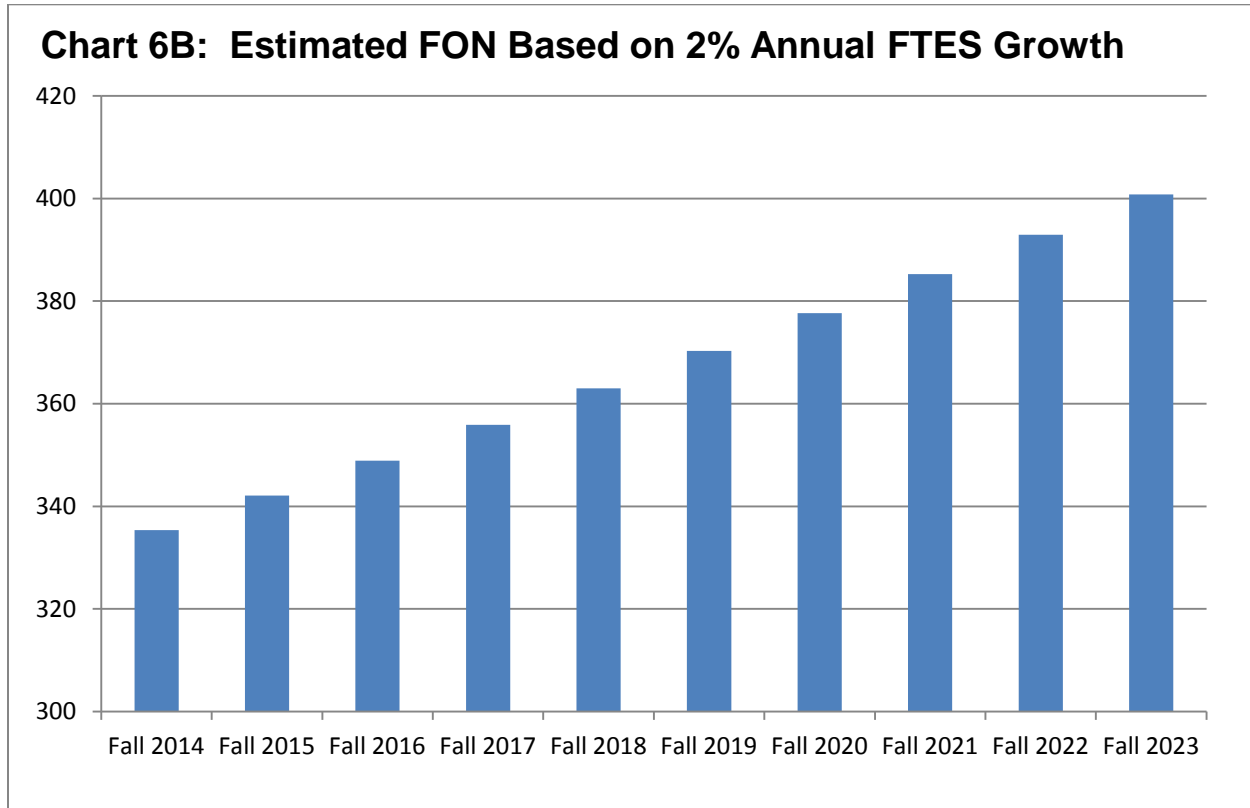
Obligation Number--FON) as well as monitor the ratio of credit instruction provided each year by full-time and part-time faculty (FT/PT ratio).

Each fall the district determines its compliance with the FON and reports that information to the state Chancellor's Office. Economic penalties are imposed on districts that fail to maintain the FON, unless the state Board of Governors waives that requirement due to insufficient funding in the state budget. The economic penalty for failing to maintain the FON in 2014 is \$73,057 per full-time position. As a result of the recession and the prolonged state budget crisis, compliance with the FON was suspended for five years (2009 – 2013). In those years, districts could avoid a financial penalty by maintaining or improving its ratio of credit instruction provided by full-time faculty. RSCCD curtailed full-time faculty hiring during those years as a budget reduction strategy and was able to increase its full-time teaching ratio due to state-imposed reductions in course offerings, which largely impacted part-time faculty employment. The district's compliance with the FON during the past ten years is shown below.



The requirement to comply with the FON was restored for the 2014-15 academic year. The district was required to hire thirteen additional faculty prior to this academic year, plus replace any vacancies that occurred in the interim. The 2013-14 budget also contained 2% enrollment growth, which was the first funding for enrollment growth in 5 years. Funded growth affects the FON by requiring the district to increase the number of full-time faculty by the same percentage of funded enrollment growth. Assuming a consistent 2% allocation for enrollment growth in

each of the next ten years, the district’s FON will increase from 335 in 2014 to 394 by the Fall of 2022, as shown in the following chart.



Although the number of faculty retirements/terminations was low in 2013, the district has seen an average of 14 faculty retirements/terminations per year during the preceding ten years. That historical turnover rate, plus the estimated increases in the FON due to enrollment growth, will require a significant level of full-time faculty recruitment and hiring each year. Based upon the assumed turnover rate and enrollment growth, over 20 new faculty will need to be hired each year in order to maintain compliance with the FON.

Full-time/Part-Time Faculty Ratio

The chart below shows the ratio of credit instruction taught by full-time and part-time faculty at each college and district-wide for the previous ten years. Although the Education Code established a goal in 1989 that 75% of credit instruction should be taught by full-time faculty, the legislature has not provided any funding to increase that ratio since the early 1990s. Consequently, the district’s full-time/part-time ratio has remained fairly consistent over the years.

However, one significant change over the previous ten-year period has been the full-time/part-time ratio at each college. After the district converted from a single college to a multi-college structure in 1997, a significant disparity in the full-time/part-time ratios between the two colleges was identified. Full-time faculty hiring was increased at Santiago Canyon College in those years and the ratios at the colleges have been fairly equalized. In 2013-14, the growth rate at Santiago Canyon was significant higher than at SAC, which resulted in a decrease in the FT/PT ratio for the current year.

Full-time/Part-time Credit Faculty Ratios: 2005 -- 2014

| SAC | | | SCC | | | Combined RSCCD | | |
|-------------|-----------|-----------|-------------|-----------|-----------|-----------------------|-----------|-----------|
| | FT | PT | | FT | PT | | FT | PT |
| 2005 | 64.01% | 35.99% | 2005 | 54.82% | 42.51% | 2005 | 62.07% | 37.93% |
| 2006 | 63.97% | 36.03% | 2006 | 55.74% | 44.26% | 2006 | 61.43% | 38.57% |
| 2007 | 63.16% | 36.84% | 2007 | 53.72% | 46.28% | 2007 | 60.20% | 39.80% |
| 2008 | 58.75% | 41.25% | 2008 | 54.24% | 45.76% | 2008 | 57.63% | 42.37% |
| 2009 | 62.17% | 37.83% | 2009 | 65.84% | 34.16% | 2009 | 63.30% | 36.70% |
| 2010 | 64.10% | 35.90% | 2010 | 61.60% | 38.40% | 2010 | 63.30% | 36.70% |
| 2011 | 66.73% | 33.27% | 2011 | 62.44% | 37.56% | 2011 | 65.32% | 34.68% |
| 2012 | 65.54% | 34.46% | 2012 | 65.36% | 34.64% | 2012 | 65.48% | 34.52% |
| 2013 | 62.95% | 37.05% | 2013 | 63.32% | 36.68% | 2013 | 63.07% | 36.93% |
| 2014 | 62.25% | 37.75% | 2014 | 56.77% | 43.23% | 2014 | 60.52% | 39.48% |

Full-time Faculty Vacancies and Recruitment

Most full-time faculty resignations and retirements tend to occur at the end of the spring semester each year. Each fall, the process to fill faculty vacancies begins. In September, the state Chancellor's Office notified the District of its projected FON obligation for the subsequent year. The Human Resources Department identifies the number of existing full-time faculty vacancies at each college as well as the number of new faculty positions that must be added in order to maintain the FON. The district's resource allocation model assumes that each college will maintain its FON and will be responsible for its pro-rata share of the new faculty positions.

Each college has a process, in consultation with its academic senate, to identify hiring priorities by academic discipline. Each college president recommends a list of faculty vacancies to the Chancellor and once approved, recruitment activities begin in the spring. The process concludes prior to the end of the spring semester and the newly hired faculty typically begin work in the subsequent fall semester.

Classified and Management Vacancies and Recruitment

Unlike faculty terminations, which typically coincide with the end of the academic year, management and classified vacancies occur throughout the year and are filled at a time determined by the college president or appropriate vice chancellor. When vacancies occur, the existing position and job description should be reviewed to ensure that it is still accurate for the needs of the department. Modifications to job descriptions, which don't involve changes in pay grade, are presented to the Board of Trustees prior to the initiation of recruitment activities. Modifications which affect pay grade are handled through a reorganization process. For positions at a college, the reorganizations are reviewed by the college participatory governance council and recommended to the college president. Positions assigned to the district office are reviewed by the District Council and recommended to the Chancellor. After this review process is completed, the Human Resources Department reviews any modifications affecting bargaining unit positions with CSEA. Following that review, modifications to job specifications or pay grades are presented to the Board of Trustees for approval prior to the initiation of recruitment activities. Recruitment activities for classified and management positions may be initiated at any time during the year or may be postponed due to budgetary or other programmatic considerations. In situations where recruitment is delayed, or where the vacancy disrupts normal operations, existing staff may be placed in interim assignments or temporary employees may be used to staff vacant positions. The use of temporary workers or existing staff in interim assignments is subject to applicable restrictions in the Education Code, Title 5 regulations, or applicable collective bargaining agreements.

