

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, February 22, 2010
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Recognition of SCC Women's Soccer Team by Supervisor Bill Campbell

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. Presentation by Darlene J. Bloom, Orange County Clerk of the Board of Supervisors, on New Online Form 700 Reporting Requirements

1.6 Approval of Minutes – Regular meeting of January 11, 2010
Regular meeting of February 1, 2010

Action

1.7 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

2.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Reports from Academic Senate Presidents

- Senate meetings

2.6 Informational Presentation on the Budget

2.7 Informational Report on Legislative Visits

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: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
Continuing Education Faculty Association
Child Development Centers Teachers Association

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

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of Changes of Assignment
- Approval of Interim Assignments
- Approval of Return to Regular Assignments
- Approval of Interim to Permanent Assignments
- Approval of STRS Reduced Workload Agreements
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Stipends
- Approval of Part-time/Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

3.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Return to Regular Assignments
- Approval of Changes in Salary Placement
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Return to Regular Assignments
- Approval of Temporary Assignments

3.2 Classified Personnel – (cont.)

- Approval of Corrections to Temporary Assignment
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistants

3.3 Approval of Non-Credit Instructional Calendar 2010-2011 Action
The administration recommends approval of the 2010-2011 non-credit instructional calendar.

3.4 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

*4.1 Approval of Amendment #2 of OTA Agreement - Cedars-Sinai Medical Center Action
The administration recommends approval of this amendment #2 with Cedars-Sinai Medical Center in Los Angeles, California.

*4.2 Approval of New OTA Agreement – Loma Linda University Medical Center Action
The administration recommends approval of this agreement with Loma Linda University Medical Center in Loma Linda, California.

*4.3 Approval of New OTA Agreement – Progressus Therapy Action
The administration recommends approval of this agreement with Progressus Therapy in Baltimore, Maryland.

*4.4 Approval of New Pharmacy Technology Agreement – Ramsay Rexall Drugs Action
The administration recommends approval of this agreement with Ramsay Rexall Drugs in Costa Mesa, California.

*4.5 Approval of ENLACE Sub-Contract to Santa Ana College Foundation: Student Success Fund Action
The administration recommends approval of this subcontract agreement between Rancho Santiago Community College District and Santa Ana College Foundation.

- *4.6 Approval of Nursing Program Agreement – French Park Care Center Action
The administration recommends approval of this clinical affiliation agreement renewal with French Park Care Center in Santa Ana, California.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during the period of December 17, 2009, through February 4, 2010.
- *5.3 Approval to hire Vicenti, Lloyd & Stutzman LLP Action
The administration recommends approval of hiring Vicenti, Lloyd & Stutzman LLP for auditing services for the 2009-2010 fiscal year and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on behalf of the district.
- *5.4 Approval of the Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2009 Action
The administration recommends approval of the CCFS-311Q for the period ending December 31, 2009.
- *5.5 Adoption of Resolution No. 10-06 – Conflict of Interest Code Action
The administration recommends adoption of Resolution No. 10-06 – Conflict of Interest Code.
- *5.6 Approval of Travel Reimbursement for Mr. Benjamin Mendoza Action
The administration recommends authorization of travel reimbursement for Mr. Benjamin Mendoza as presented.
- *5.7 Quarterly Investment Report as of December 31, 2009 Information
The quarterly investment report as of December 31, 2009, is presented as information.
- *5.8 Approval of Changes to Santa Ana College’s Master Plan at the SAC Orange County Sheriff’s Academy for a Memorial for Fallen Officers Action
The administration recommends approval of changes to SAC’s master plan at the SAC Orange County Sheriff’s Academy for a memorial for fallen officers.

* Item is included on the Consent Calendar, Item 1.7.

- *5.9 Approval of Additional Services – Facilities Planning & Program Services, Inc. Action
The administration recommends approval of the extension of services for Facilities Planning & Program Services, Inc. as presented.
- *5.10 Approval of Award of Bid #1156 – Child Development Center Renovation at Centennial Education Center (CEC) Action
The administration recommends approval of awarding Bid #1156 for the Child Development Center renovation at Centennial Education Center to MDE Group, Inc. as presented.
- *5.11 Approval of DSA Inspection Services for Bid #1156 – Child Development Center Renovation at Centennial Education Center Action
The administration recommends approval of an agreement with Johnston Inspections, Inc. for DSA mandated inspection services as presented.
- *5.12 Approval of Construction Management Services: ADA Improvements and New Scoreboard for Baseball Field at Santa Ana College and Child Development Center Renovation at Centennial Education Center Action
The administration recommends approval of this agreement for construction management services for ADA improvements and new scoreboard for the baseball field at SAC and renovation of the Child Development Center at CEC with Bernards Construction Management Services as presented.
- *5.13 Approval of Application for Custom Work from AT&T at the new Maintenance & Operations Building at Santiago Canyon College Action
The administration recommends approval of the application for custom work at an estimated cost of \$84,936.16 as presented.
- *5.14 Approval of Commissioning Proposal for LEED Certification at Santiago Canyon College Humanities Building Action
The administration recommends approval of the contract with Tsuchlyama Kaino Sun & Carter in the amount of \$53,000 for various projects as presented.
- *5.15 Approval of Change Order #1 for Bid #1097 – General Construction for new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for ISEC, Inc. for Bid #1097, general construction for the new Child Development Center at SAC as presented.

- *5.16 Approval of Change Order #1 for Bid #1100 – Concrete for new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for Micon Construction, Inc. for Bid #1100, concrete for the new Child Development Center at SAC as presented.
- *5.17 Approval of Change Order #1 for Bid #1121 – Structural Steel at new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for Columbia Steel, Inc. for Bid #1121 for Structural Steel for the new Child Development Center at SAC as presented.
- *5.18 Approval of Change Order #1 for Bid #1104 – Drywall and Plastering at new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for Insul Drywall and Plastering for Bid #1104, drywall and plastering at the new Child Development Center at SAC as presented.
- *5.19 Approval of Change Order #1 for Bid #1124 – HVAC at new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #1 for APEX Construction, Inc. for Bid #1124, HVAC at the new Child Development Center at SAC as presented.
- *5.20 Approval of Change Order #3 for Bid #1064 – Electrical for new Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of change order #3 for Baker Electric for Bid #1064, electrical in SCC's Science building as presented.
- *5.21 Approval of Change Order #4 for Bid #1064 – Electrical for new Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of change order #4 for Baker Electric for Bid #1064, electrical in SCC's Science building as presented.
- *5.22 Approval of Change Order #2 for Bid #1076 – Glass/Glazing for new Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of change order #2 for Best Contracting Services for Bid #1076, glass and glazing for the new science building at SCC as presented.

- *5.23 Approval of Change Order #4 for Bid #1116 – Gym Restroom Addition, Gym Floor Replacement, and Fire Sprinkler Installation at Santa Ana College Action
The administration recommends approval of change order #4 for General Consolidated Constructors, Inc. for Bid #1116, construction of the gym restroom addition, gym floor replacement, and fire sprinkler installation at SAC as presented.
- *5.24 Approval of Change Order #1 for Bid #1055 – Concrete for new Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of change order #1 for Angeles Contractor, Inc. for Bid #1055, concrete for the new science building at SCC as presented.
- *5.25 Approval of Change Order #2 for Bid #1058 – Interior Systems for new Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of change order #2 for Angeles Contractor, Inc. for Bid #1058, construction of the interior systems for the new science building at SCC as presented.
- *5.26 Approval of Additional DSA Inspection Services – Maintenance & Operations Building at Santiago Canyon College Action
The administration recommends approval of the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- *5.27 Approval of Change Order #2 for Bid #1127 – 12-Inch Fire Water Line at Santa Ana College Action
The administration recommends approval of change order #2 for Dominguez Engineering, Inc. for Bid #1127 for the installation of a 12-inch fire water line at SAC as presented.
- *5.28 Approval of Notice of Completion: Bid #1127 – 12-inch Fire Water Line at Santa Ana College Action
The administration recommends approval of the notice of completion for the 12-inch fire water line project at SAC as presented.
- *5.29 Approval of Change Order #1 for Bid #1117 – Obstacle Course Lighting Project at Santa Ana College Orange County Sheriff’s Regional Training Academy Action
The administration recommends approval of change order #1 for R & M Electrical Contracting for Bid #1117, course lighting at SAC Orange County Sheriff’s Regional Training Academy as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *5.30 Approval of Change Order #2 for Bid #1117 – Obstacle Course Lighting Project at Santa Ana College Orange County Sheriff’s Regional Training Academy Action
The administration recommends approval of change order #2 for R & M Electrical Contracting for Bid #1117, course lighting at SAC Orange County Sheriff’s Regional Training Academy as presented.
- *5.31 Approval of Notice of Completion: Bid #1117 – Obstacle Course Lighting Project at Santa Ana College Orange County Sheriff’s Regional Training Academy Action
The administration recommends approval of the notice of completion for the obstacle course lighting project at SAC Orange County Sheriff’s Regional Training Academy as presented.
- *5.32 Approval of Change Order #2 for Bid #1129 – Electrical at new Child Development Center at Santa Ana College Action
The administration recommends approval of change order #2 for EMAE International, Inc. for Bid #1129, electrical at the new Child Development Center at SAC as presented.
- *5.33 Adoption of Resolution No. 10-04 - Declaration of Intent to Lease Real Property at Santa Ana College- Action
The administration recommends adoption of Resolution No. 10-04 – Declaration of Intent to lease real property at SAC.
- *5.34 Adoption of Resolution No. 10-05 – Implementing Prequalification of Construction Contractors for bidding of Swimming Pool at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 10-05 – Implementing Prequalification of Construction Contractors for bidding of swimming pool at SCC.
- *5.35 Approval of Surplus for Baseball Scoreboard Action
The administration recommends declaration of the Nevco baseball scoreboard as surplus property and approval to utilize The Liquidation Company to conduct an auction as presented.
- *5.36 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Muckenthaler & Associates, Inc. for consulting services to provide training and technical assistance as a start-up planner for the Early Head Start (EHS) program. Dates of service are February 23, 2010, through June 30, 2010. The fee is estimated at \$50,000 plus \$8,000 allowable expenses.

* Item is included on the Consent Calendar, Item 1.7.

- *5.37 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period December 13, 2009, through February 6, 2010.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- CalWORKS/TANF/Child Care (SAC/CEC/SCC/District) \$414,312
 - Child Development Infant Toddler Resource (District) \$ 1,781
 - CTE Community Collaborative III (District) \$310,000
 - CTE Community Collaborative – Supplemental (District) \$ 79,000
 - Cooperative Agencies Resources for Education (CARE) (SCC) \$ 18,736
 - Disabled Students Programs & Services (DSPS) (SCC) \$303,846
 - Extended Opportunity Programs & Services (EOPS) (SCC) \$244,331
 - Faculty Collaboration for Course Transformation (FACCTS) \$ 5,000
in Developmental Mathematics (SAC) – *Correction*
 - GEAR UP Planning Design (SAC) \$ 24,000
 - Kinder Connect (District/SAC/CEC/OEC) \$ 25,000
 - Matriculation – Credit (SCC) \$393,678
 - SBA/CSUF – SBDC (District) \$604,706
 - WIA Center for Nursing II (SAC) \$385,862
 - Entrepreneurship Career Pathways (YEP) – CITD (District) \$ 35,000
 - Entrepreneurship Career Pathways (YEP) – SBDC (District) \$ 32,000
- *Correction*
- *6.2 Adoption of Resolution No. 10-02 – California Department of Education (CIMS-9398) Action
The administration recommends adoption of the resolution agreement with the California Department of Education that authorizes the chancellor or his designee to sign the contract documents for the 2009-2010 fiscal year.
- *6.3 Approval of Subcontracts with HABLA, CHOC/Help Me Grow, UCI/Help Me Grow, and MOMS Orange County Action
The administration recommends approval of these subcontracts and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services to enter into related contractual agreements on behalf of the district.

6.4 Approval of Reduction of Student Parking Fees Action
Student Trustee Gloria Holguin recommends a reduction of student parking fees to an amount equal to but not to exceed the cost of staff parking fees.

6.5 Meeting with Academic Senate Action

6.6 Approval of Appointment to Serve on the Community College League of California (CCLC) Commission on the Future Action
It is recommended the RSCCD Board of Trustees support David Chapel serving on the Commission on the Future for CCLC during 2010.

6.7 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 8, 2010.

CONFLICT OF INTEREST

E-FILE FORM 700

2-22-10
Bd mtg

Item 1.5

COI - Who is Required to File

- Any person (employee or consultant) who makes or participates in the decision making process. Including any person who's advice is heavily relied upon.

e.g. Department Head, Assistant DH, executive management, Purchasing Agents, IT staff, HR staff, Treasurer, CFO, etc.

Everyone wants to be on the filer's list ----

But no one wants to file.....

Legislation..... AB 2607

- 3-Year Pilot Project – Orange, Los Angeles, Stanislaus, Merced
- OC Filing Officer – 3500 filers, 5000 filings annually
- E-file - Convenient – 24-hour availability
- Department Contacts – Manage Filers electronically and can electronically request Code Amendments ensuring an accurate database
- **“Go Green” system – NO PAPER**

E-File Form 700

- Notification of Filing Due
- ID and Password Protected
- E-Filing Cabinet of all electronic forms filed
- All FPPC Instructions & FAQ & Online Help
- Can file multiple Forms for different positions at one time.
- Provides filer with adopted position title & disclosure category
- 24-hr access – work or home

E-File Form 700

- Identifies schedules from disclosure category
- Auto completes cover page from database
- Smart form identifies any missing information to ensure completeness
- After initial filing – only need to update info
- Auto numbers pages
- ■ Electronically files will all parties, contacts – filing officials – COB
- 87200 filers – forces paper submission

The Genesis.....



County of Orange

Login

Login ID:

Password:

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[Forgot Login ID?](#)

Welcome to Conflict of Interest e-File

You can complete your form online, print it, sign it and mail it to the Clerk of the Board's office at:

Clerk of the Board of Supervisors
ATTN: Form 700 Personnel and Families
333 W. Santa Ana Blvd., Suite 465
Santa Ana, California 92701

This application is ADA compliant. If you encounter any problems, please email us at [COB Response](#).

We hope that you enjoy the ease of completing your application online.

DEPARTMENT/AGENCY

[Department/Agency
Contact List](#)

Fair Political Practices Commission Hotline

Contact the Fair Political Practices Commission Toll Free Help Line at 1-866-ASK-FPPC (1-866- 275-3772) to speak with a Political Reform Consultant to receive advice and ask technical questions.

CLERK OF THE BOARD

Contact Person:
Form 700 Personnel

Telephone Number:
(714) 834-2206

Email Address:
[COB Response](#)

I am the e-Filer...



County of Orange

Welcome, Marissa Patel

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Positions Required to file

Your position(s) in the following Department(s)/Agency(s) requires you to file following Statement of Economic Interests:

#	Position	Agency	Entity	Type	Due Date	Year	Disclosure Category
<input checked="" type="checkbox"/>	IT, Administrative Manager	County Executive Office	County Department/Agency	Assuming	3/8/2008		OC-05
<input checked="" type="checkbox"/>	Alternate Member	Emergency Management Council	County Boards, Commissions and Committees	Assuming	7/31/2008		OC-33
<input checked="" type="checkbox"/>	Member	Orange County Public Financing Advisory Committee	County Boards, Commissions and Committees	Assuming	8/1/2008		OC-33

[Start Filing Now](#)

To Report or Not To Report?



County of Orange

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Filing Detail View

The Position(s) you are filing

Position	Agency	Entity	Due Date	Disclosure Category
Alternate Member	Emergency Management Council	County Boards, Commissions and Committees	7/31/2008	OC-33

Recommended schedules but not limited to
File additional schedules if you want:

Help	Name	Description	Required	No Reportable Interests
	Schedule A-1	Investments - Stocks, Bonds and Other Interests (Own	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Schedule A-2	Investments, Income and Assets of Business, Entities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Schedule B	Interests in Real Property	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule C	Income, Loans & Business Positions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Schedule D	Income - Gifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Schedule E	Income - Gifts (Travel Payments, Advances and Reimbu)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Copy Schedule info from prior filing

#	Position	Agency	Entity	Disclosure Category	Due Date	View
	IT, Administrative Manager	County Executive Office	County Department/Agency	OC-05	03/08/2008	

[Back](#)

[Continue](#)

Here is the 700 Form

Schedule A-1	Schedule A-2	Schedule B	Schedule C
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CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A Public Document

Date Received
or, if use only

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAY-TIME TELEPHONE NUMBER
Patel	Manesh	N.	(714) 8342345
MAILING ADDRESS (STREET <small>(May use business address)</small>)		CITY	STATE ZIP CODE OPT. FAX, E-MAIL ADDRESS
333 W. Santa Ana Blvd., 2nd Floor		Santa Ana	CA 92701 Mahesh.Patel@ceoit.ocgov.com

1. Office, Agency, or Court

Name of Office, Agency, or Court:
County Executive Office

Division, Board, District, if applicable:

Your Position:
IT, Administrative Manager

⇒ if filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

4. Schedule Summary

⇒ Total number of pages including this cover page: 5

⇒ Check applicable schedules or "No reportable interests."
I have disclosed interests on one or more of the attached schedules

Schedule A-1 Yes - schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 Yes - schedule attached
Investments (10% or greater Ownership)

Schedule B Yes - schedule attached
Real Property

Schedule C Yes - schedule attached
Income, Loans & Business Positions (Income Other than Gifts and Travel Payments)

Schedule D Yes - schedule attached
Income - Gifts

Schedule E Yes - schedule attached
Income - Travel Payments

2. Jurisdiction of Office (Check at least one box)

State

County of Orange

City of _____

Multi-County

106%
1 of 1

To Err is Human...

Form	Section	Issue
Schedule A-1	Section 1	"General Description of Business Activity" is required.
Schedule A-1	Section 1	"Fair Market Value" is required.
Schedule A-1	Section 1	"Description for the Nature of Interest" should be filled out when "Other" is selected.
Schedule A-2		Form Not Filled Out.

Close Print

Penalty of Perjury....



County of Orange

Welcome Mahesh Patel

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Submit Filing

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. By clicking the "Submit" button, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

- Not Accepted
 Accepted

Print, Sign & Mail

Cancel

Pages

CALIFORNIA FORM **700**
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS

Date Received
Online Use Only

COVER PAGE

Filed Date: 07/02/08 2:06 PM

A Public Document

Please type or print in ink

NAME (LAST)	FIRST	MIDDLE	DAYTIME TELEPHONE NUMBER	
Patel	Mahesh	N.	(714) 8342345	
MAILING ADDRESS (May use business address)	STREET	CITY	STATE ZIP CODE	OPTIONAL FAX / E-MAIL ADDRESS
333 W. Santa Ana Blvd., 2nd Floor		Santa Ana	CA 92701	Mahesh.Patel@ceofc.co.gov

1. Office, Agency, or Court

Name of Office, Agency, or Court
County Executive Office

Division, Board, District, if applicable:

Your Position:

IT, Administrative Manager

— If filer for multiple positions, list additional agencies.

4. Schedule Summary

— Total number of pages
including this cover page: 1

— Check applicable schedules or "No reportable
interests."

I have disclosed interests on one or more of the
attached schedules:

Schedule A-1 Yes — schedule attached

Email Confirmation

-----Original Message-----

From: response@cob.co.orange.ca.us [mailto:response@cob.co.orange.ca.us]

Sent: Wednesday, July 02, 2008 2:06 PM

To: Au, Van

Subject: RE: Reminder - Your Finalized Form 700

To: Au, Van

Subject: Your Finalized Form 700

Dear Van,

Your Annual Form 700 for your position in the Clerk of the Board was received **July 02, 2008 2:06 PM**. A copy of this form is retained in your Online Filing Cabinet.

Congratulations,

Your Filing Officer, Clerk of the Board Staff

System Logon Link: <https://cobcoi.ocgov.com/edisclosure/>

Online Cabinet



County of Orange

Welcome Van Ab

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- Change Login ID
- Sign Out

Contact Person

- Filer Management
- Pending Transfers
- Filer Reports
- Conflict of Interest Code
- Contact Person Profile
- Agency Profile

Filer

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Prior Filings

#	Position	Agency	Entity	Type	Year	Due Date	Filed Date	Disclosure Categ
6	Systems/Program Analyst II	Clerk of the Board	County Department/A...	Annual	2007	04/01/2...	04/01/2..	OC-08
6	Systems/Program Analyst II	Clerk of the Board	County Department/A...	Amend...	2007		04/01/2..	OC-08

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- Easy to use
- Secured environment
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- Accurate database
- **“Go Green”** system

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

Board of Trustees (Regular meeting)

Monday, January 11, 2010

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Larry Labrado. Other members present were Dr. David Chapel, Mr. Brian Conley, Mr. John Hanna, Ms. Gloria Holguin, Mr. Mark McLoughlin, Ms. Lisa Woolery, and Mr. Phillip Yarbrough.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Tina Lam, Student President, Santiago Canyon College.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Conley, seconded by Mr. Yarbrough, and carried unanimously to approve the minutes of the regular meeting held December 7, 2009, with the following addition to Item 5.5 (Approval of Chancellor Search Materials and Search Committee Composition):

Mr. Hanna proposed changes related to fundraising be inserted in five places in the chancellor job description and vacancy announcement (changes italicized and underlined in January 11, 2010, Board of Trustees Agenda, Item 3.3: Approval of Chancellor Search Materials). Mr. Yarbrough accepted Mr. Hanna's insertions as a friendly amendment.

1.5 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

1.5 Approval of Consent Calendar – (cont.)

4.1 Approval of Memorandum of Understanding with Orange County Health Care Agency, Behavioral Health Services for the Creation of Veterans Student Center at Santa Ana College (SAC)

The board approved the memorandum of understanding with Orange County Health Care Agency, Behavioral Health Services for the creation of a Veterans Student Center at Santa Ana College.

4.2 Approval of New OTA Agreement – Western Hand and Orthopedic Center
The board approved this contract with Western Hand and Orthopedic Center In Westlake Village, California.

4.3 Approval of Renewal of OTA Agreement – Select Therapy Inc.
The board approved this contract with Select Therapy, Inc. in Aliso Viejo, California.

4.4 Approval of Renewal of OTA Agreement – Glendale Adventist Medical Center
The board approved this contract with Glendale Adventist Medical Center in Glendale, California.

4.5 Approval of Renewal of OTA Agreement – Downey Regional Medical Center
The board approved this contract with Downey Regional Medical Center in Downey, California.

4.6 Approval of New Pharmacy Technology Agreement – Austin Drugs
The board approved this contract with Austin Drugs in Buena Park, California.

4.7 Approval of Renewal of Pharmacy Technology Agreement – Hoag Memorial Hospital Presbyterian
The board approved this contract with Hoag Memorial Hospital Presbyterian in Newport Beach, California.

4.8 Approval of New OTA Agreement – Casa de Amma
The board approved this contract with Casa de Amma in San Juan Capistrano, California.

5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.

- 1.5 Approval of Consent Calendar – (cont.)
- 5.2 Approval of Budget Transfers and Budget Increases/Decreases
The board approved budget transfers, increases, and decreases for the period November 21, 2009, through December 16, 2009.
- 5.3 Approval of Non-Resident Tuition Fee for 2010-11
The board established the non-resident tuition fee at \$183 per unit, the capital outlay fee at \$17 per unit, and the application fee of \$25 for 2010-11 as presented.
- 5.4 Approval of Additional DSA Inspection Services: Science Building at Santiago Canyon College (SCC)
The board approved the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- 5.5 Approval of Additional Land Surveying Services during the Construction of the Child Development Center at Santa Ana College
The board approved the request for additional land surveying services with North American Land Services during the construction of the Child Development Center at Santa Ana College as presented.
- 5.6 Approval of the Architectural Contract for Santiago Canyon College Infrastructure Project
The board approved the request for additional services provided by LPA, Inc. in the amount of \$24,200 as presented.
- 5.7 Approval of Architectural Services Contract: SAC Child Development Center
The board approved the request for additional Services provided by Harley Ellis Devereaux in the amount of \$14,520 as presented.
- 5.8 Approval of Change Order for Construction Management Services at Santa Ana College Child Development Center
The board approved additional construction management services for Bernards Builders and Management Services as presented.
- 5.9 Approval of Change Order #5 for Bid #1063 – Plumbing for New Science Building (State Portion) at Santiago Canyon College
The board approved Change Order #5, J.M. Farnan Company, Inc. for Bid #1063 for plumbing in SCC science building as presented.
- 5.10 Approval of Notice of Completion: Bid #1187 Street Improvement Plans at Santa Ana College
The board approved the Notice of Completion for the asphalt paving and parking lot lighting project as presented.

1.5 Approval of Consent Calendar – (cont.)

5.11 Approval of Bid #1132 – Purchase of Biofit (or equal) Lab/Classroom Stools

The board accepted the bids and approved the award for Bid #1132 – Purchase of Biofit Lab/Classroom Stools to McMahan Business Interiors as presented.

5.12 Approval of Purchase Orders

The board approved the purchase order listing for the period November 19, 2009, through December 12, 2009.

6.1 Approval of Resource Development Items

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

- Board Financial Assistance Program (BFAP) (SCC)	\$655,836
- Child Development Training Consortium (SAC)	\$ 15,000
- Matriculation – Credit (SAC)	\$956,201
- Tech Prep Regional Coordination (SAC)	\$ 15,000
- Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)	\$ 22,500
- Youth Entrepreneurship Career Pathways (YEP) – SBDC (District)	\$ 3,000

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

2.2 Reports from College Presidents

The following college presidents provided reports to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

2.3 Report from Student Trustee

Ms. Gloria Holguin provided a report to the board.

2.4 Report from Student President

Ms. Tina Lam, Student President, Santiago Canyon College provided a report to the board.

There was no representation from Santa Ana College.

2.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

RECESS TO CLOSED SESSION

The board convened into closed session at 5:37 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Part-time Faculty
 - b. Temporary Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Classified Manager
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; Community College Search Services
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

The board reconvened at 6:25 p.m.

Closed Session Report

Mr. Labrado reported the board discussed the aforementioned items, and took action to suspend Christina Villalobos, Senior Purchasing Clerk, at the district office for ten days.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

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

- Approve Permission to Accept Outside Assignments
- Approve Interim to Permanent Positions
- Ratify Resignations/Retirements
- Approve Interim Assignments
- Approve Voluntary Reduced Workloads
- Approve Extension of STRS Reduced Workload Agreements
- Approve Leaves of Absence
- Approve Stipends
- Approve Changes of Assignments
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Intern Service

3.2 Classified Personnel

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

- Approve Reduction in Force Lay Offs
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Change in Positions/Locations due to Reduction in Force
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary to Hourly On Going Positions
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Miscellaneous Positions
- Approve Substitute Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Approval of Chancellor Search Materials

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to approve the chancellor job description and chancellor vacancy announcement. Discussion ensued.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to amend the first three paragraphs of the chancellor vacancy announcement. Mr. Hanna read into the record changes to the document (changes underlined on pages 10-11 of January 11, 2010, minutes). The motion to amend the first three paragraphs of the chancellor vacancy announcement carried with one nay vote from Dr. Chapel.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to amend the Challenges and Opportunities section of the chancellor vacancy announcement. Mr. Hanna read into the record changes to the document (changes underlined on pages 10-12 of January 11, 2010, minutes). Discussion ensued. Mr. Hanna accepted revisions made by Mr. McLoughlin as a friendly amendment (changes underlined and italicized on page 12 of January 11, 2010, minutes). The motion to amend the Challenges and Opportunities section of the chancellor vacancy announcement carried with one nay vote from Dr. Chapel.

The motion to approve the chancellor vacancy announcement as amended carried with one nay vote from Dr. Chapel.

It was moved by Mr. Hanna and seconded by Mr. Conley to postpone action on the approval of the chancellor job description and to delegate the board's authority to the board president to work in conjunction with Mr. Didion to modify the chancellor job description based upon modifications made to the chancellor vacancy announcement. The motion carried unanimously.

3.4 Approval of Community Representatives on Chancellor Screening Committee

It was moved by Mr. Yarbrough and seconded by Mr. Conley to approve one community representative from the Santa Ana College service area and one community representative from the Santiago Canyon College service area to serve on the chancellor screening committee.

Dr. Hernandez indicated the board president submitted the following individuals for consideration in serving as community representatives on the chancellor screening committee: Mr. Zeke Hernandez from the SAC service area and Ms. Patrica Velasquez from the SCC service area. Discussion ensued.

The motion carried unanimously to have the following individuals serve as community representatives on the Chancellor Screening Committee: Mr. Zeke Hernandez, SAC service area, and Ms. Patricia Velasquez, SCC service area.

3.5 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the submitted conference and travel by board members.

4.0 **INSTRUCTION**

All items listed under Instruction were approved as part of Item 1.5: Consent Calendar.

5.0 **BUSINESS OPERATIONS/FISCAL SERVICES**

All items listed under Business Operation/Fiscal Services were approved as part of Item 1.5: Consent Calendar.

Ms. Woolery left at this time.

6.0 **GENERAL**

Item 6.1 was approved as part of Item 1.5: Consent Calendar.

6.2 Adoption of Resolution No. 2010-01 – ACCT Chief Executive Officer Nomination

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to adopt Resolution No. 2010-01 to nominate Chancellor Edward Hernandez, Jr. for the 2010 Association of Community College Trustees Chief Executive Officer Award. Discussion ensued. The motion carried with a vote of abstention from Mr. Conley.

6.3 Board Member Comments

Dr. Chapel asked that board committees be reviewed regarding quorum requirements. Mr. Labrado asked for the board policy committee to review Dr. Chapel's concerns.

Mr. Yarbrough reported briefly on Congressman Ed Royce's recent visit to Santiago Canyon College.

Mr. Yarbrough expressed concern regarding the possibility of the state increasing tuition fees for community colleges.

Mr. Yarbrough expressed interest in the colleges using distance education as a means of offering classes more cost efficiently.

Mr. Conley thanked the board for its support of him serving as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year and indicated he would be traveling to Colorado in March for a meeting.

Mr. Hanna gave a brief report on the Board Legislative Committee that was held prior to the board meeting.

7.0 ADJOURNMENT

The Board of Trustees will conduct a board planning session at its next regular meeting to be held on Monday, February 1, 2010.

There being no further business, Mr. Labrado declared this meeting adjourned at 7:35 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 22, 2010

Chancellor Vacancy Announcement (see Item 3.3 – Approval of Chancellor Search Materials)

CHANCELLOR RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Board of Trustees of the Rancho Santiago Community College District invites applications and nominations for the position of Chancellor of the Rancho Santiago Community College District. The Chancellor is the Chief Executive Officer of the District and reports to an elected seven member Board of Trustees and ~~non-~~ one advisory-voting student trustee.

The Board is seeking a Chancellor who is innovative, energetic, possesses vision and the ability to lead a complex and progressive multi-college district through the current challenging economic times and beyond. The desired candidate is one who is committed to academic excellence and the comprehensive mission of the California Community Colleges. The desired candidate is student centered and focused on student success. Strong business acumen, fundraising ability and a commitment to serve the residents of the District are all important qualifications. Sensitivity to, and appreciation of students with special needs and the ethnic and cultural diversity of students, staff and the community is essential.

GENERAL RESPONSIBILITIES

In accordance with California law and policies adopted by the Board of Trustees, the Chancellor serves as Chief Executive Officer of the District with responsibility to the Board of Trustees for overall operations of the District, including all aspects of the planning, leadership, funding, fundraising, staffing, facilities and delivery of District programs, personnel services and employer-employee relations. The Chancellor assures the fiscal integrity of the District and provides leadership and advocacy for the District in keeping with its mission of supporting and promoting student learning and student success. The Chancellor maintains community and legislative relations, provides leadership for strategic planning and is responsible for the safety, security and preservation of human and fiscal resources. The Chancellor ensures that the Board of Trustees is informed of District operations, legal and accreditation requirements, and ensures access to continuing education opportunities. The Chancellor recommends and executes Board Policy and administrative rules and regulations of the District, serves as the Secretary of the Board and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

CHALLENGES AND OPPORTUNITIES

The major CHALLENGES AND OPPORTUNITIES to be addressed by the CHANCELLOR of the Rancho Santiago Community College District are the following:

- Providing leadership and advice to the Board of Trustees on strategy, goals, and program

development to ensure that the District continues to provide high quality programs and services to the community.

- Provide leadership for continued advancement of the District's Master Plan, using collaborative and consensus building processes.
- ~~Serving as the District's advocate and assertively pursuing new sources of funding from state, federal and private sources in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.~~
- Assertive pursuit of new sources of funding from state, federal, and private sources and strategic partners in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.
- Effectively managing the District's financial resources and ensuring appropriate and equitable distribution of resources to the colleges and operating units.
- Fostering participatory governance and decision making, thereby promoting collegiality and respect among all constituencies.
- Establishing strategies to manage increasing enrollment demand with an emphasis on student success, retention, career technical education, university transfer, transition from non-credit to credit programs, and programs that benefit the community.
- Bringing expertise, knowledge and experience to collective bargaining and conflict resolution to ensure productive labor relations with faculty and staff associations.
- Supporting technology in the classroom and reviewing, upgrading, and maintaining equipment and technology systems for teaching, distance learning, and administration.
- Invigorating campus foundations and providing leadership in fundraising and economic development by expanding partnerships with *individuals*, business, industry, and government, while promoting community involvement and support for the District and its campuses.
- Enlisting support for events and programs that celebrate the cultural diversity of the District and its surrounding communities.
- Facilitate effective planning and use of resources to provide, upgrade and maintain facilities, equipment, technology and infrastructure for instructional programs, services and administrative support.
- Ensure ongoing systematic improvement of operational practices by working with the college Presidents and constituency groups.
- Collaborate with colleges to determine the needs of educational programs and services.
- Promote open communication and effective leadership in others.

- Promote and support teaching and student learning outcome measures in order to improve success and retention of a growing, diverse student population.

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

Board of Trustees (Regular meeting)

Monday, February 1, 2010

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:31 p.m. by Mr. Larry Labrado. Other members present were Dr. David Chapel, Mr. Brian Conley, Mr. John Hanna, Ms. Gloria Holguin, Mr. Mark McLoughlin, Ms. Lisa Woolery, and Mr. Phillip Yarbrough.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Tricia Evans, Dean of Instructional Services & Career Education at Santiago Canyon College.

1.3 Public Comment

Dr. Jeff McMillan spoke regarding Item 2.6 (RSCCD Budget & Planning Process and Budget Allocation Model).

2.0 BOARD PLANNING SESSION

2.1 Presentation of 2009-2010 Vision and Goals

The board reviewed its 2009-2010 vision and goals approved in July 2009. Mr. Didion explained that today's board planning session was scheduled to synchronize with the annual budget development process.

Dr. Chapel asked if the 2009-2010 goals are district goals and/or board goals. Mr. Didion explained that the goals are board goals which the district and colleges use as a platform to build its goals.

2.2 Presentation of Accountability Reporting for the Community Colleges (ARCC)

The Accountability Review for Community Colleges (ARCC) was presented to the board as information by Mr. John Didion and Ms. Nga Pham. It was explained that ARCC, as mandated by AB1417, requires California community colleges to provide

2.2 Presentation of Accountability Reporting for the Community Colleges (ARCC) – (cont.)

a framework for system performance evaluation. A report is produced by the State Chancellor's Office based upon data submitted by each college. ARCC provides an annual report to the legislators, sets standards for accountability and results for California community colleges, and reports outcomes for each college and systemwide. Each college is required to present the data to its board as information and for discussion. The ARCC report does not rank colleges against each other and is not attached to any funding mechanism.

Mr. Didion presented 2009 reports for Santa Ana College (SAC), Santiago Canyon College (SCC), and Rancho Santiago CCD (non-credit program) that included college performance indicators, college profiles, college peer groupings, and staff response summaries. Mr. Didion cautioned that SAC should not be compared to SCC since the formula for each performance measure is complicated and differs from other accountability reports. Because student progress is difficult to measure in community colleges and is measured differently in each research section, staff acknowledged the value of the report systemwide, however, asked that locally-produced research also be considered in identifying overall trends and evaluating meaningfulness.

Mr. Yarbrough asked for possible reasons of low percentages of students who earned at least 30 units, specifically at SCC. Mr. Vázquez and Mr. Didion discussed the variety of course offerings, such as SCC's large apprenticeship program, and/or the large number of students enrolled in the vocational programs that may have caused the rate to be lower than other colleges. These students are not likely to continue their education other than what is required to obtain their state license. Another performance indicator discussed was the fluctuation of students involved in English as a Second Language programs. Mr. Didion explained the recoding of courses may have resulted in this fluctuation; Mr. Conley indicated another possible factor may be the economic crisis.

Dr. Hernandez stated that the Department of Finance will continue to use these types of report to determine funding for the community colleges. The district is concerned how the data may be interpreted.

2.3 Presentation of 12 Measures of Success

Mr. Didion presented The 12 Measures of Success as information. Discussion ensued.

2.3 Presentation of 12 Measures of Success – (cont.)

Board members and staff discussed possible reasons for a decrease in the number of students who matriculate to credit coursework from continuing education programs. It is hopeful the implementation of Datatel will improve accuracy in future reports.

Mr. Didion reviewed potential implications of the 12 Measures of Success.

Ms. Woolery asked for the number of students in an average class and if changes had occurred regarding class size. Mr. Jose Vargas indicated ESL continuing education classes began with 35-45 students and had 22-23 students at the end of the semester. Ms. Mary Halvorson and Mr. Norm Fujimoto indicated that credit classes began with 36 students and currently have 33 students. Ms. Halvorson sees this as an improvement since the count usually drops to 28 students per class.

2.4 Presentation of Fall 2005-Fall 2009 Enrollment Trends and Student Characteristics

Ms. Nga Pham presented the Fall 2005-Fall 2009 enrollment trends and student characteristics report.

2.5 Results of 2009 Accreditation Visits

Mr. Didion reported the college presidents were notified today that both colleges have been removed from warning status and granted full accreditation.

Mr. Labrado called a recess at 5:29 p.m.

The board reconvened at 5:56 p.m.

2.6 RSCCD Budget & Planning Process and Budget Allocation Model (BAM)

Mr. Hardash presented the district's budget planning process and budget allocation model. Mr. Hardash reported the budget allocation model is a revenue distribution model, and college staff decide the amount of fixed costs from the monies allotted to each college. As fixed costs increase, he explained, discretionary funds decrease. The largest portion of fixed costs is salaries but also include electricity, water, health costs, etc. If one college reduces spending, the amount saved is placed in the discretionary fund and distributed according to FTES generated by each college. The district's portion of discretionary funds is 16.48%.

2.6 RSCCD Budget & Planning Process and Budget Allocation Model (BAM) – (cont.)

Mr. Yarbrough asked if college staff are able to modify fixed costs allotted to the colleges. Mr. Hardash answered in the affirmative and indicated the district distributes revenue; it does not tell the colleges how to spend it.

Mr. Hardash explained that recent budget reductions have created abnormal percentages in the BAM for this year.

Mr. Hanna asked Mr. Hardash to address Dr. McMillan's concerns indicating the district's current BAM makes it difficult to link budget and planning. Mr. Hardash disagreed. He explained the district has used the planning process and BAM for years and is currently establishing a timeline for each of those processes. Mr. Hardash stated the district has been consistent in its use of the model and has not seen variations take place outside the model.

Dr. Hernandez explained the district developed the BAM at the same time it developed the plan-to-plan process. Once the board approves its vision statement and goals, they are given to the chancellor and college departments to develop a vision statement and goals based upon the board's. The board and district staff strongly support the governance process. Planning and budget committees meet regularly regarding their budgets. College staff is responsible to review and link budget and planning. Dr. Hernandez indicated that linking budget and planning has taken place at the district office and believes it has occurred at each college.

Dr. Hernandez indicated the budget allocation model is flexible enough to allow modifications requested by the board, campus, or district.

Mr. Hanna expressed concern over the colleges' decisions involving fixed costs as related to the BAM. He asked if trustees are able to prevent fixed costs from increasing every year; thereby, slowing the process of decreasing discretionary funds.

Dr. Hernandez indicated the board has the final decision on recommendations made by staff.

Mr. Hanna asked if the distribution process for monies had ever been reconsidered. Dr. Hernandez indicated when the district receives revenue, the whole district benefits and when the district reduces monies, the whole district is affected. The board adopted the BAM when it transitioned from a single campus district to a multi-campus district.

Mr. Didion explained the district must abide by collective bargaining, and the impact of reductions in personnel affect the whole district.

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the district's planning process/timeline and budget allocation model.

2.7 Progress toward 2009-2010 Vision Statement and Goals

Mr. Didion presented the progress toward the board's 2009-2010 vision statement and goals from leadership at the colleges and district as information. Due to the short amount of time permitted, Dr. Hernandez indicated the information provided was incomplete.

Mr. Yarbrough asked how the impact of state-mandated budget reductions may affect the board's goals. Dr. Hernandez indicated the colleges are ready to meet the challenges the state has mandated and may propose. He stated the board's goals provide flexibility for college presidents to make necessary changes to the budget.

Mr. Yarbrough asked if the ESL programs at the colleges have experienced demographic changes. Ms. Nga Pham indicated the district anticipates using the 2010 census to record demographic changes.

