



Rancho Santiago Community College District
District Council Meeting
April 20, 2015
Executive Conference Room
3:00 – 5:00 p.m.

Agenda

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|---|-----------|
| 1. Approval of Minutes of March 16, 2015 Meeting | |
| 2. Administrative Regulations | Didion |
| a. AR 7120.1 – Full-Time Faculty Recruitment & Selection | |
| b. AR 6610 – Opportunities for Local Hires & Local Businesses on District Capital Improvement and Construction Projects | |
| 3. Cancellation of May 4 th Meeting – SAC Golf Tournament | Didion |
| 4. Committee Reports | |
| a. Planning & Organizational Effectiveness Committee | Didion |
| b. Human Resources Committee | Didion |
| c. Fiscal Resources Committee | Hardash |
| d. Physical Resources Committee | Hardash |
| e. Technology Advisory Group | Krichmar |
| 5. Constituent Representative Reports | |
| a. Academic Senate - SAC | Zarske |
| b. Academic Senate – SCC | Evet |
| c. Classified Staff | Andrews |
| d. Student Government – SAC | Manriquez |
| e. Student Government – SCC | Soberano |
| 6. Other | |

Next Meeting: May 18, 2015

Mission Statement

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.



Rancho Santiago Community College District District Council Meeting

MINUTES March 16, 2015

Members:	Raúl Rodríguez	Present
	John Didion	Present
	Peter Hardash	Present
	Michael Collins for Erlinda Martinez	Present
	John Weispfenning	Present
	John Zarske	Present
	Corinna Evett	Present
	Tom Andrews	Present
	Stephanie Hernandez for Raquel Manriquez	Present
	Jackson Miller for Hector Soberano	Present
	Lee Krichmar	Present
	Raymond Hicks	Present
	Bonnie Jaros	Present
	John Smith	Absent
	Jim Granitto	Absent
	Victoria Williams	Present

1. Approval of Minutes of March 2, 2015

It was moved by Ms. Evett, seconded by Dr. Jaros and carried unanimously to approve the minutes of the March 2, 2015 meeting.

2. Administrative Regulations

Executive Vice Chancellor Didion presented the following administrative regulations:

- AR 3430-Prohibition of Harassment and AR 3540-Sexual and Other Assaults on Campus: revised to insure compliance with the changes in the law.
- AR 6550-Disposal of Property: revised at the recommendations of the Auditors.
- AR 7120.1-Full-Time Faculty Recruitment and Selection: revised as recommended by the Human Resources Committee, working with the Academic Senates.
- Various administrative regulations and board policies were also revised to correct typos, changes in citations, etc. in accordance with the new accreditation standards.

Discussion ensued. It was moved by Mr. Zarske, seconded by Ms. Williams and carried unanimously to approve the revised Administrative Regulations and Board Policies as presented.

3. Relationship with Entities in Saudi Arabia

Mr. Hicks asked a number of questions regarding the project in Saudi Arabia being undertaken by the RSCCD Foundation. Chancellor Rodríguez answered the questions and also encouraged those with additional questions to attend the Open Forums which are being held throughout the district on March 25 and March 26, 2015.

4. Vote of No Confidence – Student Trustee

Ms. Hernandez and Mr. Miller distributed the resolution passed by the SAC and SCC Associated Student Governments with a vote of no confidence in the Student Trustee. This was done as an information item only.

5. Committee Reports

A. Planning and Organizational Effectiveness Committee (POE)

Mr. Didion reported that POE is working on the planning related recommendations from the accreditation team visits.

B. Human Resources Committee (HRC)

Mr. Didion reported that HRC is working on the remaining Administrative Regulation related to hiring.

C. Fiscal Resources Committee (FRC)

Vice Chancellor Hardash reported that the next FRC meeting is scheduled for March 25.

D. Physical Resources Committee (PRC)

Mr. Hardash reported that the next HRC meeting is scheduled for April 1. He encouraged everyone to speak with the representatives to this committee to encourage attendance at the meetings.

E. Technology Advisory Group (TAG)

Assistant Vice Chancellor reported on the areas which are being reviewed by TAG and its subcommittees.

6. Constituent Representative Reports

- a. Academic Senate/SAC: Academic Senate President Zarske provided an update on senate activities.
- b. Academic Senate/SCC: Academic Senate President Evett provided an update on senate activities.
- c. CSEA: CSEA President Tom Andrews reported that the next chapter meeting is on March 17 at SCC.
- d. Student Government/SAC: ASG Representative Stephanie Hernandez reported on the ASG activities at SAC.
- e. Student Government/SCC: ASG Representative Jackson Miller had no report.