50% Law Compliance

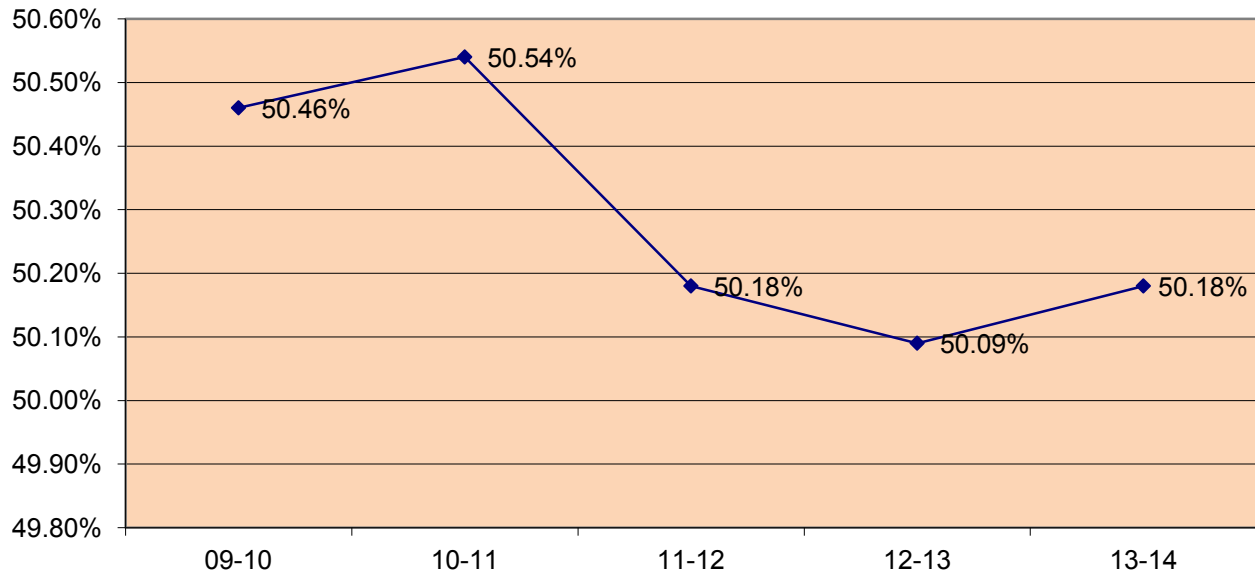
Education Code Section 84362 requires community college districts to expend 50% of the district's Current Expense of Education (CEE) on the salaries and fringe benefits of classroom instructors. The "Current Expense of Education" (CEE) includes the General Fund operating expenditures excluding expenditures for food services, community services, capital (except equipment replacement), auxiliary services and other costs specifically excluded by law.

The "Salaries for Classroom Instructors" includes the salaries and fringe benefits for classroom instructors and instructional aides (full-time and part-time). In the most recent fiscal year (2013-14), the District's compliance calculation was 50.18%, which was a slight increase over the prior

year. Recognizing that most classified and management positions, as well as some faculty positions (counselors, librarians and faculty released from teaching assignments), don't meet the definition of classroom instructors, the ability of the colleges and district services to increase staffing levels in non-teaching areas will be constrained.

The 50% law calculation for the previous five years is presented below:

50% Law Compliance 2009 - 2014



Staffing Allocations

The allocation of faculty and staff is controlled by each of the three major operational units (Santa Ana College, Santiago Canyon College and District Operations). As described above, each unit has a process for modifying or increasing its staffing. A number of functions (District Safety, Information Technology, Auxiliary Services) are managed at the District Operations level, but a significant number of staff assigned to those areas are actually housed on the college campuses and continuing education sites. This difference in management responsibility and staffing location is shown in the following two charts.

Chart 7A: Staff Allocation by Management Area

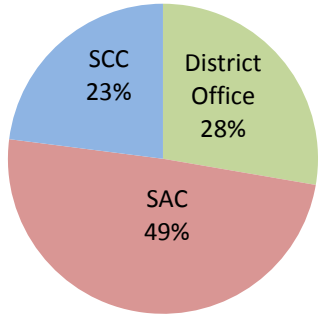
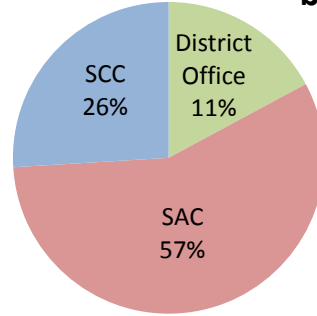


Chart 7B: Staff Allocation by Location



The following charts show the percentage of full-time and part-time classified staff assigned to each location as well as the continuing education centers operated by each college.

Chart 7C: Allocation of Full-time Classified Staff

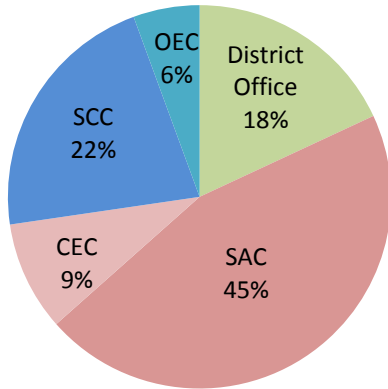
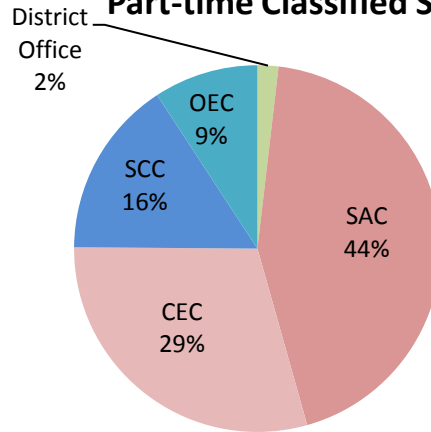
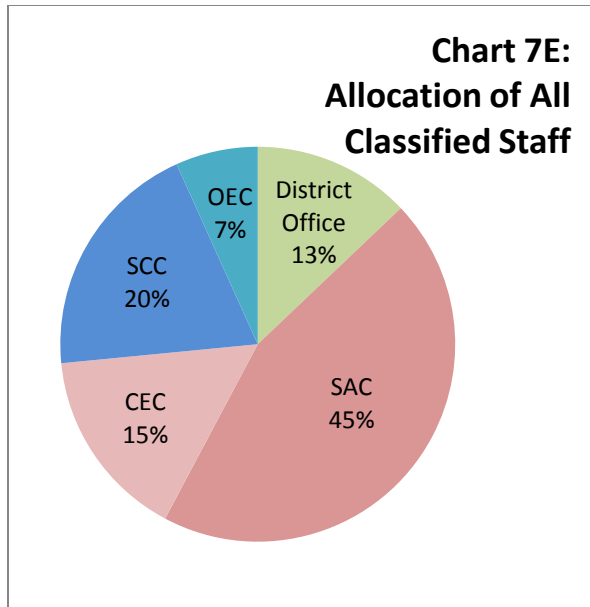
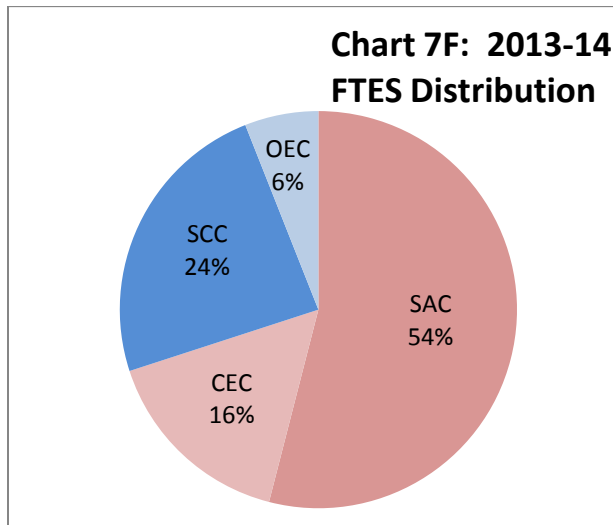


Chart 7D: Allocation of Part-time Classified Staff

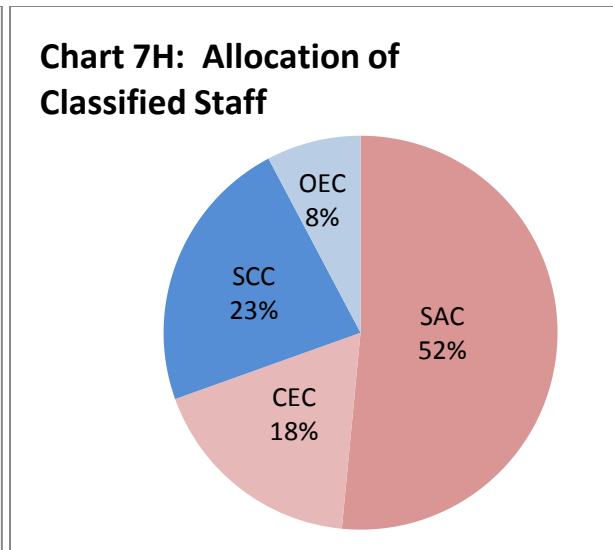
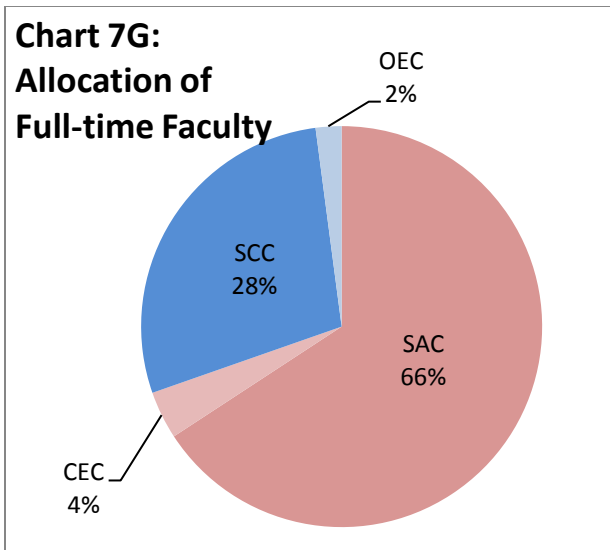




Although there is no definitive benchmark regarding the allocation of non-teaching support staff, all staffing allocations should be viewed in the context of FTES generation, which is the standard work-load unit for any community college district in California. The current breakdown of both credit and non-credit FTES generation, by site, is presented below.



The FTES distribution between the colleges is one method to evaluate the overall staffing parity between the sites. Although the overall distribution of faculty and support staff can be evaluated based upon FTES percentages, the actual allocation of positions by department, area of specialty, etc. vary based upon the programmatic and operational priorities at each site.