Mr. Yarbrough asked if there is a change in enrollment that reflects more demand for certain classes. Dr. Martinez indicated more students are enrolling in workforce programs in preparation for jobs. Mr. Vázquez indicated enrollment for students has increased in vocational education programs.

In reviewing the goals, Ms. Woolery stated that goal #9 was too specific and requested it be modified.

2.8 Approval of 2010-2011 Vision and Goals

Mr. Didion indicated that staff recommend reaffirming the board's vision statement and goals, with the exception of combining goal 9 with goal 3, and adding the word "update."

Upon reviewing the board's vision statement and goals, board members discussed Item 2.4 (Presentation of Fall 2005-Fall 2009 Enrollment Trends and Student Characteristics) as related to the board's goals. Mr. McLoughlin asked how the data is verified for the report.

Mr. Vázquez indicated staff discovered students completed programs to enhance their level of expertise yet had not applied for certificates in their respective fields. As the state requires the college to report the number of certificates earned, it appeared the college's numbers were low. Staff encouraged students to apply for certificates and several students responded as reflected in the increase of certificates earned from 2007-08 (226) to 2008-09 (344). The district is in the process of developing an automated method of transcript auditing in the Datatel software program to track students eligible to apply for certificates. Mr. Labrado asked that this explanation be included in future reports.

2.8 Approval of 2010-2011 Vision and Goals – (cont.)

Mr. McLoughlin asked that statistics be linked to the board's goals to evaluate implementation of the goals and this information be provided on a quarterly basis. Dr. Hernandez agreed with Mr. McLoughlin's recommendation and indicated current information had been collected during the past six months.

Ms. Woolery requested statistics be provided on an annual basis.

In concern for staff time, Mr. Yarbrough asked that current information be provided at either the next board meeting or the one thereafter, and significant changes be provided as necessary.

Mr. Hanna thanked those involved in providing feedback to the board on its goals as it assisted the board in reviewing its vision statement and goals for 2010-2011. He asked the student trustee if there was additional input from the students' perspective on goals being met or suggestions of new goals.

Due to the economic crisis, Ms. Holguin indicated students are pursuing business and science degrees instead of educational degrees. She reported students are not able to enroll in classes that enable them to transfer to a university, and if they are able to meet transfer requirements, it is difficult to transfer to a university since universities are not accepting applications at this time.

Mr. Hanna asked the academic senate presidents for suggestions relating to the board's goals. Mr. Zarske indicated SAC has a committee to explore methods of going green without spending.

Mr. Hanna indicated he did not object to merging goals 3 and 9. He agreed with Mr. McLoughlin's request for data related to accomplishing board goals and agreed with Mr. Yarbrough's concern of staff's time in providing data. He recommended data include comparisons such as how RSCCD is going green compared to neighboring districts.

In reference to goal 5, Mr. Hanna indicated the information provided was helpful but requested more detail in order to establish benchmarks to evaluate implementation of the goal. He assumes staff understands the board would like greater emphasis on staff pursuing alternative public and private funding sources.

Mr. Hanna asked that staff provide the following information in the annual report: the amount of people giving donations to the foundations and the comparison of what was given the previous year, income projections from the private sector, the amount of grants the district has received compared to other districts, any problems the community has experienced related to use of facilities, and a pathway to restoration for eliminated programs and classes.

2.8 Approval of 2010-2011 Vision and Goals – (cont.)

Mr. Hanna asked if the board's goals assisted staff in recommending to the board a plan to protect students from exterior political threats such as fee increases or students weathering the economic storm.

Dr. Hernandez indicated the board's vision statement and goals have the flexibility to handle current political situations.

Dr. Hernandez stated he has not directed staff to plan a pathway for restoration of programs or classes. He is currently focusing staff on retaining current programs and classes unless otherwise directed by the board.

Dr. Chapel asked that "when possible" and "where possible" be removed from goals 2, 3, 4, 7, and 8. Dr. Hernandez indicated staff supported removing the phrases from the five goals.

Mr. Yarbrough asked Dr. Hernandez to consider a fee for service program whereby students would pay fees associated with a program.

Mr. McLoughlin expressed concern over students unable to enroll in courses to complete their degrees. He asked if certain degrees were more at risk and if the district has implemented a plan to meet this demand.

Dr. Hernandez indicated the Department of Finance (DOF) has been researching athletic and recreational physical education classes as a possible means of additional reductions to the state budget. In anticipation of these programs becoming part of future budget reductions, the college presidents have begun planning for the effect this may have on the colleges and focusing on offering basic skills courses.

Dr. Hernandez has asked the college presidents to consider Mr. Yarbrough's recommendation of a fee for service program.

Mr. Vázquez reported there is not a major at SAC or SCC that a student is unable to attain; however, majors have been affected by a reduction of personnel and elective classes. He indicated staff met with faculty when SCC reduced personnel and classes and it is expected that the same plan will occur when the college receives funding to restore them. He reported the college has reduced discretionary costs immensely and is planning for the next round of reductions.

Mr. Hanna commented that Dr. Hernandez' points were well taken in response to his concerns. His question of whether the board needed to add a goal toward planning for the future had been answered. Mr. Hanna is glad to hear staff is discussing a restoration plan. Mr. Hanna indicated that if both colleges are unable to restore classes, perhaps one college would be able to.

2.8 Approval of 2010-2011 Vision and Goals – (cont.)

Mr. Barembaum reminded the board that the district has had a full-time faculty and classified staff hiring freeze in effect and suggested the pathway to restoration include rehiring faculty and classified staff.

It was moved by Mr. Yarbrough and seconded by Ms. Woolery to approve the 2009-2010 vision and goals as the 2010-2011 vision and goals with the following revision: Consolidate Goals 3 and 9 to read:

“Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts where possible and cost-effective.”

Mr. McLoughlin asked that Dr. Chapel’s earlier concerns be incorporated by removing “when possible” and “where possible” from Goals 2, 3, 4, 7, and 8. Discussion ensued.

Mr. Yarbrough and Ms. Woolery accepted Mr. McLoughlin’s revisions as a friendly amendment.

The motion carried unanimously to approve the 2010-2011 vision and goals as follows:

**Vision Statement
2010-2011**

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity, and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student learning outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

2.8 Approval of 2010-2011 Vision and Goals – (cont.)

2010-2011 Goals

1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.
2. Provide access and retention for completion programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.
3. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts when cost-effective.
4. Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.
5. Pursue alternative public and private funding sources to increase the district’s fiscal sustainability and to implement the district’s vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.
6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity and enhancing staff development opportunities that address innovation and technology.
7. Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district’s resource development; ensure student access and success; ensure robust economic development programs; and be responsive to workforce development needs and high demand career fields.
8. Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.

3.0 GENERAL

3.1 Resolution #10-03 in Honor of Congressman Ed Royce

It was moved by Mr. Hanna and seconded by Ms. Woolery to adopt Resolution #10-03 in honor of Congressman Ed Royce. Discussion ensued. The motion carried unanimously.

3.2 Board Member Comments

Ms. Holguin thanked the board for its concern regarding students not meeting their educational goals and the possibility of a tuition increase during this difficult economic time.

Dr. Chapel, Mr. Conley, Mr. Hanna, Mr. McLoughlin, Ms. Woolery, and Mr. Yarbrough thanked staff for the information provided to assist the board in reviewing and approving its vision statement and goals for the 2010-2011 academic year.

Ms. Woolery congratulated staff for its hard work toward the removal of warning status related to the accreditation report.

Mr. Hanna, Mr. Labrado, Mr. McLoughlin, and Ms. Woolery gave brief reports on the recent legislative visit to Sacramento. Ms. Woolery indicated Ms. Laurie Weidner would be presenting a full report at the next board meeting.

Mr. Yarbrough commented on the effectiveness of shared governance in the district's planning and budget process.

Regarding goal 3, Mr. Yarbrough expressed appreciation that the district's green efforts be cost-effective.

Mr. Hanna announced plans for a farewell dinner for Dr. Hernandez which includes a fundraiser for college programs to be held on April 29. He encouraged board members to participate in fundraising efforts for this event.

Mr. Labrado appointed Mr. Yarbrough as the board's representative to China, and appointed Mr. McLoughlin as the board's representative to the Orange County Business Council.

4.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on February 22, 2010, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Mr. Labrado declared this meeting adjourned at 7:50 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 22, 2010



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT



**Santiago
Canyon
College**

2009-2010 / 2010-2011
Budget Update

Board of Trustees Meeting
February 22, 2010

Item 2.7

Budget Update

- No Action on State Budget out of Sacramento
- Special Session called by Governor
 - 45 day limit ends today
 - Legislature holding hearings and making recommendations on taxes/fees/elimination of tax breaks
 - \$5 billion in current year solutions proposed

Budget Update

- Additional cash deferrals of \$2.5 billion for K-14 education due to current state cash flow problems (ABX8 5)
 - Community Colleges included
 - \$200 million from July 2010 to March 2011
 - RSCCD – approx. \$4.8 million
 - \$100 million from Oct. 2010 to May 2011
 - RSCCD – approx. \$2.4 million
 - Currently \$18 million deferred state apportionment funds for RSCCD

Budget Update

- Legislative Budget Committees have decided to delay Education (K-14, CSU and UC) and Social Services budget discussions until summer
- State leaders are hoping the state economic recovery will occur sooner and state budget shortfalls will be dramatically reduced by additional new revenues

Budget Update

- LAO recently published several papers on various education issues
 - Reimbursable State Mandates – K-14
 - Prop 98 Governor's proposal
 - tampering with Prop 98
 - Higher Education Master Plan at 50
 - Proposed Cal Grant reductions

Budget Update

- Governor's Budget Proposal expects \$7 billion from the Federal Government
 - So far only \$3 billion in federal relief
 - What happens with the remaining \$4 billion shortfall?
- Prop 98 - for each \$1 billion shortfall in state revenues
 - = \$500,000,000 shortfall to Prop 98
 - = \$55,000,000 shortfall to community colleges
 - = \$1,200,000 shortfall to RSCCD

RSCCD Budget

Looking Forward to 2010-2011

- ▲ Increased costs regardless of same or less state income
- ▲ Employee step/column movement
 - ▲ Approximately \$1.3 million per year
- ▲ Employee health benefits cost increases
 - ▲ Approximately \$2.2 million proposed increase
- ▲ Unemployment Insurance rate increase
 - ▲ Increased payroll contribution rate – additional \$600,000

1.9
2.2

4.1

RSCCD Budget

Looking Forward to 2010-2011

- ▶ Utilities, fixed contracts inflation increases, BOT election expense, insurances, etc.
 - ▶ \$1.4 million estimated increased cost
- ▶ Loss of Lottery income due to workload reductions (FTES)
 - ▶ approximately (\$250,000)
- ▶ Combined
 - ▶ \$5.9 million in additional cost

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

February 22, 2010

MANAGEMENT

New Job Description/Attachment #1

Assistant Dean
Criminal Justice
Academic Administrator
Grade F

Changes of Assignment

MacKenney, Veronica
Director II
CEC Child Development Center
Child Development Services
District

Effective: January 4, 2010
Salary Placement: J-6 \$7,222/Month

McBee, Deborah
Director
Early Head Start
Child Development Services
District

Effective: December 1, 2009
Salary Placement: J-7 \$7,583/Month
(No Change)

Interim Assignments

Castellon, Maria
Interim Associate Director
SACE Child Development Center
Child Development Services
District

Effective: January 4 – June 30, 2010
Salary Placement: O-1 \$4,470/Month

Finch, John
Interim Assistant Dean
Criminal Justice
Human Services and Technology Division
Santa Ana College

Effective: February 23, 2010
Salary Placement: F-1 \$7,109/Month

Jones, Ronald
Interim Plant Manager
Administrative Services
Santa Ana College

Effective: January 25, 2010
Salary Placement: I-1 \$5,966/Month

MANAGEMENT (CONT'D)

Interim Assignments (cont'd)

O'Neill, Mary
Interim Director II
SAC Child Development Center
Child Development Services
District

Effective: December 1, 2009 – June 30, 2010
Salary Placement: J-5 \$6,878/Month

Wahl, Susan
Interim Director I
OEC Child Development Center
Child Development Services
District

Effective: January 4 – June 30, 2010
Salary Placement: L-2 \$5,367/Month

FACULTY

Return to Regular Assignment

Shinn, Sandra
Teacher
SAC Child Development Center
Child Development Services
District

Effective: February 6, 2010
Salary Placement: T/BA-4 \$34,358/Year

Changes of Assignment

Cordoba, Luz
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: January 4, 2010
Salary Placement: MT/BA-1 \$37,132/Year

Gasca, Yolanda
Master Teacher
CEC Child Development Center
Child Development Services
District

Effective: March 1, 2010
Salary Placement: MT/BA-4 \$39,501/Year

FACULTY (CONT'D)

Changes of Assignment (cont'd)

Iniguez, Imelda
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: January 4, 2010
Salary Placement: MT/AA-1 \$35,364/Year

Mangali, Colleen
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: March 1, 2010
Salary Placement: MT/BA-1 \$37,132/Year

Shinn, Sandra
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: March 22, 2010
Salary Placement: MT/BA-1 \$37,132/Year

Interim to Permanent

Ramirez, Alicia
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: March 1, 2010
Salary Placement: MT/BA-1 \$37,132/Year

Ruiz, Rosie
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: March 1, 2010
Salary Placement: MT/AA-3 \$36,943/Year

Interim Assignments

Sandoval, Guadalupe
Acting Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: February 1, through March 19, 2010
Salary Placement: MT/AA-1 \$35,364/Year

REVISED PAGE

FACULTY (CONT'D)

Interim Assignments (cont'd)

Van, Connie
Interim Parent Education Coordinator
Early Head Start
Child Development Services
District

Effective: January 19, through June 30, 2010
Salary Placement: MT/AA-7 \$40,102/Year
(No Change)

Leaves of Absence

Hahn, Moira
Associate Professor, Art
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: August 18 – December 13, 2008
Reason: Family Medical Leave (24%)

Shinn, Sandra
Teacher
SAC Child Development Center
Child Development Services
District

Effective: February 6 – March 21, 2010
Reason: Maternity Leave

Ratification of Resignations/Retirements

Kobane, Mary
Professor/Learning Disabilities Specialist
Learning Disabilities
Special Services Division
Santa Ana College

Effective: June 3, 2010
Reason: Retirement

Lehrer, Carol
Professor, Business Applications and Technology
Business Division
Santa Ana College

Effective: June 3, 2010
Reason: Retirement

FACULTY (CONT'D)

Ratification of Resignation/Retirement (cont'd)

Troxcil, George
Coordinator/Professor, Criminal Justice Academies
Human Services and Technology Division
Santa Ana College

Effective: January 29, 2010
Reason: Resignation

Stipends

Babayan, Diana
Professor, ESL
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 23 – April 1, 2010
Amount: \$3,000.00
Reason: Program Development – ACE
Writing Lab (Grant)

Beers-McCormick, Lynnette
Associate Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 8 – June 6, 2010
Amount: \$500.00
Reason: Best Practices Roundtable
(Grant)

Evelt, Corinna
Associate Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 8 – June 6, 2010
Amount: \$500.00
Reason: Best Practices Roundtable
(Grant)

Hahn, Moira
Associate Professor, Art
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: November 5, 2009
Amount: \$150.00
Reason: SLO Assessment Committee
(Grant)

Hovaniz, Eric
Associate Professor, Geology
Business, Math and Science Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Assessment Workshop
(Grant)

Howell, Scott
Associate Professor, History
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: November 5, 2009
Amount: \$150.00
Reason: SLO Assessment Committee
(Grant)

FACULTY (CONT'D)

Stipends (cont'd)

McMullin, Mary
Assistant Professor, Reading
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 23 – March 31, 2010
Amount: \$2,000.00
Reason: Directed Learning Activities
(Grant)

Roe, Maureen
Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 8 – June 6, 2010
Amount: \$500.00
Reason: Best Practices Roundtable
(Grant)

Tragarz, Roberta
Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 8 – June 6, 2010
Amount: \$500.00
Reason: Best Practices Roundtable
(Grant)

Zysman, Florence
Associate Professor, ESL
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 23 – April 1, 2010
Amount: \$1,500.00
Reason: ACE Program Outreach
(Grant)

Part-time/Hourly Hires/Rehires

Baker, Jeffrey
Instructor, Criminal Justice Academy
Human Services and Technology Division
Santa Ana College

Effective: January 12, 2010
Hourly Lecture/Lab Rates: I-3 \$51.73/\$43.97

Botkin, Mia
Instructor, Biology
Science, Math & Health Services Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture/Lab Rates: II-4 \$57.03/\$48.48

Collins, Michael
Instructor, High School Subjects/Bridge Program
Continuing Education Division
Santa Ana College

Effective: February 8, 2010
Hourly Rate: II-2 \$41.97

FACULTY (CONT'D)

Part-time/Hourly Hires/Rehires (cont'd)

Damon, Susan
Instructor, Management/Marketing
Business Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture Rate: III-3 \$57.03

Deshmukh, Shivaji
Instructor, Water Utility Science
Career Education Division
Santiago Canyon College

Effective: February 1, 2010
Hourly Lecture Rate: II-3 \$54.32

Ellenson, Allen
Instructor, High School Subjects/ABE/GED
Continuing Education Division
Santa Ana College

Effective: January 4, 2010
Hourly Rate: II-2 \$41.97

Faseler, Shannon
Instructor, Art
Fine and Performing Arts Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture Rate: II-3 \$54.32

Landeros, Teresa
Instructor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Leung, Nancy
Instructor, High School Subjects/Bridge Program
Continuing Education Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: I-2 \$40.97

Livote, Michelle
Instructor, EMLS
Humanities and Social Sciences Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: II-4 \$57.03

Long, Randal
Instructor, Management/Marketing
Business Division
Santa Ana College

Effective, February 1, 2010
Hourly Lecture Rate: II-3 \$54.32

FACULTY (CONT'D)

Part-time/Hourly Hires/Rehires (cont'd)

Mitchell, Mandy
Instructor, Philosophy
Humanities and Social Sciences Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: II-3 \$54.32

Munn, Michael
Instructor, Criminal Justice Academy
Human Services & Technology Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture/Lab Rates: II-3 \$54.32/\$46.17

Napoliabella Reiss, Cynthia
Instructor, Art
Fine and Performing Arts Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture Rate: II-3 \$54.32

Paterno-Mahler, Rachel
Instructor, Astronomy
Science, Math & Health Sciences Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17

Polequaptewa, Yolanda
Instructor, Ethnic Studies
Humanities and Social Sciences Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: II-3 \$54.32

Pham, Autumn Thu
Instructor, High School Subjects/ABE/GED
Continuing Education Division
Santa Ana College

Effective: January 4, 2010
Hourly Lecture Rate: I-2 \$40.97

Quach, Linh
Instructor, High School Subjects/Bridge
Continuing Education Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: I-2 \$40.97

Sanchez, Melvin
Instructor, Philosophy
Humanities and Social Sciences Division
Santa Ana College

Effective: February 8, 2010
Hourly Lecture Rate: III-3 \$57.03

FACULTY (CONT'D)

Part-time/Hourly Hires/Rehires (cont'd)

Shin, Nata Effective: January 18, 2010
Instructor, High School Subjects Hourly Lecture Rate: I-3 \$41.97
Continuing Education Division
Santa Ana College

Schuh, Steven Effective: February 1, 2010
Instructor, Astronomy Hourly Lecture/Lab Rate: II-3 \$54.32/\$46.17
Science, Math & Health Sciences Division
Santa Ana College

Siok, Christopher Effective: February 23, 2010
Instructor, Fire Technology Academy Hourly Lecture/Lab Rates: I-4 \$54.32/\$46.17
Human Services & Technology Division
Santa Ana College

Valenzuela, Enrique Effective: February 8, 2010
Instructor, Political Science Hourly Lecture Rate: II-3 \$54.32
Humanities and Social Sciences Division
Santa Ana College

Vasquez, Jose Effective: February 8, 2010
Instructor, High School Subjects/Bridge Program Hourly Lecture Rate: II-2 \$41.97
Continuing Education Division
Santa Ana College

Yaeger, Jennifer Effective: February 8, 2010
Instructor, High School Subjects/Bridge Program Hourly Lecture Rate: I-2 \$40.97
Continuing Education Division
Santa Ana College

Non-paid Instructor of Record

Alizadeh, Ali Effective: January 4, 2010
Instructor, Vocational
Continuing Education Division
Santa Ana College

FACULTY (CONT'D)

Non-paid Intern Service

Alonzo, Joseph
Faculty Intern
Educational Leadership
Student Services
Santiago Canyon College

Effective: February 23 – June 18, 2010
College Affiliation: CSU, Fullerton

Ork, Samol
Counseling Intern
Transfer Center
Counseling Division
Santa Ana College

Effective: February 23 – June 30, 2010
College Affiliation: Redlands University

Vu, Vivien
Counselor Intern
Counseling and Student Support Services Division
Santiago Canyon College

Effective: February 23 – May 12, 2010
College Affiliation: CSU, Long Beach

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN/CRIMINAL JUSTICE**

GENERAL RESPONSIBILITIES

Overall responsibility to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of criminal justice programs and services; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

Represents Santa Ana College with the Orange County's Sheriff's Department Training staff as well as other participating law enforcement agencies and Peace Officer Standards and Training (P.O.S.T.). Works with the Sheriff's Department and other law enforcement agencies to ensure proper scheduling of all courses/academies in appropriate facilities in a timely manner. Projects and monitors the annual production of FTES as a result of academy/course operation; projects and monitors costs related to academy/course operation. Assists in the Basic Academy selection process of non-affiliated academy students and monitors the progress of those students throughout the academy. Counsels individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding. Oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts. Reviews programs for compliance with applicable laws, regulations, District policies and procedures. Is responsive to the needs of a culturally diverse community in order to increase access to college programs.

PERSONNEL

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of all Criminal Justice Academy instructional contract personnel and classified staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements. Monitors all personnel related to the academy operation to insure proper processing and payment for services rendered.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN/CRIMINAL JUSTICE (CONT'D)**

PLANNING

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

COMMUNITY CONTACT/REPRESENTATION

Maintains highly visible presence with public safety agencies including, but not limited to attendance at the Orange County Training Managers meetings, Reserve Officer Coordinator meetings and semi-annual P.O.S.T. consortium meetings. Represents the District on local and state levels on matters related to position to enhance criminal justice training opportunities for the District.

ESSENTIAL FUNCTIONS

- A. Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures contracts for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to contract. Supervises administration of contracts and reviews curriculum, staffing, delivery and evaluation of these programs.
- B. Performs or supervises the performance of all personnel functions for assigned staff.
- C. Manages all aspects of the Criminal Justice Academy instructional contract programs.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Master's degree and at least one year of experience in law enforcement, corrections, probation or parole at the command level (Commander, Captain or Chief), or a Bachelor's degree and at least six years of full-time management experience in the fields listed above.

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADDENDUM TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
February 22, 2010

FACULTY

Leaves of Absence

Sequeira, Pauline
Instructor, ESL
CEC Continuing Education Division
Santa Ana College

Effective: February 25 – May 3, 2010
Reason: Personal Absence

Strong, Kevin
Professor, Speech Communication
Fine and Performing Arts Division
Santa Ana College

Effective: February 1 – June 3, 2010
Reason: Banked Leave (1 LHE)

Non-paid Intern Service

Sosa, Susana
Graduate Counseling Intern
Counseling Division
Santa Ana College

Effective: February 24 – May 28, 2010
College Affiliation: CSU, Long Beach

Zee, Stephanie
Graduate Counseling Intern
Counseling Division
Santa Ana College

Effective: February 24 – May 28, 2010
College Affiliation: CSU, Long Beach

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
FEBRUARY 22, 2010**

CLASSIFIEDNew Appointment

Mills, Amy
Administrative Clerk (Reorg. 633)
Child Development Services/ District

Effective: January 19, 2010
Grade 10, Step 1 \$3323

Tice, Teresa
CDC Cook Nutrition Specialist
(CL09-0210)/ District

Effective: March 15, 2010
Grade 6, Step 1 @ 75% FTE \$2113.50

Professional Growth Increments

Barela, Gloria
Admissions/Records Tech. Spec./ SAC

Effective: March 1, 2010
Grade 15, Step 5 + 7.5%L + 4PG
\$5760.67

Martinez, Christine
Library Technician II/ SCC

Effective: March 1, 2010
Grade 12, Step 3 + 5PG \$4239.33

Out of Class Assignment

Palomares, Maria
Administrative Clerk/ Admin. Services/
SAC

Effective: 01/11/10 – 01/15/10
Grade 10, Step 1 \$3323

Sanchez, Salvador
Skilled Maintenance Worker/ Admin.
Services/ SAC
Maintenance Utility Worker/ Admin.
Services/ SAC

Effective: 11/02/09 – 01/12/10
Grade 11, Step 2 + 7.5%L + 5%SW \$4099

Effective: 01/13/10 – 06/30/10
Grade 8, Step 4 + 7.5%L + 5%SW \$3979

Tapia, Manuel
Skilled Maintenance Worker/ Admin.
Services/ SAC

Effective: 01/01/10 – 06/30/10
Grade 11, Step 4 \$4020

Return to Regular Assignment

Mugica, Mike
Lead Maintenance Worker/ SAC

Effective: 01/25/10
Grade 14, Step 6 + 7.5%L + 1PG
\$5606.67

Change in Salary Placement

Svendsbo, Kelly
District Safety Officer/ District

Effective: January 26, 2010
Change from Day to Swing Shift
Grade 9, Step 6 + 2.5%L + 5%SW \$4369

Leave of Absence

Arredondo, Sandra
Administrative Clerk/ Counseling/ SAC

Effective: 01/25/10 – 02/05/10
03/01/10 – 03/05/10
04/19/10 – 04/30/10
06/14/10 – 06/25/10
Reason: Non Paid Period
10 Month Contract

Morrow, Linda
Program Specialist/ Student Life/ SAC

Effective: 01/04/10 – 01/22/10
02/01/10 – 02/05/10
06/07/10 – 06/25/10
Reason: Non Paid Period
10 Month Contract

Saldana, Maria
Library Clerk/ SAC

Effective: 01/04/10 – 01/31/10
Reason: Non Paid Period
10 Month Contract

Serratos, Brenda
Administrative Secretary/ School of
Continuing Educ./ SAC

Effective: 01/04/10 – 02/08/10
Reason: Maternity Leave

Williams, Dawn
Intermediate Clerk/ Health Center/ SAC

Effective: 01/04/10 – 01/15/10
06/07/10 – 06/18/10
Reason: Non Paid Period
10 Month Contract

Ratification of Resignation/Retirement

Bodiford, Gaylynn
Executive Secretary/ School of Continuing
Educ./ SAC

Effective: June 30, 2010
Reason: Retirement

Ratification of Resignation/Retirement cont'd

Dorado, Luis
Student Services Coordinator/ Student
Affairs/ SAC

Effective: February 5, 2010
Reason: Resignation

CLASSIFIED HOURLY

Return to Regular Assignment

Stuart, Deidre
Sr. Cashier/ Bookstore/ SAC

Effective: 02/22/10
Grade 6, Step A \$16.20/Hour

Leave of Absence

Huyen, Thu
Instructional Assistant/ School of
Continuing Educ./ SAC

Effective: 02/08/10 – 06/30/10
Reason: Unpaid
Leave of Absence

Lomeli, Elizabeth
Student Services Specialist/ Student
Services/ SAC

Effective: 11/09/09 – 02/07/10
Reason: Maternity Leave

Ruiz, Ann
Cashier/ Bookstore/ SAC

Effective: 01/04/10 – 03/14/10
Reason: Maternity Leave

Shirley, Jacqueline
Intermediate Clerk/ Health Ctr./ SAC

Effective: 01/04/10 – 01/15/10
06/07/10 – 06/18/10
Reason: Non Paid Period
11 Month Contract

Ratification of Resignation/Retirement

I, Pisey
Instructional Assistant/ Orange Education
Center

Effective: January 14, 2010
Reason: Resignation

Odenath, Todd
Instructional Assistant/ Orange Education
Center

Effective: February 19, 2010
Reason: Resignation

Ramirez, Janette
Sr. Account Clerk/ Child Dev. Services/
SAC

Effective: February 12, 2010
Reason: Resignation

Ratification of Resignation/Retirement cont'd

Zuliani, Margaret
Instructional Assistant/ Fine & Performing
Arts/ SAC
Effective: January 18, 2010
Reason: Resignation

TEMPORARY ASSIGNMENT

Kramer, Jessica
Instructional Assistant/ Math/ SCC
Effective: 02/23/10 – 06/30/10

Lozano, Micaela
Instructional Assistant/ Pharmacy Tech/
SAC
Effective: 02/23/10 – 04/03/10
04/12/10 – 06/30/10

Correction to Temporary Assignment

Beaver, Hilda
Sr. Clerk/ Humanities/ SAC
Effective: 01/04/10 – 01/26/10

Miller, John
Instructional Assistant/ Science & Math/
SAC
Effective: 02/08/10 – 06/06/10

Taguiam, Toni
Athletic Trainer/ Therapist/ SAC
Effective: 11/29/09 – 11/29/09

Additional Hours for On Going Assignment

Pineda, Maribel
Transfer Center Specialist/ Counseling/
SAC
Effective: 02/01/10 – 06/30/10
Not to exceed 19 consecutive working days
in any given period.

Ramirez, Martha
Sr. Clerk/ Humanities/ SAC
Effective: 02/01/10 – 04/02/10
04/12/10 – 06/30/10
Not to exceed 19 consecutive working days
in any given period.

Vasquez, Maria Del Pilar
Sr. Account Clerk/ Child Dev. Services
Effective: 01/13/10 – 06/30/10
Not to exceed 19 consecutive working days
in any given period.

Substitute Assignments

Vasquez, Leticia Effective: 02/23/10 – 06/30/10
General Office Clerk/ CDC/ District

MISCELLANEOUS POSITIONS

Alderette, Xavier Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Arreguin, Marybel Effective: 01/19/10 – 06/30/10
CDC Intern III/ CDC/ SAC

Blackwell, Janna Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Blackwell, Pamela Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Brown, Richard Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Cole, John Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Gibson, Johnny Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Harasin, Linda Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Harris, Jillian Effective: 01/19/10 – 06/30/10
Child Dev. Intern II/ SAC

Hoffski, James Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Hoitt, Linda Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Libal, Angela Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

MISCELLANEOUS POSITIONS cont'd

McCallick, Mark Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Nguyen, Kattie Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Pechs, Elisabeth Effective: 01/01/10 – 06/30/10
Business Expert Professional II/ SBDC

Phelan, Linda Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Salcido, Denise Effective: 11/01/09 – 06/30/10
**Presenter III/ Workplace Learning Ctr./
District**

Silva, Carmen Effective: 01/19/10 – 06/30/10
Child Dev. Intern II/ SAC

Van Aken, Erl Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Viera Espinal, Sandra Effective: 01/19/10 – 06/30/10
Child Dev. Intern II/ SAC

Woodward, Wenying Effective: 02/23/10 – 06/04/10
Model/ Fine & Performing Arts/ SAC

Instructional Associates/Associate Assistants

Basic Skills

Naum, Martha Effective: 02/08/10

Criminal Justice

Harrington, John Effective: 02/23/10

Hunt, Christopher Effective: 02/23/10

Wilson, Thomas Effective: 02/23/10

Torley, Michael Effective: 02/23/10

Instructional Associates/Associate Assistants cont'd

Exercise Science

Zapata, Diana

Effective: 02/08/10

COMMUNITY SERVICE PRESENTERS

Stipends Effective December 12, 2009 – January 10, 2010

Buonanotte, Pamela

Amount: \$ 265.13

VOLUNTEERS

Chavez, Lisa

Non Student/ Counseling/ SAC

Effective: 02/23/10 – 06/30/10

Flores, Jessica

Student Driver/ Exercise Science/ SAC

Effective: 02/23/10 – 06/30/10

Juarez, Jamee

Non Student/ Exercise Science/ SAC

Effective: 02/23/10 – 06/30/10

Nava, Sergio

Non Student/ Exercise Science/ SAC

Effective: 02/23/10 – 06/30/10

Paulele, Robert

Non Student/ Exercise Science/ SAC

Effective: 02/23/10 – 06/30/10

**Student Volunteers/ Student
Development/ Americorps/ SCC**

Effective: 02/23/10 – 06/30/10

Acosta, Briana

Alonzo, Mary

Aoyagi, Lisa

Ascencio, Jessica

Avila, Gregorio

Bakker, Tiffany

Bilong, Angelica

Bisel, Ashley Ruth

Bonilla, Janine

Bui, Tiffany

Calderon, Jonathan

Mendez, Aramando

Munoz, Leticia

Nasiri, Nataly

Nguyen, Tuan Trung

Oliver, Veronica

Oliver, Victoria

Omidwar, Aria

Pardo, Brigitte

Pedraza, Jaqueline

Peithman, Adam

Phan, Vy

**Student Volunteers/ Student
Development/ Americorps/ SCC
cont'd**

Effective: 02/23/10 – 06/30/10

Camerena, Dulce
Castillo, Ashley
Chen, Peter John
Cruz, Antonio
Custodio, Eliseo
DeSantis, Claudia
Espero, Adrienne
Fernandez, Eduardo
Fiore, Alyssa Yolanda
Gonzalez, Anthony
Gutierrez, Kathy
Herrera, Laura
Huynh, Chance
Jadallah, Ralph
Jaime, Corey
Janbahan, Meena
Jeffers, Savanna
Kapadia, Sonam
LaBrecque, Alyssa
LaFountain, Shaun
Lagunes, Leonila
Magana, Cristina
Magana, Rolando
Magdaleno, Taryn
Matoto, Noel
Malecki, Desiree

Pimentel, Denise
Pineda, Chantille
Pio, Zachary
Plehn, Justin James
Rains, Garrett
Ramirez, Stephanie
Robbie, Christian
Robinson, Brooke
Rodriguez, Aurelis
Russo, Brynn
Safar, Brittany
Sandoval, Felipe
Santos, Michelle
Sharma, Pooja
Simmons, Brittany
Swift, Sierra
Te, Brian
Thomas, Ashley
Todorut, Emily
Van Holland, Phillip
Victor, Rossi
Whitworth, Lindsey
Williams, Shaina
Winn, Brigitte
Yorba, Christine

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Alegria, Marlene	Effective: 02/08/10-06/30/10
Arriaza, Mary Christy	Effective: 02/09/10-06/30/10
Le, Anh Duc	Effective: 02/08/10-06/30/10
Le, Cuong Quoc	Effective: 02/08/10-06/30/10
Le, Sophia Phuong	Effective: 12/15/09-06/30/10
Lopez de Miranda, Reina	Effective: 01/11/10-06/30/10
Salinas, Jose Alexander	Effective: 02/08/10-06/30/10

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

Martinez, Daniel	Effective: 01/11/10-06/30/10
Rosales, Nadia	Effective: 01/14/10-06/30/10
Vetter, William	Effective: 01/26/10-06/30/10
Hernandez, Maria E.E.	Effective: 01/27/10-06/30/10

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET
CLASSIFIED
FEBRUARY 22, 2010
ADDENDUM**

TEMPORARY

Biglay, David Effective: 03/08/10 – 06/25/10
Learning Facilitator/ Nursing/ SAC

Perez, Lakysia Effective: 02/23/10 – 06/30/10
Student Program Specialist/ Student Affairs/
SAC

Ton, Huynh Lan Effective: 02/23/10 – 06/30/10
Instructional Assistant/ Math/ SCC

MISCELLANEOUS POSITIONS

Biddle, Briana Effective: 02/08/10 – 06/30/10
Sign Language Interpreter III/ Special Services/
SAC

COMMUNITY SERVICE PRESENTERS

Stipends Effective January 11 – February 10, 2010

Burns, Brigitte Amount: \$ 40.37

Frelly, Robert Amount: \$ 210.00

Hogue, Tom Amount: \$ 1,316.00

Wilkes, Doug Amount: \$ 2,242.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Human Resources and Educational Services**

To: Board of Trustees	Date: February 22, 2010
Re: Approval of Non-Credit Instructional Calendar 2010-2011	
Action: Request for Approval	

BACKGROUND

In conjunction with the Faculty Association of Rancho Santiago Community College District (FARSCCD) and the Continuing Education Faculty Association (CEFA), the 2009-2010 non-credit instructional calendar has been developed.

ANALYSIS

The calendar has been developed in accordance with the FARSCCD and CEFA contracts and relevant Title 5 regulations.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010-2011 Non-Credit Instructional Calendar.

Fiscal Impact: None	Board Date: February 22, 2010
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Educational Services	
Recommended by: Dr. Edward Hernandez, Jr., Chancellor	

RSCCD NON-CREDIT INSTRUCTIONAL CALENDAR 2010 - 2011

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AUGUST	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
SEPTEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
OCTOBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
NOVEMBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
DECEMBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
JANUARY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
FEBRUARY	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	1	2	3	4	5
MARCH	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
APRIL	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
MAY	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19C	20	21
	22	23	24	25	26C	27	28
	29	30	31	1	2	3	4
JUNE	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
JULY	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
AUGUST	31	1	2	3	4	5	6
	7	8	9	10	11	12	13

Faculty Project Days Aug. 23 - 27
Instruction Begins August 30
Labor Day: September 6

Veterans Day: November 11
Thanksgiving: November 25-27

End Fall 10 Semester - December 18
Winter Break: December 19 - January 2

Faculty Projects: January 4 - 6
Start Spring 2011 Semester January 10
Martin Luther King Holiday: January 17

Lincoln's Birthday: February 18 - 19
President's Day: February 21

Cesar Chavez Day: March 31
Spring Break: April 4 - 9

SCC OEC Commencement: May 19
SAC CEC Commencement: May 26
End Spring 2011 Semester
Memorial Day: May 30

Summer session begins June 6
(beginning day may be adjusted)

Independence Day: July 4

Summer session ends July 30

RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs.

CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

GOVERNANCE LEADERSHIP INSTITUTE 2010 -
ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
Tempe, Arizona – March 3-7, 2010

2 Board Members
(Brian Conley)
(Phillip Yarbrough)

NATIONAL LEGISLATIVE SUMMIT - ASSOCIATION
OF COMMUNITY COLLEGE TRUSTEES
Washington, D.C. – March 10-12, 2010

1 Board Member
(Brian Conley)
(John Hanna)
(Larry Labrado)
(Gloria Holguin)

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Amendment #2 of OTA Agreement – Cedars-Sinai Medical Center	
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 a 2nd amendment to an Agreement entered the 1st day of March, 2008 for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

This amendment covers the scope of the program as accredited by the Accrediting Council for Occupational Therapy Education (ACOTE) as well as the term of the amendment. This amendment shall be effective for one (1) year or until termination by written notice of either party. The amendment has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Cedars-Sinai Medical Center in Los Angeles, California.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	



CEDARS-SINAI MEDICAL CENTER.

November 17, 2009

Ms. Deborah Hyman, OTR/L
Academic Fieldwork Coordinator
Santa Ana College/Rancho Santiago Community College District
Occupational Therapy Assistant Program
1530 West 17th Street
Santa Ana, CA 92706-3398

Re: Contract – Affiliation – Second Amendment to Student Affiliation Agreement
Rancho Santiago Community College District – Occupational Therapy Assistant
Program

Déar Ms. Hyman:

Upon execution by your academic institution, this letter will serve as the Second Amendment to the Student Affiliation Agreement entered the 1st day of March, 2008 ("Agreement"), by and between Cedars-Sinai Medical Center, a California nonprofit public benefit corporation, and Rancho Santiago Community College District on behalf of Santa Ana College ("District"), with respect to the following:

1 Recital C of the Agreement is modified to read as follows:

"School has an approved Occupational Therapy Assistant Program (the "Program"), accredited by the Accrediting Council for Occupational Therapy Education (ACOTE), and is desirous that its students obtain clinical experience at Medical Center."

2. Article 2 of the Agreement is modified to read as follows:

"The term of this Agreement shall commence on the date first referenced above ("Commencement Date") and shall continue to remain in full force and effect until midnight of February 28, 2011, subject to renewal for an additional one (1) year term based on the written agreement of the parties, unless sooner terminated in the manner set forth below."

3. All other terms and provisions of the Agreement shall remain in full force and effect.

If this Amendment to the Agreement is acceptable to you, please return one signed executed agreement to Cedars-Sinai Medical Center, Department of Rehabilitation, 147 S. Robertson Blvd., suite 121, Los Angeles, California 90048, Attention: Maria Cecilia Alpasan, Quality & Education Coordinator

Sincerely yours,

CEDARS-SINAI MEDICAL CENTER

Linda Procci, PhD
Vice President, Service Line Operations

ACKNOWLEDGED AND AGREED TO
this 23rd day of February, 2010

Rancho Santiago Community College District

By: _____
Name: Peter J. Hardash, Vice Chancellor
Title: Business Operations & Fiscal Services

SAC 08-008A

8700 Beverly Blvd. ■ Los Angeles, CA 90048
Office (310) 423-3277 ■ www.cedars-sinai.edu

**STUDENT AFFILIATION AGREEMENT
BETWEEN
CEDARS-SINAI MEDICAL CENTER
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS STUDENT AFFILIATION AGREEMENT ("Agreement") is entered into effective March 1, 2008 by and between Rancho Santiago Community College District on behalf of Santa Ana College ("District"), and Cedars-Sinai Medical Center, a California nonprofit public benefit corporation ("Medical Center").