7. Other

Dr. Bonnie Jaros announced that, at its meeting of March 16, the California Community Colleges Board of Governors approved the baccalaureate program in occupational studies at SAC. The college will now move forward with full development of the program.

8. Next Meeting: The next District Council meeting will be held on Monday, March 30, 2015 in the Executive Conference Room (#114).

Meeting Adjournment: 3:50 p.m.

Approved:

AR 7120.1 Full-Time Faculty Recruitment & Selection

Revised:

SECTION 1 RECRUITMENT

Each year, the Academic Senate at each college will develop faculty hiring priority recommendations and submit those to the College President. The College President's recommendations will be submitted to the Chancellor for final approval and recruitment authorization.

Announcement Procedures

The Executive Vice Chancellor of Human Resources & Educational Services or designee will review each Personnel Requisition prior to the preparation of the Job Announcement. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will meet with the requester to review and clarify special requests, job descriptions, minimum qualifications or other aspects of the opening.

The College President's designee shall consult with the department chair to determine if modifications to the desired qualifications portions of the job announcement are desired. In the event there are no full time faculty in the discipline, the President's designee shall consult with the Academic Senate President.

There are three procedures by which equivalencies to minimum qualifications are chosen and approved:

I. When a department agrees to advertise a position without stating specific equivalencies, the job announcement will include "OR the equivalent" when listing the qualifications. Form II will then be used to document if a candidate has met the qualifications through equivalency.

{Reverse language in Sections II and III}

II. When a department agrees to combine I and II procedures, they follow instructions for both processes. Any additions to the state minimum qualifications shall be addressed in the desired qualifications and shall require District discipline faculty to reach consensus. The Academic Senate Presidents at both colleges will certify that the District faculty have reached consensus on any additions to the State minimum qualifications.

III. When a department agrees that specific equivalencies to minimum qualifications exist, these equivalencies must be approved prior to the printing of the job announcement. Each time a department wishes to alter its agreed upon equivalencies, it must file a new "Request for Equivalencies to Minimum Qualifications" form. (Form I). In addition, the approved equivalencies will be printed on the job announcement with a clear statement that the applicant must provide proof with his/her application form.

The Human Resources Department will prepare the Job Announcement. The requester will be notified and provided three (3) working days to review the Job Announcement before posting. Any substantive changes initiated by the Human Resources Department will be discussed with the requester prior to posting. Each Job Announcement will include the:

- job title
- department
- location
- tenure track status
- desired starting date
- a description of the position (responsibilities)
- minimum qualifications
- other requirements
- salary information
- a brief description of benefits available
- screening criteria

- method of application
- the specific employment tests that will or might be used in the screening process

The final job announcement shall be approved by the appropriate department chair and provided to both Academic Senate Presidents.

Pursuant to the transfer provisions in the FARSCCD contract, a notice of approved vacancies will be provided to all tenured full-time faculty.

The Human Resources Department will post and advertise the Job Announcement to the RSCCD website, CCC Registry and a variety of agencies, organizations, publications, and websites. The Job Opportunities listing will be distributed to all RSCCD email users. Additional distribution may be decided in consultation with the division dean and department chair or faculty representative, depending on available resources, time constraints and need.

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. After the closing date, the District Equal Employment Opportunity (EEO) Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not achieved and additional recruitment efforts are required. In such cases, the division dean and/or co-chair of the screening committee will be consulted. If a priority date system is used (e.g. the position is advertised as "open until filled") screening may begin after the District EEO Officer determines that there is an adequate applicant pool. In special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In such cases the College President may recommend a modified process to the Executive Vice Chancellor of Human Resources and Educational Services or designee.

SECTION 2 APPLICATION PROCESS

Application Materials

All applicants, internal or external, must submit the online application, resume, transcripts, and all supplemental materials prescribed on the Job Announcement to be considered for an opening. Applicants must apply separately for each opening, unless an exception has been created for a specific position and is clearly explained on the job announcement.

Unsuccessful Searches

When a recruitment fails to yield a sufficient number of candidates who meet minimum qualifications or established criteria for interview, the College President and the Executive Vice Chancellor of Human Resources and Educational Services will determine if the search will be extended, deferred to a later date or abandoned.