Planning Implications

- In order to avoid economic penalties, maintenance of the FON must be a staffing priority for each college.
- Increases in non-instructional positions must be done in full consideration of the implications for 50% law compliance.
- Turnover, especially in faculty, management and key classified positions will require succession planning, but will also provide opportunities for restructuring and adjustments to staff allocations.
- In the absence of significant cost-of-living adjustments or new sources of revenue, funding for additional staff positions will be tied to funded FTES growth.
- The colleges and district operations should evaluate staffing, structures and reporting relationships in order to maximize efficiency and take advantage of economies of scale.

DATA TABLES RELATED TO CHARTS 1 – 7

| Charts 1A - 1D: Total Staffing | | | | |
|-------------------------------------------------------------------------------|-------------------|----------------------|----------------------|-------------------|
| 1A: RSCCD | | | | |
| | FT Faculty | FT Classified | PT Classified | Management |
| 08-09 | 394 | 550 | 390 | 123 |
| 09-10 | 374 | 511 | 275 | 116 |
| 10-11 | 361 | 469 | 227 | 106 |
| 11-12 | 368 | 473 | 230 | 107 |
| 12-13 | 358 | 459 | 222 | 104 |
| 13-14 | 358 | 457 | 219 | 109 |
| 14-15 | 372 | 465 | 209 | 117 |
| 1B: SANTA ANA COLLEGE | | | | |
| | FT Faculty | FT Classified | PT Classified | Management |
| 08-09 | 242 | 262 | 261 | 36 |
| 09-10 | 231 | 284 | 200 | 38 |
| 10-11 | 217 | 255 | 170 | 33 |
| 11-12 | 225 | 255 | 168 | 36 |
| 12-13 | 216 | 227 | 148 | 32 |
| 13-14 | 219 | 227 | 148 | 33 |
| 14-15 | 234 | 222 | 140 | 35 |
| 1C: SANTIAGO CANYON COLLEGE | | | | |
| | FT Faculty | FT Classified | PT Classified | Management |
| 08-09 | 110 | 116 | 82 | 25 |
| 09-10 | 104 | 125 | 61 | 26 |
| 10-11 | 102 | 117 | 48 | 25 |
| 11-12 | 105 | 120 | 54 | 22 |
| 12-13 | 102 | 106 | 50 | 19 |
| 13-14 | 102 | 103 | 49 | 23 |
| 14-15 | 104 | 114 | 52 | 24 |
| 1D: DISTRICT SERVICES | | | | |
| | FT Faculty | FT Classified | PT Classified | Management |
| 08-09 | 42 | 172 | 47 | 62 |
| 09-10 | 39 | 102 | 14 | 52 |
| 10-11 | 42 | 97 | 9 | 48 |
| 11-12 | 38 | 98 | 8 | 50 |
| 12-13 | 40 | 126 | 24 | 53 |
| 13-14 | 37 | 127 | 22 | 53 |
| 14-15 | 34 | 129 | 17 | 58 |
| Data reflect employees in paid status as of September 1st of each year | | | | |

| Chart 2: Year-to-Year Change in Employees | | | | | | |
|--------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
| FT FACULTY | -5.1% | -3.5% | 1.9% | -2.7% | 0.0% | 3.9% |
| PT FACULTY | -1.1% | -9.6% | -12.1% | 2.7% | 9.4% | 11.0% |
| FT CLASSIFIED | -7.1% | -8.2% | 0.9% | -3.0% | -0.4% | 1.8% |
| PT CLASSIFIED | -29.5% | -17.5% | 1.3% | -3.5% | -1.4% | -4.6% |
| MANAGEMENT | -5.7% | -8.6% | 0.9% | -2.8% | 4.8% | 7.3% |
| TOTAL | -6.0% | -9.3% | -6.7% | 0.2% | 5.4% | 7.3% |

| Charts 3A - 3D: Faculty/Staff Diversity | | | | | | |
|-----------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|-------------------|--------------|
| 3A: RSCCD Staff Diversity -- Percentage of Non-White Employees 2008 - 2014 | | | | | | |
| | FT Faculty | PT Faculty | FT Classified | PT Classified | Management | Total |
| 08-09 | 39% | 38% | 63% | 74% | 52% | 47% |
| 09-10 | 39% | 38% | 64% | 76% | 51% | 46% |
| 10-11 | 40% | 37% | 64% | 77% | 51% | 46% |
| 11-12 | 41% | 36% | 64% | 75% | 51% | 46% |
| 12-13 | 41% | 34% | 66% | 77% | 52% | 46% |
| 13-14 | 42% | 38% | 68% | 78% | 53% | 47% |
| 14-15 | 42% | 39% | 70% | 78% | 49% | 47% |

| 3B: SAC Staff Diversity -- Percentage of Non-White Employees 2008 - 2013 | | | | | | |
|---------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|-------------------|--------------|
| | FT Faculty | PT Faculty | FT Classified | PT Classified | Management | Total |
| 08-09 | 36% | 39% | 68% | 78% | 53% | 41% |
| 09-10 | 37% | 39% | 67% | 79% | 45% | 42% |
| 10-11 | 37% | 38% | 69% | 78% | 42% | 40% |
| 11-12 | 38% | 38% | 69% | 77% | 42% | 41% |
| 12-13 | 38% | 38% | 70% | 78% | 44% | 41% |
| 13-14 | 40% | 39% | 72% | 79% | 39% | 41% |
| 14-15 | 41% | 41% | 73% | 79% | 37% | 47% |

| 3C: SCC Staff Diversity -- Percentage of Non-White Employees 2008 - 2013 | | | | | | |
|---------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|-------------------|--------------|
| | FT Faculty | PT Faculty | FT Classified | PT Classified | Management | Total |
| 08-09 | 30% | 34% | 65% | 63% | 44% | 41% |
| 09-10 | 28% | 35% | 65% | 69% | 46% | 42% |
| 10-11 | 28% | 33% | 61% | 73% | 48% | 40% |
| 11-12 | 31% | 32% | 62% | 69% | 45% | 41% |
| 12-13 | 30% | 32% | 63% | 70% | 53% | 41% |
| 13-14 | 30% | 34% | 65% | 69% | 61% | 41% |
| 14-15 | 30% | 34% | 68% | 73% | 54% | 42% |

| 3D: DO Staff Diversity -- Percentage of Non-White Employees 2008 - 2013 | | | | | |
|--------------------------------------------------------------------------------|-------------------|----------------------|----------------------|-------------------|--------------|
| | FT Faculty | FT Classified | PT Classified | Management | Total |
| 08-09 | 81% | 54% | 72% | 55% | 41% |
| 09-10 | 82% | 54% | 64% | 58% | 42% |
| 10-11 | 83% | 55% | 67% | 58% | 40% |
| 11-12 | 82% | 55% | 75% | 61% | 41% |
| 12-13 | 82% | 61% | 83% | 57% | 41% |
| 13-14 | 86% | 65% | 91% | 58% | 41% |
| 14-15 | 88% | 67% | 76% | 47% | 42% |

Data reflect employees in paid status as of September 1st of each year

| Chart 4: Employee Age Distribution | | | | | | | | |
|-------------------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|------------|----------------|
| | Under 40 | 40-44 | 45-49 | 50-54 | 55-59 | 60-64 | 65+ | Over 55 |
| | 15 | 17 | 19 | 17 | 20 | 23 | 6 | 49 |
| Management | 13% | 15% | 16% | 15% | 17% | 20% | 5% | 42% |
| | 66 | 39 | 53 | 51 | 55 | 52 | 45 | 152 |
| Full-time Faculty | 18% | 10% | 14% | 14% | 15% | 14% | 12% | 40% |
| | 120 | 70 | 65 | 78 | 62 | 49 | 24 | 135 |
| Full-time Classified | 26% | 15% | 14% | 17% | 13% | 10% | 5% | 29% |
| | 99 | 22 | 23 | 19 | 22 | 16 | 20 | 58 |
| Part-time Classified | 45% | 10% | 10% | 9% | 10% | 7% | 9% | 26% |

| Chart 5: District-wide Turnover Ratio | | | | |
|-----------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|
| | Management | FT Faculty | FT Classified | PT Classified |
| 2010-11 | 13.21% | 3.45% | 6.18% | 10.13% |
| 2011-12 | 10.28% | 3.34% | 4.65% | 10.43% |
| 2012-13 | 4.81% | 1.88% | 6.75% | 9.46% |
| 2013-14 | 4.59% | 5.30% | 6.35% | 17.81% |
| Data reflect effective date of hiring and terminations from July 1 - June 30 each year | | | | |

Chart 6A: Full-time Faculty Hiring and FON -- 10 Year Trend

| | Obligation | Actual | | | | | |
|-----------|-------------------|---------------|--|--|--|--|--|
| Fall 2005 | 337 | 341 | | | | | |
| Fall 2006 | 332 | 362 | | | | | |
| Fall 2007 | 331 | 350 | | | | | |
| Fall 2008 | 333 | 336 | | | | | |
| Fall 2009 | 333 | 326 | | | | | |
| Fall 2010 | 332 | 312 | | | | | |
| Fall 2011 | 332 | 318 | | | | | |
| Fall 2012 | 330 | 315 | | | | | |
| Fall 2013 | 329 | 317 | | | | | |
| Fall 2014 | 335 | 334 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Chart 6B: Estimated FON Based on 2% Annual FTES Growth

| | FON | 2% of Prior Year | | | | | |
|-----------|------------|-----------------------------|--|--|--|--|--|
| Fall 2014 | 335 | | | | | | |
| Fall 2015 | 342 | 6.7 | | | | | |
| Fall 2016 | 349 | 6.8 | | | | | |
| Fall 2017 | 356 | 7.0 | | | | | |
| Fall 2018 | 363 | 7.1 | | | | | |
| Fall 2019 | 370 | 7.3 | | | | | |
| Fall 2020 | 377 | 7.4 | | | | | |
| Fall 2021 | 385 | 7.5 | | | | | |
| Fall 2022 | 393 | 7.7 | | | | | |
| Fall 2023 | 400 | 7.9 | | | | | |
| | | | | | | | |
| | | | | | | | |

| Chart 7A - 7H: Allocation of Permanent Staff | | | | | | |
|-----------------------------------------------------|-----------------|---------------|------------------|-----------------|---------------|------------------|
| | SAC Main | CEC | SAC Total | SCC Main | OEC | SCC Total |
| Management | 31 | 5 | 36 | 19 | 4 | 23 |
| FT Classified | 185 | 36 | 221 | 90 | 22 | 112 |
| PT Classified | 83 | 57 | 140 | 30 | 20 | 50 |
| Total Mgmt & Classified | 299 | 98 | 397 | 139 | 46 | 185 |
| FT Faculty | 221 | 13 | 234 | 95 | 7 | 102 |
| | DO BWAY | DO SAC | DO CEC | DO SCC | DO OEC | DO Total |
| Management | 50 | 8 | 1 | 5 | 0 | 64 |
| FT Classified | 84 | 26 | 7 | 11 | 4 | 132 |
| PT Classified | 4 | 12 | 7 | 4 | 0 | 27 |
| Total Mgmt & Classified | 138 | 46 | 15 | 20 | 4 | 223 |
| FT Faculty | 6 | 18 | 7 | 3 | 0 | 34 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

January 12, 2015

MANAGEMENT

Job Descriptions/Attachment #1-4

Assistant Dean
Admissions & Records
Santiago Canyon College
Grade E

Assistant Dean
Financial Aid, Scholarships
& Veterans
Santiago Canyon College
Grade E

Associate Dean
Business & Career Technical Education
Santiago Canyon College
Grade D

Dean
Enrollment & Support Services
Santiago Canyon College
Grade B

Permission to Accept Outside Assignment

Weispfenning, John – To serve as a member of the Accrediting Commission for Community & Junior Colleges' (ACCJC) team visiting Laney College from March 9 – March 11, 2015.