RECITALS

A. Medical Center owns and operates an acute care hospital and related medical center facilities with offices located principally at 8700 Beverly Boulevard, Los Angeles, California 90048-1865;

B. District is located at 1530 West 17th Street, Santa Ana, California 92706-3398;

C. District has an approved Occupational Therapy Program (the "Program"), accredited by the appropriate State Board, and is desirous that its students obtain clinical experience at Medical Center;

D. Medical Center is willing, subject to the terms and conditions set forth below, to permit District to utilize its facilities for the clinical training of students enrolled in the Program and for furnishing such clinical experience; and

E. It is to the mutual benefit of the parties to this Agreement that designated students of Program ("Student" or "Students", hereinafter as appropriate) obtain clinical experience at Medical Center's facilities.

NOW THEREFORE, for good and valuable consideration, the parties hereto hereby agree as follows:

1. **GENERAL INFORMATION.**

(a) The period of time for each Student's clinical experiences shall be mutually agreed upon by the parties before the training period begins.

(b) The maximum number of Students to receive clinical training shall be mutually agreed upon by the parties based upon the availability of space and other considerations.

2. **TERM OF AGREEMENT.**

The term of this Agreement shall commence on the date stated above ("Commencement Date") and shall remain in effect for a period of one (1) year, subject to renewal for additional one (1) year term(s) based on the written agreement of the parties unless sooner terminated in the manner set forth below. This Agreement may be terminated by either party: (a) immediately, with cause, for breach of any material term of this Agreement, upon delivery to the other party of written notice of its intention to so terminate; or (b) without cause, by delivery to the other party of thirty (30) days' advance written notice, unless sooner provided for pursuant to the terms of this Agreement. This Agreement may also be terminated at any time in the event of any occurrence beyond the control of either party which makes it impractical or unreasonable for either party to continue to abide by the terms and conditions of this Agreement. If such event occurs, the party wishing to terminate this Agreement shall do so by giving written notice to the other party of its election and such termination shall be immediately effective.

3. RESPONSIBILITIES OF SCHOOL.

(a) District shall submit to Medical Center a written Program plan which includes a description of Program courses and written objectives. Medical Center will be given a copy of the written Program plan in advance of the Commencement Date for its approval. District shall not modify Program objectives or the Program plan without the prior written consent of Medical Center.

(b) District shall send the name and biographical data, of each Student to Medical Center at least two (2) weeks before the beginning date of each Student at the Medical Center. District shall be responsible for supplying any additional information required by Medical Center prior to the beginning date of each Program. District shall ensure that each Student has current health screening, immunizations, CPR certificate and professional liability insurance.

(c) District shall verify that the Student has completed all prerequisite coursework before beginning clinical training at the Medical Center.

(d) District shall provide any forms and instructions necessary for documentation and evaluation of the Student's field work or clinical experience.

(e) District shall designate a faculty member ("Academic Coordinator") who shall implement Program at Medical Center with a designated Medical Center employee.

(f) District shall inform its Students of their need to obtain a criminal background check, and provide the Medical Center with the results of such criminal background check. In addition, District shall maintain the results of a criminal background check for the Academic Coordinator. In the event any Student or Academic Coordinator has been convicted of any criminal offense including, without limitation, a criminal offense related to health care or is listed as debarred, excluded or otherwise ineligible for participation in federal health care programs (as defined in U.S.C. Section 1320a-7b(f)), District agrees, upon the request of Medical Center, to withdraw such Student or Academic Coordinator from Medical Center. District shall indemnify and hold Medical Center harmless and shall defend Medical Center from and against any and all loss, cost or expense (including costs

and attorneys' fees) arising from the withdrawal of any Student's or Academic Coordinator's participation at Medical Center.

(g) District shall maintain all personnel and academic records of its Students.

(h) District shall enforce rules and regulations governing the activities of Students at Medical Center which are mutually agreed upon by District and Medical Center in advance of the Commencement Date.

(i) Notwithstanding District's supervision of Student's clinical experience under the Program at Medical Center, Medical Center retains full authority regarding patient treatment and management and District agrees to follow, and obligates Students to follow, all policies and procedures established by Medical Center regarding patient treatment and management.

(j) District acknowledges that all patient records maintained at or by Medical Center shall remain the sole property of Medical Center.

(k) Notwithstanding anything to the contrary set forth in this Agreement, District agrees, upon the request of Medical Center, to withdraw any Student from Medical Center upon a finding of reasonable cause for such withdrawal. "Reasonable Cause" shall include, without limitation, material violation by a Student of any policy, procedure, rule or regulation of District or Medical Center. A Student who is so withdrawn shall be notified by District and shall have the right to administrative redress under District's internal rules and regulations. District shall indemnify and hold Medical Center harmless and shall defend Medical Center from and against any and all loss, cost or expense (including costs and attorneys' fees) arising from the withdrawal of any Student's participation at Medical Center.

(l) District shall notify Medical Center of cancellation of a Student's clinical experience under the Program or of inability to use an available time slot at least three (3) months prior to the scheduled commencement of the Student's experience, or as soon as possible.

(m) District shall notify Students that they are responsible for:

i. Following the internal protocols, policies, procedures, rules and regulations established by Medical Center; and all requirements of the Joint Commission on Accreditation of Healthcare Organizations ("Joint Commission" or "JCAHO"), as may be revised from time to time.

ii. Providing the necessary and appropriate uniforms which shall be designated, but not provided, by Medical Center and wearing appropriate Medical Center identification while on Medical Center's premises;

iii. Arranging for their own transportation and living accommodations;

iv. Reporting to Medical Center at all designated times;

v. Procuring and maintaining in full force and effect professional liability insurance covering their activities hereunder, at levels of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate;

vi. Arranging for their own health insurance when not provided by District;

vii. Assuming responsibility for maintaining a current (within a year) certificate of health clearance, including verification of a titre test proving immunity to rubella and measles or proof of immunization, PPD test or chest x-ray showing no active tuberculosis, verbal screening for clinical history of varicella-zoster virus infection (chicken pox), and proof of immunization against hepatitis B (heptavac). District shall ensure compliance with this Paragraph and shall maintain files of all health examinations of Students assigned to Medical Center;

viii a) Respecting and maintaining the confidentiality of all Health Information with respect to all patients of the Medical Center, including without limitation, all Health Information regarding a patient's: (1) Medical treatment and condition; (2) Psychiatric and Mental Health; and (3) Substance abuse and Chemical dependency, which the Student may receive pursuant to this Agreement. The Student agrees to comply with the terms and conditions of the: (i) Confidentiality of Medical Information Act of 1981, California Civil Code Section 56 et seq. (General Patient Medical Records); (ii) California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and (iii) 42 U.S.C. §§290dd-2; 42 C.F.R., Part 2, §2.31 (Alcohol and Drug Abuse Records); and (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 - 164), as amended from time to time.

(b) For purposes of this Section, Health Information shall include without limitation, the following patient identifiable information: 1) Name; (2) Address, including street address, city, county, zip code and equivalent geocodes; (3) Names of relatives; (4) Names of employers; (5) Date of birth; (6) Telephone numbers; (7) Facsimile number; (8) Electronic mail address; (9) Social security number; (10) Medical record number; (11) Health plan beneficiary number; (12) Account number; (13) Certificate/license number; (14) Any vehicle or other device serial number; (15) Web Universal Resource Number (WURL); (16) Internet Protocol (IP) address number; (17) Finger or Voice prints; and (18) Photographic images; and (19) Any other unique identifying number, characteristic, or code that may be available to the Student which could be used, alone or in combination with other information, to identify an individual; and

ix. Obtaining written permission from Medical Center prior to publication of any material based solely or in part on Students' clinical experience.

4. RESPONSIBILITIES OF MEDICAL CENTER.

(a) Medical Center shall accept from District the mutually agreed upon number of Students and shall provide Students and faculty of District the appropriate Medical Center facilities, when available, at Medical Center's reasonable discretion, provided that the presence of Students shall not be allowed to interfere with the regular activities of Medical Center.

(b) Medical Center shall designate a member of its staff to participate with Academic Coordinator in planning, implementing and coordinating the Program.

(c) Medical Center shall, on any day when a Student is receiving clinical experience at its facilities, provide to Student necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided herein or at law, Medical Center shall have no obligation to furnish medical, hospital or surgical care to any Student.

(d) Medical Center may suspend or terminate any Student whose health or performance is a detriment to patient well-being or to achievement of the stated objectives of the clinical experience, after conferring with the Academic Coordinator.

(e) Medical Center shall provide formal evaluations of Student performance at specified intervals as agreed upon between Medical Center and District.

(f) Medical Center shall provide initial first aid, initial administration of testing, initial prophylactic therapy, and other emergency treatment on-site, including, but not limited to, immediate evaluation for risk of infection of Student in the event of a needlestick injury to or other exposure of Student to blood or body fluids or airborne contaminants. District shall provide appropriate follow-up care of Student. In the case of suspected or confirmed exposure to the human immuno-deficiency virus (HIV) or hepatitis, such initial first aid, initial administration of testing, initial prophylactic therapy, and emergency care by Medical Center, and appropriate follow-up care by District, shall be consistent with the current guidelines of the Centers for Disease Control ("CDC") and the community's standard of care. Information regarding the CDC may be obtained by calling (800) 342-2437. The initial first aid, initial administration of testing, initial prophylactic therapy, and other emergency care provided by Medical Center shall be paid for by Medical Center. All subsequent administration of testing, prophylactic therapy, and other required care and treatment shall be paid for by District.

5. STATUS OF SCHOOL AND MEDICAL CENTER.

It is expressly understood and agreed that this Agreement is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture or association between District, Medical Center, and Student, but is rather an agreement by and between independent contractors, these being District and Medical Center. District and its Students shall not be entitled to reimbursement of any kind or nature for any services provided to patients of Medical Center.

6. STATUS OF STUDENTS.

It is expressly agreed and understood by District and Medical Center that the Students under this Program are present at Medical Center for educational purposes only, and such Students shall not be considered employees of Medical Center for any purpose including, but not limited to, compensation for services, employees' welfare and pension benefits, fringe benefits of employment or workers' compensation insurance. District shall ensure that each Student understand his or her status hereunder.

7. INDEMNIFICATION.

Each party hereby agrees to indemnify, hold harmless and defend the other party and the other party's officers, directors, employees, independent contractors, agents, Students and representatives insofar as it may legally do so, from and against all liability, damages, costs, (including attorneys' fees), expenses or payment of any sum or sums of money due to any person whomsoever on account of claims, suits, liens, garnishments, attachments, costs, attorneys' fees, costs of investigation and of defense (collectively "Claims") growing out of or allegedly growing out of injuries to persons, including death, or damage to property arising from any act, omission or negligence of the indemnifying party or its officers, directors, employees, independent contractors, agents, Students or representatives, and for any Claims in any way attributable to employment practices or conduct or Student discipline (including, but not limited to, any practices or conduct which are or are alleged to be in violation of any statute, common law, regulation, policy, or administrative interpretation or guide concerning wage and hour practices, health and safety, workers' compensation, employment discrimination, payroll taxes, labor relations, wrongful discharge, tortious conduct, breach of the employment relationship, whether based on oral, written, or implied contract including breach of any collective bargaining contract to which such party is bound or any other aspect of employment whatsoever) or the performance of this Agreement.

8. INSURANCE.

(a) District shall maintain in full force and effect insurance coverage written by outside carrier(s), self-insurance [[under the self-insurance program administered by the Office of the California Attorney General]] or a combination thereof to cover comprehensive general liability for District's employees, agents and Students, while at Medical Center. In the event such coverage is written by an outside carrier, it shall be maintained at levels of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

(b) District shall at all times carry Workers' Compensation insurance on behalf of its employees, including its faculty, and shall indemnify and hold Medical Center harmless from and against any and all Workers' Compensation claims filed by any District employee from any incident occurring or arising from participation in Program.

(c) Prior to the commencement of the term of this Agreement, District shall submit to Medical Center Certificate(s) of Insurance [or evidence of a funded self-insurance program], in a form acceptable to Medical Center, indicating that District has adequate liability coverage and Workers' Compensation insurance. Each such insurance policy shall

provide that the insurance company will not cancel nor materially modify District's insurance policy without giving Medical Center thirty (30) days' advance written notice. The Certificate of Insurance [or evidence of a funded self-insurance program] and any renewal or replacement thereof shall be sent to:

Cedars-Sinai Medical Center
8700 Beverly Boulevard, TSB 130
Los Angeles, California 90048-1865
Attention: Director, Risk Management

(d) District either shall provide directly or shall ensure that each Student secures and maintains professional liability coverage throughout the term of such Student's participation in the Program at Medical Center in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

(e) In the event any insurance provided pursuant to Paragraphs 8(a)-(d) is in a "claims made" form as opposed to an "occurrence" form (as such terms are used in the insurance industry), District agrees to maintain coverage for claims occurring during the term of this Agreement and for the longer of: (i) three (3) calendar years after the termination of this Agreement; or (ii) three (3) calendar years after the cancellation, non-renewal or expiration of the claims made policy. In the event a claims made policy is canceled, non-renewed or expires, an endorsement will be provided to Medical Center stating coverage is afforded for the later of: (i) a discovery period of three (3) calendar years following the termination of this Agreement; or (ii) the cancellation, non-renewal or expiration of the claims made policy.

9. AFFIRMATIVE ACTION AND NONDISCRIMINATION.

The parties agree that all Students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, religious creed, sex, sexual orientation, color, national origin, ancestry, age, physical handicap or mental condition, marital or veteran's status.

10. MEDICARE RECORD DISCLOSURE REQUIREMENT.

(a) For the purpose of implementing Paragraph 1861(v)(1)(I) of the Social Security Act, as amended, and any regulations promulgated pursuant thereto, District agrees to comply with the following statutory requirements governing the maintenance of documentation to verify the cost of services rendered under this Agreement:

(i) until the expiration of four (4) years after the furnishing of any such services pursuant to such contract, District shall make available, upon written request, by the Secretary of the Department of Health and Human Services, or upon request by the Comptroller General of the United States, or any of their duly authorized representatives, the contract, the books, documents and records of District that are necessary to certify the nature and extent of such costs, and

(ii) if District carries out any duties of the contract through a subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period, with a related organization [as that term is defined with regard to a provider in 42 CFR §413.17(b)], such subcontract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization shall make available upon written request by the Secretary of the Department of Health and Human Services, or upon request by the Comptroller General of the United States, or any of their duly authorized representatives, the subcontract, and books, documents and records of such organization that are necessary to verify the nature and extent of the cost of services rendered under the subcontract.

(b) If District is requested to disclose books, documents or records pursuant to Social Security Act Paragraph 1861(v)(1)(I) and 42 CFR §420.300 et seq., District shall promptly notify Medical Center of the nature and scope of such request and District shall make such books, documents or records disclosed available to Medical Center and Medical Center may copy same at Medical Center's expense.

11. MISCELLANEOUS.

(a) Notice. Any notice or other communication hereunder must be given in writing to the address set forth below and either: (i) delivered in person; (ii) sent by telefax provided that any notice so given is also mailed as provided in subsection (iv) herein; (iii) delivered by Federal Express® or similar commercial delivery service; or (iv) mailed by certified mail, postage prepaid, return receipt requested, to the party to which such notice or communication is to be given at the address set forth below. Each such notice or other communication shall be effective: (i) if given by telecommunication, when transmitted; (ii) if given by mail, three (3) days after such communication is deposited in the mail and addressed as aforesaid; (iii) if given by Federal Express® or similar commercial delivery service, three (3) business days after such communication is deposited with such service and addressed as aforesaid; and (iv) if given by any other means, when actually delivered at such address:

If to District:

Rancho Santiago Community College District
on behalf of Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706-3398
Facsimile No.: (714) 564-6158
Attention: Michelle Parolise

If to Medical Center:

Cedars-Sinai Medical Center
8730 Alden Drive, C202
Los Angeles, CA 90048-1865
Facsimile No.: (310) 423 0153
Attention: Lorraine Kimura

If delivered personally, or by facsimile (with a confirmation by registered or certified mail placed in the mail no later than the following day), such notice shall be effective upon delivery, and if mailed as provided for above, such notice shall be effective three (3) days after it is placed in the mail.

(b) **Assignment.** Nothing contained in this Agreement shall be construed to permit assignment by the parties of any right or obligation under this Agreement and such assignment is expressly prohibited. Notwithstanding the foregoing, Medical Center may assign this Agreement to an affiliate organization or for the purposes of obtaining its bond financing.

(c) **Compliance with Law.** District and its Students agree to comply with all applicable federal, state and local laws, regulations, ordinances and orders with respect to the performance of the services hereunder. District and its Students acknowledge that Medical Center maintains a compliance program and that a copy of the compliance program policies has been made available to District and its Students for review. By executing this Agreement, District and its Students represent and warrant that neither District and its Students, nor any of its employees or agents: (i) has, in the past ten (10) years, been debarred, excluded or otherwise made ineligible by any Federal governmental agency from participating in Federally reimbursed health care programs; (ii) has, in the past ten (10) years, been sanctioned or convicted by any Federal governmental agency; or (iii) is listed in any Federal governmental agency's list of sanctioned, debarred, excluded or ineligible contractors. District and its Students hereby covenants that it will notify Medical Center within two (2) business days of any conviction, citation, judgment or settlement affecting the representations and warranties contained in this Section. District and its Students agree that any debarment, exclusion, ineligibility, sanction or listing as described in items (i), (ii) or (iii) above is grounds for immediate termination of this Agreement by Medical Center.

(d) **Governing Law.** The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in Los Angeles County.

(e) **No Waiver.** Any waiver of any terms and conditions hereof must be in writing, and signed by the parties hereto. A waiver of any of the terms and conditions hereof is not to be construed as a waiver of any other terms and conditions hereof.

(f) **Entire Agreement.** This Agreement contains a full and complete expression of the rights and obligations of the parties and it shall supersede all other agreements, written or oral, heretofore made by the parties. This Agreement may be modified only in writing, signed by the parties hereto.

(g) **Interpretation.** Ambiguities, if any, in this Agreement shall be reasonably construed in accordance with all relevant circumstances including, without limitation, prevailing practices in the industry of the parties in the place where the contract is to be performed and shall not be construed against either party, irrespective of which party may be deemed to have authored the ambiguous provision.

(h) Force Majeure.

(i) Neither party hereto shall be liable for any delay or failure in the performance of any obligation under the Agreement or for any loss or damage (including indirect or consequential damage) to the extent that such nonperformance, delay, loss or damage results from any contingency which is beyond the control of such party, provided such contingency is not caused by the fault or negligence of such party. A contingency for the purposes of this Agreement shall be Acts of God, fire, explosions, storms, wars, hostilities, blockades, public disorders, quarantine restrictions, embargoes, strikes or other labor disturbances, and compliance with any law, order or control of, or insistence by any governmental or military authority.

(ii) The party claiming to be affected by such contingency shall give immediate notice to the other party, giving full particulars thereof, and all such contingencies shall, as far as is reasonably possible, to be remedied with all reasonable efforts and dispatch. The existence of such contingencies shall justify the suspension of performance hereunder by either party and shall extend the time for such performance for a period of delay; provided, however, that if such period of delay shall exceed sixty (60) days from the date of such notice, either party shall have the right to cancel this Agreement.

(i) Third Party Beneficiaries. Medical Center's system entities and corporate affiliates are intended third party beneficiaries of this Agreement.

(j) Cumulative Remedies. The remedies herein reserved shall be cumulative, and additional to any other or further remedies provided in law or in equity. No waiver of a breach of any provision of this contract shall constitute a waiver of any other breach, or of such provision.

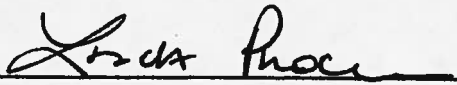
(k) Severability. If any part of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable the remaining provisions will nevertheless continue in full force and effect.

(l) Authority. Each party executing this Agreement hereby represents and warrants that he or she has full authority to enter into this Agreement and to bind the party upon whose behalf such individual has executed this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the date first written above.

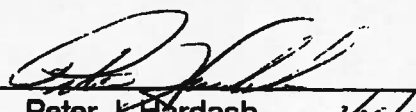
"MEDICAL CENTER"

CEDARS-SINAI MEDICAL CENTER

By: 
Name: Linda Procci, PhD.
Its: Vice President, Service Line Operations

"DISTRICT"

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT *cl*

By: 
Name: Peter J. Hardash *7/26/08*
Title: Vice Chancellor
Business Operations/Fiscal Services

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of New OTA Agreement – Loma Linda University Medical Center	
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 a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for one (1) year or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Loma Linda University Medical Center in Loma Linda, California.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AFFILIATION AGREEMENT

THIS AGREEMENT is entered into between **LOMA LINDA UNIVERSITY MEDICAL CENTER**, a nonprofit religious corporation having its principal place of business at 11234 Anderson Street, Loma Linda, San Bernardino County, California, 92354 (hereinafter referred to as "LLUMC"), and **Rancho Santiago Community College District**, on behalf of **Santa Ana College** having its principal place of business at 2323 N. Broadway, Santa Ana, CA 92706 (hereinafter referred to as "School"). LLUMC and School may be referred to herein cumulatively as "The Parties."

RECITALS

WHEREAS, LLUMC is a licensed and accredited acute care teaching hospital engaged in providing professional medical services to the community;

WHEREAS, School has established clinical education programs as listed in Exhibit "A" which is attached hereto and incorporated herein by reference (hereinafter "Program") that require the School's students to receive special on site, hands on clinical training;

WHEREAS, the Program depends upon clinical education facilities where student(s) can obtain hands on clinical learning experience and training required by the Program's curriculum in order to assure the students are prepared for their respective profession;

WHEREAS, LLUMC has the clinical education facilities and setting to assist the School's student(s) to fulfill the clinical education requirements of the Program;

WHEREAS, the Parties hereto wish to cooperate for the purpose of improving the educational experience and teaching of the School's student(s) enrolled in the Program in order to ultimately provide a continuity and supply of qualified personnel for the future that will benefit the Parties and the community;

NOW, THEREFORE, in consideration of the above recitals, and the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE I.

TERM OF AGREEMENT

A. **Recitals.** The foregoing Recitals are hereby incorporated by this reference as though fully set forth at length herein.

B. **Term of Agreement.** This Agreement will be effective from February 15, 2010 and shall continue in effect until February 15, 2011; provided, however, that either Party may terminate this Agreement at any time upon giving the other Party ninety (90) days' written notice of its intention to terminate. Should notice of termination be given, students assigned to LLUMC shall be permitted to complete their previously scheduled assignments then in progress at LLUMC, subject to the business necessity of LLUMC.

ARTICLE II.

RESPONSIBILITIES OF THE SCHOOL

A. **Selection of Students.** The School will select only student(s) for assignment to LLUMC who have completed all academic requirements necessary to competently fulfill the clinical education assignments and responsibilities involved in the applicable Program. LLUMC shall, in its sole discretion, have the right to decline to accept any student(s) selected by the School.

B. **Student List.** The School will provide LLUMC with the names of the student(s) selected to participate in the Program's clinical education experience at LLUMC. Information on the student's level of experience and competency, and such other educational data as may be required by LLUMC for evaluation should be made available to LLUMC upon request. Such information, and student selection list, shall be provided to the LLUMC Staff Development office no later than thirty (30) days prior to the arrival of the student(s) at LLUMC.

C. **Authorized Activities.** The School shall prepare a description of the Program's clinical education requirements and a list of the types of clinical education assignments and/or professional activities that the student(s) is authorized by School to perform during the Program's clinical experience at LLUMC. This description of the program and list of authorized activities shall be referred to as the Program Plan, which is attached to this Agreement as Exhibit "B" and incorporated herein by reference.

D. Supervising Faculty Member. The School will designate a supervising faculty member to coordinate with a clinical coordinator of LLUMC, each of whose names and titles shall appear as the persons to “notify” under this Agreement. The supervising faculty member coordinating assignment of student(s) to the LLUMC will instruct each of the students in the responsibilities incumbent on the student(s) during assignment to the Program at LLUMC and will advise such student(s) of activities prohibited by School, by LLUMC or by law. Each student(s) will be provided this information in writing and will be required to acknowledge, in writing, that he/she understands the same. The supervising faculty member and the LLUMC clinical coordinator shall together coordinate the clinical or practicum schedule of each student participating in the Program at LLUMC and shall confer with each other while the student participates in the Program’s clinical education experience. In addition, the supervising faculty member, in concert with the LLUMC clinical coordinator, is responsible for counseling and/or advising student(s) regarding the clinical, practicum or fieldwork responsibilities during the period of assignment.

E. Evaluation Notification. School will provide the LLUMC clinical coordinator with an evaluation tool at the beginning of the Program’s clinical education experience for each student(s) assigned to LLUMC. Moreover, the LLUMC clinical coordinator will be notified thirty (30) days in advance of the date the evaluation is due to the supervising faculty member at School.

F. Student Conduct. The supervising faculty member will provide the LLUMC clinical coordinator with a copy of the School’s Student Information Booklet or Student Handbook. Student(s) will be governed by the policies delineated in this Booklet or Handbook and by all relevant LLUMC policies and procedures. Furthermore, while at LLUMC, student(s) are expected to conduct themselves in a professional manner. Student(s) attire, as well as their appearance, must conform to and abide by the accepted standards and policies of LLUMC, and student(s) must wear their School ID, visible on their person(s) at all times while at LLUMC during their clinical training.

G. Student Health Certification. The School will require that its student(s) present medical certification to LLUMC that they are immune from measles, mumps, rubella, varicella, have completed the Hepatitis B vaccination series, have had a timely negative TB/PPD test (or written chest x-ray physician report), have received a one-time dose of Tdap (tetanus, diphtheria, pertussis), and have undergone a physical examination within the year immediately prior to beginning their program rotation at LLUMC.

Moreover, the School shall also provide evidence of each student's ability to perform the essential functions of the clinical education experience/practicum to which the student(s) is assigned. If a student does not meet the requirements of this paragraph he or she will not be permitted to commence or continue their program rotation at LLUMC.

H. Student Insurance. The School shall assume full responsibility for requiring each student to arrange for their own health insurance for injuries or illnesses suffered by student(s) when not provided by the School for the period of time the student(s) is at LLUMC. It is understood and agreed that LLUMC shall not be responsible for providing any type of insurance coverage, including worker's compensation coverage, for any and/or all student(s) who choose to participate in the Program's clinical education experience at LLUMC. If a student does not meet the requirements of this paragraph he or she will not be permitted to commence or continue their program rotation at LLUMC.

I. Insurance. The School shall at its sole cost and expense, provide coverage for its activities in connection with this Agreement by maintaining in full force and effect programs of insurance and/or self-insurance as follows:

1. Professional Liability And General Liability coverage with limits of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000).
2. Workers' Compensation coverage covering School's full liability as required under state law.
3. 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 this Agreement.

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

The School, upon the execution of this Agreement, shall furnish LLUMC with certificates evidencing compliance with these insurance requirements. Certificates shall further provide for thirty (30) days advance written notice to LLUMC of any cancellation of the above coverage.

J. Indemnification. The School hereby agrees to defend, indemnify, and hold harmless LLUMC from any liability or damages LLUMC may suffer as a result of claims, demands, costs, or judgments against it resulting from the operation of program covered by this Agreement resulting from the negligence of the School, its employees, students, or authorized agents. LLUMC agrees to give the School notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby. School agrees to assume full responsibility for cost or replacement of equipment and/or property that is damaged due to negligence on the part of the School students or faculty.

K. Accreditation. School warrants that it is accredited and will maintain accreditation in good standing with the State agency of applicable jurisdiction over School and/or the higher education accreditation association for the region where School is located.

L. Background Checks. All students who are assigned to LLUMC shall have had a background check performed under the direction, and at the sole cost, of the School in accordance with applicable State caregiver background check law and LLUMC policy. The results of the background check must contain clearance for the past 7 years, cover all names, all counties, Office of Inspector General (OIG), Social Security Number, and Sex Offender Database. The School will evaluate and determine if an individual is barred from performing clinical assignments and responsibilities at or in the clinical education site(s). The School will use the following list of prohibited, unacceptable offenses to make this determination: murder, sexual offenses, felonies involving weapons and/or violence, felony assault, felony possession and furnishing (without certificate of rehab – both drugs and alcohol), misdemeanors reflecting conduct that would make one unacceptable for employment by LLUMC including, but not limited to, crimes of theft or fraud, physical violence or sexual misconduct.

ARTICLE III.

RESPONSIBILITIES OF LLUMC

A. Number of Students. LLUMC agrees to accept qualified student(s) in both a minimum and maximum number as set forth in Exhibit "A" which is attached hereto and incorporated herein by reference.

B. Clinical Coordinator. LLUMC will provide the School with the name and, if requested, the professional and academic credentials of the individual(s) who will serve as the clinical coordinator(s) of the Program's clinical education experience.

C. Program Requirements. The Program Plan, which is a description of the Program's clinical education requirements as defined by the School, is attached to this Agreement as Exhibit "B" and incorporated herein by reference. LLUMC agrees to work with the student(s) to assure that such requirements are followed and documented during the period the student(s) is assigned to LLUMC. LLUMC shall endeavor to provide clinical education experiences and opportunities in accordance with the requirements of the Program as presented in the Program Plan. LLUMC will also provide the facilities and supplies required by the student(s) to participate in the Program's clinical education experience. In the event of a conflict between the terms of this Agreement and the terms of any appendix to this Agreement, the provisions of this Agreement shall prevail.

D. Program Schedule/Rotation. The clinical internship schedule or rotation for the student(s) will be mutually agreed upon by the School and LLUMC to assure that the requirements of the School will be met. Therapeutic, diagnostic or other procedures prohibited by applicable laws or statutes of the State of California are precluded.

E. Evaluation. At specified intervals and at the conclusion of each student's clinical education experience, the LLUMC clinical coordinator will provide the supervising faculty member(s) with an evaluation of each student's performance in a form satisfactory to the School.

F. Student Status. Students assigned to LLUMC shall not be considered as employees of LLUMC. LLUMC will not provide the student(s) with any salary or benefits during the Program's clinical education experience at LLUMC. LLUMC will provide no financial reimbursement to School nor to the student(s). LLUMC shall not be responsible for any medical, travel, housing, meals or other expenses of the student(s). Student(s) shall have no right or claim against LLUMC for any social security benefits, workers' compensation benefits, disability benefits, unemployment insurance benefits, health benefits, vacation pay, sick leave or any other employee type benefit of any kind. In addition, this Agreement is not a third-party beneficiary contract and confers no rights upon any student or employee of the Parties.

G. Student Withdrawal. LLUMC will recommend to the School the withdrawal of a student from the Program if the achievement, progress, adjustment or

health of the student does not warrant a continuation at LLUMC, or the behavior of the student fails to conform to the applicable rules, policies or procedures of LLUMC. LLUMC reserves the right, exercised in its sole discretion after consultation with the School, to discontinue a specific student(s) participation in the Program and to exclude such student(s) from its premises in the event such student's conduct or health is deemed objectionable or detrimental for any reason. Any unacceptable conduct of the student(s) should be reported to the supervising faculty member(s) immediately. Any corrective action or discipline taken by LLUMC toward the student(s) will be governed by LLUMC policies and procedures. Since the student(s) is neither an employee nor a staff member, it is understood and agreed that the student(s) approval to obtain clinical education experiences at LLUMC shall not entitle the student(s) to any hearing or appeal process at LLUMC other than as stated herein.

H. Insurance. LLUMC shall at its sole cost and expense, provide coverage for its activities in connection with this Agreement by maintaining in full force and effect programs of insurance and/or self-insurance as follows:

1. Professional Liability coverage with limits of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000).
2. General Liability coverage with limits of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000).
3. Workers' Compensation coverage covering LLUMC's full liability as required under state law.
4. 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 this Agreement.

It should be expressly understood, however, that the coverage required under this section shall not in any way limit the liability of LLUMC. LLUMC, upon the execution of this Agreement, shall furnish School with certificates evidencing compliance with these insurance requirements upon request. Certificates shall further provide for thirty (30) days advance written notice to School of any cancellation of the above coverage.

I. Indemnification. LLUMC hereby agrees to defend, indemnify, and hold School, its officers, agents and employees and its students harmless from and against any

and all liability, loss, expenses (including reasonable attorneys' fees and court costs), lawsuits, judgments, awards or claims for injuries to persons, including death, and damage to property, resulting from the performance of this Agreement, but only in proportion to, and to the extent, that any and all such liability, loss, expenses (including reasonable attorneys' fees and court costs), lawsuits, judgments, awards or claims are caused by or result from the negligence or intentional acts or omissions of LLUMC, its employees, or agents. School agrees to give LLUMC notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

ARTICLE IV.
GENERAL PROVISIONS

A. Non-Discrimination. The School and LLUMC agree that neither will discriminate unlawfully against a beneficiary of services in the performance of this Agreement on the basis of gender, race, color, national origin, creed, religion, veteran's status or disability. The School understands that LLUMC is a religious nonprofit corporation operated as an entity of the Seventh-day Adventist Church and holds various rights and exemptions as a religion organization under federal and state laws and the Religion Clauses of the federal and California Constitutions.

B. Removal from LLUMC Clinical Education Experience. Student(s) not complying with the academic requirements of the School or the requirements and policies of LLUMC will be removed from the Program's clinical education experience after notification of the supervising faculty member(s) and after discussion with the LLUMC clinical coordinator(s). Student(s) will be provided an opportunity for an informal appeal of any such decision. The mechanism for such appeal shall be via a written document signed and dated by the student(s) explaining the facts and proposed resolution which shall be submitted no later than three (3) days after the student(s) is notified of the decision to remove the student(s) from the Program. The original document shall be forwarded to the LLUMC clinical coordinator with copies to the supervising faculty member at School. The LLUMC clinical coordinator and the School's supervising faculty member shall confer regarding the documentation. The final decision regarding the appropriateness of the removal or reinstatement and/or any other requirements shall rest with the LLUMC clinical coordinator and shall be final and binding.

C. HIPAA Compliance. School agrees 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. § 1320 through d-8 ("HIPAA"), 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"). School shall not use or further disclose any protected health information, as defined in 42 U.S.C. § 1320d (collectively, the "Protected Health Information"), other than as permitted by this Agreement and the requirements of HIPAA or the Regulations. School will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as contemplated by this Agreement. School will promptly report to Hospital any use or disclosures, of which School becomes aware, of Protected Health Information in violation of HIPAA or the Regulations. In the event that School contracts with any agents to whom School provides Protected Health Information, School shall include provisions in such agreements pursuant to which School and such agents agree to the same restrictions and conditions that apply to School with respect to Protected Health Information. School will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of the United States 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 shall be deemed to have been waived by School or Hospital by virtue of this Subsection.

D. Student Relationship. The relationship of any participating student(s) and LLUMC is that of a student of the School, and nothing contained herein shall be construed as creating any other relationship of any nature, including, but not limited to, an employment relationship of any nature, between any student(s) and LLUMC.

E. Assigned Program Experience. The School and LLUMC agree that participating student(s) may engage only in those School authorized activities that are listed in the Program Plan, which is attached to this Agreement as Exhibit "B" and incorporated herein by reference, which are permitted by applicable law and are of a type approved by LLUMC.

F. Assignment. Other than as previously stated herein, neither this Agreement nor any duties or obligations under this Agreement may be assigned or

transferred without the prior written consent of the other Party. Furthermore, student(s) also may not assign or transfer their clinical education experience obligations and/or rotation(s) to anyone without the prior written consent of the LLUMC clinical coordinator.

G. Cooperation of Parties. The Parties agree to comply with all reasonable requests of the other and to provide access to all documents reasonably necessary to the performance of each Parties' respective obligations under the terms and conditions of this Agreement.

H. Notices. Any notices to be given hereunder by either Party to the other may be effected in writing either by personal delivery, by mail, registered or certified postage prepaid with return receipt requested, or by Federal Express or similar/like courier service. Mailed notices shall be addressed to the Parties as listed below but each Party may change their address by written notice in accordance with this Section. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after deposit thereof in the United States mail as shown on the addressee's registry or certificate of receipt; and notices sent by Federal Express or similar/like courier service will be deemed communicated one day after deposited with Federal Express or similar/like courier or one of its agents.

LLUMC: Helen Staples-Evans, R.N., M.S., C.N.A.
Staff Development Department
Loma Linda University Medical Center
11234 Anderson Street
Loma Linda, California 92354

Copy To: Office of General Counsel of LLUMC
Legal Counsel
P.O. Box 2000
Loma Linda, California 92324

School: Rancho Santiago Community College District
On behalf of Santa Ana College
2323 N. Broadway
Santa Ana, CA 92706

I. Entire Agreement of Parties. This Agreement supersedes any and all agreements, either oral or written, between the Parties hereto with respect to the content of this Agreement and contains all the covenants and agreements between the Parties

with respect thereto in any manner whatsoever. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other agreement, statement, or promise, not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the Party to be charged.

J. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way. The Parties shall abide by all federal and state laws, regulations, rules and ordinances relating to the subject matter described herein.

K. Drug-Free Workplace. School agrees to comply with the Drug Free Workplace Policy of LLUMC. School's signature affixed to this Agreement certifies that School shall require that the School's faculty, agents and student(s) shall not engage in the unlawful manufacture, distribution, dispensation, possession, sale or use of controlled substances while engaged in clinical education experiences at LLUMC or while this Agreement is in force.

1. **Copy of Drug-Free Workplace Policy.** School acknowledges receipt of a copy of the "Drug-Free Workplace Policy" (hereinafter "Policy") of LLUMC concurrent with signing of this Agreement.

2. **Compliance with Policy.** School's signature affirms that School has read, understands, and agrees to abide by and to require its faculty, agents and student(s) to abide by the Policy as a condition of this Agreement.

3. **Criminal Drug Violation Notice.** School's signature affirms the understanding and agreement that any conviction of student(s) or any agent(s) of School of a criminal drug statute for a violation occurring on the premises of LLUMC must be reported to LLUMC's Administrative Director of Human Resources within five (5) days of any conviction and, in turn, the LLUMC's Administrative Director of Human Resources shall notify the appropriate Federal agency(ies) within ten (10) days after learning of the conviction.

By such signature, School also agrees to require School's faculty, agents and student(s) to abide by the five (5) day notice requirement and to notify School's faculty, agents and student(s) of the requirement of LLUMC to notify the appropriate Federal agency(ies) within ten (10) days after learning of any such conviction.

L. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

M. **Successors.** The terms contained herein shall be binding upon and shall inure to the benefit of the Parties, their respective assigns, executors, administrators, heirs, and successors.

N. **Waiver or Failure of a Condition.** The waiver or any failure of condition shall not operate as nor be construed to be a waiver of a subsequent failure of the same or other condition.

O. **Captions.** Captions herein are used solely for reference and as a matter of convenience, and in no way bind, limit, or describe the scope or intent of any provision.

P. **Counterparts.** This Agreement may be executed in counterparts, each of which if so executed shall be deemed to be an original; the counterparts shall together constitute a single Agreement.

Q. **Status of Parties.** LLUMC and School shall not, by virtue of this Agreement, in any way be deemed to or construed to create a single employer, a joint venture or a joint employer relationship.

R. **Survival of Termination or Expiration of Agreement.** The Parties agree that the obligations, covenants, agreements and rights of the Parties as set forth in Article II, Paragraphs (I)-(J) and (J)-(K); Article III, Paragraphs (H) and (I); and Article IV, Sections, (C), (D), (G), (L) and (M) shall survive any termination or expiration of this Agreement.

S. **Force Majeure.** If either LLUMC or School is unable to perform its duties under this Agreement due to strikes, lock-outs, labor disputes, inability to obtain labor, governmental restrictions, regulations or controls, civil commotion, fire or other casualty, emergency, or any other cause beyond the reasonable control of either LLUMC or School, such non-performing Party shall be excused the performance of the other Party, and shall not be in breach of this Agreement, for a period equal to any such prevention, delay or stoppage.

T. **Mission Statement.** LLUMC is committed to its Mission to continue the healing and teaching ministry of Jesus Christ -- "To Make Man Whole," Such commitment is embodied in all LLUMC agreements. As such, School understands and agrees that all students are to behave in accordance with the standards of conduct and

ethics which are not in conflict with the ethics, principles, and philosophy of the Seventh-day Adventist Church. School also acknowledges receipt of a copy of the LLUMC Mission Statement concurrent with signing this Agreement.

IN WITNESS WHEREOF, by their signature below, each of the individuals represent that they have the authority to execute this Agreement and do hereby consent to the foregoing and bind the Party on whose behalf their execution is made.

JKH

SCHOOL: Rancho Santiago Community College District, Santa Ana College

LLUMC: Loma Linda University Medical Center

By: Peter J. Hardash

By: Daniel Giang, M.D.