SECTION 3 SCREENING COMMITTEES

Membership

Screening committee membership is a vital part of an employee's job within the District. It is a major factor in shaping the future of the institution.

The College President shall designate an administrative co-chair for the committee who shall be the administrative support for the committee, responsible for convening the initial meeting of the committee in a timely manner and serving as the liaison with the Human Resources Department. The administrative co-chair will coordinate the appointment of committee members. The administrative co-chair shall contact all full-time faculty in the department or discipline soliciting participation. All full-time faculty in the discipline may serve on the committee. At least one member of the corresponding department/discipline at the sister college shall also be invited to serve on the committee. The department chair at the college with vacancy shall extend the invitation to the department chair at the sister college. The committee shall be composed primarily of faculty within the discipline.

In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, may serve on the committee.

The President of the Academic Senate or designee shall select one faculty member for the screening committee, who may be from a different academic discipline than the one under consideration. An EEO Monitor shall be appointed by the administrative co-chair, in consultation with the District Equal Employment Opportunity Officer. It will be the responsibility of the administrative co-chair to ensure that committee representation is complete. When appropriate, classified representatives may be appointed by the administrative co-chair in consultation with the department chair and the CSEA President.

In the event there are no full-time faculty within the discipline and/or there is a need to add members to the committee, the administrative co-chair shall request that the Academic Senate President appoint other full-time faculty to the committee.

The complete list of committee members will be submitted by the administrative co-chair to the College President and Academic Senate President for review and approval ~~prior to submission to Human Resources.~~ The form shall identify which member of the committee is representing the sister college and which member is a classified representative. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college.

Prior to the first meeting of the screening committee, the administrative co-chair shall forward to the Human Resources Department and to each Academic Senate President the list of those members who will serve on the committee. ~~The form shall identify which member of the committee is representing the sister college and which member is a classified representative. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college.~~

The District EEO Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification of committee membership is required, the District EEO Officer or designee will consult with the College President and Academic Senate President.

All members of the screening committee will be required to sign and submit to Human Resources a statement of confidentiality prior to beginning the screening process.

The screening committee will have a faculty co-chair. The faculty co-chair shall be elected by the faculty on the committee and shall be responsible for leading the deliberations of the committee. The faculty co-chair shall be a tenured faculty member. If there are no tenured faculty on the committee, the administrative co-chair will notify the Academic Senate President, who will appoint a tenured faculty member as co-chair.

Orientation

The District EEO Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the EEO Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership

Responsibilities

Screening committees recommend finalists to the appropriate President or designee. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow EEO guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any

candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the administrative co-chair at the conclusion of the screening process. These will be submitted to Human Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect EEO, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer or designee.

The role of the EEO Monitor on a screening committee will include the following:

- serve as a voting member of the committee
- monitor the selection process for adherence to established procedures and sound personnel practices
- serve as a resource in the areas of EEO
- serve as liaison, as necessary, between the committee and the Human Resources Department and the District EEO Officer to address issues and concerns as related to the screening process
- If the EEO Monitor resigns from the committee, the administrative co-chair will contact the District EEO Officer or designee to find a replacement

If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the administrative co-chair, and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

- *Super majority (e.g. 2/3 majority)
- *Simple majority

The committee must provide job-related reasons for the non-selection of applicants.

Scheduling

The Administrative co-chair will convene the initial meeting of the committee. Screening committees are responsible for scheduling their own meetings for the purposes of planning, screening, interviewing and deliberations. Every effort shall be made to schedule screening committee meetings to accommodate faculty teaching schedules during the regular academic semester.

When establishing the calendar, all meetings should be scheduled during the regular Fall/Spring faculty work year. A faculty may be compensated for meetings scheduled outside of the Fall/Spring semester or a Summer/Intersession during which the faculty member is not assigned.

SECTION 4 SCREENING PROCESS

Paper Screening

All requirements set for applicants can be viewed as employment tests by the courts, e.g., application forms, minimum application material requirements, written samples, transcripts, etc. Therefore, it is imperative that everything requested of applicants be directly relevant to the position and be a reliable predictor of success in the position. If there are qualifications required or preferred that are not addressed by the application form, consideration should be given to using a supplemental application form.

Departments will designate from the following authorized list, the selection criteria appropriate for the screening process and the oral interview for each authorized position.