Extension of Interim Assignments

Winter, Alistair
Director, District Safety & Security
Business Operations & Fiscal Services
District Office

Effective: January 1 – June 30, 2015
Salary Placement: G-1 \$83,980.58/Year

Adjusted Hourly Rate for Interim Assignment

Coopman, Ronald
Interim Assistant Dean,
Criminal Justice Academy
Human Services & Technology Division
Santa Ana College

Effective: July 1, 2014 – June 30, 2015
Salary Placement: F-1 \$45.88/Hour

MANAGEMENT (CONT'D)

Adjusted Hourly Rate for Short-term Assignment

Shaw, Lynn
Director, Workforce Education
Business & Career Technical
Education Division
Santiago Canyon College

Effective July 1, 2014 – June 30, 2015
Placement: C-1 \$59.21/Hour

Ratification of Resignation/Retirement

Miskovic, Linda
Associate Dean
Admissions & Records
Student Services
Santiago Canyon College

Effective: February 27, 2015
(Last day in Paid Status)
Reason: Retirement

FACULTY

FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015/Attachment #5

FARSCCD Part-time Column Changes/Effective January 1, 2015/Attachment #6

Hiring of Temporary Long-term Substitute per E.C. 87481 and 87482

Volz, Matthew
Instructor, Communication
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: February 2 - June 6, 2015
Placement: II-5 \$62.60/Hour

Final Salary Placement

Mathot, Sarah
Assistant Professor, Nutrition &
Culinary Arts
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Final Salary Placement: IV-10 \$80,765.27/Year
(#AC14-0368)

Change of Classification

Robledo, Joanna Campos
Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2014
From: V-12 \$96,169.99/Year
To: VI-12 \$98,883.38/Year

FACULTY (CONT'D)

Additional Contract Extension Days for 14/15

Morris-Pfyl, Sandy
Professor/Career Specialist/Job
Developer
Counseling Division
Santa Ana College

Effective: January 5 – June 30, 2015
Contract Extension Days: 15
Contract Extension Rate: V-16 \$491.78/Day

Ratification of Resignation/Retirement

Morse, Leah
Master Teacher
SCC Child Development Center
Child Development Services
District Office

Effective: June 30, 2015
(Last day in Paid Status)
Reason: Resignation

Saliba, Elizabeth
Librarian/Assistant Professor
Library
Fine & Performing Arts Division
Santa Ana College

Effective: June 6, 2015
(Last day in Paid Status)
Reason: Resignation

Stipends

Campbell, Alondo
Assistant Professor, Sociology
Humanities & Social Sciences Division
Santa Ana College

Effective: September 9, 2014
Stipend Amount: \$5,000.00

Doolittle, Glenn
Professor, International Business
Business Division
Santa Ana College

Effective: August 18, 2014
Stipend Amount: \$2,700.00

Jenkins, Crystal
Professor, Chemistry
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: September 9, 2014
Stipend Amount: \$1,500.00

Adjusted Column Placement

Wann, Ryan M
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: November 24, 2014
From: Hourly LEC/Lab Rates: I-3 @ \$53.63/\$45.58
To: Hourly LEC/Lab Rates: II-3 @ \$56.31/\$47.86

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires

Balendhran, Chandrikaa
Instructor, Public Works
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Barnard, Kreithchele A
Instructor, Accounting
Business Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Barone, Katie M
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: January 5, 2015
Hourly Lecture Rate: II-3 \$56.79

Boizelle, Benjamin
Instructor, Astronomy
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: January 5, 2015
Hourly Lecture Rate: II-3 \$56.79

Dinh, Minhan
Instructor, Biology (equivalency)
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Frank, Brandon
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: December 16, 2014
Hourly Lecture Rate: I-3 \$53.63

Gomez-Alvarado, Susana
Associate Teacher
Child Development Services Division
District Operations

Effective: January 5, 2015
Hourly Rate: \$13.00

Irwin, Kari Marie
Instructor, Business & CTE
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Kim, Justin
Instructor, Welding
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: I-3 \$54.08

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Kirchen, DeAnna
Instructor, Accounting
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Lipp, Jennifer
Instructor, Accounting
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: I-3 \$54.08

Lopez, Ruben
Instructor, Earth Science/Geology
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Lopez, Terry E
Instructor, Biology (equivalency)
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Malmgren, Stephanie
Instructor, Biology
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

Mastroianni, Jennifer R
Instructor, Biology
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Minassian, Eric
Instructor, Astronomy
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Mirbolooki, Mohammad R
Instructor, Biology (equivalency)
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Moreno, Gumersindo
Instructor, Manufacturing Technology
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: I-3 \$54.08

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Morgan-Bezell, Gwen
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-5 \$69.02

Myers, Victoria
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: December 15, 2014
Hourly Lecture Rate: II-2 \$43.51

Olszewski, Kenneth
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: January 5, 2015
Hourly Lecture Rate: I-3 \$54.08

Ortiz, Consuelo
Substitute Associate Teacher
Child Development Services
District Office

Effective: January 5, 2015
Hourly Rate: I-I \$13.00

Reyes, Eduardo
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: January 5, 2015
Hourly Lecture Rate: II-3 \$56.79

Runyan, Stephen
Instructor, Biology
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: IV-3 \$62.60

Soto, Mario
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: December 8, 2014
Hourly Lecture Rate: II-3 \$56.31

Sutherland, Mark
Instructor, Accounting
Business Division
Santa Ana College

Effective: February 2, 2015
Hourly Lecture Rate: II-3 \$56.79

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires (cont'd)

Sutton, Rachel A
Instructor, IEP Parent Education (equivalency)
Health & Safety (equivalency)
Continuing Education Division (OEC)
Santiago Canyon College

Effective: January 2, 2015
Hourly Lecture Rate: II-2 \$43.51

Tyndal, Jason
Instructor, Philosophy
Arts, Humanities and
Social Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture Rate: III-3 \$59.62

Wilkins, Bartina S
Instructor, IEP High School Subject
Continuing Education Division (OEC)
Santiago Canyon College

Effective: December 8, 2014
Hourly Lecture Rate: II-2 \$43.51

Non-paid Instructors of Record

Dickerson, Brett E
Instructor, Fire Technology (equivalency)
Upland Fire Department
Human Services & Technology Division
Santa Ana College

Effective: December 2, 2014

Wells, Eric C
Instructor, Fire Technology (equivalency)
Rancho Cucamonga Fire Department
Human Services & Technology Division
Santa Ana College

Effective: December 2, 2014

Non-paid Intern Service

Chang, Andrew
Athletic Training Intern
Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 13 – May 31, 2015
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

Pastrana, Ruby
Human Services Intern
Student Affairs
Santa Ana College

Effective: January 13 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Human Services

FACULTY (CONT'D)

Non-paid Intern Service (cont'd)

Tapia, Daisy
Human Services Intern
Student Affairs
Santa Ana College

Effective: January13 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Human Services

Williams, Russell
Human Services Intern
Student Affairs
Santa Ana College

Effective: January13 – June 30, 2015
College Affiliation: CSU, Fullerton
Discipline: Human Services

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ASSISTANT DEAN, ADMISSIONS & RECORDS**

GENERAL RESPONSIBILITIES

Responsible to the Dean of Enrollment and Support Services; plans, supervises, coordinates and participates in the registration program for college credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

SPECIFIC RESPONSIBILITIES

Plan, organize and manage daily operations of the admissions and records office; coordinates and supervises the admissions and registration procedures in accordance with existing rules and regulations; establishes and maintains a complete system of accurate student records in accordance with State Education Code and Title 5 Regulations; supervises staff responsible for admissions, registration and records activities; coordinates staff development workshops and in-service training; conducts evaluations of assigned staff; collaborates with district operations to provide and evaluate data needed for local/state/federal reports; reviews and corrects data to ensure accuracy; recommends and evaluates automated processes in admissions, registration and records; directs the maintenance and issuance of all transcripts; certifies students for honors program eligibility and completion; ensures confidentiality, security and integrity of student records; directs document imaging processes; coordinates and supervises all on-campus and off-campus registration; interprets residency laws and regulations; adjudicates residency cases, student petitions and appeals with regard to enrollment rules and regulations; prepares statistical reports for administration on registration comparisons, activities, and trends; designs and implements accountability procedures for admissions, records, and registration; provides technical guidance to support staff in the student services area and across all campuses and sites; supervise the preparation and distribution of information to faculty regarding deadlines (e.g. census to purge rosters, final grade deadlines, incomplete, pass/no pass); oversee the collection and maintenance of rosters and grades from faculty; adhere to, and enforce the policy/procedures for course prerequisites and nonpayment drops; monitor changes requested to students' records, grade changes, and social security numbers, etc.; verify process and respond to all requests made in conjunction with the Solomon Amendment and subpoenas; develop and coordinate the Admissions and Records sections of District publications including college catalogs, class schedules and websites; attend regional and state meetings as necessary; represent the college in local, regional, and state-wide meetings and committees; performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Dean of Enrollment and Support Services and may act for the Dean in his/her absence. Manages all Admissions and Records personnel including student workers. This class works with administrators, faculty, students, other college personnel and the public and is the Admissions and Records liaison with district operations.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree from an accredited college or university and one (1) year of formal training, or leadership experience reasonably related to this administrative assignment.