Vice Chancellor
Business Operations & Fiscal Services

Vice President
Medical Administration

Date: _____

Date: _____

Designated Supervising Faculty Member:
Deborah Hyman, OTR

Designated Clinical coordinator:
Helen Staples-Evans, RN, MS, CAN

Fieldwork Coordinator
Santa Ana College

Administrative Director
Staff Development

Address:
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706-3398
(714) 564-6684
(714) 564-6158/FAX

Address:
Loma Linda University Medical Center
11234 Anderson Street
Loma Linda, CA 92354
(909) 558-3500
(909) 558-3541

EXHIBIT A

A. The Program(s) which is / are the subject of this Agreement is / are as follows:

(i) Occupational Therapy Assistant

(ii)

(iii)

(iv)

B. The minimum and maximum number of student(s) which LLUMC will accept for each of the Programs set forth above are as follows:

(i) 0-3 per school year, depending on student slot availability, and with prior approval from the Behavioral Medicine Center and the LLUMC Manager of Academic Relations.

(ii)

(iii)

(iv)

In the event any additional Program(s) is added to this Affiliation Agreement between the School and LLUMC, then this Exhibit "A" shall be supplemented to reflect the inclusion of such additional program(s).

EXHIBIT B
Program Plan

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: February 22, 2010
Re: Approval of New OTA Agreement – Progressus Therapy	
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 a new agreement for the Occupational Therapy Assistant program. The OTA Program will place no students at the site until after Board approval.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Progressus Therapy in Baltimore, Maryland.

Fiscal Impact: None	Board Date: February 22, 2010
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into 22nd of February 2010 by and between Progressus Therapy, 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 part, 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:

RSK
**Rancho Santiago Community
College District**

2323 N. Broadway
Santa Ana, CA 92706

Progressus Therapy

250 S. President Street
Baltimore, MD 21202

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Jean Blosser, Ed.D., CCC-SLP
VP, Therapy Programs and Quality

Date: _____

Date: _____

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of New Pharmacy Technology Agreement – Ramsay Rexall Drugs	
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 Bart 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 Ramsay Rexall Drugs in Costa Mesa, California.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into this 23rd day of February 2010 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 Ramsay Rexall Drugs ("Clinical Facility"), located at 2246 Newport Blvd. Costa Mesa, CA 92627.

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 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 may be an academic instructor, shall be responsible for all teaching activities.
12. **Clinical Advisor (Clinical Facility).** Although the Instructor 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 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.
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 February 23, 2010 until February 24, 2015, unless sooner terminated by either party in accordance with this section. 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:
Ramsay Rexall Drugs
2246 Newport Blvd.
Costa Mesa, CA 92627
ATTN: _____

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: Peter J. Hardash, 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.

Clinical Facility: Ramsay Rexall Drugs

PJH **Rancho Santiago Community College District**

By: _____

By: _____

Printed Name: _____

Printed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor
Business Operations & Fiscal Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTA ANA COLLEGE - STUDENT SERVICES**

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of ENLACE Sub-Contract to Santa Ana College Foundation: Student Success Fund		
Action:	Request for Approval		

BACKGROUND

In 2005 the W.K. Kellogg Foundation entered into an agreement with Santa Ana College to serve as lead agency for a statewide educational reform initiative entitled California ENLACE, to raise educational achievement among Latino students in the region and the state. The project was awarded a \$1 million grant beginning August 1, 2005 and concluding July 31, 2008. Permission to carry the project work forward through July 31, 2010 was granted by the W.K. Kellogg Foundation and approved by the RSCCD Board of Trustees on September 22, 2008.

The purpose of this request is to move remaining funds from the project for a final set of activities that will be carried out in conjunction with the strategic plan and fundraising goals of the SAC Foundation.

ANALYSIS

The model student success initiatives that are supported through this effort include underwriting SAC student microloans, supporting student success Promotores or peer mentors, and other innovative programs that will help students enter and succeed at SAC during a time when access is threatened and support services have been reduced. These activities are further outlined in Attachment A and are fully aligned with the SAC Foundation's strategic plan and fundraising priorities as updated at their January 29, 2010 retreat.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached subcontract between Rancho Santiago Community College District and Santa Ana College Foundation.

Fiscal Impact:	None	Board Date:	February 22, 2010
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services		
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD		

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THE SANTA ANA COLLEGE FOUNDATION**

This agreement ("Agreement") is entered into this 23rd day of February, 2010 by and between THE SANTA ANA COLLEGE FOUNDATION (SACF) and Rancho Santiago Community College District ("Sponsor"), "SACF" and "Sponsor" will collectively be referred to as the Parties and agree as follows:

1. **SCOPE OF WORK**

The work performed by SACF under this Agreement shall be in accordance with the proposal, attached hereto as Exhibit A, and entitled "CA ENLACE Student Success Initiative Project" ("Project"). Sara Lundquist will be the Principal Investigator and shall be responsible for the direction of all effort hereunder in accordance with applicable SACF policies in partnership with Christina Romero, Director of College Advancement at Santa Ana College.

2. **PERIOD OF PERFORMANCE**

The period of performance of this Agreement will be ongoing from February 23, 2010 unless extended or abbreviated by mutual written agreement.

3. **TOTAL ESTIMATED COST**

The total cost to the *Sponsor* for performance of this Agreement shall not exceed \$200,000. If at any time SACF has reason to believe that the cost of the program will be greater than estimated, SACF shall notify *Sponsor* in writing to that effect, giving a revised budget of the cost to complete the Project. *Sponsor* will not be obligated to reimburse SACF for the costs incurred in excess of the amount referenced above unless and until *Sponsor* has notified SACF in writing that additional funds will be provided.

4. **PAYMENT AND BILLING**

The *Sponsor* shall make payment to SACF upon receipt of SACF's properly completed and annotated invoice. The *Sponsor* will not be obligated to pay any invoice where total payments would result in a cumulative payment in excess of the limitations imposed by Article 3.

The SACF shall submit an invoice upon execution of this agreement as follows:

1. On a one-time basis for anticipated Project costs;
2. In triplicate (an original and two copies);
3. Referencing the agreement number; and,
4. Providing detail of expenditure in accordance with this agreement,
5. Addressed to: Rancho Santiago Community College District
c/o Sara Lundquist
1530 West 17th Street
Santa Ana, CA 92706-3398

6. Send Payments to: Christina Romero, Director of College Advancement, Santa Ana College

7. Checks Payable to: The Santa Ana College Foundation

5. **ADVERTISING AND PUBLICITY**

Neither the SACF nor the *Sponsor* shall use the name of the other, either expressly or by implication, in any advertisement, press release or publicity without the expressed written approval of the other party to this agreement.

6. **NOTICE**

Whenever any notice is to be given hereunder, it will be in writing and will be deemed received, if delivered by courier on a business day, on the day delivered, or on the second business day following mailing, if sent by first-class or registered mail, postage prepaid, to the following address:

SACF: The Santa Ana College Foundation
Santa Ana College
1530 W. 17th Street
Santa Ana, CA 02706

Sponsor: Rancho Santiago Community College District
ATTN: Sara Lundquist
1530 West 17th Street
Santa Ana, CA 92706-3398

Copies of all notices sent to: Mr. Peter J. Hardash
Vice Chancellor, Business Operations
and Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706

7. **TERMINATION**

The SACF or *Sponsor* may terminate this Agreement upon giving thirty (30) days prior written notice to the other party. Upon receipt of such notice of termination, the SACF shall exert its reasonable efforts to limit or terminate any outstanding financial commitments for which *Sponsor* is to be liable. *Sponsor* shall reimburse the SACF for all costs incurred by it for the Project through the date of termination, including without limitation, all uncancelable obligations. However, *Sponsor* will not be liable for any costs that cumulatively exceed the amount referenced in Article 3.

8. **APPLICABLE LAW**

The laws of the State of California will govern this Agreement.

9. ENTIRE AGREEMENT

This Agreement represents the entire understanding of the Parties with respect to the subject matter. 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.

THE SANTA ANA COLLEGE
FOUNDATION

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Title _____
(Signature)

Title _____
(Signature)

By _____

By Peter J. Hardash

Title _____

Title Vice Chancellor, Business
Operations and Fiscal Services

Date _____

Date _____

Exhibit A

**The Santa Ana College Foundation
CA ENLACE
(Effective February 23, 2010)**

SCOPE OF WORK

The scope of work associated with this subcontract shall include the establishment of a Student Success Fund to support continuing efforts associated with California ENLACE, a special grant with the W.K. Kellogg Foundation that is designed to expand, implement, and replicate best practices from current California ENLACE sites in the areas of Academic Achievement, Parent and Community Empowerment, Student Philanthropy, and Policy so that they can create model programs that will elevate the academic achievement of Latino students.

BUDGET FRAMEWORK

AMOUNT	PURPOSE
Up to \$200,000	<p>To support activities associated with the goals above including but not limited to:</p> <ul style="list-style-type: none">• Direct support for the Padres and Student Promotores Program• Underwriting of micro-loans for SAC students and alumni pursuing the BA degree regionally• Costs for meetings and hospitality• Sub-awards to organizations undertaking CA ENLACE-related efforts described above• Costs for supplies, materials, printing, conferences and special events• Costs for other Latino-centered academic development efforts regionally

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Nursing Program Agreement – French Park Care Center	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing Program are required to participate in community-based 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 with French Park Care Center, located in Santa Ana, will yield appropriate clinical rotation activities for the program.

ANALYSIS

The clinical affiliation agreement covers the scope of program operations of the facility as well as other issues relating to responsibilities for both parties. The agreement has been reviewed and approved by RSCCD Risk Management and college staff. The agreement carries no costs or other financial arrangements and is in effect for five years unless otherwise terminated by either party

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with French Park Care Center.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Carol Comeau, Dean of Science, Mathematics, and Health Sciences	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

STANDARD CLINICAL AFFILIATION AGREEMENT

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 North Broadway, Santa Ana, California and French Park Care ("Clinical Facility"), located at 600 E. Washington, Santa Ana, California, 92701.

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 Nursing/Health Sciences program(s) (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 French Park Care Center, 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, 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. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
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 and faculty 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, policies, 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 Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall 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 proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) 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 and Medical Staff rules, regulations, 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 proved 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 Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. 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. Medical Library. Clinical Facility agrees to provide students with access to a Medical Library, if 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 coverage's 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, at the request of Clinical Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student. Documentation of student health records will be retained by the College.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B). Documentation of immunizations will be retained by 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 Record. 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 non-performance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
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 February 23, 2010 and shall remain in effect until February 22, 2015 unless sooner terminated by either party in accordance with this section. 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 deliver, 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:
Administrator
French Park Care Center
600 E. Washington
Santa Ana, CA 92701

To College:
Director of Nursing
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706

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

33. 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.

Clinical Facility

Rancho Santiago Community College
District

By _____

By: _____ *CP*

Typed Name: _____

Typed Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor, Business
Operations/Fiscal Services

Date _____

Date: _____

Check Registers Submitted for Approval
Checks Written for Period 01/04/10 thru 02/11/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45626	General Fund Unrestricted	675.50	0.00	675.50	92*0235103	92*0235103
45627	General Fund Unrestricted	90,780.21	0.00	90,780.21	92*0235104	92*0235106
45628	General Fund Unrestricted	174.82	0.00	174.82	92*0235107	92*0235109
45629	General Fund Unrestricted	1,701.28	0.00	1,701.28	92*0235110	92*0235112
45630	General Fund Unrestricted	51,571.25	0.00	51,571.25	92*0235113	92*0235114
45631	General Fund Unrestricted	53,320.50	0.00	53,320.50	92*0235115	92*0235116
45632	General Fund Unrestricted	63,107.25	0.00	63,107.25	92*0235117	92*0235119
45633	General Fund Unrestricted	80,614.50	0.00	80,614.50	92*0235120	92*0235121
45634	General Fund Unrestricted	924.62	0.00	924.62	92*0235122	92*0235122
45635	General Fund Unrestricted	17,530.09	0.00	17,530.09	92*0235125	92*0235129
45636	General Fund Unrestricted	12,235.14	0.00	12,235.14	92*0235130	92*0235130
45637	General Fund Unrestricted	145,762.50	0.00	145,762.50	92*0235131	92*0235132
San Bernardino County						
45645	General Fund Unrestricted	28,027.47	0.00	28,027.47	92*0235152	92*0235152
45646	General Fund Unrestricted	8,046.78	0.00	8,046.78	92*0235153	92*0235154
45647	General Fund Unrestricted	847.43	0.00	847.43	92*0235157	92*0235157
45648	General Fund Unrestricted	931.03	0.00	931.03	92*0235162	92*0235162
45649	General Fund Unrestricted	2,117.45	0.00	2,117.45	92*0235163	92*0235167
45650	General Fund Unrestricted	1,418.53	0.00	1,418.53	92*0235168	92*0235172
45651	General Fund Unrestricted	12,758.84	0.00	12,758.84	92*0235174	92*0235175
45652	General Fund Unrestricted	23,917.44	0.00	23,917.44	92*0235176	92*0235180
45659	General Fund Unrestricted	77,792.71	0.00	77,792.71	92*0235191	92*0235193
45660	General Fund Unrestricted	1,344,773.59	0.00	1,344,773.59	92*0235194	92*0235195
Anthem Blue Cross						
45664	General Fund Unrestricted	13,270.68	0.00	13,270.68	92*0235207	92*0235216
45666	General Fund Unrestricted	185.04	0.00	185.04	92*0235219	92*0235219
45669	General Fund Unrestricted	65.00	0.00	65.00	92*0235224	92*0235224
45671	General Fund Unrestricted	160,773.75	0.00	160,773.75	92*0235228	92*0235231
Orange County Fire Authority						
45672	General Fund Unrestricted	2,648.01	0.00	2,648.01	92*0235232	92*0235235
45673	General Fund Unrestricted	3,742.64	0.00	3,742.64	92*0235236	92*0235239
45674	General Fund Unrestricted	1,860.62	0.00	1,860.62	92*0235240	92*0235244
45675	General Fund Unrestricted	7,091.00	0.00	7,091.00	92*0235245	92*0235247
45676	General Fund Unrestricted	41,532.80	0.00	41,532.80	92*0235248	92*0235255
45677	General Fund Unrestricted	4,032.23	0.00	4,032.23	92*0235256	92*0235261
45678	General Fund Unrestricted	177.19	0.00	177.19	92*0235264	92*0235264
45679	General Fund Unrestricted	36,128.25	0.00	36,128.25	92*0235268	92*0235268
45680	General Fund Unrestricted	7,038.20	0.00	7,038.20	92*0235269	92*0235272

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45681	General Fund Unrestricted	558.44	0.00	558.44	92*0235273	92*0235277
45686	General Fund Unrestricted	1,784.00	0.00	1,784.00	92*0235303	92*0235311
45687	General Fund Unrestricted	1,694.00	0.00	1,694.00	92*0235312	92*0235321
45688	General Fund Unrestricted	2,282.70	0.00	2,282.70	92*0235322	92*0235332
45689	General Fund Unrestricted	20,637.80	0.00	20,637.80	92*0235333	92*0235339
45696	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0235355	92*0235358
45697	General Fund Unrestricted	5,150.31	0.00	5,150.31	92*0235359	92*0235360
45698	General Fund Unrestricted	195.00	0.00	195.00	92*0235361	92*0235363
45700	General Fund Unrestricted	9,848.10	0.00	9,848.10	92*0235365	92*0235368
45703	General Fund Unrestricted	10,814.23	0.00	10,814.23	92*0235384	92*0235390
45704	General Fund Unrestricted	197,163.60	0.00	197,163.60	92*0235391	92*0235391
Dell Computer						
45705	General Fund Unrestricted	715.00	0.00	715.00	92*0235392	92*0235402
45707	General Fund Unrestricted	1,142.18	0.00	1,142.18	92*0235405	92*0235410
45710	General Fund Unrestricted	2,324.00	0.00	2,324.00	92*0235415	92*0235416
45714	General Fund Unrestricted	9,758.37	0.00	9,758.37	92*0235432	92*0235436
45715	General Fund Unrestricted	2,177.57	0.00	2,177.57	92*0235438	92*0235439
45717	General Fund Unrestricted	5,149.24	0.00	5,149.24	92*0235442	92*0235448
45719	General Fund Unrestricted	22,698.30	0.00	22,698.30	92*0235450	92*0235453
45720	General Fund Unrestricted	1,550.28	0.00	1,550.28	92*0235454	92*0235461
45721	General Fund Unrestricted	50,640.00	0.00	50,640.00	92*0235462	92*0235462
45722	General Fund Unrestricted	2,483.00	0.00	2,483.00	92*0235463	92*0235464
45723	General Fund Unrestricted	1,112.14	0.00	1,112.14	92*0235465	92*0235466
45724	General Fund Unrestricted	687.06	0.00	687.06	92*0235467	92*0235470
45725	General Fund Unrestricted	6,627.33	0.00	6,627.33	92*0235471	92*0235474
45729	General Fund Unrestricted	5,400.00	0.00	5,400.00	92*0235486	92*0235486
45731	General Fund Unrestricted	29,790.44	0.00	29,790.44	92*0235489	92*0235492
45734	General Fund Unrestricted	1,243.79	0.00	1,243.79	92*0235501	92*0235504
45735	General Fund Unrestricted	1,886.50	0.00	1,886.50	92*0235505	92*0235509
45737	General Fund Unrestricted	18,874.37	0.00	18,874.37	92*0235515	92*0235517
45738	General Fund Unrestricted	100.80	0.00	100.80	92*0235518	92*0235518
45739	General Fund Unrestricted	11,800.00	0.00	11,800.00	92*0235524	92*0235524
45746	General Fund Unrestricted	14,598.71	0.00	14,598.71	92*0235556	92*0235558
45747	General Fund Unrestricted	624.25	0.00	624.25	92*0235560	92*0235560
45748	General Fund Unrestricted	6,367.32	0.00	6,367.32	92*0235567	92*0235573
45749	General Fund Unrestricted	2,785.56	0.00	2,785.56	92*0235574	92*0235580
45750	General Fund Unrestricted	2,073.51	0.00	2,073.51	92*0235581	92*0235587
45751	General Fund Unrestricted	34,563.00	0.00	34,563.00	92*0235589	92*0235589

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Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45752	General Fund Unrestricted	7,957.09	0.00	7,957.09	92*0235590	92*0235592
45753	General Fund Unrestricted	20.67	0.00	20.67	92*0235594	92*0235597
45754	General Fund Unrestricted	20,570.00	0.00	20,570.00	92*0235598	92*0235598
45760	General Fund Unrestricted	1,890.70	0.00	1,890.70	92*0235608	92*0235617
45761	General Fund Unrestricted	1,038.80	0.00	1,038.80	92*0235618	92*0235627
45762	General Fund Unrestricted	1,733.00	0.00	1,733.00	92*0235628	92*0235637
45763	General Fund Unrestricted	225.00	0.00	225.00	92*0235638	92*0235639
45764	General Fund Unrestricted	1,571.41	0.00	1,571.41	92*0235640	92*0235647
45765	General Fund Unrestricted	1,905.70	0.00	1,905.70	92*0235648	92*0235651
45766	General Fund Unrestricted	13,112.13	0.00	13,112.13	92*0235652	92*0235654
45767	General Fund Unrestricted	630.87	0.00	630.87	92*0235655	92*0235661
45768	General Fund Unrestricted	1,542.86	0.00	1,542.86	92*0235662	92*0235667
45776	General Fund Unrestricted	13,754.18	0.00	13,754.18	92*0235685	92*0235685
45777	General Fund Unrestricted	21,732.25	0.00	21,732.25	92*0235686	92*0235686
45778	General Fund Unrestricted	9,769.27	0.00	9,769.27	92*0235687	92*0235690
45779	General Fund Unrestricted	806.09	0.00	806.09	92*0235692	92*0235694
45780	General Fund Unrestricted	2,875.00	0.00	2,875.00	92*0235695	92*0235698
45783	General Fund Unrestricted	25,460.50	0.00	25,460.50	92*0235709	92*0235709
45784	General Fund Unrestricted	3,335.37	0.00	3,335.37	92*0235710	92*0235714
45786	General Fund Unrestricted	3,648.68	0.00	3,648.68	92*0235720	92*0235722
45789	General Fund Unrestricted	392.45	0.00	392.45	92*0235727	92*0235727
45797	General Fund Unrestricted	67,880.53	0.00	67,880.53	92*0235770	92*0235771
45798	General Fund Unrestricted	970.59	0.00	970.59	92*0235772	92*0235774
45800	General Fund Unrestricted	1,952.24	0.00	1,952.24	92*0235779	92*0235783
45801	General Fund Unrestricted	7,525.13	0.00	7,525.13	92*0235785	92*0235787
45802	General Fund Unrestricted	66,245.84	0.00	66,245.84	92*0235788	92*0235788
45803	General Fund Unrestricted	45,946.39	0.00	45,946.39	92*0235790	92*0235795
45804	General Fund Unrestricted	260.00	0.00	260.00	92*0235799	92*0235802
45811	General Fund Unrestricted	3,484.43	0.00	3,484.43	92*0235820	92*0235823
45813	General Fund Unrestricted	2,079.83	0.00	2,079.83	92*0235828	92*0235829
45814	General Fund Unrestricted	66,240.03	0.00	66,240.03	92*0235830	92*0235830
45815	General Fund Unrestricted	4,503.04	0.00	4,503.04	92*0235831	92*0235833
45816	General Fund Unrestricted	1,582.27	0.00	1,582.27	92*0235834	92*0235839
45818	General Fund Unrestricted	790.88	0.00	790.88	92*0235843	92*0235846
45820	General Fund Unrestricted	36,875.00	0.00	36,875.00	92*0235848	92*0235874
45821	General Fund Unrestricted	41,631.94	0.00	41,631.94	92*0235875	92*0235902
45822	General Fund Unrestricted	29,814.61	0.00	29,814.61	92*0235903	92*0235930

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45823	General Fund Unrestricted	24,526.00	0.00	24,526.00	92*0235931	92*0235958
45824	General Fund Unrestricted	33,771.00	0.00	33,771.00	92*0235959	92*0235983
45825	General Fund Unrestricted	2,744.50	0.00	2,744.50	92*0235984	92*0235993
45826	General Fund Unrestricted	3,983.83	0.00	3,983.83	92*0235994	92*0235996
45827	General Fund Unrestricted	1,274.00	0.00	1,274.00	92*0235997	92*0235998
45829	General Fund Unrestricted	1,974.85	0.00	1,974.85	92*0236001	92*0236006
45831	General Fund Unrestricted	10,471.26	0.00	10,471.26	92*0236011	92*0236017
45832	General Fund Unrestricted	2,982.99	0.00	2,982.99	92*0236018	92*0236018
45837	General Fund Unrestricted	336.95	0.00	336.95	92*0236029	92*0236032
45839	General Fund Unrestricted	1,278.29	0.00	1,278.29	92*0236034	92*0236037
45840	General Fund Unrestricted	3,570.79	0.00	3,570.79	92*0236038	92*0236046
45842	General Fund Unrestricted	1,972.08	0.00	1,972.08	92*0236053	92*0236058
45843	General Fund Unrestricted	4,153.45	0.00	4,153.45	92*0236059	92*0236061
45844	General Fund Unrestricted	29,544.99	0.00	29,544.99	92*0236062	92*0236064
45845	General Fund Unrestricted	3,326.69	0.00	3,326.69	92*0236065	92*0236065
45846	General Fund Unrestricted	1,340,090.19	0.00	1,340,090.19	92*0236070	92*0236071
Anthem Blue Cross						
45847	General Fund Unrestricted	58,816.63	0.00	58,816.63	92*0236072	92*0236074
45849	General Fund Unrestricted	399.50	0.00	399.50	92*0236076	92*0236076
45850	General Fund Unrestricted	10,720.00	0.00	10,720.00	92*0236078	92*0236078
45855	General Fund Unrestricted	7,970.83	0.00	7,970.83	92*0236088	92*0236092
45856	General Fund Unrestricted	2,430.43	0.00	2,430.43	92*0236093	92*0236096
45857	General Fund Unrestricted	21,700.00	0.00	21,700.00	92*0236097	92*0236098
45858	General Fund Unrestricted	4,436.20	0.00	4,436.20	92*0236099	92*0236100
45859	General Fund Unrestricted	4,479.95	0.00	4,479.95	92*0236101	92*0236103
45861	General Fund Unrestricted	3,284.51	0.00	3,284.51	92*0236105	92*0236111
45862	General Fund Unrestricted	1,330.01	0.00	1,330.01	92*0236113	92*0236114
45863	General Fund Unrestricted	37,803.02	0.00	37,803.02	92*0236115	92*0236117
45872	General Fund Unrestricted	2,007.00	0.00	2,007.00	92*0236136	92*0236136
45873	General Fund Unrestricted	23,439.38	0.00	23,439.38	92*0236137	92*0236137
45874	General Fund Unrestricted	190.51	0.00	190.51	92*0236139	92*0236141
45875	General Fund Unrestricted	83,612.29	0.00	83,612.29	92*0236142	92*0236146
45878	General Fund Unrestricted	6,288.89	0.00	6,288.89	92*0236154	92*0236161
45879	General Fund Unrestricted	3,506.29	0.00	3,506.29	92*0236162	92*0236167
45880	General Fund Unrestricted	1,058.91	0.00	1,058.91	92*0236169	92*0236171
45882	General Fund Unrestricted	674.47	0.00	674.47	92*0236179	92*0236183
45883	General Fund Unrestricted	11,453.59	0.00	11,453.59	92*0236184	92*0236187
45884	General Fund Unrestricted	14,338.00	0.00	14,338.00	92*0236192	92*0236192

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45885	General Fund Unrestricted	10,158.88	0.00	10,158.88	92*0236194	92*0236198
45886	General Fund Unrestricted	1,489.50	0.00	1,489.50	92*0236199	92*0236202
45887	General Fund Unrestricted	852.34	0.00	852.34	92*0236204	92*0236205
45891	General Fund Unrestricted	332.39	0.00	332.39	92*0236210	92*0236212
45893	General Fund Unrestricted	7,360.16	0.00	7,360.16	92*0236215	92*0236222
45895	General Fund Unrestricted	197.36	0.00	197.36	92*0236229	92*0236232
45896	General Fund Unrestricted	2,459.07	0.00	2,459.07	92*0236233	92*0236237
45897	General Fund Unrestricted	0.00	0.00	0.00	92*0236240	92*0236240
45898	General Fund Unrestricted	0.00	0.00	0.00	92*0236241	92*0236241
45900	General Fund Unrestricted	1,362.00	0.00	1,362.00	92*0236247	92*0236255
45901	General Fund Unrestricted	1,508.20	0.00	1,508.20	92*0236256	92*0236263
45902	General Fund Unrestricted	633.56	0.00	633.56	92*0236264	92*0236267
45903	General Fund Unrestricted	3,803.83	0.00	3,803.83	92*0236268	92*0236272
45904	General Fund Unrestricted	325.00	0.00	325.00	92*0236273	92*0236273
45905	General Fund Unrestricted	8,800.00	0.00	8,800.00	92*0236280	92*0236280
45906	General Fund Unrestricted	1,287.07	0.00	1,287.07	92*0236282	92*0236286
45910	General Fund Unrestricted	2,126.30	0.00	2,126.30	92*0236311	92*0236316
45911	General Fund Unrestricted	2,010.01	0.00	2,010.01	92*0236317	92*0236322
45919	General Fund Unrestricted	13,014.86	0.00	13,014.86	92*0236347	92*0236347
45920	General Fund Unrestricted	1,753.55	0.00	1,753.55	92*0236348	92*0236348
45921	General Fund Unrestricted	5,602.50	0.00	5,602.50	92*0236349	92*0236350
45922	General Fund Unrestricted	1,680.20	0.00	1,680.20	92*0236353	92*0236355
45923	General Fund Unrestricted	4,166.88	0.00	4,166.88	92*0236356	92*0236358
45924	General Fund Unrestricted	2,107.67	0.00	2,107.67	92*0236359	92*0236365
45930	General Fund Unrestricted	1,425.17	0.00	1,425.17	92*0236378	92*0236382
45931	General Fund Unrestricted	46,549.00	0.00	46,549.00	92*0236383	92*0236384
45932	General Fund Unrestricted	1,776.69	0.00	1,776.69	92*0236385	92*0236387
45933	General Fund Unrestricted	803.64	0.00	803.64	92*0236388	92*0236392
45935	General Fund Unrestricted	1,004.00	0.00	1,004.00	92*0236396	92*0236396
45936	General Fund Unrestricted	1,725.60	0.00	1,725.60	92*0236397	92*0236398
45948	General Fund Unrestricted	31,064.00	0.00	31,064.00	92*0236426	92*0236427
45949	General Fund Unrestricted	9,746.42	0.00	9,746.42	92*0236428	92*0236430
45951	General Fund Unrestricted	2,226.69	0.00	2,226.69	92*0236437	92*0236439
45952	General Fund Unrestricted	6,053.96	0.00	6,053.96	92*0236441	92*0236446
45953	General Fund Unrestricted	11,724.75	0.00	11,724.75	92*0236447	92*0236451
45954	General Fund Unrestricted	54,065.75	0.00	54,065.75	92*0236452	92*0236453
45955	General Fund Unrestricted	7,773.51	0.00	7,773.51	92*0236454	92*0236457

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45956	General Fund Unrestricted	43,331.25	0.00	43,331.25	92*0236458	92*0236460
45957	General Fund Unrestricted	794.53	0.00	794.53	92*0236461	92*0236464
45959	General Fund Unrestricted	2,289.08	0.00	2,289.08	92*0236469	92*0236473
45963	General Fund Unrestricted	1,397.22	0.00	1,397.22	92*0236478	92*0236481
45964	General Fund Unrestricted	48,580.97	0.00	48,580.97	92*0236482	92*0236485
45965	General Fund Unrestricted	2,048.44	0.00	2,048.44	92*0236486	92*0236493
45966	General Fund Unrestricted	314.38	0.00	314.38	92*0236494	92*0236494
45967	General Fund Unrestricted	18,789.88	0.00	18,789.88	92*0236502	92*0236508
45968	General Fund Unrestricted	3,493.29	0.00	3,493.29	92*0236509	92*0236513
45969	General Fund Unrestricted	127,620.00	0.00	127,620.00	92*0236514	92*0236514
Calif Narcotic Officers Assoc						
45972	General Fund Unrestricted	1,687.55	0.00	1,687.55	92*0236519	92*0236523
45973	General Fund Unrestricted	9,267.40	0.00	9,267.40	92*0236524	92*0236525
45976	General Fund Unrestricted	1,276.00	0.00	1,276.00	92*0236529	92*0236536
45977	General Fund Unrestricted	1,694.00	0.00	1,694.00	92*0236537	92*0236545
45978	General Fund Unrestricted	1,166.30	0.00	1,166.30	92*0236546	92*0236554
45979	General Fund Unrestricted	1,764.90	0.00	1,764.90	92*0236555	92*0236562
45980	General Fund Unrestricted	1,734.11	0.00	1,734.11	92*0236565	92*0236566
45981	General Fund Unrestricted	212.33	0.00	212.33	92*0236567	92*0236567
45983	General Fund Unrestricted	1,231.00	0.00	1,231.00	92*0236579	92*0236581
45984	General Fund Unrestricted	16,645.04	0.00	16,645.04	92*0236584	92*0236587
45985	General Fund Unrestricted	15,289.67	0.00	15,289.67	92*0236589	92*0236593
45987	General Fund Unrestricted	5,225.79	0.00	5,225.79	92*0236601	92*0236606
45988	General Fund Unrestricted	1,412.76	0.00	1,412.76	92*0236607	92*0236610
45989	General Fund Unrestricted	1,364.00	0.00	1,364.00	92*0236611	92*0236611
45995	General Fund Unrestricted	1,592.00	0.00	1,592.00	92*0236631	92*0236632
45996	General Fund Unrestricted	2,722.04	0.00	2,722.04	92*0236633	92*0236640
45997	General Fund Unrestricted	2,921.65	0.00	2,921.65	92*0236641	92*0236648
46000	General Fund Unrestricted	1,753.22	0.00	1,753.22	92*0236657	92*0236663
46034	General Fund Unrestricted	1,085.00	0.00	1,085.00	92*0237445	92*0237445
46108	General Fund Unrestricted	3,502.77	0.00	3,502.77	92*0239494	92*0239494
46109	General Fund Unrestricted	2,121.00	0.00	2,121.00	92*0239495	92*0239496
46110	General Fund Unrestricted	7,401.93	0.00	7,401.93	92*0239497	92*0239499
46111	General Fund Unrestricted	9,073.95	0.00	9,073.95	92*0239500	92*0239503
46112	General Fund Unrestricted	1,136.37	0.00	1,136.37	92*0239504	92*0239509
46113	General Fund Unrestricted	3,139.35	0.00	3,139.35	92*0239510	92*0239515
46114	General Fund Unrestricted	451.38	0.00	451.38	92*0239520	92*0239520
46115	General Fund Unrestricted	840.45	0.00	840.45	92*0239525	92*0239525

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46118	General Fund Unrestricted	28,353.25	0.00	28,353.25	92*0239537	92*0239538
46119	General Fund Unrestricted	1,520.00	0.00	1,520.00	92*0239539	92*0239547
46120	General Fund Unrestricted	1,588.50	0.00	1,588.50	92*0239548	92*0239556
46121	General Fund Unrestricted	1,089.50	0.00	1,089.50	92*0239557	92*0239565
46122	General Fund Unrestricted	1,641.25	0.00	1,641.25	92*0239566	92*0239573
46123	General Fund Unrestricted	1,009.50	0.00	1,009.50	92*0239574	92*0239580
46124	General Fund Unrestricted	784.00	0.00	784.00	92*0239581	92*0239584
46125	General Fund Unrestricted	13,733.00	0.00	13,733.00	92*0239585	92*0239589
46126	General Fund Unrestricted	43,895.51	0.00	43,895.51	92*0239590	92*0239591
46127	General Fund Unrestricted	11,434.08	0.00	11,434.08	92*0239592	92*0239597
46128	General Fund Unrestricted	671.80	0.00	671.80	92*0239598	92*0239603
46129	General Fund Unrestricted	685.34	0.00	685.34	92*0239604	92*0239608
46130	General Fund Unrestricted	3,171.75	0.00	3,171.75	92*0239610	92*0239612
46133	General Fund Unrestricted	1,051.37	0.00	1,051.37	92*0239623	92*0239630
Total Fund 11 General Fund Unrestricted		5,770,642.64	0.00	5,770,642.64		

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Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45628	General Fund Restricted	55.00	0.00	55.00	92*0235108	92*0235108
45634	General Fund Restricted	1,176.90	0.00	1,176.90	92*0235123	92*0235124
45647	General Fund Restricted	1,777.11	0.00	1,777.11	92*0235155	92*0235159
45648	General Fund Restricted	333.00	0.00	333.00	92*0235160	92*0235161
45651	General Fund Restricted	13,335.47	0.00	13,335.47	92*0235173	92*0235173
45653	General Fund Restricted	2,953.30	0.00	2,953.30	92*0235181	92*0235182
45661	General Fund Restricted	943.70	0.00	943.70	92*0235196	92*0235197
45662	General Fund Restricted	876.68	0.00	876.68	92*0235198	92*0235199
45663	General Fund Restricted	12,546.92	0.00	12,546.92	92*0235200	92*0235206
45665	General Fund Restricted	244.70	0.00	244.70	92*0235217	92*0235218
45666	General Fund Restricted	1,460.46	0.00	1,460.46	92*0235220	92*0235220
45670	General Fund Restricted	1,500.00	0.00	1,500.00	92*0235225	92*0235227
45678	General Fund Restricted	4,597.13	0.00	4,597.13	92*0235262	92*0235267
45680	General Fund Restricted	16,185.00	0.00	16,185.00	92*0235271	92*0235271
45681	General Fund Restricted	520.00	0.00	520.00	92*0235275	92*0235275
45682	General Fund Restricted	699.68	0.00	699.68	92*0235278	92*0235282
45683	General Fund Restricted	2,700.00	0.00	2,700.00	92*0235283	92*0235291
45684	General Fund Restricted	2,700.00	0.00	2,700.00	92*0235292	92*0235300
45685	General Fund Restricted	2,059.86	0.00	2,059.86	92*0235301	92*0235302
45690	General Fund Restricted	9,853.64	0.00	9,853.64	92*0235340	92*0235343
45699	General Fund Restricted	250.56	0.00	250.56	92*0235364	92*0235364
45702	General Fund Restricted	1,389.14	0.00	1,389.14	92*0235374	92*0235383
45706	General Fund Restricted	416.93	0.00	416.93	92*0235403	92*0235404
45708	General Fund Restricted	30,397.19	0.00	30,397.19	92*0235411	92*0235411
45711	General Fund Restricted	3,777.09	0.00	3,777.09	92*0235417	92*0235421
45712	General Fund Restricted	1,287.28	0.00	1,287.28	92*0235422	92*0235425
45713	General Fund Restricted	1,500.00	0.00	1,500.00	92*0235426	92*0235431
45714	General Fund Restricted	7,602.24	0.00	7,602.24	92*0235435	92*0235437
45716	General Fund Restricted	3,856.38	0.00	3,856.38	92*0235440	92*0235441
45718	General Fund Restricted	53,147.78	0.00	53,147.78	92*0235449	92*0235449
45719	General Fund Restricted	9,591.75	0.00	9,591.75	92*0235451	92*0235451
45726	General Fund Restricted	896.28	0.00	896.28	92*0235475	92*0235479
45732	General Fund Restricted	4,490.91	0.00	4,490.91	92*0235493	92*0235498
45733	General Fund Restricted	9,545.67	0.00	9,545.67	92*0235499	92*0235500
45736	General Fund Restricted	2,283.69	0.00	2,283.69	92*0235510	92*0235514
45738	General Fund Restricted	1,285.00	0.00	1,285.00	92*0235519	92*0235523
45739	General Fund Restricted	40,995.20	0.00	40,995.20	92*0235525	92*0235525

Check Registers Submitted for Approval
 Checks Written for Period 01/04/10 thru 02/11/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45740	General Fund Restricted	1,831.06	0.00	1,831.06	92*0235526	92*0235526
45741	General Fund Restricted	4,000.00	0.00	4,000.00	92*0235527	92*0235534
45742	General Fund Restricted	3,500.00	0.00	3,500.00	92*0235535	92*0235541
45743	General Fund Restricted	3,500.00	0.00	3,500.00	92*0235542	92*0235548
45745	General Fund Restricted	142,509.44	0.00	142,509.44	92*0235552	92*0235555
Don Bookstore						
45747	General Fund Restricted	1,860.01	0.00	1,860.01	92*0235559	92*0235566
45751	General Fund Restricted	44,772.23	0.00	44,772.23	92*0235588	92*0235588
45753	General Fund Restricted	946.95	0.00	946.95	92*0235593	92*0235596
45767	General Fund Restricted	57.50	0.00	57.50	92*0235658	92*0235659
45769	General Fund Restricted	7,078.20	0.00	7,078.20	92*0235668	92*0235669
45770	General Fund Restricted	8,395.00	0.00	8,395.00	92*0235670	92*0235670
45779	General Fund Restricted	141.16	0.00	141.16	92*0235691	92*0235691
45780	General Fund Restricted	300.00	0.00	300.00	92*0235699	92*0235701
45781	General Fund Restricted	8,845.54	0.00	8,845.54	92*0235702	92*0235705
45782	General Fund Restricted	1,729.88	0.00	1,729.88	92*0235706	92*0235708
45785	General Fund Restricted	11,591.56	0.00	11,591.56	92*0235715	92*0235719
45792	General Fund Restricted	4,800.00	0.00	4,800.00	92*0235733	92*0235740
45793	General Fund Restricted	4,200.00	0.00	4,200.00	92*0235741	92*0235747
45794	General Fund Restricted	4,200.00	0.00	4,200.00	92*0235748	92*0235754
45795	General Fund Restricted	2,155.44	0.00	2,155.44	92*0235755	92*0235762
45796	General Fund Restricted	300.93	0.00	300.93	92*0235763	92*0235769
45799	General Fund Restricted	702.72	0.00	702.72	92*0235775	92*0235778
45801	General Fund Restricted	3,985.00	0.00	3,985.00	92*0235784	92*0235784
45802	General Fund Restricted	27,398.75	0.00	27,398.75	92*0235789	92*0235789
45804	General Fund Restricted	1,091.50	0.00	1,091.50	92*0235796	92*0235798
45810	General Fund Restricted	31,498.24	0.00	31,498.24	92*0235817	92*0235819
45812	General Fund Restricted	3,694.38	0.00	3,694.38	92*0235824	92*0235827
45817	General Fund Restricted	974.43	0.00	974.43	92*0235840	92*0235842
45818	General Fund Restricted	45.00	0.00	45.00	92*0235845	92*0235845
45828	General Fund Restricted	9,230.70	0.00	9,230.70	92*0235999	92*0236000
45830	General Fund Restricted	2,751.45	0.00	2,751.45	92*0236007	92*0236010
45832	General Fund Restricted	1,474.30	0.00	1,474.30	92*0236019	92*0236019
45836	General Fund Restricted	291.60	0.00	291.60	92*0236025	92*0236028
45841	General Fund Restricted	1,003.25	0.00	1,003.25	92*0236047	92*0236052
45845	General Fund Restricted	6,836.93	0.00	6,836.93	92*0236066	92*0236069
45848	General Fund Restricted	55,446.09	0.00	55,446.09	92*0236075	92*0236075
45849	General Fund Restricted	399.58	0.00	399.58	92*0236077	92*0236077