Screening and selection criteria

In addition to the specific requirements and responsibilities listed on the Job Announcement, the following criteria will be considered in selecting candidates:

1. Educational experience breadth and depth
2. Work experience breadth and depth
3. Demonstrated leadership capabilities
4. Curriculum development
5. Program development
6. Community involvement
7. Demonstrated experience in working with a diverse socioeconomic community
8. Credential or minimum qualifications authorizing service in other areas of need
9. Demonstrated ability to work cooperatively with others
10. Bilingual ability (if needed)

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

The committee will use the approved screening criteria to select candidates for interview. Screening at this point in the process must be based solely on the application materials submitted.

At the completion of paper screening, the administrative co-chair shall provide the following reports to the Human Resources Department:

1. Screening Review Form – identifies the selected candidates and the reasons for the non-selection of all other candidates
2. Screening certification Form – identifies the dates, locations, times and instructions for the interviews
3. Proposed interview questions, employment tests and descriptions of any demonstrations

Interviews

Interviews may also be viewed by the courts as employment tests. The Human Resources Department will review all interview questions and related screening activities for reliability and validity, as well as conformity to EEO guidelines. Interviews will normally be scheduled no earlier than five (5) working days following the receipt of the screening materials in the Human Resources Department. It is the responsibility of the Human Resources Department to contact applicants and set up interview times.

Sufficient time should be provided to allow a proper assessment of the candidate's qualifications (a minimum of a 30-minute time period should be allocated for each candidate). The interview packet will be transmitted electronically to the administrative co-chair.

Interview questions must be job related and should be tests of a candidate's knowledge and abilities, as well as being reflective of minimum, required and preferred qualifications. During the actual interviews by the screening committee, the same questions shall be asked of all candidates. Follow-up questions are

discouraged, but maybe asked if a response is unclear or the candidate obviously misunderstood the questions. Consistency across candidates is of utmost importance in defending the screening process.

During the interview session, those selected may, in addition to the above, be evaluated on the following factors.

1. Oral communication skills
2. Presentation
3. Problem solving skills
4. Successful teaching, problem solving or performance demonstration
5. Writing skills/demonstration

Writing Samples

In most faculty positions, the ability to write well is a critical ability. Requiring a writing sample can be an effective means of evaluating this ability and can be accomplished in one of three ways:

1. Requesting a writing sample as part of the original application requirements.
2. Requesting a sample be prepared and brought to the interview, e.g., a lesson plan or lecture outline.
3. By incorporating a written exercise as part of the interview process, e.g., immediately preceding or following the oral questions.

Bi-lingual Requirements

Some faculty positions may have a bi-lingual requirement, based on bona fide position needs. When such a requirement exists, specific mention of the requirement must be made in the job announcement and advertising. Additionally, methods of screening for this requirement must be built into the process.

The current Faculty Application form may include a way to assess this requirement during the materials screening phase. If not, the dean, department chair or faculty representative should devise a method of getting this information in the application process so the committee can evaluate before the interview phase.

During the interviewing phase, at least one question (written or oral) shall be devoted to assessing each candidate's foreign language proficiency. Under these circumstances, at least one member of the screening committee must be fluent in the required foreign language.

Assessment Center Techniques

Employment tests can also take the form of assessment center techniques. Typically, these techniques approximate working situations the candidates would encounter in the job for which they are applying. Examples include counseling a troubled student, grading a written exam or researching a publication article in the library. If such techniques are employed, candidates will be notified by the Human Resources Department at the time of invitation for interviews.

Presentations

For teaching faculty, presentations are an important evaluation technique for the screening committee. Screening committees are encouraged to require presentations of teaching faculty applicants.

Paper and Pencil Tests

Paper and pencil tests must have both reliability and validity, as well as job relatedness.

Selection of Finalists

Upon completion of the interviews, the committee will recommend up to 5 finalists to the College President. Narrative descriptions of each finalist, indicating strengths, competencies and other relevant information, e.g., statements about committee process or consensus, are submitted to the College President. If the committee cannot recommend at least two finalists, it will provide the President with a written rationale for its recommendation.