Desired Skills and Qualifications

Knowledge of: Principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training. College student registration, admissions and record keeping procedures; California Education Code and Title 5 requirements for student residence, attendance, grading, testing and records.

Ability to: Read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train assigned staff of full-time and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Board Approval Date: 01/12/15

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN OF FINANCIAL AID,
SCHOLARSHIPS AND VETERANS**

GENERAL RESPONSIBILITIES

Under the general direction of the Dean of Enrollment and Support Services, and in support of campus and department goals, the Assistant Dean is responsible for the management of the Financial Aid, Scholarships and Veterans Services programs. This position has the responsibility for the development, procurement and administration of all student financial aid, scholarships and Veterans Services activities and is responsible for policy development and implementation, and for long-range planning for the office.

SPECIFIC RESPONSIBILITIES

Plan, organize and manage daily operations of the Financial Aid, Scholarships and Veterans services. Supervise and evaluate the staff and other managers/supervisors/lead personnel of the office. Maintain knowledge of all federal and state regulations dealing with financial aid and remain current with changes as they occur. Assure compliance with all relevant policies, procedures, codes, regulations, and laws to ensure the accurate disbursement of funds. Coordinate with state and federal agencies to resolve disputes or discrepancies. Complete an annual program and unit plan and a six year program review. Assure accuracy of records. Receive and transmit student financial aid records. Manage record destruction or retention processes. Develop and monitor the Financial Aid Office budget, including personnel needs and departmental operating expenses. Monitor college work-study expenditures, students' satisfactory academic progress, federal and state grant expenditures. Collaborate and work in partnership with U.S Department of Education, California Student Aid Commission, and the California Community Colleges Chancellor's Office. Understand how financial aid supports short and long-term enrollment goals by using financial aid as a recruitment tool. Develop new strategies for marketing, outreach, recruitment, and stewardship of an increasingly discerning audience of applicants and their families. Work collaboratively with faculty, deans, and other senior administrators to integrate enrollment management into RSCCD ongoing strategic planning. Oversee the process of calculating refunds and repayments for students who withdraw from school. Contribute to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services. Oversee functionality of financial aid databases. Create and evaluate automated workflow processes. Prepare and submit a variety of required or desired reports. Chair hiring committees for full and part-time staff. Conduct, attend and participate in various workshops, committees, and meetings on and off campus. Perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Dean of Enrollment and Support Services and acts for the Dean in his/her absence. This position manages all Financial Aid, Scholarships and Veterans Services personnel including student workers.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree from an accredited college or university and one (1) year of formal training, or leadership experience reasonably related to this administrative assignment.

Desired Skills and Qualifications: At least five years of management experience in an institution dealing with student services in some type of fiscal capacity, with working knowledge of state and federal regulations governing financial aid. Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Knowledge of: Principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training. Federal, state, and institutional regulations governing financial aid, including grants, scholarships, work study, loan and veterans programs.

Ability to: Read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train assigned staff and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN, BUSINESS and CAREER TECHNICAL EDUCATION**

GENERAL RESPONSIBILITIES

Responsible to the Dean of Business and Career Technical Education for all aspects of the instructional programs of the division, including apprenticeship programs, career education, and economic and workforce development; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER PROGRAMS

Responsibility for assigned aspects of the division's programs, which may include recruiting, marketing, curriculum, scheduling, equipping, evaluating, staffing, funding, evaluation, negotiation of training facilities contracts, planning, and the procurement and administration of programs and courses under vocational contract with outside agencies; admissions, graduation and compliance with and reporting of certification requirements; approves curriculum development proposals, course outlines, and instructional materials; supervises the effectiveness of programs, activities and services and their responsiveness to the needs of a culturally diverse community; recommends and implements written District policy and regulations, supervises program and personnel compliance with applicable laws and regulations, maintains related records and submits related reports.

PERSONNEL

Responsible for, or effectively recommends, the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of all assigned staff; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with written District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

As assigned, responsible for the discipline of students, resolution of grievances and complaints, and the maintenance of student records.

PLANNING

Responsible for the planning, delivery, funding and evaluation of all functions, programs, activities, staff and services in areas of responsibility. Assists Dean in long-range planning for the division; leadership and vision on the integration of learning resources as they support the teaching, learning and administrative activities of the college.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN, BUSINESS and CAREER TECHNICAL EDUCATION
(continued)**

COMMUNITY CONTACT/REPRESENTATIVE

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation on the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Responsibility for advising, chairing and supervision of service area, college and district committees and task forces, including coordination as appropriate with administrative colleagues district wide. Represent the college on professional organization related to area of responsibility.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.
- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies regarding services provided; and maintains related records and reports.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Master's degree and at least one year of supervisory or administrative experience in a diverse, multi-discipline environment; or a valid California Administrative or supervisory Credential authorizing service at the community college level, or equivalent.

Required Skills: Ability to resolve conflicts and solve problems, identify opportunities to improve programs; evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the District at the community, state and national levels.

Desirable Qualifications

Three years of progressively responsible experience in career education, CTE Transitions, economic and workforce development, or administration of an apprenticeship program. Ability to develop and implement grant programs and follow-up reporting. Knowledge of career education funding sources and requirements.

Board Approval Date: 01/12/15

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN OF ENROLLMENT AND SUPPORT SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all programs and services provided through the Office of Enrollment Services which includes Admissions and Records, Financial Aid, International Student Program, On Campus Job Placement, Outreach, Scholarships, Veterans Services and other assigned departments; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

Under general direction of the Vice President of Student Services, plans, directs, manages, supervises, oversees, and coordinates the Enrollment Services functions as described above. The Dean ensures the integrity of all policies, procedures, and programs and works to support the college as a whole. The Dean coordinates assigned activities with other district departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Vice President of Student Services. The Dean works collaboratively with the Dean of Counseling and other Academic Deans.

1. Plans, organizes, implements, and administers the Enrollment Services department through Subordinate managers and coordinators. Works closely with all college constituencies in efforts to enhance student services in the assigned departments and functional areas.
2. Plans, implements and administers goals and objectives and ensures development of policies and procedures related to programs and services in assigned departments and functional areas. Provides managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for admissions, financial aid registration, records management and the awarding of degrees and certificates.
3. Provides general oversight and supervision for staff in directly assigned departments and functional managers. Allocates personnel and resources to optimize departmental efficiency and effectiveness.
4. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
5. Consults with District Information Technology Services and participates in the development and enhancement of specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
6. Develops and presents reports and recommendations for a variety of programs and projects, and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.
7. Oversees the development, implementation, maintenance, and evaluation of enrollment services and ensures that state and federal regulations are implemented in academic policies and anticipates legal ramifications, including but not limited to, security, privacy, and identity theft, and fraud.

8. Evaluates and directs the implementation of interfaces with student information systems. Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment.
9. Provides effective management of the College fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
10. Represents the college at community and external organization functions.
11. Performs other duties as assigned by the Vice President of Student Services.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personal, program-and staff- related complaints, resolving conflicts, and student discipline issues; advises student groups and counsels students.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

PLANNING

Plans all programs under supervision, student activities; responsible for preparation of schedules for work, events, courses, transportation services, and the delivery of services.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and college-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has

substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy and related reports.

- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies to students and student groups; advises all groups and clubs and assures delivery of adequate health care and legal services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing service at the community college level or possesses a master's degree and has one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Board Approval Date: 01/12/15

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

Attachment #5

| LAST NAME | FIRST NAME | LOC | OLD OVL | NEW OVL | OVL STEP | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|------------------|-------------|---------|---------|---------|----------|----------|----------|--------------|--------------|-------------|-------------|
| | | | GRADE | GRADE | | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE |
| Abbey | Troy | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Adams | Richards | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Aguilar Beltran | Maria | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Andrade | Philippe | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Anthony | Mary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Argo | Rosemary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Armbruster | Lynda | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Baez | Elizabeth | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Bailey | Denise | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Baldizon-Rios | Nena | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Bales | Terry | DMC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Barembaum | Morrie | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Bautista | Steven | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Beers-McCormick | Lynnette | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Bennett | Gary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Beyersdorf | Matthew | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Birnbaum | Beverly | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Bowers | Cherie | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Brandon | Kelly | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Breig | David | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Brooks | Debra | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Brown | Angela | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Budarz | Timo | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Camarco | Lisa | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Campbell | Alondo | SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 |
| Campitelli-Smith | Melissa | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Cannon | Cari | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Cannon | Christopher | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Canzona | Paula | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Carrion | Rodolfo | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Castellanos | Mary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Coffman | Jodi | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Coliflores | Rowena | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Collins | Monica | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Colunga | Molly | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Coto | Jennifer | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Courter | William | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Crabill | Phillip | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Cummins | Shawn | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Dahlen | Noel | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Deaver | Douglas | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| DeCarbo | Michael | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Deeley | Steven | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Dela Cusack | Lisa | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Dennis | Karen | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Dethlefsen | Elaine | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

Attachment #5

| LAST NAME | FIRST NAME | LOC | OLD OVL | NEW OVL | OVL STEP | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|---------------------|------------|---------|---------|---------|----------|----------|----------|--------------|--------------|-------------|-------------|
| | | | GRADE | GRADE | | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE |
| Doolittle, Jr. | Glenn | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Dutton | Donald | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Eastmond, Thomas | Thomas | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Elchlepp, Elizabeth | Elizabeth | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| El-Said | Nahla | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Emley | Catherine | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Enriquez | Rosemarie | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Ettinger | Becky | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Everett | Michael | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Evelt | Corinna | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Fajardo | Lourdes | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Fish | Zachary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Foley | Denise | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Freeman | Suzanne | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Freidenrich | Sandra | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Frias | Rodolfo | OEC/SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Funaoka | Marygrace | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Gaer | Susan | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Gallego | Robert | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Galvan | Javier | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Geissler | Joseph | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Ghelfi | Gerald | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Gilmour | Dennis | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Gilreath | Genice | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Giroux | Regina | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Goldmann | Dan | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Gonis | Andrew | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Gonzalez | Adrianna | CEC/SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Granitto | James | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Grant | Madeline | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Guerrero-Phlaum | Martha | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Guzman | Kristen | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Haglund | Becky | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hammonds | Elvin | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hampton | Jubal | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Harding | Glen | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hardy | Michelle | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hassel | Elissa | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hauscarriague | Anne | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hester | James | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hicks | Raymond | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Higgins | Mark | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hirsch | Rosemarie | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Ho | Pao Fen | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Hoffman | Elizabeth | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Holder | Vera | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