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45851	General Fund Restricted	2,837.99	0.00	2,837.99	92*0236079	92*0236081
45860	General Fund Restricted	46,283.68	0.00	46,283.68	92*0236104	92*0236104
45861	General Fund Restricted	135.00	0.00	135.00	92*0236106	92*0236106
45862	General Fund Restricted	116.50	0.00	116.50	92*0236112	92*0236112
45864	General Fund Restricted	35,573.44	0.00	35,573.44	92*0236118	92*0236119
45874	General Fund Restricted	390.26	0.00	390.26	92*0236138	92*0236140
45876	General Fund Restricted	38,825.20	0.00	38,825.20	92*0236147	92*0236150
45877	General Fund Restricted	1,211.76	0.00	1,211.76	92*0236151	92*0236153
45880	General Fund Restricted	120.00	0.00	120.00	92*0236168	92*0236168
45881	General Fund Restricted	5,171.59	0.00	5,171.59	92*0236172	92*0236178
45882	General Fund Restricted	1,319.76	0.00	1,319.76	92*0236180	92*0236182
45883	General Fund Restricted	1,689.89	0.00	1,689.89	92*0236188	92*0236191
45884	General Fund Restricted	12,756.02	0.00	12,756.02	92*0236193	92*0236193
45887	General Fund Restricted	1,359.80	0.00	1,359.80	92*0236203	92*0236203
45892	General Fund Restricted	416.19	0.00	416.19	92*0236213	92*0236214
45894	General Fund Restricted	5,047.70	0.00	5,047.70	92*0236223	92*0236227
45895	General Fund Restricted	1,245.72	0.00	1,245.72	92*0236228	92*0236230
45904	General Fund Restricted	1,392.05	0.00	1,392.05	92*0236274	92*0236279
45905	General Fund Restricted	370.00	0.00	370.00	92*0236281	92*0236281
45907	General Fund Restricted	2,400.00	0.00	2,400.00	92*0236287	92*0236292
45908	General Fund Restrcted	1,470.00	0.00	1,470.00	92*0236293	92*0236301
45909	General Fund Restricted	1,440.00	0.00	1,440.00	92*0236302	92*0236310
45912	General Fund Restricted	930.86	0.00	930.86	92*0236323	92*0236325
45913	General Fund Restricted	1,440.00	0.00	1,440.00	92*0236326	92*0236334
45914	General Fund Restricted	929.98	0.00	929.98	92*0236335	92*0236335
45918	General Fund Restrcted	1,006.55	0.00	1,006.55	92*0236339	92*0236346
45921	General Fund Restricted	1,097.34	0.00	1,097.34	92*0236351	92*0236351
45922	General Fund Restricted	749.80	0.00	749.80	92*0236352	92*0236352
45933	General Fund Restricted	173.00	0.00	173.00	92*0236391	92*0236391
45934	General Fund Restricted	2,658.87	0.00	2,658.87	92*0236393	92*0236395
45950	General Fund Restricted	1,947.00	0.00	1,947.00	92*0236431	92*0236434
45951	General Fund Restricted	1,458.30	0.00	1,458.30	92*0236435	92*0236440
45957	General Fund Restricted	150.00	0.00	150.00	92*0236463	92*0236463
45958	General Fund Restricted	11,350.62	0.00	11,350.62	92*0236465	92*0236468
45965	General Fund Restricted	144.64	0.00	144.64	92*0236490	92*0236490
45966	General Fund Restricted	1,782.56	0.00	1,782.56	92*0236495	92*0236501
45970	General Fund Restricted	55,007.67	0.00	55,007.67	92*0236515	92*0236516

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Checks Written for Period 01/04/10 thru 02/11/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45971	General Fund Restricted	9,758.00	0.00	9,758.00	92*0236517	92*0236518
45980	General Fund Restricted	828.83	0.00	828.83	92*0236563	92*0236564
45981	General Fund Restricted	626.81	0.00	626.81	92*0236568	92*0236570
45982	General Fund Restricted	1,238.88	0.00	1,238.88	92*0236571	92*0236578
45983	General Fund Restricted	398.00	0.00	398.00	92*0236582	92*0236583
45985	General Fund Restricted	6,109.25	0.00	6,109.25	92*0236588	92*0236588
45986	General Fund Restricted	669.59	0.00	669.59	92*0236594	92*0236600
45987	General Fund Restricted	45.00	0.00	45.00	92*0236602	92*0236602
45989	General Fund Restricted	2,403.22	0.00	2,403.22	92*0236612	92*0236614
45990	General Fund Restricted	878.23	0.00	878.23	92*0236615	92*0236616
45991	General Fund Restricted	3,600.00	0.00	3,600.00	92*0236617	92*0236623
45992	General Fund Restricted	762.55	0.00	762.55	92*0236624	92*0236625
45998	General Fund Restricted	1,998.35	0.00	1,998.35	92*0236649	92*0236651
45999	General Fund Restricted	1,459.02	0.00	1,459.02	92*0236652	92*0236656
46000	General Fund Restricted	498.74	0.00	498.74	92*0236660	92*0236660
46114	General Fund Restricted	585.10	0.00	585.10	92*0239516	92*0239521
46115	General Fund Restricted	478.27	0.00	478.27	92*0239522	92*0239526
46116	General Fund Restricted	4,956.04	0.00	4,956.04	92*0239527	92*0239534
46117	General Fund Restricted	9,794.00	0.00	9,794.00	92*0239535	92*0239536
46125	General Fund Restricted	6,614.18	0.00	6,614.18	92*0239586	92*0239586
46127	General Fund Restricted	2,300.94	0.00	2,300.94	92*0239595	92*0239595
46128	General Fund Restricted	1,152.34	0.00	1,152.34	92*0239599	92*0239602
46129	General Fund Restricted	536.97	0.00	536.97	92*0239607	92*0239609
46131	General Fund Restricted	25,946.93	0.00	25,946.93	92*0239613	92*0239618
46132	General Fund Restricted	5,217.90	0.00	5,217.90	92*0239619	92*0239622
46133	General Fund Restricted	240.98	0.00	240.98	92*0239625	92*0239625
46134	General Fund Restricted	470.70	0.00	470.70	92*0239631	92*0239633
Total Fund 12 General Fund Restricted		984,739.02	0.00	984,739.02		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45638	Child Development Fund	30,222.22	0.00	30,222.22	92*0235133	92*0235134
45654	Child Development Fund	1,041.34	0.00	1,041.34	92*0235183	92*0235184
45691	Child Development Fund	230.60	0.00	230.60	92*0235344	92*0235345
45701	Child Development Fund	2,072.83	0.00	2,072.83	92*0235369	92*0235373
45727	Child Development Fund	6,231.22	0.00	6,231.22	92*0235480	92*0235484
45771	Child Development Fund	834.59	0.00	834.59	92*0235671	92*0235674
45787	Child Development Fund	637.97	0.00	637.97	92*0235723	92*0235725
45865	Child Development Fund	444.69	0.00	444.69	92*0236120	92*0236122
45915	Child Development Fund	140.51	0.00	140.51	92*0236336	92*0236336
45925	Child Development Fund	2,633.39	0.00	2,633.39	92*0236366	92*0236369
45926	Child Development Fund	3,659.39	0.00	3,659.39	92*0236370	92*0236373
45927	Child Development Fund	1,165.33	0.00	1,165.33	92*0236374	92*0236375
45937	Child Development Fund	1,016.66	0.00	1,016.66	92*0236399	92*0236400
45960	Child Development Fund	301.85	0.00	301.85	92*0236474	92*0236474
45993	Child Development Fund	1,702.46	0.00	1,702.46	92*0236626	92*0236627
45994	Child Development Fund	1,095.00	0.00	1,095.00	92*0236628	92*0236630
46001	Child Development Fund	2,114.69	0.00	2,114.69	92*0236664	92*0236666
46002	Child Development Fund	2,702.50	0.00	2,702.50	92*0236667	92*0236670
46135	Child Development Fund	2,023.00	0.00	2,023.00	92*0239634	92*0239640
46136	Child Development Fund	1,645.08	0.00	1,645.08	92*0239641	92*0239644
46137	Child Development Fund	2,080.41	0.00	2,080.41	92*0239645	92*0239647
46138	Child Development Fund	5,801.66	0.00	5,801.66	92*0239648	92*0239651
46139	Child Development Fund	83.20	0.00	83.20	92*0239652	92*0239652
Total Fund 33 Child Development Fund		69,880.59	0.00	69,880.59		

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Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45642	Capital Outlay Projects Fund	10,362.50	0.00	10,362.50	92*0235148	92*0235149
45643	Capital Outlay Projects Fund	922.69	0.00	922.69	92*0235150	92*0235150
45657	Capital Outlay Projects Fund	2,113.25	0.00	2,113.25	92*0235189	92*0235189
45668	Capital Outlay Projects Fund	32,740.00	0.00	32,740.00	92*0235223	92*0235223
45695	Capital Outlay Projects Fund	35,668.36	0.00	35,668.36	92*0235353	92*0235354
45709	Capital Outlay Projects Fund	17,202.05	0.00	17,202.05	92*0235412	92*0235414
45730	Capital Outlay Projects Fund	22,535.59	0.00	22,535.59	92*0235487	92*0235488
45744	Capital Outlay Projects Fund	17,768.95	0.00	17,768.95	92*0235549	92*0235551
45774	Capital Outlay Projects Fund	100,771.74	0.00	100,771.74	92*0235681	92*0235682
Cosco Fire Protection Inc						
45775	Capital Outlay Projects Fund	29,714.30	0.00	29,714.30	92*0235683	92*0235684
45788	Capital Outlay Projects Fund	1,900.00	0.00	1,900.00	92*0235726	92*0235726
45790	Capital Outlay Projects Fund	5,284.36	0.00	5,284.36	92*0235728	92*0235731
45809	Capital Outlay Projects Fund	1,515.29	0.00	1,515.29	92*0235815	92*0235816
45853	Capital Outlay Projects Fund	44,392.39	0.00	44,392.39	92*0236085	92*0236086
45870	Capital Outlay Projects Fund	3,351.53	0.00	3,351.53	92*0236133	92*0236134
45889	Capital Outlay Projects Fund	12,500.00	0.00	12,500.00	92*0236208	92*0236208
45890	Capital Outlay Projects Fund	2,830.50	0.00	2,830.50	92*0236209	92*0236209
45916	Capital Outlay Projects Fund	27,007.44	0.00	27,007.44	92*0236337	92*0236337
45929	Capital Outlay Projects Fund	38.17	0.00	38.17	92*0236377	92*0236377
45946	Capital Outlay Projects Fund	195,409.10	0.00	195,409.10	92*0236422	92*0236424
Pacific Western Bank						
45947	Capital Outlay Projects Fund	413,995.50	0.00	413,995.50	92*0236425	92*0236425
Dow Diversified Inc						
45975	Capital Outlay Projects Fund	4,940.22	0.00	4,940.22	92*0236527	92*0236528
46004	Capital Outlay Projects Fund	133,474.71	0.00	133,474.71	92*0236672	92*0236673
Pacific Western Bank						
46005	Capital Outlay Projects Fund	19,245.00	0.00	19,245.00	92*0236674	92*0236676
46141	Capital Outlay Projects Fund	1,212.50	0.00	1,212.50	92*0239656	92*0239657
Total Fund 41 Capital Outlay Projects Fu		1,136,896.14	0.00	1,136,896.14		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45639	Bond Fund, Measure E	23,532.09	0.00	23,532.09	92*0235135	92*0235137
45640	Bond Fund, Measure E	20,625.64	0.00	20,625.64	92*0235138	92*0235142
45641	Bond Fund, Measure E	34,331.40	0.00	34,331.40	92*0235143	92*0235147
45655	Bond Fund, Measure E	4,817.63	0.00	4,817.63	92*0235185	92*0235186
45656	Bond Fund, Measure E	12,746.35	0.00	12,746.35	92*0235187	92*0235188
45667	Bond Fund, Measure E	8,433.70	0.00	8,433.70	92*0235221	92*0235222
45692	Bond Fund, Measure E	52,812.01	0.00	52,812.01	92*0235346	92*0235347
45693	Bond Fund, Measure E	76,251.00	0.00	76,251.00	92*0235348	92*0235349
45694	Bond Fund, Measure E	140,859.81	0.00	140,859.81	92*0235350	92*0235352
Best Contracting Svcs						
45728	Bond Fund, Measure E	1,743.75	0.00	1,743.75	92*0235485	92*0235485
45755	Bond Fund, Measure E	194,947.65	0.00	194,947.65	92*0235599	92*0235600
Mcmahon Steel Co Inc						
45756	Bond Fund, Measure E	53,511.75	0.00	53,511.75	92*0235601	92*0235602
45757	Bond Fund, Measure E	3,422.54	0.00	3,422.54	92*0235603	92*0235605
45772	Bond Fund, Measure E	42,280.05	0.00	42,280.05	92*0235675	92*0235677
45773	Bond Fund, Measure E	113,580.41	0.00	113,580.41	92*0235678	92*0235680
LPA Inc						
45805	Bond Fund, Measure E	12,224.26	0.00	12,224.26	92*0235803	92*0235806
45806	Bond Fund, Measure E	14,106.77	0.00	14,106.77	92*0235807	92*0235811
45807	Bond Fund, Measure E	79,178.70	0.00	79,178.70	92*0235812	92*0235813
45808	Bond Fund, Measure E	73,657.72	0.00	73,657.72	92*0235814	92*0235814
45819	Bond Fund, Measure E	965.42	0.00	965.42	92*0235847	92*0235847
45833	Bond Fund, Measure E	16,505.00	0.00	16,505.00	92*0236020	92*0236021
45834	Bond Fund, Measure E	26,794.30	0.00	26,794.30	92*0236022	92*0236022
45835	Bond Fund, Measure E	7,843.12	0.00	7,843.12	92*0236023	92*0236024
45852	Bond Fund, Measure E	3,743.19	0.00	3,743.19	92*0236082	92*0236084
45866	Bond Fund, Measure E	145,000.30	0.00	145,000.30	92*0236123	92*0236123
DLG Electric and Construction						
45867	Bond Fund, Measure E	110,192.62	0.00	110,192.62	92*0236124	92*0236127
Universal Laboratories Inc						
45868	Bond Fund, Measure E	15,064.16	0.00	15,064.16	92*0236128	92*0236130
45869	Bond Fund, Measure E	8,408.50	0.00	8,408.50	92*0236131	92*0236132
45888	Bond Fund, Measure E	62,221.94	0.00	62,221.94	92*0236206	92*0236207
45897	Bond Fund, Measure E	28,013.30	0.00	28,013.30	92*0236238	92*0236239
45898	Bond Fund, Measure E	6,088.85	0.00	6,088.85	92*0236242	92*0236243
45899	Bond Fund, Measure E	32,240.90	0.00	32,240.90	92*0236244	92*0236246
45928	Bond Fund, Measure E	2,067.91	0.00	2,067.91	92*0236376	92*0236376

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45938	Bond Fund, Measure E	110,471.52	0.00	110,471.52	92*0236401	92*0236402
Union Bank of Calif						
45939	Bond Fund, Measure E	256,425.00	0.00	256,425.00	92*0236403	92*0236404
Security Bank of California						
45940	Bond Fund, Measure E	109,469.64	0.00	109,469.64	92*0236405	92*0236408
Pacific Western Bank						
45941	Bond Fund, Measure E	221,326.00	0.00	221,326.00	92*0236409	92*0236410
Isec Inc						
45942	Bond Fund, Measure E	39,000.00	0.00	39,000.00	92*0236411	92*0236413
45943	Bond Fund, Measure E	19,168.92	0.00	19,168.92	92*0236414	92*0236416
45944	Bond Fund, Measure E	76,715.00	0.00	76,715.00	92*0236417	92*0236418
45945	Bond Fund, Measure E	142,100.01	0.00	142,100.01	92*0236419	92*0236421
DLG Electric and Construction						
45961	Bond Fund, Measure E	48,983.94	0.00	48,983.94	92*0236475	92*0236476
45962	Bond Fund, Measure E	13,330.00	0.00	13,330.00	92*0236477	92*0236477
45974	Bond Fund, Measure E	10,000.00	0.00	10,000.00	92*0236526	92*0236526
46003	Bond Fund, Measure E	672.00	0.00	672.00	92*0236671	92*0236671
46140	Bond Fund, Measure E	21,624.65	0.00	21,624.65	92*0239653	92*0239655
Total Fund 42 Bond Fund, Measure E		<u>2,497,499.42</u>	<u>0.00</u>	<u>2,497,499.42</u>		

Check Registers Submitted for Approval
Checks Written for Period 01/04/10 thru 02/11/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45644	Property and Liability Fund	7,500.00	0.00	7,500.00	92*0235151	92*0235151
45791	Property and Liability Fund	250.00	0.00	250.00	92*0235732	92*0235732
45838	Property and Liability Fund	1,000.00	0.00	1,000.00	92*0236033	92*0236033
46142	Property and Liability Fund	1,750.00	0.00	1,750.00	92*0239658	92*0239658
Total Fund 61 Property and Liability Fund		10,500.00	0.00	10,500.00		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45758	Workers' Compensation Fund	519,259.00	0.00	519,259.00	92*0235606	92*0235606
ASCIP						
45759	Workers' Compensation Fund	6,693.00	0.00	6,693.00	92*0235607	92*0235607
45917	Workers' Compensation Fund	222.85	0.00	222.85	92*0236338	92*0236338
46006	Workers' Compensation Fund	2,918.11	0.00	2,918.11	92*0236677	92*0236677
Total Fund 62 Workers' Compensation Fu		529,092.96	0.00	529,092.96		

Check Registers Submitted for Approval
Checks Written for Period 01/04/10 thru 02/11/10

<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>
45658	Student Financial Aid Fund	307.18	0.00	307.18	92*0235190	92*0235190
45854	Student Financial Aid Fund	300.00	0.00	300.00	92*0236087	92*0236087
45871	Student Financial Aid Fund	279.33	0.00	279.33	92*0236135	92*0236135
Total Fund 74 Student Financial Aid Fund		<u>886.51</u>	<u>0.00</u>	<u>886.51</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	5,770,642.64
Total Fund 12 General Fund Restricted	984,739.02
Total Fund 33 Child Development Fund	69,880.59
Total Fund 41 Capital Outlay Projects Fund	1,136,896.14
Total Fund 42 Bond Fund, Measure E	2,497,499.42
Total Fund 61 Property and Liability Fund	10,500.00
Total Fund 62 Workers' Compensation Fund	529,092.96
Total Fund 74 Student Financial Aid Fund	886.51
Grand Total:	<u><u>11,000,137.28</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT / BUDGET INCREASES AND DECREASES

From 12 / 17 / 2009 To 02 / 04 / 2010
 Board Meeting on 02 / 22 / 2010

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
5000	OPERATING EXPENSES & SERVICES		\$2,700
6000	CAPITAL OUTLAY		25,892
	Total appropriation		\$28,592
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		\$28,592
	Total revenue		\$28,592

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET INCREASES AND DECREASES
12/17/2009 - 2/4/2010

Fund 11: General Fund Unrestricted

		1/11/2010	B005613	<u>Decreases</u>	<u>Increases</u>
bc09pn111b					
5000	OPERATING EXPENSES AND SERVICES			0	2,700
8800	LOCAL REVENUE			0	2,700
				<hr/> 0	<hr/> 5,400
Reason:	Adjustment				
Description:	SCC Stu Dev new acct-obj#5210				

		1/27/2010	B005702	<u>Decreases</u>	<u>Increases</u>
BC09KT012710B					
6000	CAPITAL OUTLAY			0	25,892
8800	LOCAL REVENUE			0	25,892
				<hr/> 0	<hr/> 51,784
Reason:	Adjustment				
Description:	Pay baseball scoreboard & pane				

Summary by Major Object for Fund 11

		<u>Decreases</u>	<u>Increases</u>
5000	OPERATING EXPENSES AND SERVICES	0	2,700
6000	CAPITAL OUTLAY	0	25,892
8800	LOCAL REVENUE	0	28,592
		<hr/> 0	<hr/> 57,184

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT / BUDGET INCREASES AND DECREASES**

**From 12 / 17 / 2009 To 02 / 04 / 2010
Board Meeting on 02 / 22 / 2010**

FUND: 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$21,756	
2000	CLASSIFIED / OTHER NONACADEMIC	63,569	
3000	EMPLOYEE BENEFITS	32,800	
4000	SUPPLIES AND MATERIALS		\$3,022
5000	OPERATING EXPENSES & SERVICES		38,203
6000	CAPITAL OUTLAY		1,391
7000	OTHER OUTGO		1,000
	Total appropriation	\$118,125	\$43,616
<u>Revenue Accounts</u>			
8100	FEDERAL REVENUE		\$6,131
8600	STATE REVENUE	\$31,840	
8800	LOCAL REVENUE	48,800	
	Total revenues	\$80,640	\$6,131

RECOMMENDATION

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

Fund 12: General Fund Restricted

		<u>Decreases</u>	<u>Increases</u>
bc09pn1218b	12/18/2009	B005568	
2000	CLASSIFIED/OTHER NONACADEMIC	0	3,983
3000	EMPLOYEE BENEFITS	0	825
5000	OPERATING EXPENSES AND SERVICES	0	192
8800	LOCAL REVENUE	0	5,000
		<hr/>	<hr/>
		0	10,000

Reason: New Budget
Description: NEWB#3659 SBDC Comm Partner

		<u>Decreases</u>	<u>Increases</u>
bc09pn107a	1/7/2010	B005576	
1000	ACADEMIC SALARIES	0	9,682
8600	STATE REVENUE	0	9,682
		<hr/>	<hr/>
		0	19,364

Reason: Special Project Adjustment
Description: SP#2481 match earned income

		<u>Decreases</u>	<u>Increases</u>
bc09pn112g	1/12/2010	B005620	
2000	CLASSIFIED/OTHER NONACADEMIC	0	7,317
3000	EMPLOYEE BENEFITS	0	1,529
5000	OPERATING EXPENSES AND SERVICES	0	354
8800	LOCAL REVENUE	0	9,200
		<hr/>	<hr/>
		0	18,400

Reason: Special Project Adjustment
Description: SP#3659 Augment SBDC Comm Ptr

		<u>Decreases</u>	<u>Increases</u>
bc09pn112h	1/12/2010	B005621	
2000	CLASSIFIED/OTHER NONACADEMIC	8,022	0
3000	EMPLOYEE BENEFITS	12,363	0
4000	SUPPLIES AND MATERIALS	0	100
5000	OPERATING EXPENSES AND SERVICES	0	15,414
6000	CAPITAL OUTLAY	2,109	0
8600	STATE REVENUE	6,980	0
		<hr/>	<hr/>
		29,474	15,514

Reason: Special Project Adjustment
Description: SP#2270 CITD final alloc adj

		<u>Decreases</u>	<u>Increases</u>
bc09pn113a	1/13/2010	B005630	
1000	ACADEMIC SALARIES	38,023	0
2000	CLASSIFIED/OTHER NONACADEMIC	13,173	0
3000	EMPLOYEE BENEFITS	5,330	0
4000	SUPPLIES AND MATERIALS	1,100	0
5000	OPERATING EXPENSES AND SERVICES	14,874	0
8800	LOCAL REVENUE	72,500	0
		<hr/>	<hr/>
		145,000	0

Reason: Delete Budget
Description: DELB#3591 Drink Prevent ended

Board of Trustees
SUMMARY OF BUDGET INCREASES AND DECREASES
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

		1/13/2010	B005632	<u>Decreases</u>	<u>Increases</u>
bc09pn113c					
5000	OPERATING EXPENSES AND SERVICES			0	2,000
7000	OTHER OUTGO			0	8,000
8800	LOCAL REVENUE			0	10,000
				<hr/>	<hr/>
				0	20,000

Reason: New Budget
Description: NEWB#3265 Child Dev Consortium

		1/13/2010	B005633	<u>Decreases</u>	<u>Increases</u>
bc09pn113d					
2000	CLASSIFIED/OTHER NONACADEMIC			4,827	0
3000	EMPLOYEE BENEFITS			4,390	0
4000	SUPPLIES AND MATERIALS			0	500
5000	OPERATING EXPENSES AND SERVICES			0	1,737
8600	STATE REVENUE			6,980	0
				<hr/>	<hr/>
				16,197	2,237

Reason: Special Project Adjustment
Description: SP#2275 Reduce WLRC

		1/13/2010	B005639	<u>Decreases</u>	<u>Increases</u>
bc09pn113j					
2000	CLASSIFIED/OTHER NONACADEMIC			48,733	0
3000	EMPLOYEE BENEFITS			2,558	0
4000	SUPPLIES AND MATERIALS			190	0
5000	OPERATING EXPENSES AND SERVICES			4,165	0
8600	STATE REVENUE			55,646	0
				<hr/>	<hr/>
				111,292	0

Reason: Delete Budget
Description: DELB#2540 Song-Brown Act-RN Ed

		1/13/2010	B005640	<u>Decreases</u>	<u>Increases</u>
bc09pn113k					
1000	ACADEMIC SALARIES			0	262
3000	EMPLOYEE BENEFITS			762	0
8800	LOCAL REVENUE			500	0
				<hr/>	<hr/>
				1,262	262

Reason: Special Project Adjustment
Description: SP#3374 Correct FACCTS

		1/22/2010	B005670	<u>Decreases</u>	<u>Increases</u>
bc09pn122d					
4000	SUPPLIES AND MATERIALS			2,510	0
8100	FEDERAL REVENUE			2,510	0
				<hr/>	<hr/>
				5,020	0

Reason: Special Project Adjustment
Description: Reduce SCC TAN 09/10

Fund 12: General Fund Restricted

bc09pn122j		1/22/2010	B005676	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			475	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	5,806
3000	EMPLOYEE BENEFITS			0	3,459
5000	OPERATING EXPENSES AND SERVICES			1,597	0
8100	FEDERAL REVENUE			0	7,193
				<hr/>	<hr/>
				2,072	16,458
Reason:	Special Project Adjustment				
Description:	Incr SP#1680 SAC TANF				

bc09pn122k		1/22/2010	B005677	<u>Decreases</u>	<u>Increases</u>
2000	CLASSIFIED/OTHER NONACADEMIC			4,813	0
3000	EMPLOYEE BENEFITS			0	109
4000	SUPPLIES AND MATERIALS			0	4,120
5000	OPERATING EXPENSES AND SERVICES			0	1,500
8600	STATE REVENUE			0	916
				<hr/>	<hr/>
				4,813	6,645
Reason:	Special Project Adjustment				
Description:	Reduced DO SP#2061 CalWORKs				

bc09pn125d		1/25/2010	B005684	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	11,631
3000	EMPLOYEE BENEFITS			0	149
8600	STATE REVENUE			0	11,780
				<hr/>	<hr/>
				0	23,560
Reason:	Special Project Adjustment				
Description:	Reduce SP#2061 SCC CalWORKs				

bc09pn126c		1/26/2010	B005689	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	6,472
2000	CLASSIFIED/OTHER NONACADEMIC			3,834	0
3000	EMPLOYEE BENEFITS			4,081	0
4000	SUPPLIES AND MATERIALS			5,648	0
5000	OPERATING EXPENSES AND SERVICES			0	7,166
8600	STATE REVENUE			0	75
				<hr/>	<hr/>
				13,563	13,713
Reason:	New Budget				
Description:	SP#2417 SAC Matric-cr, foll-up				

bc09pn126d		1/26/2010	B005690	<u>Decreases</u>	<u>Increases</u>
3000	EMPLOYEE BENEFITS			0	496
5000	OPERATING EXPENSES AND SERVICES			0	99
8600	STATE REVENUE			0	595
				<hr/>	<hr/>
				0	1,190
Reason:	New Budget				
Description:	SP#2416 SAC Matric-cr, Skills				

Fund 12: General Fund Restricted

bc09pn126e		1/26/2010	B005691	Decreases	Increases
2000	CLASSIFIED/OTHER NONACADEMIC			0	446
3000	EMPLOYEE BENEFITS			0	1,167
4000	SUPPLIES AND MATERIALS			0	3,000
5000	OPERATING EXPENSES AND SERVICES			0	23,760
8600	STATE REVENUE			0	28,373
				<hr/>	<hr/>
Reason: New Budget				0	56,746
Description: SP#2415 SAC Matric-cr, Orientn					

bc09pn126f		1/26/2010	B005692	Decreases	Increases
1000	ACADEMIC SALARIES			8,459	0
2000	CLASSIFIED/OTHER NONACADEMIC			3,857	0
3000	EMPLOYEE BENEFITS			14,003	0
4000	SUPPLIES AND MATERIALS			0	12,022
5000	OPERATING EXPENSES AND SERVICES			0	14,447
6000	CAPITAL OUTLAY			0	3,500
8600	STATE REVENUE			0	3,650
				<hr/>	<hr/>
Reason: New Budget				26,319	33,619
Description: SP#2413 SAC Matric-cr,Coord/Tr					

bc09pn127a		1/27/2010	B005703	Decreases	Increases
1000	ACADEMIC SALARIES			4,599	0
2000	CLASSIFIED/OTHER NONACADEMIC			8,332	0
3000	EMPLOYEE BENEFITS			2,200	0
4000	SUPPLIES AND MATERIALS			4,000	0
5000	OPERATING EXPENSES AND SERVICES			5,130	0
8600	STATE REVENUE			24,261	0
				<hr/>	<hr/>
Reason: Special Project Adjustment				48,522	0
Description: Reduce SP#2061 SAC CalWORKs					

bc09pn128a		1/28/2010	B005704	Decreases	Increases
1000	ACADEMIC SALARIES			0	914
3000	EMPLOYEE BENEFITS			0	6,042
8600	STATE REVENUE			0	6,956
				<hr/>	<hr/>
Reason: Special Project Adjustment				0	13,912
Description: SP#2481 match rec for neg bal					

Fund 12: General Fund Restricted

BC09KT012910C	1/29/2010	B005713	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	839
2000	CLASSIFIED/OTHER NONACADEMIC		0	14,470
3000	EMPLOYEE BENEFITS		889	0
4000	SUPPLIES AND MATERIALS		3,272	0
5000	OPERATING EXPENSES AND SERVICES		2,700	0
7000	OTHER OUTGO		7,000	0
8100	FEDERAL REVENUE		0	1,448
			<hr/>	<hr/>
			13,861	16,757

Reason: Special Project Adjustment
Description: Adj Budg based on 12/09 amendm

Summary by Major Object for Fund 12

		<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES	21,756	0
2000	CLASSIFIED/OTHER NONACADEMIC	63,569	0
3000	EMPLOYEE BENEFITS	32,800	0
4000	SUPPLIES AND MATERIALS	0	3,022
5000	OPERATING EXPENSES AND SERVICES	0	38,203
6000	CAPITAL OUTLAY	0	1,391
7000	OTHER OUTGO	0	1,000
8100	FEDERAL REVENUE	0	6,131
8600	STATE REVENUE	31,840	0
8800	LOCAL REVENUE	48,800	0
		<hr/>	<hr/>
		198,765	49,747

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT / BUDGET INCREASES AND DECREASES

From 12/17/2009 To 02/04/2010
 Board Meeting on 02/22/2010

FUND: 33 CHILD DEVELOPMENT FUND

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Account</u>		
1000	ACADEMIC SALARIES		\$260,246
2000	CLASSIFIED / OTHER NONACADEMIC		168,507
3000	EMPLOYEE BENEFITS		180,529
4000	SUPPLIES AND MATERIALS		115,220
5000	OPERATING EXPENSES & SERVICES		827,004
6000	CAPITAL OUTLAY		36,853
7000	OTHER OUTGO	\$3,265	
	Total appropriation	\$3,265	\$1,588,359
	<u>Revenue Account</u>		
8100	FEDERAL REVENUE		\$1,610,305
8600	STATE REVENUE	\$25,211	
	Total revenue	\$25,211	\$1,610,305

RECOMMENDATION

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

Fund 33: Child Development Fund

		1/7/2010 B005598	<u>Decreases</u>	<u>Increases</u>
bc09pn107x				
4000	SUPPLIES AND MATERIALS		0	9,756
5000	OPERATING EXPENSES AND SERVICES		0	22,244
8100	FEDERAL REVENUE		0	32,000
			0	64,000

Reason: Special Project Adjustment

Description: SP#1269 EHS Start-Up Trng/Tech

		1/8/2010 B005609	<u>Decreases</u>	<u>Increases</u>
bc09pn108h				
5000	OPERATING EXPENSES AND SERVICES		0	86,450
8100	FEDERAL REVENUE		0	86,450
			0	172,900

Reason: New Budget

Description: NEWB#1275 EHS trng/tech assist

		1/13/2010 B005637	<u>Decreases</u>	<u>Increases</u>
bc09pn113h				
1000	ACADEMIC SALARIES		0	9,876
3000	EMPLOYEE BENEFITS		0	4,545
4000	SUPPLIES AND MATERIALS		0	23,404
5000	OPERATING EXPENSES AND SERVICES		0	1,550
8100	FEDERAL REVENUE		0	39,375
			0	78,750

Reason: New Budget

Description: NEWB#1261 Network Healthy CA

		1/22/2010 B005679	<u>Decreases</u>	<u>Increases</u>
BC09KT012210B				
1000	ACADEMIC SALARIES		0	32,563
2000	CLASSIFIED/OTHER NONACADEMIC		0	12,615
3000	EMPLOYEE BENEFITS		0	26,249
4000	SUPPLIES AND MATERIALS		0	36,020
5000	OPERATING EXPENSES AND SERVICES		0	155,700
6000	CAPITAL OUTLAY		0	36,853
8100	FEDERAL REVENUE		0	300,000
			0	600,000

Reason: Special Project Adjustment

Description: Sp 1268 EHS Start Up budget

Fund 33: Child Development Fund

bc09pn125c		1/25/2010 B005683	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	231,650
2000	CLASSIFIED/OTHER NONACADEMIC		0	155,892
3000	EMPLOYEE BENEFITS		0	152,176
4000	SUPPLIES AND MATERIALS		0	46,752
5000	OPERATING EXPENSES AND SERVICES		0	566,010
8100	FEDERAL REVENUE		0	1,152,480
			0	2,304,960

Reason: Special Project Adjustment

Description: NEWB#1270 Early Head Start Op

bc09pn201p		2/1/2010 B005728	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		13,843	0
3000	EMPLOYEE BENEFITS		2,441	0
4000	SUPPLIES AND MATERIALS		712	0
5000	OPERATING EXPENSES AND SERVICES		4,950	0
7000	OTHER OUTGO		3,265	0
8600	STATE REVENUE		25,211	0
			50,422	0

Reason: Special Project Adjustment

Description: Reduce SP#2060 CalWORKs

<u>Summary by Major Object for Fund 33</u>			<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	260,246
2000	CLASSIFIED/OTHER NONACADEMIC		0	168,507
3000	EMPLOYEE BENEFITS		0	180,529
4000	SUPPLIES AND MATERIALS		0	115,220
5000	OPERATING EXPENSES AND SERVICES		0	827,004
6000	CAPITAL OUTLAY		0	36,853
7000	OTHER OUTGO		3,265	0
8100	FEDERAL REVENUE		0	1,610,305
8600	STATE REVENUE		25,211	0
			28,476	3,198,664

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 12 / 17 / 2009 To 02 / 04 / 2010

Board Meeting on 02 / 22 / 2010

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$25,351	
2000	CLASSIFIED / OTHER NONACADEMIC		\$25,951
3000	EMPLOYEE BENEFITS		3,088
4000	SUPPLIES AND MATERIALS		18,309
5000	OPERATING EXPENSES AND SERVICES		70,782
6000	CAPITAL OUTLAY	7,779	
7900	CONTINGENCY OR RESERVE	85,000	
	Total Transfers	\$118,130	\$118,130

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 11: General Fund Unrestricted

bc09pn1217f	12/17/2009	B005565	From	To
4000	SUPPLIES AND MATERIALS		0	22,798
5000	OPERATING EXPENSES AND SERVICES		22,798	0
			<hr/>	<hr/>
			22,798	22,798

Reason: Special Project Adjustment
Description: SCC Wmn's Soccer travel/instr

BC09KT1218A	12/18/2009	B005567	From	To
4000	SUPPLIES AND MATERIALS		0	775
5000	OPERATING EXPENSES AND SERVICES		775	0
			<hr/>	<hr/>
			775	775

Reason: Adjustment
Description: Pay travel exp 4 women's socce

bc09pn106b	1/6/2010	B005574	From	To
5000	OPERATING EXPENSES AND SERVICES		0	85,000
7900	CONTINGENCY OR RESERVE		85,000	0
			<hr/>	<hr/>
			85,000	85,000

Reason: Adjustment
Description: Trans for Townsend Public Affr

bc09pn108b	1/8/2010	B005603	From	To
4000	SUPPLIES AND MATERIALS		200	0
5000	OPERATING EXPENSES AND SERVICES		0	200
			<hr/>	<hr/>
			200	200

Reason: Adjustment
Description: Software renewal licenses

bc09pn108c	1/8/2010	B005604	From	To
5000	OPERATING EXPENSES AND SERVICES		0	1,000
6000	CAPITAL OUTLAY		1,000	0
			<hr/>	<hr/>
			1,000	1,000

Reason: Adjustment
Description: ITS mobile network compat

bc09pn108d	1/8/2010	B005605	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		0	703
5000	OPERATING EXPENSES AND SERVICES		703	0
			<hr/>	<hr/>
			703	703

Reason: Adjustment
Description: ITS Stage Tech OT fees

Fund 11: General Fund Unrestricted

		<u>From</u>	<u>To</u>
bc09pn108e	1/8/2010	B005606	
1000	ACADEMIC SALARIES	1,235	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	1,020
3000	EMPLOYEE BENEFITS	0	215
		1,235	1,235

Reason: Special Project Adjustment
Description: SAC New stu registr hrlly staff

		<u>From</u>	<u>To</u>
bc09pn112h	1/12/2010	B005621	
2000	CLASSIFIED/OTHER NONACADEMIC	0	38,435
3000	EMPLOYEE BENEFITS	0	13,642
5000	OPERATING EXPENSES AND SERVICES	52,077	0
		52,077	52,077

Reason: Special Project Adjustment
Description: SP#2270 CITD final alloc adj

		<u>From</u>	<u>To</u>
bc09pn113a	1/13/2010	B005630	
1000	ACADEMIC SALARIES	21,202	0
3000	EMPLOYEE BENEFITS	5,588	0
5000	OPERATING EXPENSES AND SERVICES	0	26,790
		26,790	26,790

Reason: Delete Budget
Description: DELB#3591 Drink Prevent ended

		<u>From</u>	<u>To</u>
bc09pn113d	1/13/2010	B005633	
2000	CLASSIFIED/OTHER NONACADEMIC	15,254	0
3000	EMPLOYEE BENEFITS	549	0
5000	OPERATING EXPENSES AND SERVICES	0	15,803
		15,803	15,803

Reason: Special Project Adjustment
Description: SP#2275 Reduce WLRC

		<u>From</u>	<u>To</u>
bc09pn113f	1/13/2010	B005635	
5000	OPERATING EXPENSES AND SERVICES	0	160
6000	CAPITAL OUTLAY	160	0
		160	160

Reason: Adjustment
Description: SCC CA Comm Datatel conf(4 ea)

		<u>From</u>	<u>To</u>
BC09KT011510A	1/15/2010	B005641	
4000	SUPPLIES AND MATERIALS	0	75
5000	OPERATING EXPENSES AND SERVICES	75	0
		75	75

Reason: Adjustment
Description: Pay software licenses

Fund 11: General Fund Unrestricted

bc09pn120c		1/20/2010	B005652	From	To
4000	SUPPLIES AND MATERIALS			1,355	0
5000	OPERATING EXPENSES AND SERVICES			0	1,355
				<hr/>	<hr/>
				1,355	1,355

Reason: Adjustment
Description: SAC Admin Svcs obj#5640

bc09pn120m		1/20/2010	B005661	From	To
1000	ACADEMIC SALARIES			0	7,544
2000	CLASSIFIED/OTHER NONACADEMIC			0	9,278
3000	EMPLOYEE BENEFITS			3,962	0
5000	OPERATING EXPENSES AND SERVICES			12,860	0
				<hr/>	<hr/>
				16,822	16,822

Reason: Adjustment
Description: SP#2470 SAC MESA match

bc09pn121c		1/21/2010	B005663	From	To
4000	SUPPLIES AND MATERIALS			2,900	0
6000	CAPITAL OUTLAY			0	2,900
				<hr/>	<hr/>
				2,900	2,900

Reason: Adjustment
Description: SAC ILR Media Systems lamps

bc09pn122c		1/22/2010	B005669	From	To
4000	SUPPLIES AND MATERIALS			600	0
6000	CAPITAL OUTLAY			0	600
				<hr/>	<hr/>
				600	600

Reason: Adjustment
Description: SAC Bell Pipe water heater

bc09pn122k		1/22/2010	B005677	From	To
1000	ACADEMIC SALARIES			0	13,535
2000	CLASSIFIED/OTHER NONACADEMIC			21,566	0
3000	EMPLOYEE BENEFITS			7,507	0
5000	OPERATING EXPENSES AND SERVICES			0	15,538
				<hr/>	<hr/>
				29,073	29,073