The committee co-chairs will complete and submit the following documents to Human Resources:

1. Interview Report Form, which identifies selected finalists and indicates specific reasons for selecting and or not recommending candidates as finalists, ~~is submitted to Human Resources.~~
2. Finalist Recommendation Form, listing the finalists in unranked order and signed by all committee members is submitted to Human Resources.
3. All committee notes, forms and other screening materials are forwarded to Human Resources for retention and storage.
4. ~~Narrative descriptions of each finalist, indicating strengths, competencies and other relevant information, e.g., statements about committee process or consensus, are submitted to the College President.~~

The co-chairs will be responsible for conducting reference checks on all finalists. If a finalist is or has been a District employee, at least one of the references should be a non-District source. If a screening committee member has first-hand knowledge about a candidate that did not come out during the screening he/she may request to be contacted as a reference. Reference checks will be conducted on all finalists prior to being sent forward for final interview.

Final Interview and Selection

The College President or designee shall contact the recommended finalists and schedule the final interview. A schedule of appointments will be sent to the Human Resources Department. The final interviews will include the College President, appropriate vice-president, and the co-chairs.

The President will make the final recommendation to the Chancellor.

If the process fails to yield a successful candidate, the College President will consult with the Executive Vice Chancellor of Human Resources & Educational Services to determine if the recruitment should be reopened or abandoned.

Revised April 20, 2015

ADMINISTRATIVE REGULATIONS

BOARD POLICY 6610 OPPORTUNITIES FOR LOCAL HIRES AND LOCAL BUSINESSES ON DISTRICT CAPITAL IMPROVEMENT AND CONSTRUCTION PROJECTS

I. SCOPE:

- A. Board Policy 6610 (“BP 6610”) only applies to contracts awarded after [**INSERT DATE WHEN DISTRICT COUNCIL APPROVES THIS AR**] for “public projects” as defined in Public Contract Code section 22002 that requires competitive bids presented under sealed cover and accompanied by the required statutory form of bid security, construction projects pursuant to Public Contract Code section 22032(c), or construction projects awarded pursuant to Education Code section 81335 (collectively, “Public Project(s)”). The Assistant Vice Chancellor of Facility Planning, District Construction & Support Services has the authority to include any additional projects or contracts that will be subject to the requirements of BP 6610 on a case by case basis.
- B. BP 6610 does not apply to any Public Projects covered by the Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded by Measure Q. BP 6610 also does not apply to any future Public Projects covered by any project labor agreement or project stabilization agreement approved by the Board of Trustees and entered into with regional labor organizations which contain specific local hiring goals. BP 6610 also does not apply to any Public Projects that are deemed an emergency in accordance with Public Contract Code sections 1102, 20654, or 22035.

II. DEFINITIONS:

- A. “Local Hire” means an individual who is “domiciled”, as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on a Public Project: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a “veteran” as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card, and will provide work on a District Public Project. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District’s colleges, and will provide work on a District Public Project. The District’s determination on whether an individual meets the definition of a “Local Hire” shall be binding and final.
- B. “Local Business” means a business serving as a contractor as defined in Business and Professions Code section 7026, or a business supplying construction-related materials that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the entity submits a bid, contract, or proposal for a Public Project. A Local Business contractor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any state or nationally certified minority-owned,

women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years prior to the date the entity submits a bid, contract, or proposal for a Public Project. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the specific Public Project or by the next semester immediately after completion of the specific Public Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

III. GOALS:

50% participation by Local Hires and 25% participation by Local Businesses for all Public Projects awarded by the District each fiscal year.

IV. IMPLEMENTATION:

- A. Pursuant to Education Code sections 81655, 81656 and similar statutes, the District's Governing Board of Trustees hereby approves the delegation of authority to its Chancellor, who is hereby authorized and directed to implement BP 6610.
- B. The Chancellor has authority to implement BP 6610 as approved by the Board, in compliance with the approved Administrative Regulations regarding BP 6610, and in compliance with applicable laws.
- C. All bid or proposals for Public Projects shall include a requirement for the contractor to complete and submit the forms attached hereto as Exhibit "A". The forms and documents set forth in Exhibit "A" are subject to revisions by the Chancellor, or his or her designee, or the Assistant Vice Chancellor.

V. REPORTING:

- A. The Chancellor, or his or her designee, or the Assistant Vice Chancellor, shall make a report to the Board at least semi-annually regarding the District's performance in meeting the goals set forth in BP 6610.
- B. The report to the Board will track the District's performance in meeting the goal for Local Hires and Local Businesses by reviewing and compiling the information set forth in Exhibit "A" attached hereto to be provided and to be completed by contractors on Public Projects. This information will then be used to prepare the report to the Board.