Attachment #5

| LAST NAME | FIRST NAME | LOC | OLD OVL | NEW OVL | OVL STEP | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|----------------|------------|---------|---------|---------|----------|----------|----------|--------------|--------------|-------------|-------------|
| | | | GRADE | GRADE | | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE |
| Houska | Robert | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hovanitz | Eric | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Howell | Scott | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Huebsch | Mary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Hughes | Philip | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Huynh-Dang | KC | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Issa | Kamal | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Jang | Charles | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Janio | Jaroslav | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Jaros | Bonita | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Jenkins | Crystal | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Jin | Jungwon | SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 |
| Jones | Elliott | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Jordan | Ethel | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kanzler | Dietrich | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kehlenbach | E. Brian | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Keith | Katharine | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kessler | Ron | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kossler | Wenona | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kosuth-Wood | Kathryn | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Kushida | Cherylee | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lamourelle | Regina | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lastra | Stacey | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Le | Phi Loan | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Leeds | Kelvin | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lennertz | William | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lewis | Michael | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Little | Charles | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lopez | David | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lopez | Jorge | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Lopez-Jaurequi | Leticia | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| MacBride-Hart | Christy | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Macdonald | Juli | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Magalousis | Nicholas | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Malone | Charlie | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Mandir | Joshua | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Mansfield | Patrick | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Manzano | F. Rick | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Marecek | Lynnette | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Marr | John | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Martin | Ronald | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| McCallick | Mark | SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 |
| McClure | Caren | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| McLean | Stephen | SCC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 |
| McMillan | Jeffrey | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| McMullin | Mary | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT **Attachment #5**
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

| LAST NAME | FIRST NAME | LOC | OLD OVL | | NEW OVL | | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|-------------------|---------------|---------|---------|-------|----------|----------|----------|--------------|--------------|-------------|-------------|---------|
| | | | GRADE | GRADE | OVL STEP | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE | |
| Medina | Moises | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Meier | Krystal | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Mettler | Mary | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Miller | Renee | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Mitzner | Rita | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Mixer | Dale | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Montes | Agustin | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Montiel-Childress | Dena | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Moore | Kathleen | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Moreno | George | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Morris | Aaron | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Morris | Marilou | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Morris-Pfyl | Sandy | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Motokane | Carolyn | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Mowrer | Melanie | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Murphy | Tim | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Myers | Stewart | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nance | Craig | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nguyen | Madeleine | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Nguyen | Michael Thanh | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nguyen | Thu Van Thi | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Nguyen | William | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nichols | Bruce | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nutter | Kim | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Nyssen | Adam | SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 | |
| Oertel | Patricia | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Orr | Estelle | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Ortiz | Fernando | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Parrella | Michael | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Patterson | Kathleen | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Patton | Carrie | CEC/SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 | |
| Paunovic | Mila | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Perry | Janis | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Porter | Monica | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Powell | Kay | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Powers | Charleen | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Pugh | James | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Quimzon | Eden | OEC/SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Rabii | Narges | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Ramshaw | Charles | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Reed | Stephen | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Resnick | Barry | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Robinson | Kristen | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |
| Robledo | Joanna | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Robledo | Reymundo | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 | |
| Roe | Maureen | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 | |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

Attachment #5

| LAST NAME | FIRST NAME | LOC | OLD OVL | NEW OVL | OVL STEP | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|---------------------|------------|---------|---------|---------|----------|----------|----------|--------------|--------------|-------------|-------------|
| | | | GRADE | GRADE | | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE |
| Rogers | Neal | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Romero | Martin | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Russo | Stacy | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Rutan | Craig | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sadler | Dennis | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Sakamoto | Scott | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Salazar de la Torre | Rosa | OEC/SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Salcido | Andrew | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Salgado | Susana | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Saliba | Elizabeth | SAC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | \$55.88 | \$31.04 | \$32.87 |
| Sanabria | Reina | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Schroeder | Brian | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Schultz | Randal | DMC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Scoggin | Sally | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Scott | Randy | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Shaffer | Catherine | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Shahbazian | Roy | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sherod | Susan | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Shigematsu | Ted | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Shweiri | Gabriel | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Siddons | Alan | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sill | Kenneth | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Simbro | Teresa | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Smith | John | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Smith | Mark | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Smorstok-Stephens | Mary | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sneddon | Donald | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sneddon | Marta | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Solheid | Christa | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Soriano | Irene | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sos | Brian | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sproat | Barbara | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Steckler | Mary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Strother | Judy | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Stucken | Robert | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Summers | Georgia | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Sweeney | George | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Swift | Cynthia | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Taber | Alexander | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Takahashi | Craig | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Takahashi | Mary | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Tivenan | Valinda | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Tragarz | Roberta | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Tran | Melissa | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Turner | Mark | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Umali Kopp | Christine | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT **Attachment #5**
FARSCCD BEYOND CONTRACT/OVERLOAD COLUMN CHANGES
Effective January 1, 2015

| LAST NAME | FIRST NAME | LOC | OLD OVL | NEW OVL | OVL STEP | OLD OVL | NEW OVL | OLD OVL | NEW OVL | OLD OVL | NEW OVL |
|-----------|-------------|---------|---------|---------|----------|----------|----------|--------------|--------------|-------------|-------------|
| | | | GRADE | GRADE | | LHE RATE | LHE RATE | .85 LHE RATE | .85 LHE RATE | .5 LHE RATE | .5 LHE RATE |
| Varela | Anita | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Vargas | Martha | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Vercelli | Julia | CEC/SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Veyna | Angelina | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Vu | Binh | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wada | Jeffrey | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wagner | Joyce | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Walczak | Katharine | SAC | III | IV | 3 | \$59.12 | \$62.60 | \$50.26 | n/a | \$29.57 | \$31.31 |
| Walker | Mary | OEC/SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wann | Teresa | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Waterman | Patricia | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wilson | Connie | OEC/SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wirtz | Laura | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Womack | Melinda | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wood | Sandra | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Woodhead | Ian | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wright | George | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wright | Kelley | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Wright | Sharon | SCC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Yamada | Ted | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Yang | Chang-Ching | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |
| Yorba | Joseph | SCC | III | IV | 4 | \$62.08 | \$65.73 | \$52.77 | n/a | \$31.04 | \$32.87 |
| Zarske | John | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | n/a | \$32.59 | \$34.51 |
| Zook | Rochelle | SAC | III | IV | 5 | \$65.18 | \$69.02 | \$55.40 | \$58.67 | \$32.59 | \$34.51 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
 FARSccd PART-TIME COLUMN CHANGES
 Effective January 1, 2015

| LAST NAME | FIRST NAME | DISCIPLINE | LOC | OLD COLUMN | NEW COLUMN | STEP | OLD LEC RATE | NEW LEC RATE |
|------------|------------|------------------|-----|------------|------------|------|--------------|--------------|
| Beckx | Randy | Criminal Justice | SAC | I | II | 3 | \$53.63 | \$56.79 |
| Burton | Terrance | Criminal Justice | SAC | I | II | 4 | \$56.31 | \$59.62 |
| Carlson | Glenn | Mathematics | SCC | III | IV | 5 | \$65.18 | \$69.02 |
| Cruz | Philip | Criminal Justice | SAC | I | II | 5 | \$59.12 | \$62.60 |
| Galima | Lenie | Mathematics | SAC | III | IV | 5 | \$65.18 | \$69.02 |
| Gallegos | Humberto | Engineering | SAC | III | IV | 5 | \$65.15 | \$69.02 |
| Gess | Lisa | Reading | SCC | II | IV | 4 | \$59.12 | \$65.73 |
| Gotschall | Brook | Engineering | SAC | III | IV | 4 | \$62.08 | \$65.73 |
| Harker | Katherine | Biology | SCC | I | IV | 3 | \$53.63 | \$62.60 |
| Khakbazan | Maryam | Mathematics | SCC | III | IV | 5 | \$65.18 | \$69.02 |
| Maiah | Adnan | Mathematics | SAC | III | IV | 5 | \$65.18 | \$69.02 |
| Manafi | Sima | Mathematics | SCC | III | IV | 5 | \$65.18 | \$69.02 |
| Mitchell | Earl | Accounting | SAC | III | IV | 5 | \$65.18 | \$69.02 |
| Mora | Jorge | HSS/ABE/GED | CEC | I | II | 4 | \$44.65 | \$45.76 |
| Petrie | Caleb | Mathematics | SCC | III | IV | 3 | \$59.12 | \$62.60 |
| Quezada | Veronica | Spanish | SAC | II | IV | 5 | \$62.08 | \$69.02 |
| Tavanitzis | Mara | ESL | CEC | I | II | 4 | \$44.65 | \$45.76 |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JANUARY 12, 2015**

CLASSIFIED

2014-2015 CSEA Permanent Salary Schedule

Attachment #1

Professional Growth Increments

Garcia, Andrea
Financial Aid Coordinator/ SCC
Effective: February 1, 2015
Grade 15, Step 4 + 6PG (3000)
\$65,138.61

Out of Class Assignment

Gouldsmith, Kenneth
District Safety/Security Supervisor/ District
Effective: 01/01/15 – 06/30/15
Grade M, Step 2 \$63,679.97
Supervisory

Johnson, Maureen
Payroll Specialist/ Fiscal Services/ District
Effective: 12/11/14 – 06/30/15
Grade 11, Step 6 + 5%L \$58,395.60

Morrow, Maritza
HR Technician/ Human Resources/ District
Effective: 01/01/15 – 06/30/15
Grade 11, Step 6 + 10% L \$61,176.35

Change in Position

Basham, Sherri
From: Payroll Specialist
To: Senior Payroll Specialist (CL14-0602)
Fiscal Services/ District
Effective: December 12, 2014
Grade 12, Step 6 + 2.5%L
\$60,014.32