Reason: Special Project Adjustment
Description: Reduced DO SP#2061 CalWORKs

BC09KT012210		1/22/2010	B005680	From	To
4000	SUPPLIES AND MATERIALS			0	1,143
5000	OPERATING EXPENSES AND SERVICES			1,143	0
				<hr/>	<hr/>
				1,143	1,143

Reason: Adjustment
Description: Purchase supplies from restric

Fund 11: General Fund Unrestricted

		1/25/2010	B005684	<u>From</u>	<u>To</u>
bc09pn125d					
1000	ACADEMIC SALARIES			10,533	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	74
3000	EMPLOYEE BENEFITS			3,481	0
5000	OPERATING EXPENSES AND SERVICES			0	13,940
				<hr/>	<hr/>
				14,014	14,014

Reason: Special Project Adjustment
Description: Reduce SP#2061 SCC CalWORKs

		1/25/2010	B005686	<u>From</u>	<u>To</u>
bc09pn125f					
4000	SUPPLIES AND MATERIALS			21	0
5000	OPERATING EXPENSES AND SERVICES			0	21
				<hr/>	<hr/>
				21	21

Reason: Adjustment
Description: SCCCPA mtg mileage -Purchasing

		1/26/2010	B005696	<u>From</u>	<u>To</u>
bc09pn126j					
4000	SUPPLIES AND MATERIALS			0	540
5000	OPERATING EXPENSES AND SERVICES			540	0
				<hr/>	<hr/>
				540	540

Reason: Adjustment
Description: SAC Adm Svcs signs

		2/1/2010	B005719	<u>From</u>	<u>To</u>
bc09pn201f					
4000	SUPPLIES AND MATERIALS			196	0
5000	OPERATING EXPENSES AND SERVICES			0	196
				<hr/>	<hr/>
				196	196

Reason: Adjustment
Description: SAC Work Exp instr mileage

		2/1/2010	B005723	<u>From</u>	<u>To</u>
bc09pn201j					
1000	ACADEMIC SALARIES			0	13,214
3000	EMPLOYEE BENEFITS			13,214	0
				<hr/>	<hr/>
				13,214	13,214

Reason: Special Project Adjustment
Description: SAC DSPS budget balance

		2/1/2010	B005724	<u>From</u>	<u>To</u>
bc09pn201k					
1000	ACADEMIC SALARIES			26,674	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	13,261
3000	EMPLOYEE BENEFITS			0	23,532
6000	CAPITAL OUTLAY			10,119	0
				<hr/>	<hr/>
				36,793	36,793

Reason: Special Project Adjustment
Description: SAC DSPS budget balance

Fund 11: General Fund Unrestricted

		2/2/2010	B005731	<u>From</u>	<u>To</u>
bc09pn202e					
4000	SUPPLIES AND MATERIALS			250	0
5000	OPERATING EXPENSES AND SERVICES			0	250
				<hr/>	<hr/>
				250	250
Reason:	Adjustment				
Description:	Xerox copy-overage charges				

		2/3/2010	B005740	<u>From</u>	<u>To</u>
bc09pn203e					
4000	SUPPLIES AND MATERIALS			1,500	0
5000	OPERATING EXPENSES AND SERVICES			0	1,500
				<hr/>	<hr/>
				1,500	1,500
Reason:	Adjustment				
Description:	SCC Admin scanning,set up,web				

Summary by Major Object for Fund 11

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	25,351	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	25,951
3000	EMPLOYEE BENEFITS	0	3,088
4000	SUPPLIES AND MATERIALS	0	18,309
5000	OPERATING EXPENSES AND SERVICES	0	70,782
6000	CAPITAL OUTLAY	7,779	0
7900	CONTINGENCY OR RESERVE	85,000	0
		<hr/>	<hr/>
		118,130	118,130

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

**From 12 / 17 / 2009 To 02 / 04 / 2010
Board Meeting on 02 / 22 / 2010**

FUND : 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		\$125,677
2000	CLASSIFIED / OTHER NONACADEMIC	\$2,755	
3000	EMPLOYEE BENEFITS	14,076	
4000	SUPPLIES AND MATERIALS		39,812
5000	OPERATING EXPENSES AND SERVICES	198,915	
6000	CAPITAL OUTLAY		12,052
7000	OTHER OUTGO		38,205
	Total Transfers	\$215,746	\$215,746

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

bc09pn1215a	12/17/2009	B005559	From	To
4000	SUPPLIES AND MATERIALS		25	0
5000	OPERATING EXPENSES AND SERVICES		0	25
			<hr/>	<hr/>
			25	25
Reason:	Special Project Adjustment			
Description:	SAC Mid College Nat. Consort			

bc09pn1217b	12/17/2009	B005561	From	To
4000	SUPPLIES AND MATERIALS		1,440	0
5000	OPERATING EXPENSES AND SERVICES		0	1,440
			<hr/>	<hr/>
			1,440	1,440
Reason:	Special Project Adjustment			
Description:	SAC moving jib crane			

bc09pn1217d	12/17/2009	B005563	From	To
5000	OPERATING EXPENSES AND SERVICES		30,000	0
6000	CAPITAL OUTLAY		0	30,000
			<hr/>	<hr/>
			30,000	30,000
Reason:	Special Project Adjustment			
Description:	SAC Financial Aid equipment			

bc09pn1218a	12/18/2009	B005566	From	To
1000	ACADEMIC SALARIES		15,000	0
2000	CLASSIFIED/OTHER NONACADEMIC		15,000	0
4000	SUPPLIES AND MATERIALS		0	2,525
5000	OPERATING EXPENSES AND SERVICES		0	27,475
			<hr/>	<hr/>
			30,000	30,000
Reason:	Special Project Adjustment			
Description:	SAC DSPS expenses			

bc09pn107b	1/7/2010	B005577	From	To
5000	OPERATING EXPENSES AND SERVICES		16,166	0
7000	OTHER OUTGO		0	16,166
			<hr/>	<hr/>
			16,166	16,166
Reason:	Special Project Adjustment			
Description:	SP#1507 GEAR UP stud stipends			

bc09pn107d	1/7/2010	B005579	From	To
4000	SUPPLIES AND MATERIALS		0	820
6000	CAPITAL OUTLAY		820	0
			<hr/>	<hr/>
			820	820
Reason:	Special Project Adjustment			
Description:	SAC Fine Arts software			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

bc09pn107e	1/7/2010	B005580	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	21
6000	CAPITAL OUTLAY		21	0
			21	21
Reason:	Special Project Adjustment			
Description:	SCC Fin Aid dept copier			
bc09pn107i	1/7/2010	B005584	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		23,000	0
7000	OTHER OUTGO		0	23,000
			23,000	23,000
Reason:	Special Project Adjustment			
Description:	SAC VP Stu Svcs stipends			
bc09pn107m	1/7/2010	B005588	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	300
5000	OPERATING EXPENSES AND SERVICES		300	0
			300	300
Reason:	Special Project Adjustment			
Description:	SAC VP Stu Svcs Matric exps			
bc09pn107p	1/7/2010	B005590	<u>From</u>	<u>To</u>
2000	CLASSIFIED/OTHER NONACADEMIC		420	0
5000	OPERATING EXPENSES AND SERVICES		0	420
			420	420
Reason:	Special Project Adjustment			
Description:	SCC Career Ed institute member			
bc09pn107q	1/7/2010	B005591	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	100
6000	CAPITAL OUTLAY		100	0
			100	100
Reason:	Special Project Adjustment			
Description:	SCC Career Ed software maint			
bc09pn107r	1/7/2010	B005592	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		6,000	0
5000	OPERATING EXPENSES AND SERVICES		0	6,000
			6,000	6,000
Reason:	Special Project Adjustment			
Description:	OEC VTEA Office Tech software			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

		1/7/2010	B005594	<u>From</u>	<u>To</u>
bc09pn107t					
4000	SUPPLIES AND MATERIALS			4,535	0
5000	OPERATING EXPENSES AND SERVICES			0	12,735
6000	CAPITAL OUTLAY			8,200	0
				<hr/>	<hr/>
				12,735	12,735
Reason:	Special Project Adjustment				
Description:	SCC CareerTech prog mailers				

		1/7/2010	B005595	<u>From</u>	<u>To</u>
bc09pn107u					
1000	ACADEMIC SALARIES			2,000	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	2,000
				<hr/>	<hr/>
				2,000	2,000
Reason:	Special Project Adjustment				
Description:	SCC Career Ed survey stu assts				

		1/7/2010	B005597	<u>From</u>	<u>To</u>
bc09pn107w					
2000	CLASSIFIED/OTHER NONACADEMIC			0	40,425
3000	EMPLOYEE BENEFITS			0	5,908
4000	SUPPLIES AND MATERIALS			0	14,122
5000	OPERATING EXPENSES AND SERVICES			62,455	0
6000	CAPITAL OUTLAY			0	2,000
				<hr/>	<hr/>
				62,455	62,455
Reason:	Special Project Adjustment				
Description:	SP#2550 SAC BFAP redistribute				

		1/8/2010	B005607	<u>From</u>	<u>To</u>
bc09pn108f					
4000	SUPPLIES AND MATERIALS			450	0
5000	OPERATING EXPENSES AND SERVICES			0	450
				<hr/>	<hr/>
				450	450
Reason:	Special Project Adjustment				
Description:	CEC Scantron contracted svcs				

		1/12/2010	B005617	<u>From</u>	<u>To</u>
bc09pn112d					
4000	SUPPLIES AND MATERIALS			600	0
5000	OPERATING EXPENSES AND SERVICES			0	600
				<hr/>	<hr/>
				600	600
Reason:	Special Project Adjustment				
Description:	SAC CEC excess copies exps				

		1/12/2010	B005618	<u>From</u>	<u>To</u>
bc09pn112e					
1000	ACADEMIC SALARIES			213	0
4000	SUPPLIES AND MATERIALS			0	213
				<hr/>	<hr/>
				213	213
Reason:	Special Project Adjustment				
Description:	SAC Entrepreneur Ctr Curr Dev				

Fund 12: General Fund Restricted

		1/12/2010	B005619	<u>From</u>	<u>To</u>
bc09pn112f					
4000	SUPPLIES AND MATERIALS			0	500
5000	OPERATING EXPENSES AND SERVICES			500	0
				<hr/>	<hr/>
				500	500

Reason: Special Project Adjustment
Description: SAC Curric Dev/software lic

		1/12/2010	B005622	<u>From</u>	<u>To</u>
bc09pn112i					
4000	SUPPLIES AND MATERIALS			450	0
5000	OPERATING EXPENSES AND SERVICES			0	450
				<hr/>	<hr/>
				450	450

Reason: Special Project Adjustment
Description: SAC Paralegal Curr Dev/AAfPE

		1/12/2010	B005625	<u>From</u>	<u>To</u>
bc09pn112l					
1000	ACADEMIC SALARIES			0	25,500
4000	SUPPLIES AND MATERIALS			0	14,500
5000	OPERATING EXPENSES AND SERVICES			40,000	0
				<hr/>	<hr/>
				40,000	40,000

Reason: Special Project Adjustment
Description: SCC BSI expenditures

		1/12/2010	B005626	<u>From</u>	<u>To</u>
bc09pn112m					
1000	ACADEMIC SALARIES			0	2,500
5000	OPERATING EXPENSES AND SERVICES			2,500	0
				<hr/>	<hr/>
				2,500	2,500

Reason: Special Project Adjustment
Description: SCC BSI expenditures

		1/12/2010	B005627	<u>From</u>	<u>To</u>
bc09pn112n					
1000	ACADEMIC SALARIES			0	23,500
5000	OPERATING EXPENSES AND SERVICES			23,500	0
				<hr/>	<hr/>
				23,500	23,500

Reason: Special Project Adjustment
Description: SCC BSI expenditures

		1/12/2010	B005628	<u>From</u>	<u>To</u>
bc09pn112p					
1000	ACADEMIC SALARIES			0	8,600
5000	OPERATING EXPENSES AND SERVICES			8,600	0
				<hr/>	<hr/>
				8,600	8,600

Reason: Special Project Adjustment
Description: SCC BSI expenditures

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

bc09pn112q	1/12/2010	B005629	From	To
1000	ACADEMIC SALARIES		0	49,698
3000	EMPLOYEE BENEFITS		0	12,280
5000	OPERATING EXPENSES AND SERVICES		61,978	0
			<hr/>	<hr/>
			61,978	61,978

Reason: Special Project Adjustment
Description: SP#2019 SCC BSI Curric Dev

bc09pn113b	1/13/2010	B005631	From	To
1000	ACADEMIC SALARIES		2,638	0
5000	OPERATING EXPENSES AND SERVICES		0	2,638
			<hr/>	<hr/>
			2,638	2,638

Reason: Special Project Adjustment
Description: OEC VTEA software lic/support

bc09pn113e	1/13/2010	B005634	From	To
1000	ACADEMIC SALARIES		5,400	0
5000	OPERATING EXPENSES AND SERVICES		0	5,400
			<hr/>	<hr/>
			5,400	5,400

Reason: Special Project Adjustment
Description: SAC Counsel CCRAA GPS2 stipend

BC09KT011510B	1/15/2010	B005642	From	To
4000	SUPPLIES AND MATERIALS		0	1,500
5000	OPERATING EXPENSES AND SERVICES		1,500	0
			<hr/>	<hr/>
			1,500	1,500

Reason: Special Project Adjustment
Description: Cover supplies PO 4 MaSH compo

BC09KT011510C	1/15/2010	B005643	From	To
5000	OPERATING EXPENSES AND SERVICES		1,650	0
6000	CAPITAL OUTLAY		0	1,650
			<hr/>	<hr/>
			1,650	1,650

Reason: Special Project Adjustment
Description: Cover equip. PO 4 MaSH compo

BC09KT011510E	1/15/2010	B005645	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		2,000	0
5000	OPERATING EXPENSES AND SERVICES		0	2,000
			<hr/>	<hr/>
			2,000	2,000

Reason: Special Project Adjustment
Description: Pay staff 2 attend 3C DUG conf

Fund 12: General Fund Restricted

		1/15/2010	B005646	<u>From</u>	<u>To</u>
BC09KT011510F					
2000	CLASSIFIED/OTHER NONACADEMIC			0	10,000
5000	OPERATING EXPENSES AND SERVICES			10,000	0
				<hr/>	<hr/>
				10,000	10,000

Reason: Special Project Adjustment
Description: Fund Basic Skills Math classes

		1/15/2010	B005647	<u>From</u>	<u>To</u>
BC09KT011510G					
4000	SUPPLIES AND MATERIALS			210	0
6000	CAPITAL OUTLAY			0	210
				<hr/>	<hr/>
				210	210

Reason: Special Project Adjustment
Description: Pay PR 14388 Dorringer Cold Saw

		1/19/2010	B005648	<u>From</u>	<u>To</u>
bc09pn119a					
2000	CLASSIFIED/OTHER NONACADEMIC			0	600
7000	OTHER OUTGO			600	0
				<hr/>	<hr/>
				600	600

Reason: Special Project Adjustment
Description: SAC PTSTstu/empl award funds

		1/20/2010	B005658	<u>From</u>	<u>To</u>
bc09pn120i					
4000	SUPPLIES AND MATERIALS			1,200	0
6000	CAPITAL OUTLAY			0	1,200
				<hr/>	<hr/>
				1,200	1,200

Reason: Special Project Adjustment
Description: SAC ILR PC purchase

		1/21/2010	B005664	<u>From</u>	<u>To</u>
bc09pn121d					
4000	SUPPLIES AND MATERIALS			270	0
5000	OPERATING EXPENSES AND SERVICES			0	270
				<hr/>	<hr/>
				270	270

Reason: Special Project Adjustment
Description: SAC SCE object#5895

		1/22/2010	B005668	<u>From</u>	<u>To</u>
bc09pn122c					
1000	ACADEMIC SALARIES			76	0
4000	SUPPLIES AND MATERIALS			0	76
				<hr/>	<hr/>
				76	76

Reason: Special Project Adjustment
Description: DO Ed Svcs supplies

		1/22/2010	B005671	<u>From</u>	<u>To</u>
bc09pn122e					
5000	OPERATING EXPENSES AND SERVICES			0	2,415
6000	CAPITAL OUTLAY			2,415	0
				<hr/>	<hr/>
				2,415	2,415

Reason: Special Project Adjustment
Description: SAC TV/Video Arts software lic
5.2 (24)

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

bc09pn122g	1/22/2010	B005673		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
			2,820	0
3000	EMPLOYEE BENEFITS		1,120	0
6000	CAPITAL OUTLAY		0	3,940
			<hr/>	<hr/>
			3,940	3,940
Reason:	Special Project Adjustment			
Description:	OEC Career/Tech Ed display			

bc09pn125a	1/25/2010	B005681		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
			1,800	0
5000	OPERATING EXPENSES AND SERVICES		0	1,800
			<hr/>	<hr/>
			1,800	1,800
Reason:	Special Project Adjustment			
Description:	SAC Stu Affrs wireless access			

bc09pn126a	1/26/2010	B005687		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
			0	10,829
2000	CLASSIFIED/OTHER NONACADEMIC		0	1,340
3000	EMPLOYEE BENEFITS		0	662
4000	SUPPLIES AND MATERIALS		704	0
5000	OPERATING EXPENSES AND SERVICES		11,766	0
7000	OTHER OUTGO		361	0
			<hr/>	<hr/>
			12,831	12,831
Reason:	Special Project Adjustment			
Description:	COB#1706 UB yr2 neg bal			

bc09pn126g	1/26/2010	B005693		
2000	CLASSIFIED/OTHER NONACADEMIC		<u>From</u>	<u>To</u>
			0	10,249
3000	EMPLOYEE BENEFITS		10,191	0
5000	OPERATING EXPENSES AND SERVICES		58	0
			<hr/>	<hr/>
			10,249	10,249
Reason:	New Budget			
Description:	SP#2411 SAC Matric-cr,Adm/Rec			

bc09pn126h	1/26/2010	B005694		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
			0	5
2000	CLASSIFIED/OTHER NONACADEMIC		11,071	0
3000	EMPLOYEE BENEFITS		11,263	0
4000	SUPPLIES AND MATERIALS		897	0
5000	OPERATING EXPENSES AND SERVICES		0	23,226
			<hr/>	<hr/>
			23,231	23,231
Reason:	New Budget			
Description:	SP#2412 SAC Matric-cr,Adv/Cncl			

Fund 12: General Fund Restricted

		<u>From</u>	<u>To</u>
bc09pn126i	1/26/2010	B005695	
4000	SUPPLIES AND MATERIALS	0	7,990
5000	OPERATING EXPENSES AND SERVICES	1,490	0
6000	CAPITAL OUTLAY	6,500	0
		<hr/>	<hr/>
		7,990	7,990

Reason: Special Project Adjustment
Description: SAC Bus class softwr/PC parts

		<u>From</u>	<u>To</u>
BC09KT012710A	1/27/2010	B005701	
4000	SUPPLIES AND MATERIALS	0	16,485
6000	CAPITAL OUTLAY	16,485	0
		<hr/>	<hr/>
		16,485	16,485

Reason: Special Project Adjustment
Description: Pay instructional suppl & equi

		<u>From</u>	<u>To</u>
bc09pn128b	1/28/2010	B005705	
4000	SUPPLIES AND MATERIALS	0	45
5000	OPERATING EXPENSES AND SERVICES	45	0
		<hr/>	<hr/>
		45	45

Reason: Special Project Adjustment
Description: SAC Stu Svcs GEAR UP obj#4210

		<u>From</u>	<u>To</u>
BC09KT012810A	1/28/2010	B005707	
5000	OPERATING EXPENSES AND SERVICES	0	1,520
6000	CAPITAL OUTLAY	1,520	0
		<hr/>	<hr/>
		1,520	1,520

Reason: Special Project Adjustment
Description: Buy software license

		<u>From</u>	<u>To</u>
BC09KT012810C	1/28/2010	B005709	
2000	CLASSIFIED/OTHER NONACADEMIC	0	4,000
5000	OPERATING EXPENSES AND SERVICES	4,000	0
		<hr/>	<hr/>
		4,000	4,000

Reason: Special Project Adjustment
Description: Contracted svcs 2 Student Assi

		<u>From</u>	<u>To</u>
BC09KT012810D	1/28/2010	B005710	
2000	CLASSIFIED/OTHER NONACADEMIC	0	1,200
4000	SUPPLIES AND MATERIALS	600	0
5000	OPERATING EXPENSES AND SERVICES	600	0
		<hr/>	<hr/>
		1,200	1,200

Reason: Special Project Adjustment
Description: Trsf 2 Student Assist Hrlly CTE

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
12/17/2009 - 2/4/2010

Fund 12: General Fund Restricted

bc09pn201a	2/1/2010	B005714	From	To
1000	ACADEMIC SALARIES		0	62
3000	EMPLOYEE BENEFITS		62	0
			<hr/>	<hr/>
			62	62
Reason:	Special Project Adjustment			
Description:	SAC Bio Lrng Ctr P/T reassign			
bc09pn201b	2/1/2010	B005715	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		800	0
5000	OPERATING EXPENSES AND SERVICES		0	800
			<hr/>	<hr/>
			800	800
Reason:	Special Project Adjustment			
Description:	SCC Fin Aid software licenses			
bc09pn201d	2/1/2010	B005717	From	To
5000	OPERATING EXPENSES AND SERVICES		0	1,921
6000	CAPITAL OUTLAY		1,921	0
			<hr/>	<hr/>
			1,921	1,921
Reason:	Special Project Adjustment			
Description:	SCC Health summer sal/conf			
bc09pn201e	2/1/2010	B005718	From	To
4000	SUPPLIES AND MATERIALS		1,075	0
5000	OPERATING EXPENSES AND SERVICES		0	1,075
			<hr/>	<hr/>
			1,075	1,075
Reason:	Special Project Adjustment			
Description:	SAC Health Titanium annual fee			
bc09pn201g	2/1/2010	B005720	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		0	820
5000	OPERATING EXPENSES AND SERVICES		820	0
			<hr/>	<hr/>
			820	820
Reason:	Special Project Adjustment			
Description:	SAC MESA tutors/retreat			
bc09pn201h	2/1/2010	B005721	From	To
4000	SUPPLIES AND MATERIALS		0	111
5000	OPERATING EXPENSES AND SERVICES		0	1,835
6000	CAPITAL OUTLAY		1,946	0
			<hr/>	<hr/>
			1,946	1,946
Reason:	Special Project Adjustment			
Description:	SAC contr svcs/instr supplies			

Fund 12: General Fund Restricted

bc09pn201m	2/1/2010	B005726	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		0	200
5000	OPERATING EXPENSES AND SERVICES		200	0
			<hr/>	<hr/>
			200	200
Reason:	Special Project Adjustment			
Description:	SAC CTE Grant stu asst mileage			
bc09pn202a	2/2/2010	B005732	From	To
1000	ACADEMIC SALARIES		0	41,480
2000	CLASSIFIED/OTHER NONACADEMIC		35,628	0
3000	EMPLOYEE BENEFITS		6,752	0
4000	SUPPLIES AND MATERIALS		0	900
			<hr/>	<hr/>
			42,380	42,380
Reason:	Special Project Adjustment			
Description:	CEC SP#2011 TOE rev alloc			
bc09pn203c	2/3/2010	B005738	From	To
5000	OPERATING EXPENSES AND SERVICES		911	0
6000	CAPITAL OUTLAY		0	911
			<hr/>	<hr/>
			911	911
Reason:	Special Project Adjustment			
Description:	SAC Library printer cartridges			
bc09pn203g	2/3/2010	B005742	From	To
4000	SUPPLIES AND MATERIALS		950	0
5000	OPERATING EXPENSES AND SERVICES		0	950
			<hr/>	<hr/>
			950	950
Reason:	Special Project Adjustment			
Description:	SAC Auto-alter fuels lab lift			
bc09pn203i	2/3/2010	B005744	From	To
4000	SUPPLIES AND MATERIALS		5,069	0
5000	OPERATING EXPENSES AND SERVICES		7,000	0
6000	CAPITAL OUTLAY		0	12,069
			<hr/>	<hr/>
			12,069	12,069
Reason:	Special Project Adjustment			
Description:	SAC Bus Div equip-servers/PCs			
bc09pn203j	2/3/2010	B005745	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		6,112	0
3000	EMPLOYEE BENEFITS		3,688	0
5000	OPERATING EXPENSES AND SERVICES		0	9,800
			<hr/>	<hr/>
			9,800	9,800
Reason:	Special Project Adjustment			
Description:	SCC CAMP S/T, ben, mileage,ads			

Fund 12: General Fund Restricted

bc09pn204a	2/4/2010	B005747	From	To
1000	ACADEMIC SALARIES		2,350	0
2000	CLASSIFIED/OTHER NONACADEMIC		2,558	0
3000	EMPLOYEE BENEFITS		0	150
5000	OPERATING EXPENSES AND SERVICES		0	4,758
			<hr/>	<hr/>
			4,908	4,908

Reason: Special Project Adjustment
Description: SP#1707 UB yr3 neg bal

Summary by Major Object for Fund 12

	From	To
1000 ACADEMIC SALARIES	0	125,677
2000 CLASSIFIED/OTHER NONACADEMIC	2,755	0
3000 EMPLOYEE BENEFITS	14,076	0
4000 SUPPLIES AND MATERIALS	0	39,812
5000 OPERATING EXPENSES AND SERVICES	198,915	0
6000 CAPITAL OUTLAY	0	12,052
7000 OTHER OUTGO	0	38,205
	<hr/>	<hr/>
	215,746	215,746

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 12 / 17 / 2009 To 02 / 04 / 2010

Board Meeting on 02 / 22 / 2010

FUND : 33 CHILD DEVELOPMENT FUND

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES	\$54,860	
2000	CLASSIFIED / OTHER NONACADEMIC		\$46,000
4000	SUPPLIES AND MATERIALS		1,529
5000	OPERATING EXPENSES & SERVICES		7,331
Total Transfers		\$54,860	\$54,860

RECOMMENDATION

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

Fund 33: Child Development Fund

bc09pn1217e	12/17/2009 B005564	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS	0	4
5000	OPERATING EXPENSES AND SERVICES	4	0
		4	4

Reason: Special Project Adjustment

Description: Ed Svcs/CDS NAEYC invoice

bc09pn112a	1/12/2010 B005614	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS	0	1,525
5000	OPERATING EXPENSES AND SERVICES	1,525	0
		1,525	1,525

Reason: Special Project Adjustment

Description: Ed Svcs NAEYC candidacy fee

bc09pn112b	1/12/2010 B005615	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	26,000	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	26,000
		26,000	26,000

Reason: Special Project Adjustment

Description: Ed Svcs CEC stu asst/interns

bc09pn112c	1/12/2010 B005616	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	10,000	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	10,000
		10,000	10,000

Reason: Special Project Adjustment

Description: Ed Svcs SAC CDC stu assts

bc09pn120k	1/20/2010 B005660	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	10,000	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	10,000
		10,000	10,000

Reason: Special Project Adjustment

Description: Adj Ed Svcs/CDS salaries

bc09pn122i	1/22/2010 B005675	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	8,860	0
5000	OPERATING EXPENSES AND SERVICES	0	8,860
		8,860	8,860

Reason: Special Project Adjustment

Description: SAC East custodian/lic fees

Summary by Major Object for Fund 33

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	54,860	0
2000 CLASSIFIED/OTHER NONACADEMIC	0	46,000
4000 SUPPLIES AND MATERIALS	0	1,529
5000 OPERATING EXPENSES AND SERVICES	0	7,331
	<u>54,860</u>	<u>54,860</u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 12 / 17 / 2009 To 02 / 04 / 2010

Board Meeting on 02 / 22 / 2010

FUND : 41 CAPITAL OUTLAY PROJECTS FUND

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
5000	OPERATING EXPENSES & SERVICES		\$14,000
6000	CAPITAL OUTLAY		28,300
7900	CONTINGENCY OR RESERVE	\$42,300	
	Total Transfers	\$42,300	\$42,300

RECOMMENDATION

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

Fund 41: Capital Outlay Projects Fund

		<u>From</u>	<u>To</u>
bc09pn108g	1/8/2010	B005608	
5000	OPERATING EXPENSES AND SERVICES	0	14,000
7900	CONTINGENCY OR RESERVE	14,000	0
		<hr/>	<hr/>
		14,000	14,000

Reason: Special Project Adjustment
Description: SAC Dominguez fire hydrant exp

		<u>From</u>	<u>To</u>
BC09KT012810B	1/28/2010	B005708	
6000	CAPITAL OUTLAY	0	8,500
7900	CONTINGENCY OR RESERVE	8,500	0
		<hr/>	<hr/>
		8,500	8,500

Reason: Special Project Adjustment
Description: Pay svcs 4 Bldg U kitchen hood

		<u>From</u>	<u>To</u>
bc09pn203f	2/3/2010	B005741	
6000	CAPITAL OUTLAY	0	19,800
7900	CONTINGENCY OR RESERVE	19,800	0
		<hr/>	<hr/>
		19,800	19,800

Reason: Special Project Adjustment
Description: SAC Admin EMS PC/heat exchange

Summary by Major Object for Fund 41

		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES	0	14,000
6000	CAPITAL OUTLAY	0	28,300
7900	CONTINGENCY OR RESERVE	42,300	0
		<hr/>	<hr/>
		42,300	42,300

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 12 / 17 / 2009 To 02 / 04 / 2010

Board Meeting on 02 / 22 / 2010

FUND : 42 BOND FUND, MEASURE E

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
6000	CAPITAL OUTLAY		\$22,650,000
7900	CONTINGENCY OR RESERVE	\$22,650,000	
	Total Transfers	\$22,650,000	\$22,650,000

RECOMMENDATION

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

Fund 42: Bond Fund, Measure E

		<u>From</u>	<u>To</u>
bc09pn122a	1/22/2010 B005666		
6000	CAPITAL OUTLAY	0	22,650,000
7900	CONTINGENCY OR RESERVE	22,650,000	0
		<hr/>	<hr/>
		22,650,000	22,650,000

Reason: Special Project Adjustment
Description: SCC New Aqua Ctr bond fund

Summary by Major Object for Fund 42

		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY	0	22,650,000
7900	CONTINGENCY OR RESERVE	22,650,000	0
		<hr/>	<hr/>
		22,650,000	22,650,000

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval to hire Vicenti, Lloyd & Stutzman LLP	
Action:	Request for Approval	

BACKGROUND

Education Code Section 84040 states that: "the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy." California Code of Regulations Title 5, section 59102 states that: "Arrangements for annual audits for any fiscal year (as required by Ed Code 84040) shall be made no later than May 1st proceeding that fiscal year." The District's current audit services contract expired with the conclusion of the 2008-2009 fiscal year.

ANALYSIS

The accounting firm of Vicenti, Lloyd & Stutzman LLP have provided independent auditing services for the district and the foundations for the past three fiscal years. Their proposal for auditing services for the 2009-2010 fiscal year is attached and is essentially the same price as last year.

District Entity	2008-09	2009-10
District Audit	\$109,550	\$109,550
Rancho Santiago CCD Foundation	\$ 7,533	\$8,834
Santiago Canyon College Foundation	\$ 7,533	\$8,833
Santa Ana College Foundation	\$ 7,533	\$8,833
Measure E Bond – Fiscal Audit	\$ 2,600	\$2,600
Measure E Bond – Performance Audit	\$ 8,100	\$8,100
Women's Business Center (IWE) Grant Certification	\$ 520	\$520

Each Foundation is responsible for paying the fee associated with their audit. New required IRS schedules and forms must be completed and slightly increase prior years audit costs. Measure E Bond audits are funded by the district's general fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve hiring Vicenti, Lloyd & Stutzman LLP for auditing services for the 2009-2010 fiscal year and authorize the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on the District's behalf as presented.

Fiscal Impact:	\$147,270 plus mileage for FY 2009-2010	Board Date: February 22, 2010
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

A G R E E M E N T

THIS AGREEMENT, made and entered into this ____ day of February, 2010 between VICENTI, LLOYD & STUTZMAN LLP, a partnership of Certified Public Accountants hereinafter referred to as the Accountants, and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT hereinafter referred to as the District. The parties agree as follows:

1. **AUTHORITY**

WHEREAS, Section 84040 of the Education Code provides in part that:

The governing board of each community college district shall provide for an annual audit of all funds, books and accounts of the district in accordance with regulations of the board of governors and further provides that:

THE AUDITS shall be made by a certified public accountant or a public accountant, licensed by the California Board of Accountancy.

WHEREAS, it is the intention of the District, consisting of the duly elected governing board of the school district, to comply with the provisions relating to Section 84040 of the Education Code.

2. **CONSIDERATION**

THEREFORE, for and in consideration of the mutual covenants, conditions and promises hereinafter contained, the District hereby engages the Accountant, and the Accountant hereby accepts engagement to conduct an audit of all financial statements of said District in the following manner and upon the following conditions.

3. **PERIOD COVERED BY AGREEMENT**

THIS AGREEMENT shall cover the period necessary to make the required audit and examination for the fiscal year ending June 30, 2010. The District and the Accountants have the option to terminate the agreement with 30 days written notice, and pay for services rendered up to that time.

4. **BEGINNING WORK**

THE ACCOUNTANTS shall commence their work for the fiscal year at such times as may be mutually agreed upon by the parties hereto. The Accountants will render their opinion on the financial statements in accordance with generally accepted accounting standards.

5. **SCOPE AND OPINION**

THE ACCOUNTANTS will audit the District's financial statements for the fiscal year ending June 30, 2010 for the purpose of expressing an opinion on the fairness with which they present, in all material respects, financial position, results of operations and cash flows in conformity with generally accepted accounting principals.

We will conduct our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes examining, on a test basis, evidence that supports the amounts and disclosures included in the financial statements. It also includes assessing the accounting principals used and estimates made by management, as well as evaluating the overall financial statement presentation. Our audit is designed to provide reasonable assurance of detecting misstatements that, in our judgment, could have a material effect on the financial statements taken as a whole. Consequently, our audit will not necessarily detect misstatements less than this materiality level that might exist due to error, fraudulent financial reporting, or misappropriation of assets.

The District's management is responsible for establishing and maintaining a sound system of internal control, which is the best means of preventing or detecting errors, fraudulent financial reporting, and misappropriation of assets.

AS PART of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. The District's management is responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

THE DISTRICT'S management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and corrective action plan. Management is responsible for establishing and maintaining a sound system of internal control, which is the best means of preventing or detecting errors, fraudulent financial reporting, and misappropriation of assets.

THE ACCOUNTANTS SHALL also conduct a compliance audit in accordance with the standards in OMB Circular No. A-133, and the State Chancellor's Office, to extent considered necessary. The report will be submitted in the format required by the State Chancellor's Office.

THE AUDIT shall include all funds of the District including, but not limited to, District General Fund, Bond Funds, Building Funds, Bond Interest and Redemption Funds, Cafeteria Funds or Accounts, Student Financial Aid Fund, and all other funds and/or accounts under the control of the governing board of the community college district.

THE AUDIT and examination shall be based upon tests and samples of the accounting records and transactions sufficient to satisfy the Accountants of the fairness of presentation of the financial conditions, operating results of the District, and compliance with applicable laws and regulations and shall not comprise detailed examinations of all transactions.

IN CASES WHEREIN the Accountants can and do place reliance upon the work of a state agency, another individual accountant or firm of public accountants or certified public accountants, they shall state in their report the extent of such reliance and shall name the agency, accountant, or accountants upon whose work they rely. Nothing in this paragraph shall be construed to obligate the Accountants to accept or perform work which is not in compliance with the specifications of the agreement.

6. COMPENSATION

A. RATES

THE DISTRICT shall pay the Accountants for services of personnel in the following classifications at the corresponding hourly rates for the fiscal year:

<u>Hourly Fees</u>	<u>2009-10</u>
Partner	\$ 250
Senior Manager	200
Consultant	200
Manager	160
Senior Associate/In-Charge	125
Associate	95
Support Staff/Clerical	42

Annual Maximum Cost:	<u>2009-10</u>
District Financial & Compliance Audit (inclusive of all District funds, single audit requirements, audit of student financial assistance programs, & SAS 99 requirements)	\$ 109,000
Foundation Financial & Compliance Audits and Related Tax Returns	22,600
Certification of Women's Business Center	520
Measure E Bond Program Financial & Performance Audits	10,700
Data Collection Form	<u>550</u>
Subtotal	143,370
Completion of new 990 required schedules/forms	<u>3,900</u>
Total	<u>\$ 147,270</u>

The rates and maximum cost of the various audits have remained the same as the 2008-09 contract. This is at a discount of approximately \$6,000 for the 2009-10 fiscal year.

Unforeseen circumstances that change the size or scope of the audit, will affect compensation as noted above. Compensation per this agreement is also dependent on all items requested at the pre-audit meeting being completed and included in the audit binder provided to District personnel. The above fee does not include consulting time to convert internal financial statements to the reporting format required by GASB Statement No. 34 and No. 35. Refer to Section 8 regarding additional compensation. In addition to the amounts stated above, we will expect to be reimbursed for mileage at the approved Internal Revenue Service rate for the year served, not to exceed \$2,000 for fiscal year 2009-10.

B. FINANCIAL & COMPLIANCE AUDIT FEES

THE MAXIMUM FEE which may be expended for services furnished in connection with the audits shall not exceed the sums specified in Section 6(A) subject to Sections 8 and 9. However, if audit requirements, State and Federal Compliance requirements and/or professional audit standards are revised significantly and additional time is necessary, we will bill for this additional time separately using the hourly rates stipulated in 6A.

7. BILLING AND PAYMENT OF FEES

IT IS AGREED that the aforesaid compensation shall be paid for as billings are presented at the above rates for the number of hours worked and expenses incurred.

25% of total contract on March 31
25% of total contract on April 30
25% of total contract on July 31
25% upon submission of the report

8. ADDITIONAL COMPENSATION

THE AUDIT and examination specified herein and the maximum compensation stipulated in Section 6 contemplate that conditions satisfactory to normal progress and completion of the work will be encountered.

IN THE EVENT the Accountants find it necessary to do additional work or expend inordinate amounts of time because of (a) significant changes in accounting principles, auditing standards, compliance requirements or district operations, (b) incompleteness of records, (c) poor working conditions, (d) abnormal errors, (e) misappropriation of funds, (f) lack of cooperation from District employees, (g) internally prepared financial statements that do not comply with the reporting requirement of GASB Statements No. 34 and No. 35 (h) items requested at the pre-audit meeting are not completed in the format requested or in a mutually agreed upon format, or (i) other justifiable reasons, they shall report such conditions to the District's Administration and Board. Upon reasonable demonstration of the extension of such conditions, the Accountants shall be entitled to apply to the District for supplemental compensation at the hourly rates set forth in Section 6, without regard to any maximum. In the event it is agreed not to employ additional services and compensation for such conditions, then

the audit report will be subject to qualifications with respect to the circumstances involved.

If requested, we will convert the District's internal financial statements to the reporting format required by GASB Statement No. 34 and No. 35. In order to convert the financial statements, journal entries will be made to record long-term debt, reflect the current year principal payments, record additions and deletions to fixed assets, record current year depreciation expense and record any other items necessary to reflect the financial statements on the full accrual basis of accounting. This additional work will include completion of the financial statements including the Statement of Net Assets, the Statement of Revenues, Expenses and Changes in Net Assets, the Statement of Cash Flows and the functional expense footnote. The District will need to prepare a comparative Management's Discussion and Analysis section; our independence standards do not allow us to prepare this section of the audit report. This additional work will be under a separate engagement letter.

OTHER ACCOUNTING SERVICES

THE DISTRICT may request the Accountants to furnish other services which could include bookkeeping, advisory or systems and procedures services, extended auditing procedures, or special audits. Such services, if deemed independent, shall be subject to additional fees at the hourly rates set forth in Section 6 above, or a special contract upon a fee basis to be mutually agreed upon between the respective parties to this agreement. The District is responsible for preparing comprehensive financial statements that comply with GASB Statements No. 34/35. The Accountants can assist the District with certain implementation and issues outside the audit scope as indicated above.

10. ACCOUNTANTS NOT OFFICERS, EMPLOYEES, OR AGENTS OF THE DISTRICT

WHILE ENGAGED in carrying out and complying with the terms and conditions of this agreement, the Accountants are independent contractors, and not officers, employees, or agents of the District.

11. HIRING OF VICENTI, LLOYD & STUTZMAN LLP STAFF

During the term of this Agreement and for twelve months following its termination, the DISTRICT shall not employ any Vicenti, Lloyd & Stutzman LLP employees or partners used by the Accountants in the performance under this agreement, without the prior notification and written consent of the Accountants. Vicenti, Lloyd & Stutzman LLP shall be entitled, in addition to any other remedies it may have at law or in equity, to a payment from the DISTRICT in an amount equal to one year's salary of any partner or employee the DISTRICT employs if notification was not received and approved by the Accountants.

12. RENDERING REPORTS

THE AUDIT shall be completed in accordance with Education Code Section 84040.5 and the audit reports shall be delivered to the parties set forth in the Contracted District Audit Manual.

13. AMENDMENT OR TERMINATION OF CONTRACT

THIS CONTRACT may be amended, altered or terminated on terms and conditions mutually agreed upon by the parties hereto.