Responsible Manager: Assistant Vice Chancellor of Facility Planning, District Construction & Support Services

EXHIBIT "A"

LOCAL HIRES AND LOCAL BUSINESSES PARTICIPATION STATEMENT

Project Name: _____

Each bidder must complete this form in order to comply with the Rancho Santiago Community College District's ("District") Board Policy 6610 regarding opportunities for local hires and local businesses on District capital improvement and construction projects. Please also refer to the District's Administrative Regulations for Board Policy 6610. Failure to complete and submit the required forms noted herein with the bidder's bid shall render the bidder's bid non-responsive.

Goals & Definitions

The District's Board has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for applicable capital improvement and construction contracts awarded each fiscal year. It is the intent of the Board to not only meet these goals, but to exceed them. As used in this form:

"Local Hire" means an individual who is "domiciled", as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on a Public Project: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a "veteran" as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card, and will provide work on District Public Projects. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District's colleges, and will provide work on District Public Projects. The District's determination on whether an individual meets the definition of a "Local Hire" shall be binding and final.

"Local Business" means a business serving as a contractor as defined in Business and Professions Code section 7026 or a business supplying construction-related materials that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the entity submits a bid, contract, or proposal for a Public Project. A Local Business contractor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the specific Public Project or by the next semester immediately after completion of the specific Public Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

CONTRACTOR CERTIFICATION

The Contractor certifies under penalty of perjury under the laws of the State of California that it has made reasonable efforts to secure participation by Local Hires and Local Businesses for the above-referenced Project, including participation by subcontractors and/or material suppliers. Contractor shall review the Instructions attached hereto and must **check one of the options on the Local Hires and Local Business Participation Statement Options Form.**

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

**INSTRUCTIONS FOR LOCAL HIRES AND
LOCAL BUSINESS PARTICIPATION STATEMENT**

I. GENERAL INFORMATION:

- A. The percentage for Local Hire participation shall be calculated by taking the ratio of the total number of workers performing work on the Project that are Local Hires as defined above, compared against the total number of all workers performing work on the Project.

$$\frac{\text{(total number of Local Hires)}}{\text{(total number of workers on the Project)}} \times 100 = \text{percentage of Local Hire participation}$$

- B. The percentage for Local Business participation shall be calculated by taking the ratio of the total number of businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors that are Local Businesses as defined above, compared against the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors.

$$\frac{\text{(total number of Local Businesses)}}{\text{(total number of businesses on the Project)}} \times 100 = \text{percentage of Local Business participation}$$

II. CHOOSING AN OPTION:

- A. Are you a Local Business as defined above on page one and do you intend to perform 95% of the work on the Project with your own employees? Yes No

If “Yes”, check Option 1 and sign and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

If “No”, proceed to Section II.B below.

- B. Based on the General Information in Section I.A above, will you be able to meet the goal of 50% participation by Local Hires? Yes No

If “Yes”, proceed to Section II.C below.

If “No”, proceed to Section II.D below.

- C. Based on the General Information in Section I.B above, will you be able to meet the goal of 25% participation by Local Businesses? Yes No

If “Yes”, check Option 2, carefully review its requirements, and sign and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

If “No”, proceed to Section II.D below.

- D. Check Option 3, carefully review its requirements, complete and submit the Local Hires and Local Business Participation Statement Options Form with your bid.

LOCAL HIRES AND LOCAL BUSINESSES PARTICIPATION STATEMENT
OPTIONS FORM

(To be Submitted with Bidder's Bid or Proposal)

OPTION 1

By checking this option, the Contractor certifies under penalty of perjury under the laws of the State of California that it is a Local Business as defined above and that the Contractor (including its subcontractors) certifies that it intends to perform 95% of the work for the Project with its own employees. Upon completion of the Project and as a precondition for final payment, Contractor will confirm Local Hire or Local Business participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

OPTION 2

The Contractor has secured Local Hire participation for the above referenced Project, and that such Local Hire participation represents fifty percent (50%) of the number of all workers who will be performing work on the Project. Upon completion of the Project and as a precondition for final payment, Contractor will verify and report to the District the actual Local Hire participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

The Contractor has also secured Local Business participation for the above referenced Project, and that such Local Business participation represents twenty-five percent (25%) of the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors. Upon completion of the Project and as a precondition for final payment, Contractor will verify and report to the District the actual Local Business participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

The Contractor further agrees that on at least a monthly basis, it will review all of its own certified payroll records, as well as the certified payroll of all subcontractors on the Project to date and prepare a written analysis and evaluation of the number of total workers on the Project and the number of Local Hires on the Project to date. The Contractor shall also perform a similar analysis and evaluation of the ratio of Local Businesses for the Project. These ratios shall be updated on at least a monthly basis and submitted with the Contractor's Payment Application. Failure to provide this analysis may result in the District delaying payment to the Contractor.