Garcia, Andrea
From: Financial Aid Coordinator
To: Student Services Coordinator
(Reorg 886) Financial Aid/ SCC
Effective: December 12, 2014
Grade 15, Step 4 + 5PG(2500)
\$64,638.61

Ramos, Concepcion
From: Payroll Specialist
To: Senior Payroll Specialist
(CL14-0626) Fiscal Services/ District
Effective: December 12, 2014
Grade 12, Step 6 + 2PG (1000)
\$59,550.56

Ratification of Resignation/Retirement

Arredondo, Sandra
Administrative Clerk/ Fire Tech./ SAC

Effective: December 11, 2014
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Geddes, Christopher
Custodian (CL14-0579)
Facilities Planning/ District

Effective: December 12, 2014
19 Hours/Week 12 Months/Year
Grade 4, Step A \$15.71/Hour

Hunt, Michael
Custodian (CL14-0579)
Facilities Planning/ District

Effective: December 12, 2014
19 Hours/Week 12 Months/Year
Grade 4, Step A \$15.71/Hour

Leonor, Henry
Instructional Assistant (CL14-0576)
Humanities & Social Science/ SAC

Effective: December 3, 2014
Up to 19 Hours/Week School Session
Grade 5, Step A \$16.35/Hour

Temporary to Hourly On Going

Godoy, Giovanni
Custodian (CL14-0579)
Facilities Planning/ District

Effective: December 12, 2014
19 Hours/Week 12 Months/Year
Grade 4, Step A \$15.71/Hour

Out of Class Assignment

Barker, Hillary
Administrative Clerk/ Human Services &
Tech./ SAC

Effective: 12/01/14 – 02/27/15
Grade 10, Step A \$19.80/Hour

Leave of Absence

Ge, Guangjie
Instructional Assistant/ SCC

Effective: 11/21/14 – 01/24/15
Reason: Maternity Leave

Ratification of Resignation/Retirement

Avila, Sandra
Senior Clerk/ Human Serv. & Tech./ SAC

Effective: January 8, 2015
Reason: Medical Layoff

Ratification of Resignation/Retirement cont'd

Gallegos, Jaime
Counseling Assistant/ School of
Continuing Education/SAC
Effective: December 15, 2014
Reason: Resignation

Vasquez, Yolanda
Admissions Assistant/ School of
Continuing Education/SAC
Effective: December 30, 2014
Reason: Retirement

TEMPORARY ASSIGNMENT

Arriaga, Alfredo
Instructional Assistant/ Math & Science/
SCC
Effective: 02/09/15 – 06/05/15

Bui, Anna
Instructional Assistant/ Math & Science/
SCC
Effective: 02/02/15 – 06/05/15

Cain, Nevan
Admissions & Records Spec I/
Admissions/ SAC
Effective: 01/13/15 – 06/26/15

Escobar, Alfonso
District Safety Officer/ District
Effective: 01/13/15 – 06/30/15

Margo, Cloria
Admissions & Records Spec I/
Admissions/ SAC
Effective: 01/13/15 – 06/26/15

Nguyen, Helen
Admissions & Records Spec I/
Admissions/ SAC
Effective: 01/13/15 – 06/26/15

Nguyen, Trang
Admissions & Records Spec I/
Admissions/ SAC
Effective: 01/13/15 – 06/26/15

Ortiz Ruiz, Maria
Instructional Assistant/ Math & Science/
SCC
Effective: 01/13/15 - 06/05/15

Additional Hours for On Going Assignment cont'd

| | |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Rodriguez, Barbara Admissions & Records Spec I/ Admissions/ SAC | Effective: 01/05/15 – 03/10/15 Not to exceed 19 consecutive days in any given period. |
| Romero Bravo, Guadalupe Learning Facilitator/ EOPS/ SAC | Effective: 11/24/14 -06/30/15 Not to exceed 19 consecutive days in any given period. |
| Steward, Christie Admissions & Records Spec I/ Admissions/ SAC | Effective: 01/05/15 – 03/10/15 Not to exceed 19 consecutive days in any given period. |
| Taylor, Katherine Admissions & Records Spec I/ Admissions/ SAC | Effective: 01/05/15 – 03/10/15 Not to exceed 19 consecutive days in any given period. |

Substitute Assignments

| | |
|-------------------------------------------------------------------------|--------------------------------|
| Barker, Hillary Administrative Clerk/ Human Services & Tech./ SAC | Effective: 12/01/14 – 2/27/15 |
| Dionne, Nicole Senior Clerk/ Human Services & Tech./ SAC | Effective: 11/24/14 – 06/30/15 |
| Escobar, Alfonso District Safety Officer/ District | Effective: 12/10/14 – 06/30/15 |
| Panotes, James Custodian/ Admin. Services/ SAC | Effective: 12/15/14 – 06/30/15 |
| Uicab Noh, Jose Custodian/ School of Continuing Education/SAC | Effective: 12/09/14 – 06/30/15 |

MISCELLANEOUS POSITIONS

| | |
|---------------------------------------------------------------|--------------------------------|
| Armstrong, Katherine Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
|---------------------------------------------------------------|--------------------------------|

MISCELLANEOUS POSITIONS cont'd

| | |
|-----------------------------------------------------------|--------------------------------|
| Benedictus, Ray Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Cota, Rene Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Guth, John Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Hoitt, Linda Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Nguyen, Katie Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Pechs, Elisabeth Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Richa, Manal Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Salcedo, Jessica Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |
| Scuncio, Karen Business Expert Professional II/ SBDC | Effective: 01/01/15 – 06/30/15 |

Instructional Associates/Associate Assistants

Criminal Justice

| | |
|-----------------|---------------------|
| Pefley, Brendan | Effective: 01/12/15 |
|-----------------|---------------------|

COMMUNITY SERVICE PRESENTERS

Stipends Effective October 11 – November 10, 2014

| | |
|-----------------|-------------------|
| Rivera, Rodrigo | Amount: \$ 423.87 |
|-----------------|-------------------|

Stipends Effective November 11 – December 10, 2014

| | |
|------------------|-------------------|
| Bradley, Sabrina | Amount: \$ 394.80 |
| Cohen, Robert | Amount: \$ 117.31 |

Stipends Effective November 11 – December 10, 2014

| | |
|-------------------|-------------------|
| Fallgatter, Tarla | Amount: \$ 56.40 |
| Famolaro, Felix | Amount: \$ 720.00 |
| Hammonds, Elvin | Amount: \$ 750.00 |
| Jackson, Michelle | Amount: \$ 750.00 |

VOLUNTEERS

| | |
|--------------------------------------------------------------|--------------------------------|
| Cervantes, Cynthia Non Student Volunteer/ Counseling/ SAC | Effective: 01/13/15 – 06/30/15 |
|--------------------------------------------------------------|--------------------------------|

| | |
|--------------------------------------------------------|--------------------------------|
| Sanchez, Ismael Student Volunteer/Anthropology/ SCC | Effective: 01/13/15 – 06/30/15 |
|--------------------------------------------------------|--------------------------------|

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

| | |
|-----------------|-------------------------------------|
| Akpala, Maye | Effective Date: 02/02/15 – 06/30/15 |
| Halaseh, Rami | Effective Date: 02/02/15 – 06/30/15 |
| Perez, Janela | Effective Date: 02/09/15 – 06/30/15 |
| Rubio, Eduardo | Effective Date: 02/02/15 – 06/30/15 |
| Soltani, Steven | Effective Date: 02/02/15 – 06/30/15 |

**Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
PERMANENT HOURLY SALARY SCHEDULE
Effective July 1, 2014**

| GRADE | STEP 1 | 2.50% | 5.00% | 7.50% | 10.00% |
|--------------|---------------|--------------|--------------|--------------|---------------|
| C | \$9.17 | \$9.40 | \$9.63 | \$9.86 | \$10.09 |
| B | \$12.24 | \$12.55 | \$12.86 | \$13.16 | \$13.47 |
| A | \$14.05 | \$14.41 | \$14.75 | \$15.11 | \$15.45 |
| 1 | \$14.50 | \$14.87 | \$15.22 | \$15.59 | \$15.95 |
| 2 | \$14.91 | \$15.28 | \$15.65 | \$16.03 | \$16.40 |
| 3 | \$15.34 | \$15.72 | \$16.10 | \$16.49 | \$16.87 |
| 4 | \$15.84 | \$16.24 | \$16.63 | \$17.03 | \$17.43 |
| 5 | \$16.35 | \$16.76 | \$17.17 | \$17.57 | \$17.98 |
| 6 | \$16.94 | \$17.37 | \$17.78 | \$18.21 | \$18.63 |
| 7 | \$17.62 | \$18.06 | \$18.49 | \$18.93 | \$19.38 |
| 8 | \$18.33 | \$18.79 | \$19.25 | \$19.71 | \$20.16 |
| 9 | \$19.10 | \$19.58 | \$20.05 | \$20.53 | \$21.01 |
| 10 | \$19.97 | \$20.47 | \$20.97 | \$21.46 | \$21.97 |
| 11 | \$20.86 | \$21.38 | \$21.90 | \$22.43 | \$22.95 |
| 12 | \$21.94 | \$22.50 | \$23.04 | \$23.59 | \$24.14 |
| 13 | \$23.10 | \$23.68 | \$24.27 | \$24.84 | \$25.42 |
| 14 | \$24.35 | \$24.96 | \$25.57 | \$26.18 | \$26.79 |
| 15 | \$25.72 | \$26.37 | \$27.00 | \$27.65 | \$28.29 |
| 16 | \$27.29 | \$27.97 | \$28.66 | \$29.34 | \$30.02 |
| 17 | \$28.90 | \$29.62 | \$30.34 | \$31.06 | \$31.78 |
| 18 | \$30.67 | \$31.44 | \$32.21 | \$32.97 | \$33.74 |
| 19 | \$32.70 | \$33.52 | \$34.33 | \$35.16 | \$35.97 |
| 20 | \$34.93 | \$35.81 | \$36.68 | \$37.55 | \$38.42 |
| 21 | \$37.34 | \$38.27 | \$39.22 | \$40.15 | \$41.08 |
| 22 | \$40.52 | \$41.54 | \$42.55 | \$43.56 | \$44.58 |

SERVICE RECOGNITION:

| | |
|----------|--------|
| 10 Years | 2.50% |
| 15 Years | 5.00% |
| 18 Years | 7.50% |
| 30 Years | 10.00% |

DIFFERENTIAL PAY:

Bilingual Requirement 2.5%

* Longevity granted to on-going employees only.