14. OTHER MATTERS

IN THE EVENT it is necessary for us to institute a lawsuit against you in order to enforce any right which we have under this letter, and in the further event that we are the prevailing party in that lawsuit, then you agree to pay to us, in addition to any other amount to which we are entitled, all attorneys' fees and other costs incurred by us in connection with that lawsuit. On the other hand, if you are the prevailing party in that lawsuit, then we will pay to you all attorneys' fees and other costs which you incur in connection with that lawsuit.

The workpapers for this engagement are the property of the Accountants and constitute confidential information. However, we may be requested to make certain workpapers available to the State Chancellor's Office or a Federal Grantor Agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of the Accountants' personnel. Furthermore, upon

5.3 (9)

request, we may provide photocopies of selected workpapers to the State Chancellor's Office or a Federal Grantor Agency who may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of seven years after the date the auditors' report is issued or for any additional period requested by the State Chancellor's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the workpapers.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our most recent peer review letter is available on our website.

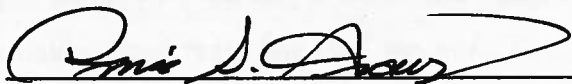
IN WITNESS WHEREOF, said parties have executed this agreement as of the day and year first above written.

DISTRICT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____

Peter Hardash

ACCOUNTANTS: VICENTI, LLOYD & STUTZMAN LLP
Federal ID # 95-2242818

By:  _____

Renee S. Graves
Partner

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To: Board of Trustees	Date: February 22, 2010
Re: Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended December 31, 2009	
Action: Request for Approval	

BACKGROUND

Pursuant to Section 58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the second quarter in fiscal year 2009-10 ended December 31, 2009.

ANALYSIS

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the three months covered in this report, the District has recognized 59.7% of budgeted revenues and other financing sources and 42.3% of budgeted expenditures and other outgo in the unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending December 31, 2009 as presented.

Fiscal Impact: Not applicable	Board Date: February 22, 2010
Prepared by: Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q2) Dec 31, 2009

District: (870) RANCHO SANTIAGO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	148,494,345	148,396,127	147,790,705	134,676,616
A.2	Other Financing Sources (Object 8900)	6,506	24,803	16,237	16,500
A.3	Total Unrestricted Revenue (A.1 + A.2)	148,500,851	148,420,930	147,806,942	134,693,116
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	139,776,049	154,228,868	146,044,061	140,549,998
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,506,664	2,756,793	832,530	1,260,513
B.3	Total Unrestricted Expenditures (B.1 + B.2)	141,282,713	156,985,661	146,876,591	141,810,511
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	7,218,138	-8,564,731	930,351	-7,117,395
D.	Fund Balance, Beginning	16,815,848	24,041,478	15,476,747	16,566,608
D.1	Prior Year Adjustments + (-)	7,492	0	159,510	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,823,340	24,041,478	15,636,257	16,566,608
E.	Fund Balance, Ending (C. + D.2)	24,041,478	15,476,747	16,566,608	9,449,213
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17%	9.9%	11.3%	6.7%

g. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	31,471	32,840	34,310	30,644
-----	---	--------	--------	--------	--------

h. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year				
	2006-07	2007-08	2008-09	2009-2010	
H.1	Cash, excluding borrowed funds		14,419,594	31,864,022	45,553,389
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	30,859,948	14,419,594	31,864,022	45,553,389

i. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	134,666,766	134,676,616	80,365,882	59.7%
I.2	Other Financing Sources (Object 8900)	6,000	16,500	3,417	20.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	134,672,766	134,693,116	80,369,299	59.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	140,529,648	140,549,998	59,952,959	42.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,260,513	1,260,513	2,150	0.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	141,790,161	141,810,511	59,955,109	42.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-7,117,395	-7,117,395	20,414,190	
L	Adjusted Fund Balance, Beginning	16,566,608	16,566,608	16,566,608	

L.1	Fund Balance, Ending (C. + L.2)	9,449,213	9,449,213	36,980,798
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.7%	6.7%	

7. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
a. SALARIES.										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS.										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

7. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

7. Does the district have significant fiscal problems that must be addressed? **NO**
This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date: February 22, 2010
Re:	Adoption of Resolution No. 10-06 – Conflict of Interest Code	
Action:	Request for Approval	

BACKGROUND

As per Title 2 California Code of Regulations, as promulgated by the California Fair Political Practices Commission, the district has a conflict of interest code which must be Board approved prior to approval by the Orange County Board of Supervisors.

ANALYSIS

Yearly updating of the Rancho Santiago Community College District's previously adopted Conflict of Interest Code is required.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 10-06 - Conflict of Interest Code as presented.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**RESOLUTION OF THE BOARD OF TRUSTEES
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERCEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED**

Resolution Number: 10-06

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Rancho Santiago Community College District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of Rancho Santiago Community College District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by Rancho Santiago Community College District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

Ayes:
Noes:
Absent:
Abstain:

Edward Hernandez, Jr., Ed.D.
Secretary to the Board of Trustees

ATTACHMENT A
CONFLICT OF INTEREST CODE FOR THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Rancho Santiago Community College District.

Designated employees shall file statements of economic interests with the Rancho Santiago Community College District's Political Reform Act Filing Officer, the Vice Chancellor who will make the statements available for public inspection and reproduction (Government Code Section 82008). Upon receipt of the statements of the Board of Trustees, Chancellor, Executive Vice Chancellor, Vice Chancellor and Presidents, the Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

EXHIBIT A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**LIST OF DESIGNATED POSITIONS
CONFLICT OF INTEREST CODE**

Designated Positions	Disclosure Categories
Board of Trustees	OC-1
Chancellor	OC-1
Executive Vice Chancellor, Human Resources and Educational Services	OC-1
Vice Chancellor, Business Operations/Fiscal Services	OC-1
President, Santa Ana College	OC-1
President, Santiago Canyon College	OC-1

Designated Positions	Disclosure Categories
Assistant Vice Chancellors	OC-2
Bookstore Coordinator	OC-2
Bookstore Manager	OC-2
Buyers	OC-2
Construction Supervisor	OC-2
Director, Academic Support	OC-2
Director, Accounting	OC-2
Director, Auxiliary Services	OC-2

Designated Positions	Disclosure Categories
Directors, College Advancement	OC-2
Director, Computer Programming	OC-2
Director, Digital Media Center	OC-2
Director, District Construction and Support Services	OC-2
Director, District Safety and Security	OC-2
Director, Purchasing Services	OC-2
Director, Small Business Development Center	OC-2
Environmental Safety and Emergency Services Manager	OC-2
Executive Director, Business Development	OC-2
Executive Director, Public Affairs & Governmental Relations	OC-2
Internal Auditor	OC-2
Inventory, Delivery and Storage Supervisor	OC-2
Risk Manager	OC-2
Vice Presidents	OC-2

EXHIBIT B

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Disclosure Category	Disclosure Description
OC-1	All interests in real property in Orange County or the District, as well as investments, business positions and sources of income (including gifts, loans and travel payments) Extent of Disclosure: Full disclosure
OC-2	All investments, business positions and sources of income (including gifts, loans and travel payments) Extent of Disclosure: Full disclosure excluding interests in real property

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of Travel Reimbursement for Mr. Benjamin Mendoza	
Action: Request for Action	

BACKGROUND

Education Code 72423 authorizes that a "governing board of each community college district shall provide for the payment of the travel expenses of any representatives of the board when performing services directed by the board."

ANALYSIS

The RSCCD Board of Trustees has requested that the board appointed representative to the Orange County Community Colleges Legislative Task Force (OCCLTF), Mr. Benjamin Mendoza, participate in the ACCT Community College National Legislative Summit in Washington D.C. February 8-10, 2010 on behalf of the district. The Board of Trustees appointed Mr. Mendoza as a community representative to the task force on October 12, 2009.

However, due to a severe snowstorm in the Washington D.C. area, this event has been postponed. It appears that this event will be rescheduled for March 10-12, 2010 or another convenient date.

In the event the Summit is rescheduled, it is requested that the board approve authorization for Mr. Mendoza for reimbursement for actual expenses of meals, lodging and transportation, not to exceed \$2,500, for participation in this event.

RECOMMENDATION

It is recommended that the Board of Trustees approve authorization of travel reimbursement for Mr. Benjamin Mendoza as presented.

Fiscal Impact: Up to \$2,500	Board Date: February 22, 2010
Prepared by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date: February 22, 2010
Re:	Quarterly Investment Report as of December 31, 2009	
Action:	For Information	

BACKGROUND

Pursuant to Section 53646(b) of the Government Code the Chief Fiscal Officer may render a quarterly report on investments to the Board of Trustees within 30 days following the end of the quarter covered by the report. The district's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

Accordingly, attached is the District's investment report for the quarter ended December 31, 2009.

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of December 31, 2009 for all District funds; (2) excerpts from the Orange County Treasurer's "Management Report" for the period ended December 31, 2009, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" for the period ending December 31, 2009.

All investments for the quarter ended December 31, 2009 are in accordance with Board Policy 3211, and there has been no change in the policy during this quarter.

RECOMMENDATION

The quarterly investment report as of December 31, 2009 is presented as information.

Fiscal Impact:	None	Board Date: February 22, 2010
Prepared by:	Noemi M. Kanouse, Assistant Vice Chancellor Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**Rancho Santiago Community College district
Statement of Cash
December 31, 2009**

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	132,091,673	1.23%	Oct-Dec	58.24%
Bond Sinking Funds	8,975,540	1.23%	Oct-Dec	3.96%
All Other Funds	83,736,994	1.23%	Oct-Dec	36.92%
Local Agency Investment Fund (LAIF)	147,897	0.60%	Oct-Dec	0.07%
Revolving Fund, Refundable Deposits and Cash in Banks	1,849,717	0.00%	Oct-Dec	0.82%
	<u>226,801,821</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position
December 31, 2009

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County- Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 9121/9125	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11 & 12)	1	11/12	43,779,442				1,673,946	100,000			45,553,389
Child Development Fund	12	33	163,415								163,415
Bond Fund Measure E	22	42	132,091,673								132,091,673
Bond Int & Red Fund	31	21				3,506,723					3,506,723
Bond Int & Red Fund	32	22				3,580,110					3,580,110
Bond Int & Red Fund	33	23				1,888,707					1,888,707
Capital Outlay Projects Fund	40	41	12,143,516								12,143,516
Workers' Compensation Fund	68	62	3,629,362						50,000		3,679,362
Property and Liability Fund	70	61	113,808						25,000		138,808
Retiree Benefits Fund	71	63	24,476,411							147,897	24,624,308
Student Financial Aid	74	74	(574,980)	7,375	(1,356)		771				(568,190)
Totals			215,822,648	7,375	(1,356)	8,975,540	1,674,717	100,000	75,000	147,897	226,801,821

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OFFICE OF THE TREASURER-TAX COLLECTOR

HALL OF FINANCE & RECORDS
11 CIVIC CENTER PLAZA, SUITE G76
POST OFFICE BOX 4515
SANTA ANA, CA 92701
www.ttc.ocgov.com

CHRISS W. STREET
TREASURER-TAX COLLECTOR

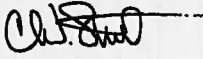
PAUL C. GORMAN, C.F.A., CTP
CHIEF ASSISTANT TREASURER-TAX COLLECTOR

JENNIFER BURKHART, CFA
ASSISTANT TREASURER-TAX COLLECTOR

ROBIN RUSSELL
ASSISTANT TREASURER-TAX COLLECTOR
ADMINISTRATIVE

January 15, 2010

TO: Board of Supervisors
Thomas G. Mauk, County Executive Officer
Treasury Oversight Committee
Treasurer's Advisory Committee
Participants

FROM: Chriss W. Street 
Treasurer-Tax Collector

SUBJECT: Treasurer's Management Report for Month & Year ended December 31,
2009

Attached please find the Treasurer's Management Report for the County of Orange for the month & year ended December 31, 2009. The information provided herein, including all charts, tables, graphs and numerical representations, is provided to readers solely as a general overview of the economic and market conditions which the Treasurer utilizes in making investment decisions. In addition, a complete version of this report is also available for download at our website www.ttc.ocgov.com.

TREASURER'S REPORT

In order to assist you in reading this report, please note that the current balances reflect the investments recorded in the portfolios for each particular fund for the period ending December 31. Each money market fund has an average maturity of less than sixty days, with a net asset value (NAV) falling within the range of \$0.9950 and \$1.0050. The Extended Fund shall have a duration not to exceed a leading 1-3 Year index +25%. All investments are marked to the market at the end of the reporting period due to the narrow valuation range prescribed by the Pools' Investment Policy Statement.

The reports reflect the par value (face value), the cost and market value (the price of each security at the close of the market on the last trading day of the month). Market values are derived from the Bloomberg Professional Service, a premier provider of instant access to real-time and historical financial data. The difference between the market value and book value is the unrealized gain or (loss). The Detail Transaction Report Section is provided in compliance with California Government Code Section 53607, which requires that the Treasurer file such a report with the Board of Supervisors, from whom his investment authority has been delegated.

APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

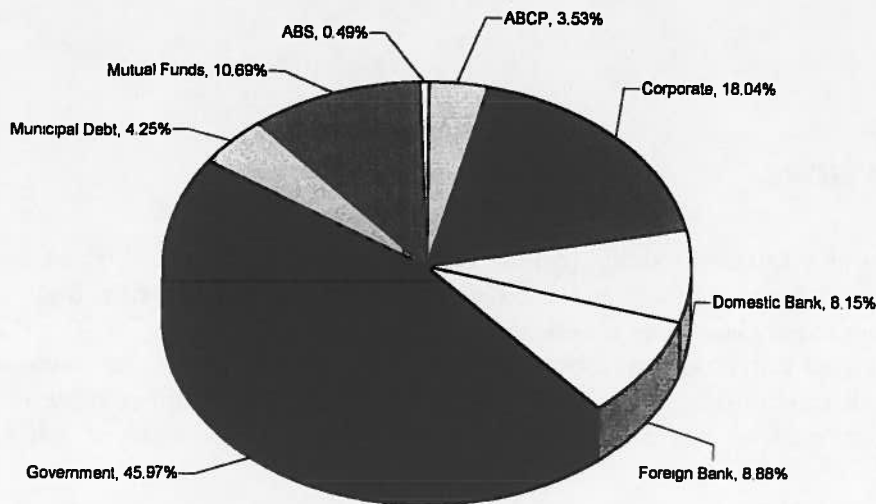
We have prepared a forecast for the timing of the County Investment Pool's October 2009 and November 2009 interest apportionments. We anticipate posting the October 2009 and November 2009 interest apportionments to participants' cash accounts in the County general ledger by approximately December 10 and December 22, 2009 respectively

PORTFOLIO COMPOSITION

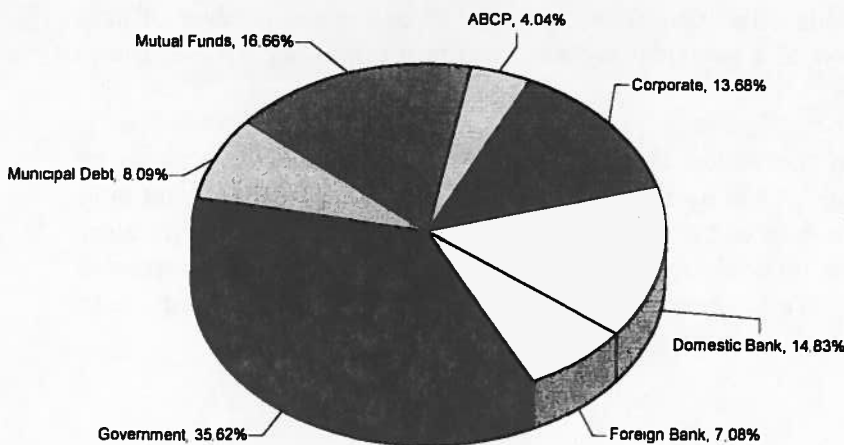
The following graphs represent the County, School and John Wayne Airport investment pools' composition by issuer type. The County and School pools include their portion of the Extended Fund (Exhibit 1).

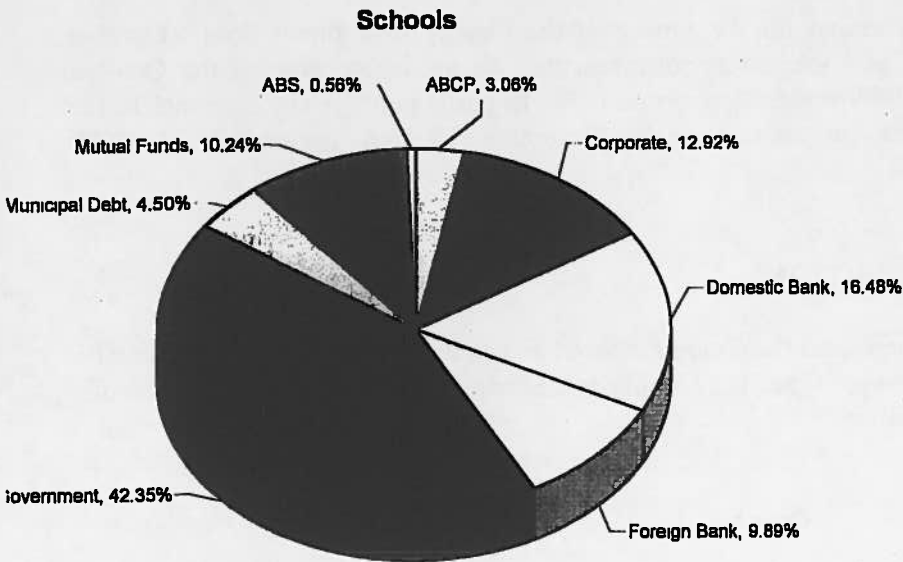
Exhibit 1:

County



John Wayne Airport





MARKET OBSERVATIONS

Orange County Treasurer's Office is delighted to report that The Educational Fund we manage achieved the third highest return and the County Fund achieved the fifth highest return of any state or municipal short-term investment fund in the United States. 2009 marks the third year in a row that our funds have been included in the *TRACS Top Ten* highest performing domestic government funds. From December 2006 through December 2009, the Orange County Treasurer's office has earned \$640,960,718 or an average yield of 3.76% over the period.

These results are even more satisfying when our clients consider that Orange County funds are 75% invested in US Government securities and our average maturity is half of the average of other comparable funds. The results we have achieved are the product of hard work, long hours and the creation of a powerful in-house research capability. We refuse to rely on Wall Street.

We became the first County in the nation and the first municipality in California to be awarded the prestigious rating of AAAM by Standard & Poors. The AAAM rating not only measures safety and security, it measures the level of liquidity available to a fund's investors in a crisis situation. There can be no doubt in anyone's mind that the financial markets have been suffering a two-year crisis. We have remained nimble throughout, and will continue to take advantage of market fluctuations as appropriate.

First 6 months of 2010 Projected Interest Rate Return – 1.05%

- The Orange County Treasurer's office expected rates to move higher at year end as bank lending escalated to support the Christmas Holiday season. We took advantage of this temporary borrowing binge to lock in higher yields for the next two years on \$450 million of our investment reserves.
- The Orange County Treasurer's office expects most investors will be stunned as the US and the world suffers an unpleasant bout of deflation. This market phenomenon will punish high risk investors with losses. Conservative high-quality, short-term bond buyers, such as Orange County, are positioned to benefit from capital gains as rates move lower.

Next fiscal year, 7/1/10 to 6/30/11, Interest Rate Return – 1.20%

- The Orange County Treasurer's office expects deflation will grind down the world economy through the spring of 2011. The United States will perform better, due to the production and labor ingenuity of our capitalistic system. Since the beginning in 2009, America has entered the early stages of a manufacturing renaissance. Our chronic negative balance of payments with trading partners has already been cut 18%, as US companies continue to become more competitive against Asian manufacturers. This import substitution by domestic manufacturers, will form the long base for a return of American economic dominance.

The Treasurer's Office appreciates your continued confidence as well as the opportunity to provide you exemplary portfolio and cash management services in the future. Please call Orange County Treasurer, Chriss W. Street, at 714-834-7625 with any questions.

ORANGE COUNTY TREASURER-TAX COLLECTOR

EXECUTIVE SUMMARY

December 1, 2008 - November 30, 2009

PERIOD ENDING - MONTH / YEAR	MARKET VALUE	EARNINGS FOR MONTH	YIELD FOR MONTH	MONTH END WAM
Current Month - November 2009				
County Pool - Money Market Fund	\$ 2,213,498,431	\$ 507,764	0.29%	52
Educational Pool - Money Market Fund	\$ 1,157,124,969	\$ 375,995	0.41%	60
Extended Fund	\$ 2,595,489,296	\$ 6,021,428	2.78%	340
OC Extended Fund B	\$ 37,545,360	\$ -	N/A	187
September 2009				
County Pool - Money Market Fund	\$ 2,129,243,138	\$ 560,511	0.33%	53
Educational Pool - Money Market Fund	\$ 1,322,589,455	\$ 407,887	0.44%	59
Extended Fund	\$ 2,566,724,258	\$ 3,800,287	1.62%	498
OC Extended Fund B	\$ 38,277,435	\$ -	N/A	217
September 2009				
County Pool - Money Market Fund	\$ 1,970,027,204	\$ 583,000	0.35%	54
Educational Pool - Money Market Fund	\$ 1,368,057,984	\$ 517,448	0.56%	57
Extended Fund	\$ 2,531,354,790	\$ 3,569,904	1.71%	486
OC Extended Fund B	\$ 38,725,414	\$ -	N/A	248
August 2009				
County Pool - Money Market Fund	\$ 2,106,086,758	\$ 915,879	0.50%	57
Educational Pool - Money Market Fund	\$ 1,419,464,342	\$ 769,121	0.58%	60
Extended Fund	\$ 2,443,068,280	\$ 8,317,118	4.02%	476
OC Extended Fund B	\$ 38,891,543	\$ -	N/A	278
July 2009				
County Pool - Money Market Fund	\$ 2,426,411,208	\$ 951,216	0.51%	53
Educational Pool - Money Market Fund	\$ 1,664,060,971	\$ 763,406	0.62%	59
Extended Fund	\$ 2,202,254,242	\$ 8,680,964	3.98%	578
OC Extended Fund B	\$ 39,228,860	\$ -	N/A	309
June 2009				
County Pool - Money Market Fund	\$ 1,715,299,012	\$ 953,720	0.64%	48
Educational Pool - Money Market Fund	\$ 1,403,295,309	\$ 870,875	0.65%	52
Extended Fund	\$ 2,717,967,912	\$ 5,043,252	2.32%	491
OC Extended Fund B	\$ 39,948,442	\$ -	N/A	340
May 2009				
County Pool - Money Market Fund	\$ 1,930,854,836	\$ 1,331,283	0.84%	49
Educational Pool - Money Market Fund	\$ 1,557,527,352	\$ 969,271	0.68%	52
Extended Fund	\$ 2,570,383,695	\$ 5,244,514	2.27%	423
OC Extended Fund B	\$ 49,011,934	\$ -	N/A	369
April 2009				
County Pool - Money Market Fund	\$ 2,179,797,628	\$ 1,444,232	0.64%	51
Educational Pool - Money Market Fund	\$ 1,787,863,217	\$ 854,923	0.74%	50
Extended Fund	\$ 2,667,974,783	\$ 4,796,125	2.17%	417
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	61
March 2009				
County Pool - Money Market Fund	\$ 2,029,134,964	\$ 1,400,404	0.81%	48
Educational Pool - Money Market Fund	\$ 1,338,411,552	\$ 1,109,701	0.88%	48
Extended Fund	\$ 2,645,713,854	\$ 5,538,166	2.57%	428
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	91
February 2009				
County Pool - Money Market Fund	\$ 2,169,443,772	\$ 1,630,117	1.00%	53
Educational Pool - Money Market Fund	\$ 1,576,700,518	\$ 1,540,126	1.17%	59
Extended Fund	\$ 2,350,452,260	\$ 5,828,257	3.12%	387
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	122
January 2009				
County Pool - Money Market Fund	\$ 2,014,879,118	\$ 1,827,150	0.99%	50
Educational Pool - Money Market Fund	\$ 1,856,648,856	\$ 1,820,578	1.13%	53
Extended Fund	\$ 2,533,665,548	\$ 7,079,923	3.32%	281
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	150
December 2008				
County Pool - Money Market Fund	\$ 2,308,197,426	\$ 3,627,727	1.77%	58
Educational Pool - Money Market Fund	\$ 2,152,827,732	\$ 2,244,826	1.46%	55
Extended Fund	\$ 2,503,173,696	\$ 7,054,362	3.32%	325
OC Extended Fund B	\$ 52,200,929	\$ -	N/A	25
December 1, 2008 - November 30, 2009				
	Annual Average	Total for Year	Annual Average	Annual Average
County Pool - Money Market Fund	\$ 2,099,406,125	\$ 15,733,002	0.72%	52
Educational Pool - Money Market Fund	\$ 1,550,381,021	\$ 12,244,156	0.78%	55
Extended Fund	\$ 2,572,571,354	\$ 70,774,300	2.77%	428

**ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH and QUARTER ENDED DECEMBER 31, 2009**

INVESTMENT STATISTICS - By Investment Fund*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Current Yield	MONTH Average Yield	Quarter Average Yield	Current NAV
<u>O.C. Money Market Fund</u>	MARKET Value \$ 2,463,159,678 COST (Capital) \$ 2,484,869,065 MONTHLY AVG Balance \$ 2,980,722,619 QUARTERLY AVG Balance \$ 2,374,288,211 BOOK Value \$ 2,462,733,364	57	0.23%	0.24%	0.29%	1.00
<u>O.C. Educational Money Market Fund</u>	MARKET Value \$ 2,071,614,454 COST (Capital) \$ 2,071,899,665 MONTHLY AVG Balance \$ 1,207,719,184 QUARTERLY AVG Balance \$ 1,136,012,066 BOOK Value \$ 2,071,187,209	43	0.21%	0.37%	0.41%	1.00
<u>Extended Fund</u>	MARKET Value \$ 2,592,000,368 COST (Capital) \$ 2,585,445,367 MONTHLY AVG Balance \$ 2,633,001,665 QUARTERLY AVG Balance \$ 2,624,267,070 BOOK Value \$ 2,581,861,634	408	1.45%	1.35%	1.92%	1.00
<u>OC Extended Fund B (Serpentine Holdings)</u>	MARKET Value \$ 37,405,659 COST (Capital) \$ 49,589,108	156	NA	NA	NA	0.75

ALLOCATION OF EXTENDED FUNDS

<u>Extended Fund (X Fund) County's Share of X Fund</u>	MARKET Value \$ 1,261,288,206 COST (Capital) \$ 1,258,098,490 MONTHLY AVG Balance \$ 1,283,001,665 BOOK Value \$ 1,256,354,617	408	1.45%	1.35%	1.92%	1.00
<u>Educational Share of X Fund</u>	MARKET Value \$ 1,330,712,162 COST (Capital) \$ 1,327,346,877 MONTHLY AVG Balance \$ 1,350,000,000 BOOK Value \$ 1,325,507,017	408	1.45%	1.36%	1.92%	1.00
<u>OC Extended Fund B County's Share</u>	MARKET Value \$ 20,318,137 COST (Capital) \$ 26,935,985	156	NA	NA	NA	0.75
<u>Educational Share</u>	MARKET Value \$ 17,087,523 COST (Capital) \$ 22,653,123	156	NA	NA	NA	0.75

**ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH and QUARTER ENDED DECEMBER 31, 2009**

INVESTMENT STATISTICS - By Investment Pool***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Current Yield	MONTH Average Yield	Quarter Average Yield	Current NAV
COMBINED POOL BALANCES						
<i>County Pool</i>	MARKET Value \$	3,744,766,021	175	0.80%	0.58%	1.00
	COST (Capital) \$	3,749,403,539				
	MONTHLY AVG Balance \$	4,263,724,284				
	QUARTERLY AVG Balance \$	3,648,555,281				
	BOOK Value \$	3,746,023,966				
<i>Educational Pool</i>	MARKET Value \$	3,419,414,138	185	0.86%	1.23%	1.00
	COST (Capital) \$	3,421,899,665				
	MONTHLY AVG Balance \$	2,557,719,184				
	QUARTERLY AVG Balance \$	2,486,012,066				
	BOOK Value \$	3,419,347,349				

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment Funds: 112, 225, 283, 480, 482, 483, 494, 497 505, 510, 514, 546, 15B	MARKET Value \$ 102,332,213 COST (Capital) \$ 102,191,139 MONTHLY AVG Balance \$ 102,181,216	Money Market Funds \$ 16,452,899 Repurchase Agreement 1,081,500 John Wayne Airport Investment Pool 49,482,427 CFCOC Investment Pool 35,043,373 GNMA Mortgage-Backed Security 130,840 \$ 102,191,139

MONTH END TOTALS****

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
County Money Market Fund \$ 2,484,369,065	County Funds \$ 3,737,257,780
County Cash (12,145,760)	School Funds 3,421,900,839
Educational Money Market Fund 2,071,899,665	Specific Investments 102,191,139
Extended Fund 2,585,445,367	
OC Extended Fund B 49,589,108	
School Cash 1,174	
Non Pooled Investments @ Cost 102,191,139	
\$ 7,261,349,758	\$ 7,261,349,758

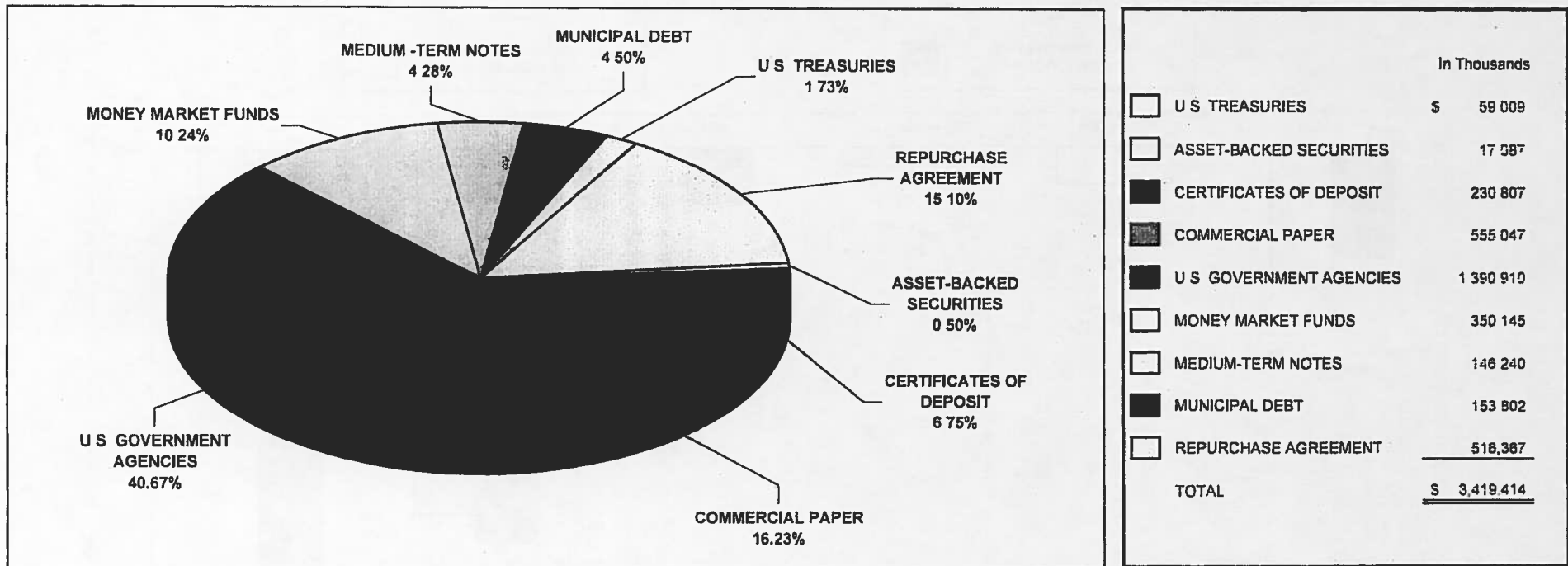
* Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

** Specific non pooled investments are reported in compliance with Government Code Section 53846 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

***The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund and Extended Fund B

**ORANGE COUNTY TREASURER - TAX COLLECTOR
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
PORTFOLIO COMPOSITION - COMBINED ****

December 31, 2009



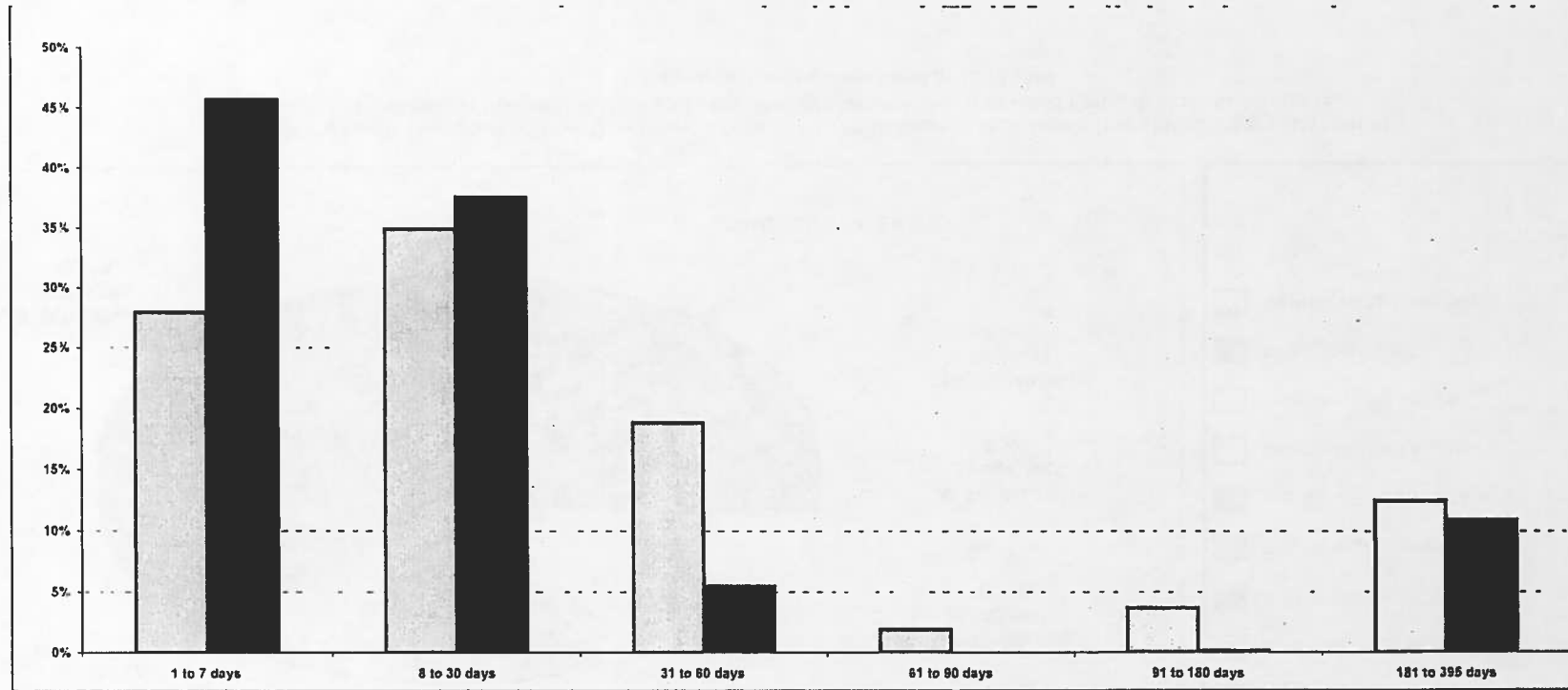
Investment Composition Is In Compliance With The Orange County Treasurer's Investment Policy Statement

**Educational Investment Pool Includes Money Market Fund, Extended Fund, & Extended Fund B*

*** Calculated Using Market Value at 12/31/2009*

ORANGE COUNTY TREASURER - TAX COLLECTOR
ORANGE COUNTY MONEY MARKET FUND AND EDUCATIONAL MONEY MARKET FUND
MATURITIES DISTRIBUTION

December 31, 2009



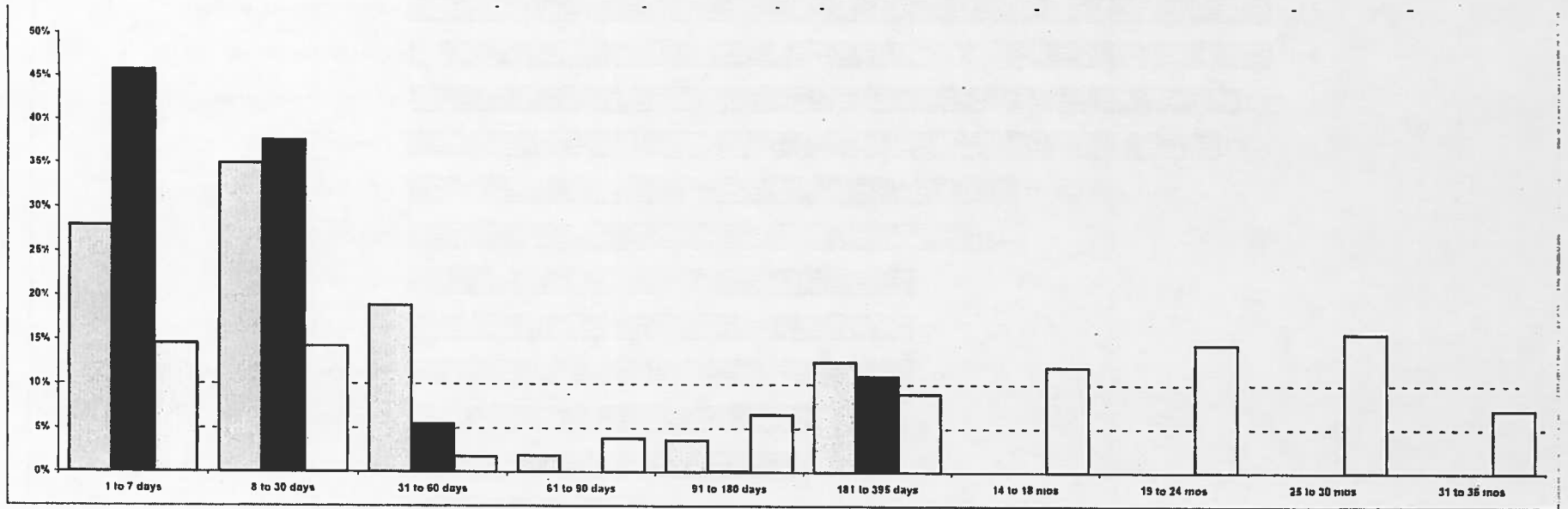
O C INVESTMENT POOL MONEY MARKET FUND		
	In Thousands	%
1 TO 7 DAYS	\$ 687,561	27.95%
8 TO 30 DAYS	860,680	34.98%
31 TO 60 DAYS	465,212	18.91%
61 TO 90 DAYS	45,852	1.91%
91 TO 180 DAYS	90,800	3.69%
181 TO 395 DAYS	309,065	12.56%
TOTAL	\$ 2,460,170	100.00%

O C EDUCATIONAL MONEY MARKET FUND		
	In Thousands	%
1 TO 7 DAYS	\$ 947,251	45.77%
8 TO 30 DAYS	779,355	37.66%
31 TO 60 DAYS	113,820	5.50%
61 TO 90 DAYS	-	0.00%
91 TO 180 DAYS	2,790	0.13%
181 TO 395 DAYS	226,430	10.94%
TOTAL	\$ 2,069,646	100.00%

Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date
 At 12/31/2009 Floating Rate Notes comprise 29.61% and 19.73% of the O C Money Market Fund and Educational Money Market Fund respectively

**ORANGE COUNTY TREASURER - TAX COLLECTOR
ORANGE COUNTY AND EDUCATIONAL INVESTMENT POOLS
MATURITIES DISTRIBUTION
December 31, 2009**



O C INVESTMENT POOL MONEY MARKET FUND		
	In Thousands	%
1 TO 7 DAYS	402,561	27.96%
8 TO 30 DAYS	440,080	31.48%
31 TO 60 DAYS	457,212	32.51%
61 TO 90 DAYS	46,252	3.31%
91 TO 180 DAYS	38,890	2.75%
181 TO 395 DAYS	300,000	21.20%
TOTAL	\$ 1,454,170	100.00%

O C EDUCATIONAL MONEY MARKET FUND		
	In Thousands	%
1 TO 7 DAYS	547,251	45.77%
8 TO 30 DAYS	770,325	64.86%
31 TO 60 DAYS	114,920	9.60%
61 TO 90 DAYS	0	0.00%
91 TO 180 DAYS	1,140	0.10%
181 TO 395 DAYS	28,430	2.38%
TOTAL	\$ 1,099,646	100.00%

O C INVESTMENT POOL EXTENDED FUND (Included Extended Fund B)		
	In Thousands	%
1 TO 7 DAYS	194,000	4.41%
8 TO 30 DAYS	172,200	3.82%
31 TO 60 DAYS	41,170	0.91%
61 TO 90 DAYS	70	0.00%
91 TO 180 DAYS	171,580	3.81%
181 TO 395 DAYS	781,100	17.27%
14 TO 18 mos	31,340	0.69%
19 TO 24 mos	227,660	5.04%
25 TO 30 mos	1,307,000	29.04%
31 TO 35 mos	152,000	3.35%
TOTAL	\$ 4,054,510	100.00%

Maturity Limits Are In Compliance With The Orange County Treasurer's Investment Policy Statement

Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date

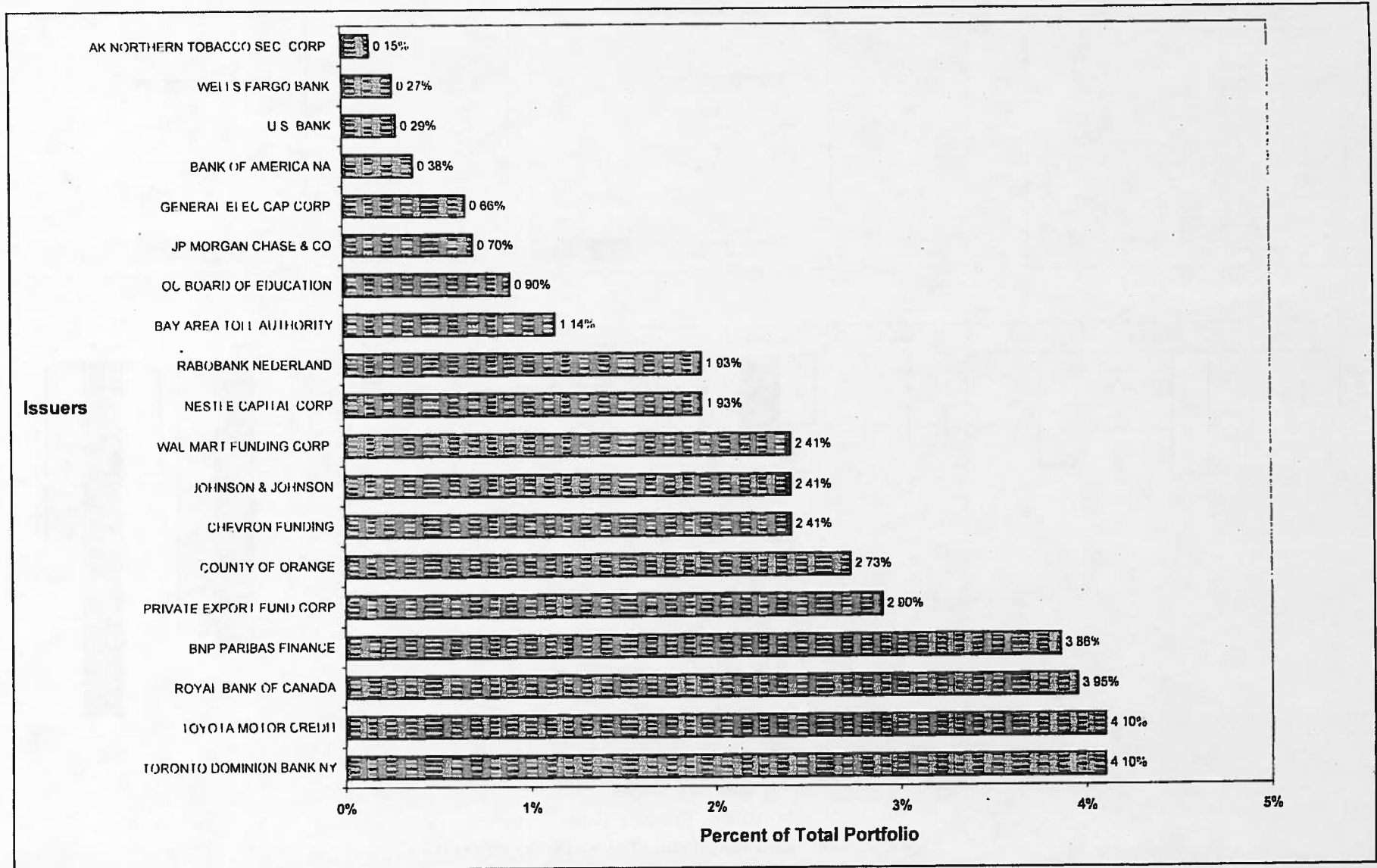
At 12/31/2009 Floating Rate Notes comprise 29.61%, 3.46%, and 19.13% of the O C Investment Pool Extended Funds and Educational Money Market Fund respectively.