OPTION 3

The Contractor was unable, after reasonable good faith efforts, to secure 50% Local Hire and 25% Local Business participation for the above-referenced Project. Contractor shall demonstrate its good faith efforts by completing the Good Faith Effort Worksheets attached hereto as **Attachment 1** at the time the Contractor is preparing its bid or proposal. After the District issues a Notice of Intent to Award to the Contractor for the Project, the Contractor shall have 24 hours to provide the Good Faith Effort Worksheets attached hereto as **Attachment 1**. The Contractor must provide information for a minimum of three Local Hires and three Local Businesses in the Good Faith Effort Worksheets. Failure to document a minimum of three Local Hires and three

Local Businesses in the Good Faith Effort Worksheets, or failure to provide the Good Faith Effort Worksheets in a timely manner will render the Contractor's bid non-responsive and the District may award the contract for the Project to the next lowest, responsive, responsible bidder. The District may require the Contractor to provide additional documents or information and Contractor agrees to comply with any requests made by the District.

The Contractor agrees it will use Local Hires and Local Businesses if the opportunity arises at any time during construction of the Project. Upon completion of the Project and as a precondition for final payment, the Contractor will verify and report to the District the actual Local Hire participation on the Project by completing and submitting the Local Hire and Local Business Contractor Close-Out Statement attached hereto as **Attachment 2**.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT 1

LOCAL HIRE AND LOCAL BUSINESS GOOD FAITH EFFORT WORKSHEETS

(To be Submitted within 24 hours of Receipt of the Notice of Intent to Award from District. Copy and use additional sheets if necessary.)

Contractor must provide information for a minimum of **three** Local Hires and **three** Local Businesses in the forms set forth below. Contractors are encouraged to contact as many Local Hires and Local Businesses as possible.

LOCAL HIRES

Category of Work	Telephone #	Date Contacted	Person Contacted & Address	Student or Veteran or N/A	Selected? Yes or No	Reason Not Selected

(CONTINUED ON NEXT PAGE)

LOCAL BUSINESSES

Category of Work	Business Name & Address	Telephone #	Date Contacted	Person Contacted	Selected? Yes or No	Reason Not Selected

CERTIFICATION

I, _____ [name], certify under penalty of perjury under the laws of the State of California, that I am the Contractor's _____ [position] and that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of Section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims. The District may require the Contractor to provide additional documents or information and Contractor agrees to comply with any requests made by the District.

Signature

Date

ATTACHMENT 2

LOCAL HIRE AND LOCAL BUSINESS CONTRACTOR CLOSE-OUT CERTIFICATION

(To be Submitted Upon Completion of the Project and as a Precondition to Final Payment)

Project Name: _____

The Contractor shall complete this form for purposes of reporting participation by Local Hires and Local Businesses on the Project. At the end of the Project and as a precondition for receipt of Final Payment, the Contractor shall provide a final written analysis and evaluation of the final percentage of Local Hires and Local Businesses on the entire Project.

The percentage for Local Hire participation shall be calculated by taking the ratio of the total number of workers performing work on the Project that are Local Hires as defined above, compared against the total number of all workers performing work on the Project.

The percentage for Local Business participation shall be calculated by taking the ratio of the total number of businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors that are Local Businesses as defined above, compared against the total number of all businesses providing any labor, materials or services for the Project authorized by the Contractor or its subcontractors.

Total Number of Workers on Project	Total Number of Local Hires on Project	Total Number of Businesses on Project	Total Number of Local Businesses on Project
Percentage of Local Hires: _____ %		Percentage of Local Businesses: _____ %	

In submitting this form, the Contractor certifies that it has independently verified that all Local Hires and Local Businesses noted in this form meet the definitions for Local Hires and Local Businesses as set forth in the Local Hires and Local Businesses Participation Statement. The District may request Contractor to provide additional information or documents to support the numbers listed above. Contractor agrees to provide all additional information or documents requested by the District. Failure to provide any requested information may result in the District delaying Final Payment to the Contractor and Contractor agrees that it shall have no claim for additional costs or days resulting from or in any way related to providing the information in this form.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Date: _____