.85% Cola

Board Approved: January 12, 2015

| | | | | | |
|----|----------------------------------------------------|----|---------------------------------------------|----|---------------------------------------------|
| 10 | Accompanist | 14 | Executive Secretary | 9 | Offset Lithographer |
| 13 | Accountant | 8 | Expeditor | 4 | Parking Attendant |
| 4 | Account Clerk | 11 | Facilities Coordinator | 11 | Payroll Specialist |
| 10 | Administrative Clerk | 17 | Facility Planning Specialist | 8 | Phototypesetting Technician I |
| 12 | Administrative Secretary | 17 | Facility Systems Engineer | 11 | Phototypesetting Technician II |
| 3 | Admissions Assistant | 13 | Financial Aid Computer Analyst | 12 | Placement Specialist |
| 6 | Admissions/Records Specialist I | 10 | Financial Aid Computer Technician | 8 | Printing/Reprographics/Bindery Technician |
| 8 | Admissions/Records Specialist II | 15 | Financial Aid Coordinator | 8 | Program Specialist |
| 10 | Admissions/Records Specialist III | 11 | Financial Aid Analyst | 10 | Property Facilitator |
| 15 | Admissions & Records Technology Specialist | 11 | Financial Aid Senior Account Clerk | 13 | Public Access Television Coordinator |
| 13 | Alternate Media Specialist | 8 | Financial Aid Technician | 5 | Publications Assistant |
| 13 | Applications Specialist I | A | Fine & Performing Arts Technician | 14 | Publications Specialist |
| 15 | Applications Specialist II | 9 | Fine Arts & Theater Facilities Technician | 11 | Purchasing Assistant |
| 19 | Applications Specialist III | C | Food Service Aide | 5 | Purchasing Clerk |
| 22 | Applications Specialist IV | 3 | Food Service Worker | 5 | Receptionist/President's Office |
| 11 | Art Gallery Coordinator | 8 | Gardener/Utility Worker | 9 | Reprographics Technician |
| 5 | Assessment Assistant | 3 | General Office Clerk | 16 | Research Analyst |
| 14 | Assistant Athletic Trainer/Therapist | 15 | Graduation Specialist | 12 | Research Assistant |
| 9 | Athletic Field Grounds Worker | 9 | Grants Assistant | 17 | Research Coordinator |
| 3 | Athletic/PE Equipment Assistant | 14 | Graphic Designer | 13 | Research Specialist |
| 12 | Athletic Equipment Coordinator | 13 | Help Desk Analyst | 16 | Resource Development Coordinator |
| 15 | Athletic Trainer/Therapist | 13 | High School & Community Outreach Specialist | 14 | Scholarship Coordinator |
| 16 | Audit Specialist | 11 | Human Resources Technician | 13 | Science Laboratory Coordinator |
| 11 | Automotive Mechanic | 13 | HVAC Mechanic | 7 | Science Storekeeper/Lab Technician |
| 10 | Auxiliary Services Specialist | 11 | Information Systems Specialist | 10 | Senior Account Clerk |
| 10 | Bookstore Buyer | 5 | Instructional Assistant | 15 | Senior Accountant |
| 13 | Bookstore Operations Specialist | 6 | Instructional Assistant/DSPS | 11 | Senior Admissions/Records Specialist |
| 8 | Bookstore Storekeeper | 12 | Instructional Center Specialist | 6 | Senior Cashier |
| 13 | Business Services Coordinator | 7 | Instructional Center Technician | 8 | Senior Clerk |
| 15 | Business Systems Analyst | 13 | Instructional Coordinator/Analyst | 8 | Senior Clerk/Communications Ctr. Dispatcher |
| 14 | Buyer | 9 | Instructional Equipment Coordinator | 7 | Senior Custodian/Utility Worker |
| 11 | CARE Program Coordinator | 15 | Instructional Media Producer | 11 | Senior District Safety Officer |
| 13 | Career Guidance Coordinator | 6 | Intermediate Account Clerk | 10 | Senior EOPS Specialist |
| 11 | Career Guidance Specialist | 5 | Intermediate Clerk | 5 | Senior Food Service Worker |
| 10 | Career Technician | 10 | Intermediate District Safety Officer | 9 | Senior Mailroom Clerk |
| 3 | Cashier/Bookstore | 16 | International Student Coordinator | 12 | Senior Media Systems Electronic Tech |
| C | Child Development Aide | 11 | International Student Program Specialist | 12 | Senior Payroll Specialist |
| 6 | Child Development Center Cook/Nutrition Specialist | 14 | Interpreter/Beginning | 8 | Senior Purchasing Clerk |
| 15 | Communications Specialist | 16 | Interpreter/Intermediate | 18 | Senior Resource Development Coord. |
| 12 | Community Services Coordinator I | 20 | Interpreter/Senior | 11 | Skilled Maintenance Worker |
| 15 | Community Services Coordinator II | 12 | Job Developer | 19 | Small Business Specialist |
| 8 | Community Services Field Coordinator | 13 | Job Placement Coordinator | 11 | Special Projects Specialist |
| 9 | Community Services Program Developer | 8 | Lead Custodian | 13 | Sports Information Coordinator |
| 8 | Community Services Technician | 10 | Lead Gardener | 13 | Stage Manager/Master Carpenter |
| 10 | Computer Lab Technician | 14 | Lead Maintenance Worker | 6 | Student Activities Assistant |
| 16 | Computer Operations Coordinator | 6 | Lead Publications Assistant | 13 | Student Activities Coordinator |
| 15 | Computer Operations Specialist | 10 | Learning Assistant | 8 | Student Activities Specialist |
| 13 | Computer Programmer | 8 | Learning Center Specialist | 10 | Student Program Specialist |
| 13 | Contract Education Coordinator | 8 | Learning Facilitator | 10 | Student Services Specialist |
| 15 | Contracts Specialist | 14 | Learning Resources Specialist | 15 | Student Services Coordinator |
| 14 | Coordinator of Community Relations | 7 | Learning Specialist | 13 | Student Support Services Program Specialist |
| 4 | Costume Technician | 6 | Library Clerk | 11 | Support Services Assistant |
| 5 | Counseling Assistant | 13 | Library Systems Specialist | 10 | Success Center Specialist |
| 13 | Curriculum Specialist | 9 | Library Technician | 20 | Technical Specialist IV |
| 4 | Custodian | 12 | Library Technician II | 13 | Technical Specialist I |
| 5 | Data Entry Clerk | 5 | Lifeguard | 15 | Technical Specialist II |
| 12 | Desktop Publishing Technician | 4 | Mail & Delivery Clerk | 17 | Technical Specialist III |
| 15 | Development Coordinator | 8 | Mail/Warehouse Assistant | 15 | Technology and Production Coordinator |
| 7 | Disabled Student Center Specialist | 5 | Maintenance Assistant | 7 | Technology Storekeeper |
| 15 | Distance Education Services Specialist | 8 | Maintenance/Utility Worker | B | Television Payout Operator |
| 9 | District Safety Officer | 12 | Marketing Specialist | 5 | Telephone Operator/Receptionist |
| 10 | District Scheduling Coordinator | 8 | Media Systems Assistant | 3 | Test Proctor |
| 11 | DSPS Specialist | 13 | Media Systems Electronic Technician | 7 | Theatre Facilities Technician |
| 11 | Electronic & Computer Technician I | 15 | Media Systems Electronic Technician, Lead | 11 | Transfer Center Specialist |
| 13 | Electronic & Computer Technician II | 8 | Media Systems Technical Assistant | 12 | Veterans Affairs Coordinator |
| 15 | Electronic Media Specialist | 15 | Network Specialist I | 8 | Video Technician |
| 8 | Electronics Storekeeper/Repair Technician | 17 | Network Specialist II | 5 | Warehouse Delivery Driver |
| 11 | Electronic Technician | 19 | Network Specialist III | 8 | Warehouse Storekeeper |
| 6 | EOPS Specialist | 22 | Network Specialist IV | | |
| | | | | | |
| | Approved: July 21, 2014 | | | | |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Human Resources)

| | | |
|---------|-----------------------------------------------------------------------------------|------------------------|
| To: | Board of Trustees | Date: January 12, 2015 |
| Re: | Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff | |
| Action: | Request for Approval | |

BACKGROUND

Since 2008 the Rancho Santiago Community College District has received grant funding from the Chancellor's Office to operate the Youth Entrepreneurship Program (YEP) and in 2010 the District received funding to operate the Business Entrepreneurship Center (BEC). Funding for the YEP program terminated on June 30, 2014 and for the BEC program on December 31, 2014.

ANALYSIS

The Business Programs and Services Manager assigned to these projects is currently working in an interim capacity on another project, but the elimination of the BEC/YEP funding requires that the Board of Trustees eliminate this classified management position.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 15-02.

| | |
|---------------------------------------------------------------------------------|------------------------------|
| Fiscal Impact: None | Board Date: January 12, 2015 |
| Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services | |
| Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services | |
| Recommended by: Dr. Raúl Rodríguez, Chancellor | |

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

**Resolution Regarding the Reduction in Force of Classified Staff
in the Business Entrepreneurship Program and Youth Entrepreneurship Program**

Resolution No. 15-02

Whereas, the District has operated the Youth Entrepreneurship Program and the Business Entrepreneurship Program through grants from the California Community College Chancellor's Office since 2008 and 2010 respectively; and

Whereas, funding for these programs have been discontinued by the state Chancellor's Office; and

Whereas, due to a lack of funds, the Governing Board finds it in the best interest of the District, that as of March 15, 2015, certain services now being provided by the District be reduced or discontinued by the following extent.

NOW, THEREFORE, BE IT RESOLVED, that as of March 15, 2015, the classified workforce of the District will be reduced or discontinued to the extent set forth as follows:

Business Programs and Services Manager (100%)

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

Dated this 12th day of January 2015

Ayes: 6 Trustees: Alvarez, Barrios, Labrado, Mendoza Yanez, Solorio, Yarbrough
Noes: 0 Trustees
Absent: 1 Trustee: Hanna
Abstain: 0 Trustees

Dr. Raúl Rodríguez, Chancellor
Secretary to the Board of Trustees