ORANGE COUNTY TREASURER - TAX COLLECTOR

EDUCATIONAL MONEY MARKET FUND - ISSUER CONCENTRATION

December 31, 2009

5.7 (14)





JOHN CHIANG

California State Controller

**LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE**

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 01/15/2010, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2009.

Earnings Ratio		.00001657120783286
Interest Rate		0.60%
Dollar Day Total	\$	13,601,839.32
Quarter End Principal Balance	\$	147,896.86
Quarterly Interest Earned	\$	225.40

5.7 (15)

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Additional Services – Facilities Planning & Program Services, Inc.	
Action:	Request for Approval	

BACKGROUND

The district has been utilizing the services of Facilities Planning & Program Services, Inc. (FPPS) to evaluate completed district construction projects to ensure the appropriate close-out with the Division of State Architect (DSA). In reviewing 65 DSA RSCCD projects, it was found that 39 of these were still open and required close out documentation and follow up to formally close the projects. FPPS is also evaluating selected district facilities to evaluate seismic retrofitting options.

ANALYSIS

Mr. Ron Beeler has been assisting the district with these projects and also providing guidance for energy conservation initiatives to qualify these projects for energy conservation rebates. The investor owned utilities (So Cal Edison, So Cal Gas) offer districts cash incentives for energy conserving projects. Mr. Beeler is also instrumental in preparing the California Energy Commission grant proposal for federal funds submitted last December.

It is anticipated that Mr. Beeler will continue to assist the district, on an hourly rate basis, with various facilities related projects through the remainder of this fiscal year. Estimated cost is not to exceed \$65,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve the extension of services for Facilities Planning & Program Services, Inc. as presented.

Fiscal Impact:	Not to exceed \$65,000	Board Date: February 22, 2010
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



June 25, 2009

**Rancho Santiago Community College District
Mr. Peter Hardash
Vice Chancellor for Business Operations & Fiscal Services
2323 N. Broadway, #404-1
Santa Ana, CA 92706**

Dear Mr. Peter Hardash:

The intent of this proposal is to formalize a working relationship between Rancho Santiago Community College District (RSCCD) and Facilities Planning & Program Services, Inc. (FPPS).

Based upon the information from our meeting and the information FPPS was able to glean from the DSA Web Site is that the initial scope of work will be to provide investigative/research services for the 65 projects RSCCD has currently shown in the DSA Website Trakker. Thirty Nine of the projects are open and have not received 90-day letters yet; 18 are certified; and 8 are not certified. Also, FPPS will work with DSA San Diego to determine what it will take to get Orange Education Center certified with close of file. Also included in the initial phase will be to find out what documents is RR (Required Received) and RM (Required Missing). We will rely on the DSA Trakker System and the T & I list (Testing and Inspection) if available to get this information.

Once we know, what documents are missing, FPPS suggest that we enter into another agreement whereby FPPS will work with the District, their design professionals, the contractor/s, the IOR, and the testing and inspection company to locate and compile the missing documents. To this effect, we will need the District's authorization, in writing, to contact their design professionals, the contractor/s, the IOR, and the testing and inspection company in their behalf to locate/complete and file missing forms and reports, and resolve exceptions/open issues. FPPS will arrange for a meeting with DSA to discuss the closing of the project.

Without seeing the 90-day letter, close of file letter, or information from Trakker, FPPS won't be able to outline what we could do for RSCCD. However, from our close out experience, here are some of the challenges that we may be faced with the project:

AOR issues:

- change orders are not issued by the AOR to DSA for review and approval or are held by DSA for a long time
- missing/incomplete RFI, Bulletins

IOR has issues and won't sign Form 6:

- incomplete work;
- waiting for contractor to complete the punch list;
- defective work
- tests shown on the T & I sheet are performed

Testing and Inspection Company issues:

- failure to submit final affidavits/reports
- failure to clear exceptions on affidavits
- missing Form 5 for Special Inspectors

Other issues:

- missing Form 6 from contractors
- missing Form 6A/E for architect/consultants

Deliverable:

Written report outlining what documents is RR (Required Received) and RM (Required Missing) on all outstanding DSA Projects that are not currently closed out.

Compensation:

FPPS will perform our investigative/research services on an hourly basis per the project team rate schedule. Reimbursable expenses are in addition to the hourly fees and include those expenses incurred in the interest of the project. They include project-related travel (mileage) printing, plotting, reprographic costs, postage and delivery charges. With the exception of mileage these expenses will be compensated at 1.10 times the amounts invoiced to FPPS. Mileage will be reimbursed at the IRS rate. The cost of the investigative/research services may not exceed \$15,000 for the initial scope of work and will be billed at the rate of appropriate project team category mentioned below. We estimate that you should budget \$1,000.00 for these costs. Depending upon District's requirements for reimbursable, the cost could exceed or be

considerably under the estimated reimbursable allowance. RSCCD will be invoiced only for those reimbursable costs incurred by FPPS.

Project Team:

The proposed project team will be as follows:

Project Manager (Ron Beeler)	\$150.00/Hr
Project Leader	\$ 95.00/Hr
Technical Support Staff	\$ 70.00/Hr
Administrative Support Staff	\$ 60.00/Hr

The project manager, Ron Beeler will be the only FPPS employee that will set foot on the premises of RSCCD and request that any required workers compensation insurance be waived since Ron Beeler is the President/Owner of FPPS.

Peter, if we have adequately addressed the scope of service and if you are in agreement please authorize us to proceed by issuing a purchase order or a letter of intent so that we can proceed immediately. My S-Corporation # is 20-5820344. I will order a copy of my liability insurance and will provide a copy of my w-9 upon your agreement. Again, thank you for the opportunity to work with Rancho Santiago Community College District.

Sincerely,



Ron Beeler, President/CEO

Facilities Planning & Program Services Inc. (FPPS)

20671 Vista Del Norte

Yorba Linda, CA 92886

Office & Cell# (714) 267-7209

ronbeeler@sbcglobal.net

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of Award of Bid #1156 – Child Development Center Renovation at Centennial Education Center	
Action: Request for Approval	

BACKGROUND:

In compliance with Public Contract Code, Bid #1156 for the Child Development Center Renovation at Centennial Education Center was appropriately advertised and plans/specifications made available to prospective bidders. The project will consist of interior workspace renovation, exterior siding replacement, fire alarm system improvements and restroom remodeling.

ANALYSIS:

Bids were opened on Friday, January 22, 2010 for the Child Development Center Renovation Project as noted on the attached Bid Results Form. The lowest cost responsible bidder was MDE Group, Inc. with a bid of \$465,000 and \$42,000 as an add alternate number one, \$9,300 as an add alternate number two and \$11,700 as an add alternate number three .

District staff has provided a “due diligence” review of the lowest responsible bidder, MDE Group, Inc. and a check has been made for the appropriate license, complied with necessary bid bond requirements, and has no record of labor complaints.

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1156 for the Child Development Center Renovation at Centennial Education Center to MDE Group, Inc. as presented.

Fiscal Impact:	\$465,000.00 plus \$63,000.00 add alternate number one through three	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

BID RESULTS

DUE DATE: January 22, 2010

**PROJECT: Cambannal Education Center
Child Care Renovation**

BID #1166

BIDDER	BASE BID	ADD. ALT. #1	ADD. ALT. #2	ADD. ALT. #3	UNIT PRICES			UNIT PRICES		
					#1- Remove & Replace 2"x6" Wood Stud	#2- Remove & Replace 2"x6" Wood Stud	#3- Remove Existing Wood Stud	#4- Remove Existing Wood Stud	#5- Remove Existing Wood Stud	#6- Remove Existing Wood Stud
MDE GROUP, INC 3410 La Sierra Drive Suite F815 Riverside, CA 92503	\$485,000 00	\$42,000 00	\$8,300 00	\$11,700.00	\$34 32	\$38 67	\$29 80	\$29 80	\$36 21	\$36 21
AVI-CON, INC 981 Iowa Avenue Suite A Riverside, CA 92507	\$485,000 00	\$57,000 00	\$6,000 00	\$3,700 00	\$40 00	\$47 00	\$45 00	\$45 00	\$53 00	\$53 00
EMAE INTERNATIONAL, INC 13744 Milroy Place Santa Fe Springs, CA 90670	\$484,840 00	\$70,000 00	\$10,000 00	\$5,300 00	\$280 00	\$288 00	\$289 00	\$289 00	\$325 00	\$325 00
DALKE & SONS CONSTRUCTION 4585 Alstata Drive Riverside, CA 92501	\$488,480 00	\$90,000 00	\$3,000 00	\$1,500 00	\$44 22	\$50.95	\$38.85	\$38.85	\$46 85	\$46 85
CHAP GENERAL CONTRACTORS 105 West Alameda Avenue Suite 200 Burbank, CA 91502	\$528,000 00	\$24,460 00	\$12,400 00	\$8,600.00	\$114 00	\$142 00	\$128.00	\$128.00	\$178 00	\$178 00
SBS CORPORATION 31416 Agoura Road Suite 135 Westlake Village, CA 91381	\$533,219 00	\$16,473 00	\$1,915 00	\$5,809.00	\$120 00	\$132 00	\$138 00	\$138 00	\$141 00	\$141 00
TEK-UP CONSTRUCTION 23371 Mulholland Drive #350 Woodland Hills, CA 91364	\$547,171 00	\$18,500 00	\$4,820 00	\$3,200 00	\$26 00	\$31 00	\$42 00	\$42 00	\$48 00	\$48 00
SANDLEWOOD CONSTRUCTION 20120 State Road Cerritos, CA 90703	\$598,000 00	\$51,000 00	\$7,500 00	\$6,250 00	\$12 00	\$14 00	\$42 00	\$42 00	\$62 00	\$62 00
RSB GROUP 22822 Lambert Street Suite 304 Lake Forest, CA 92630	\$822,000 00	\$10,000 00	\$6,000 00	\$5,000 00	\$60.00	\$175 00	\$210 00	\$210 00	\$210.00	\$210.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of DSA Inspection Services Renovation of the Child Development Center at Centennial Education Center (Bid #1156)	
Action:	Request for Approval	

BACKGROUND:

The Board of Trustees awarded a contract for the Renovation of the Child Development Center at Centennial Education Center.

As required by the Division of State Architect (DSA), this project needs inspection by a DSA-certified inspector.

ANALYSIS:

Johnston Inspections, Inc. has provided DSA inspection services for a number of projects throughout our District and has consistently provided these services with professional and fully code compliant expertise.

Johnston Inspections, Inc. is discounting their normal fee by 50% due to the fact that the project does not require a full time Inspector of Records (IOR). The fee for this project is \$6,600/month.

RECOMMENDATION:

It is recommended that the Board of Trustees approve an agreement with Johnston Inspections, Inc. for DSA-mandated inspection services as presented.

Fiscal Impact:	\$26,400	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

Johnston Inspections, Inc.

School Inspection & Ground Rod Testing

January 12, 2010

Darryl Odum, Director
District Construction & Support Services
Rancho Santiago Community College District
2323 North Broadway, #112
Santa Ana, CA 92706

**SUBJECT: PROPOSAL FOR DSA INSPECTION SERVICES:
CENTENNIAL EDUCATION CENTER – CHILDCARE RENOVATION (A# 04-109835)**

Johnston Inspections will provide DSA inspection for the project listed above at a rate of \$6,800 per month. Inspection on weekends and/or holidays (if called for) will be billed at time and a half.

The total estimated cost for this project is \$26,400. This figure is based upon a four-hour day, with a project length of four months. The amount may be adjusted depending on duration of the project.

This proposal is for DSA inspection only. All on- and off-site deputy inspections and testing, as needed, will be provided by a lab of your choice.

Sincerely,



Jerry Johnston
DSA Class I Project Inspector

JOHNSTON INSPECTIONS
755 Hawks View Way, Fallbrook, CA 92028
(760) 451-9896 (office/fax) – (949) 697-8762 (cell)

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Construction Management Services - ADA Improvements and New Scoreboard for the Baseball Field at Santa Ana College and Renovation of the Child Development Center at Centennial Education Center	
Action:	Request for Approval	

BACKGROUND:

The District is about to commence two separate projects. Installation of a new scoreboard and various improvements to the Baseball Complex, including ADA upgrades, at Santa Ana College and the renovation of the Child Development Center at Centennial Education Center. These projects require the services of a construction manager to coordinate the construction process and provide general oversight on behalf of the District.

The Santa Ana College Baseball Field improvements are intended to upgrade spectator seating and make accommodations that comply with ADA regulations. The existing antiquated scoreboard is expensive to maintain and will be replaced by a radio-controlled model. The renovation of the Child Development Center at Centennial Education Center is to maximize existing workspace for early childhood education, office staff and auxiliary services.

ANALYSIS:

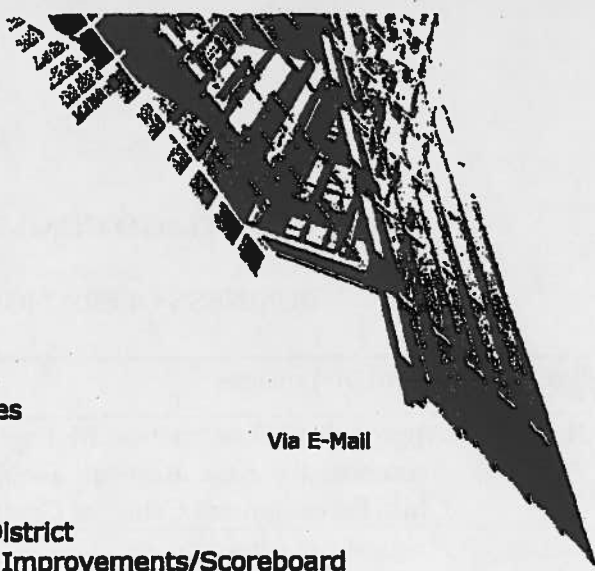
Bernards has performed construction management services for several projects at SAC including the recently completed Classroom Building, the M & O facility, and currently the new Child Development Center. The District has been very satisfied with the caliber of their professional services and since this project is so closely related to other projects that Bernards is currently managing, their staff has already been involved in the design phase of this project.

The proposed cost for Bernards Construction Management Services is \$179,920. As Bernards is already established onsite, there is no need to budget for reimbursable expenses. This is based upon a construction schedule estimated at 26 weeks. Bernards fee is based upon the hourly rates noted in their attached proposal dated January 13, 2010.

RECOMMENDATION:

It is recommended that the Board of Trustees approve an agreement for construction management services for the ADA Improvements and New Scoreboard for the Baseball Field at Santa Ana College and Renovation of the Child Development Center at Centennial Education Center with Bernards Construction Management Services as presented.

Fiscal Impact:	\$179,920.00	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



LOS ANGELES • ORANGE COUNTY • BAKERSFIELD • FRESNO • SAN BERNARDINO

January 13, 2010

Mr. Darryl Odum
Director, District Construction & Support Services
2323 North Broadway, Suite 112
San Ana, California 92706-1640

Via E-Mail

Subject: Rancho Santiago Community College District
Santa Ana College: Baseball Field ADA Improvements/Scoreboard
Santa Ana College: Centennial Education Center/CDC
Proposal For Construction Management Services

Dear Darryl:

We are pleased to submit our proposal for Construction Management Services on the Santa Ana College Baseball Field ADA Improvements/Scoreboard and Centennial Education Center/CDC.

We are proposing a Project Coordinator for approximately three months, Tania Rocco-Boyd and a Project Superintendent, Brad Wines, for approximately six months. Both individuals have worked on educational modernization/construction projects. Our Child Development Center Project Team will provide assistance to these individuals. The following is a breakdown of our fee proposal:

1. Project Coordinator Hourly Rate \$58/hour for 13 weeks (520 hours)	\$30,160
2. Project Superintendent Hourly Rate \$144/hour for 26 weeks (1,040 hours)	\$149,760
3. General Conditions	No cost
Total Fee Proposal	\$179,920.

Our services for this project will begin once the District executes our Agreement, expected to be around March 1, 2010, and shall conclude on or about August 27, 2010.

Again, we truly appreciate the opportunity to continue working for you and the Rancho Santiago Community College District. If you have any questions or require additional information, please contact me.

Respectfully,

Kelvin K. Okino
Vice President, Management Services

Attachments: Resumes

cc: Mr. Michael Cawlina, Bernards (via e-mail)
Mr. Jerry Neve, Bernards (via e-mail)

Los Angeles Corporate Office
618 San Fernando Road
San Fernando, CA 91340
License No. 302007
T 818.898.1521
F 818.361.9208
www.bernards.com

Bernards Inland Empire Regional Office
3633 E. Inland Empire Blvd., Suite 860
Ontano, CA 91764
T 909.941.5225 F 909.941.5224

superintendent

expertise

As the project Superintendent, Brad is responsible for all day-to-day job site construction operations. His primary responsibilities include schedule management, fit and finish, subcontractor oversight, housekeeping, and ongoing management of Bernard's "Zero Tolerance" safety and quality control programs. Brad interfaces directly with the District, College, Users, Architects/Engineers and local inspectors to ensure a seamless construction process.



industry experience

- Bonita Unified School District
 - Gladstone Elementary School San Dimas \$2.9M
 - Allen Elementary School San Dimas \$2.7M
 - Ramona Middle School La Verne \$8.2M
 - Roydon Elementary School La Verne \$5.4M
- Courtyard Marriott Valencia \$11.2M
- Disneyland
 - Disneyland Space Mountain Anaheim Confidential
 - Disneyland Buzz Lightyear Anaheim Confidential
 - Tokyo Disney Resort Glendale Confidential
 - Disney's California Adventure Anaheim Confidential
 - Tokyo Disney Sea Tokyo Confidential
 - Tokyo Disney Sea Glendale Confidential
 - Walt Disney Imagineering Anaheim Confidential

BRAD WINES

years with firm:
4 Years

years in industry:
19 Years

education:
BS/Business Administration

project coordinator

expertise

As the Project Coordinator, Tania plays an integral role in providing administrative support to Bernards' team. One of her primary responsibilities is document control and management - ensuring project files are well organized and readily accessible. In addition, the Project Coordinator interfaces with District, Users, Architect/Engineers and Contractors, distributes documents and tracks submittals and change documents.

industry experience

▪ Bonita Unified School District

▪ Chaparral Vista High School	San Dimas	\$2.2M
▪ Oak Mesa Elementary School	La Verne	\$1.1M
▪ La Verne Height Elementary School	La Verne	\$3.0M
▪ Gladstone Elementary School	San Dimas	\$2.9M
▪ Allen Elementary School	San Dimas	\$2.7M
▪ Ekstrand Elementary School	San Dimas	\$4.9M
▪ Ramona Middle School	La Verne	\$8.2M
▪ Roynon Elementary School	La Verne	\$5.4M

▪ Fullerton School District

▪ Multipurpose Room Upgrades	Various Sites	\$2.5M
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TANIA ROCCO-BOYD

years with firm:
4 Years

years in industry:
4 Years

education:
BA/Business Management

licenses/certifications:
OSHA 10-Hour Certified

First Aid / CPR Certified

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Application for Custom Work from AT&T at the new Maintenance & Operations Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

As part of the Maintenance & Operations Building project at Santiago Canyon College, it is necessary for AT&T to increase, reroute and install communication cabling to the new site.

ANALYSIS:

This work is necessary to accommodate the M & O Building yard and place the AT&T underground facilities into an area location that is easily accessed by AT&T for service and repairs. The work will necessitate placing conduits crossing Santiago Canyon Road, installation of fiber optic cable and a new fiber terminal in the new building creating a new site main point of entry (SMPOE).

This work must be done by AT&T and is invoiced to the District in compliance with rates for labor and materials as approved by the California Public Utilities Commission (CPUC).

Estimated cost is \$84,936.16 and this amount must be forwarded to AT&T prior to commencement of the work. Please note, the proposed cost of \$84,936.16 is only an estimate based upon anticipated expenses to be incurred by AT&T. The final and actual cost is contingent upon the total of all labor and materials utilized for the project.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Application for Custom Work at an estimated cost of \$84,936.16 as presented.

Fiscal Impact:	\$84,936.16, estimated	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



AT&T Project/ Invoice Number:

Make check payable to: AT&T California
Return signed Application with Payment to: AT&T California
3675 T Street, Rm 155
Sacramento, CA 95818
Attn: West CEDC

APPLICATION FOR CUSTOM WORK - ACTUAL COST BASIS

December 18, 2009

SANTIAGO CANYON COLLEGE
8045 E CHAPMAN AVE
ORANGE, CA
92669
ATTN: Mr./Ms. CURTIS CHILDRESS

DESCRIPTION OF CUSTOM WORK:

AT&T WILL PLACE 674 FEET OF 200 PAIR CABLE THROUGH CUSTOMER PROVIDED CONDUIT INTO ROOM DESIGNATED FOR A SMPOE AT SANTIAGO CANYON COLLEGE. THIS WILL NECESSITATE PLACING NEW CONDUITS CROSSING SANTIAGO CANYON ROAD, REARRANGING WORKING LINES TO VARIOUS LOCATIONS, AND EXTENSIVE SAFETY SETUPS ALONG BOTH CHAPMAN AVENUE AND SANTIAGO CANYON ROAD. AT&T WILL ALSO PLACE AND ENERGIZE A 200 PAIR BUILDING TERMINAL. IN ADDITION, AT&T WILL PLACE AND ENERGIZE APPROXIMATELY 2979 FEET OF 24 STRAND FIBER OPTIC CABLE THROUGH AT&T CONDUITS AND INTO THE NEW TERMINAL ROOM. AT&T WILL ALSO PLACE AND ENERGIZE A NEW FIBER TERMINAL IN THE NEW BUILDING. THIS WORK IS ALL BILLABLE UNDER TARIFF NO.A2, RULES 3, 16 AND 36.

ESTIMATED COST FOR CUSTOM WORK: \$84,936.16

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the estimated contract price of Eighty-Four Thousand Nine Hundred Thirty-Six Dollars And Sixteen Cents/ \$84,936.16 in advance of the start of any AT&T work.

Applicant shall pay for the work on an "Actual Cost" basis. Upon completion of the work, AT&T will compute the actual cost of the work. Any difference between the amount of advance payment and the actual cost will be either paid by Applicant to AT&T or refunded to Applicant by AT&T as the case may be. Applicant understands that this amount is only an estimate of approximate costs, and that the actual cost incurred by AT&T and for which the Applicant is responsible may be different.

Charges are calculated in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and includes allocated costs for labor, engineering, materials, transportation, motor vehicles, and tool and supply expenses and, if applicable, a 21 percent tax component collected for State and Federal Income Tax purposes in accordance with CPUC decision 87-09-026.

The estimated amount of \$84,936.16 is valid for only sixty (60) days and is therefore subject to change after February 16, 2010 if AT&T has not received an executed copy of the Application and the advance payment by that date.

If the applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR CUSTOMER:

BY:
Printed Name:
Title:
Date Signed:

ACCEPTED FOR AT&T:

BY:
Printed Name: STEVEN BESNEATTE
Title: ENGINEERING
Date Signed: 12/18/2009



**Estimate of Cost and Authority for Work
Special Construction Charge and Invoice**

CA0001

Customer Request Number : 132307
Project Number :

Date : 12/18/2009
Customer ID : 114660

Billing Information

Billing Party's Name : SANTIAGO CANYON COLLEGE

Phone : (714) 628-4980

Billing Address : 8045 E CHAPMAN AVE
ORANGE, CA 92869

Contact Name : CURTIS CHILDRESS

Phone : (714) 628-4980

Work Description & Engineering Remarks : AT&T WILL PLACE 674 FEET OF 200 PAIR CABLE THROUGH CUSTOMER PROVIDED CONDUIT INTO ROOM DESIGNATED FOR A SMPPE AT SANTIAGO CANYON COLLEGE. THIS WILL NECESSITATE PLACING NEW CONDUITS CROSSING SANTIAGO CANYON ROAD, REARRANGING WORKING LINES TO VARIOUS LOCATIONS, AND EXTENSIVE SAFETY SETUPS ALONG BOTH CHAPMAN AVENUE AND SANTIAGO CANYON ROAD. AT&T WILL ALSO PLACE AND ENERGIZE A 200 PAIR BUILDING TERMINAL. IN ADDITION, AT&T WILL PLACE AND ENERGIZE APPROXIMATELY 2979 FEET OF 24 STRAND FIBER OPTIC CABLE THROUGH AT&T CONDUITS AND INTO THE NEW TERMINAL ROOM. AT&T WILL ALSO PLACE AND ENERGIZE A NEW FIBER TERMINAL IN THE NEW BUILDING.
THIS WORK IS ALL BILLABLE UNDER TARIFF NO.A2, RULES 3, 16 AND 36.

Expenses	Amount
Engineering Labor	\$ 5,110.00
Material Cost	\$ 6,030.25
Construction Labor	\$ 16,347.20
Contractor Cost	\$ 42,707.72
Salvage Credit	\$ 0.00
CIAC	\$ 14,740.99
Total Estimated Costs	\$ 84,936.16

OSPE Representative: STEVEN BESNEATTE

Title: ENGINEERING

Phone #: (714) 237-8075

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Commissioning Proposal for LEED Certification at Santiago Canyon College Humanities Building	
Action:	Request for Approval	

BACKGROUND:

The District is engaged in an estimated \$50,000,000 to \$55,000,000 in various projects at Santiago Canyon College. Presently the Athletics & Aquatic Complex along with the Humanities Building are the two structures that are out to bid including the new parking lot, extension of Campus Loop Road and the entry drive and ramp. Of the two structures that are presently out to bid the Humanities Building currently qualifies for LEED Silver certification. In order to obtain the required documentation and certifications necessary to meet the LEED requirements, it is necessary to retain a Commissioning Agent to perform those duties.

ANALYSIS

The District requested a proposal from Tsuchlyama Kaino Sun & Carter for the Fundamental Commissioning. Tsuchlyama Kaino Sun & Carter came highly recommended by LPA who is the project master Architect.

The fee for the commissioning services is \$53,000.00
 Fee breakdown is as follows:

Pre-Construction Phase	25% of Fee
Pre-Functional Phase	30% of Fee
Functional Testing Phase	30% of Fee
Post Construction Phase	15% of Fee

RECOMMENDATION:

It is recommended that the Board of Trustees approve a contract with Tsuchlyama Kaino Sun & Carter in the amount of \$53,000.00 for these various projects as presented.

Fiscal Impact:	\$53,000.00	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

TKSC **TSUCHIYAMA KAINO SUN & CARTER** **Commissioning Agents**

Principals

Kenneth K. Kaino, P.E.
Roger Carter, P.E.
Larry Sun, P.E.

Associate Principal

Tjwan L. Tang, P.E.

Senior Associate

Russell D. Gault

Associates

Travis R. English, P.E.
Roy Funtanilla
Jeff J. Hall
Robert J. Souty
Dawn Sera, P.E.

December 2, 2009

Mr. Darryl Odum
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Santa Ana, CA 92706

Subject: Proposal
Santiago Canyon College – Humanities Building
Fundamental Commissioning
Tustin, California

Dear Mr. Odum:

Thank you for the opportunity to propose on the subject project. Pursuant to your request, our proposal is enclosed for your consideration. If you have any questions or require additional information, please feel free to contact us.

Sincerely,
TSUCHIYAMA KAINO SUN & CARTER

Roger Carter, P.E., LEED AP, CxA
Principal

taa

J:\Prop09\p09284 Cvr Ltr.doc

EXHIBIT A - SCOPE**A. Pre-Construction Phase:**

1. **Develop Commissioning Plan:**
 - a. **Prepare Commissioning Plan document.**
 - b. **Issue to Owner and Design Team for review / comment.**
 - c. **Update Plan throughout project.**
2. **Design Phase Commissioning Kick-Off Meeting:**
 - a. **Facilitate kick-off meeting to confirm commissioning scope, review the Commissioning Plan and clarify roles and responsibilities.**
 - b. **Confirm commissioning schedule.**
 - c. **Prepare meeting notes from meeting and distribute.**
3. **Owner's Project Requirements:**
 - a. **Provide the Owner with a questionnaire to develop the Owner Project Requirements, (OPR).**
 - b. **Liaise with Owner to develop OPR.**
 - c. **Prepare OPR document and present to Owner and Design Team.**
 - d. **Update OPR throughout project.**
4. **Basis of Design:**
 - a. **Assist the design team to develop the Basis of Design, (BOD).**
 - b. **Review BOD document and provide written comments to Owner and Design Team.**
6. **Develop Commissioning Specifications:**
 - a. **Prepare commissioning specifications.**
 - b. **Issue to Owner and Design Team.**
 - c. **Coordinate commissioning requirements with Design Team.**

B. Construction Phase:

1. Construction Phase Commissioning Kick-Off Meeting:

- a. Facilitate construction phase kick-off meeting to confirm commissioning scope, review the Commissioning Plan and clarify roles and responsibilities.
- b. Update commissioning schedule.
- c. Prepare meeting notes from meeting and distribute.

2. Pre-Functional Checks:

- a. Develop of Pre-Functional checklists (PFC).
- b. Visit the site to observe installation progress (maximum of two (2) observations prior to Pre-Functional Checking).
- c. Visit the site to observe systems and verify the Pre-Function checklists have been completed accurately, (maximum of two (2) observations per system).
- d. Document issues related to construction phase for clarifications and / or corrective action.
- e. Review and approve Pre-Functional Check forms.
- f. Follow up of Pre-Functional issues to resolution.

C. Functional Testing Phase:

1. Functional Testing:

- a. Develop Functional Test forms for each commissioned system.
- b. Witness functional tests, (maximum two (2) attempts per test).
- c. Follow-up issues to resolution.
- d. Review functional tests results and prepare a list of issues for correction by Contractor.

D. Post Construction Phase:

1. Commissioning Report:

- a. Prepare Commissioning report in the Commissioning Agent's standard format and level of detail that includes:
 - i. Executive Summary Commissioning Process.
 - ii. Project Overview.
 - iii. List of participants and roles.
 - iv. List of systems tested.
 - v. Lists of tests and tasks performed.

- vi. **Commissioning results.**
- vii. **Commissioning issues and resolutions.**
- viii. **Recommendations for systems enhancements.**
- ix. **Training outcomes.**
- x. **Cross seasonal review and testing.**

2. LEED Submission:

- a. **Coordinate requirements for commissioning with LEED consultant.**
- b. **Prepare documentation to support LEED submission.**
- c. **Complete USGBC on-line templates and upload supporting document**

FEES

1. For all of the above services, our fee will be Fifty-Three Thousand Dollars (\$53,000.00).

Fee breakdown is as follows:

- a. Pre-Construction Phase 25% of Fee
- b. Pre-Functional Phase 30% of Fee
- c. Functional Testing Phase 30% of Fee
- d. Post Construction Phase 15% of Fee

2. For additional services, such as changes to the scope of work after commencement of Contract Documents or preparation of record drawings of existing conditions, the Architect shall pay the Engineer on an hourly basis as follows:

Principals	\$170.00 per hour
Commissioning Authority.....	\$135.00 per hour
Associates	\$135.00 per hour
Engineers	\$125.00 per hour
Commissioning Technician	\$ 95.00 per hour
Designers	\$ 95.00 per hour
CAD Technicians.....	\$ 75.00 per hour
Technical Typist.....	\$ 60.00 per hour

This hourly rate schedule is firm for twelve months from date of execution of contract with an annual escalation of 5% thereafter.

3. Prime Consultant shall reimburse Engineer at a multiple of 1.15 for those expenses reasonably and appropriately incurred for the Project including costs of plotting, plan check fees, document reproduction, deliveries and approved travel, and for any fees or costs advanced by Engineer as a Client accommodation.

SERVICES BY OTHERS

1. General Contractor Responsibilities:

- a. Provide the Commissioning Authority (CA) with an updated construction schedule within 10 days of the commencement of work. Contractor shall also provide the Commissioning Authority with construction schedule updates throughout the construction period, particularly updates that impact systems to be commissioned. Contractor shall incorporate the commissioning activities into the overall project schedule.
- b. Designate a single individual to be responsible for coordinating and managing commissioning tasks.
- c. Forward a copy of each submittal to the CA within 10 days of submittal approval.
- d. Forward copies of all additional manufacturer's installation instructions and operation and maintenance manuals and Warranties to the CA.
- d. Distribute RFIs and ASIs to the commissioning team that are specific to the commissioning process or commissioned systems.
- e. Complete MEP punchlist items before the start of Functional Tests.
- f. Coordinate adequate personnel and tools for Functional Tests and any required retests.
- g. Provide TAB contractor's report for review before the start of Functional Tests.
- h. Schedule statistical sampling of Testing & Balancing (TAB) with TAB contractor in the presence of CA.

2. HVAC Contractor (MC) Responsibilities:

- a. Simultaneously with or within 10 days of submittal approval, the Contractor shall submit all additional manufacturer's installation instructions, operation and maintenance manuals and Warranties in electronic format.
- b. Provide Mechanical Engineer of Record (MEOR) approved TAB report for CA review.
- c. Attend TAB verification testing.
- d. Provide adequate personnel and tools for Pre-Functional Checks, Functional Tests and any required retests as required by the Commissioning Authority.

3. HVAC Instrumentation and Control Contractor Responsibilities:

- a. Verify HVAC systems including instrumentation and control systems, subsystems, and equipment have been completed, calibrated, and started.
- b. Provide trends of the system operating parameters to evaluate acceptable system functionality. The requirements of trending shall be specified in the test procedures. Contractor shall establish these trends, ensure they are being stored properly, provide CA web-based remote access, and forward the data in electronic format to CxA, before the start of FPT tests.

- c. Contractor shall provide adequate personnel for all scheduled checking and testing and retests.
- d. Facilitate functional performance testing of systems and verify intersystem performance after approval of test checklists for systems, subsystems, and equipment. Procedures include setting systems, subsystems, and equipment into operating mode to be tested.

4. TAB Contractor Responsibilities:

- a. In conjunction with the Commissioning Authority, TAB Contractor shall verify the following:
 - 1) Accessibility of equipment and components required for TAB work.
 - 2) Adequate number and placement of duct balancing dampers to allow proper balancing while minimizing sound levels in occupied spaces.
 - 3) Adequate number and placement of balancing valves to allow proper balancing and recording of water flow.
 - 4) Adequate number and placement of test ports and test instrumentation to allow reading and compilation of system and equipment performance data needed to conduct both TAB and commissioning testing.
 - 5) Air and water flow rates have been specified and compared to central equipment output capacities.
 - 6) Test, balance and record process in accordance with The Associated Air Balance Council (AABC) and / or the National Environmental Balancing Bureau (NEBB)

5. Electrical Contractor (EC) Responsibilities:

- a. Provide measuring instruments to validate power quality within specified tolerances.
- b. Provide adequate personnel to operate equipment and observe responses as required during all scheduled lighting control tests and retesting.

6. PV System Contractor Responsibilities:

- a. Provide measuring instruments to validate power quality within specified tolerances.
- b. Provide adequate personnel to operate equipment and observe responses as required during all photovoltaic system tests and retesting.

7. A/E / Owner's Representative Responsibilities:

- a. Inform Commissioning Authority of all alternate bids indicated on CDs as either accepted or rejected.
- b. Provide all drawing revisions that impact on systems to be commissioned in Adobe PDF or equivalent electronic format.
- c. Provide all OPR and BOD documentation to the Commissioning Authority for review and comment.
- d. Monitor construction process and formally advise of site changes and corrective actions.

Exhibit "B"
to
Subconsultant Agreement

I. Minimum limits and conditions of insurance required:

- A. Professional Liability Insurance** - Not less than \$1 million each claim/aggregate, including limited contractual liability coverage. Coverage will remain in force for a period of not less than 5 years after substantial completion of the project as long as coverage is commercially available and affordable.
- B. Workers Compensation Insurance** - As required by state law. In addition, Subconsultant waives all rights against Architect and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers compensation and employers liability insurance obtained by Subconsultant.
- C. Employers Liability Insurance** - Not less than the following:
- | | | |
|----|-------------------------|-------------|
| 1. | Each Accident | \$1,000,000 |
| 2. | Disease - Policy Limit | \$1,000,000 |
| 3. | Disease - Each Employee | \$1,000,000 |
- D. Commercial General Liability Insurance**
1. Commercial General Liability Insurance (CGL) written on ISO Form CG 00 01 1083 (or a substitute form providing equivalent coverage) with a limit of not less than \$1 million each occurrence and \$2 million aggregate.
 2. Architect shall be included as an additional insured under the CGL policy using "blanket or specific additional insured wording or attached to the certificate of insurance". Subconsultant's insurance shall be primary.
- E. Commercial Automobile Liability Insurance**
1. Business automobile coverage on ISO Form CA 00 01 (or a substitute form providing equivalent coverage). Coverage will be written with a minimum limit of not less than \$1 million for each occurrence.
 2. The automobile liability policy shall include coverage for owned automobiles (where applicable) as well as non-owned and hired automobile coverages.
- F. Valuable Papers/Software Coverage** - In limits sufficient to remedy the loss and/or loss of use of valuable papers, records, computer data and documents prepared or utilized in connection with the project subject to a maximum limit of \$100,000.

II. Each policy of insurance required above shall be written by an insurance company "admitted" to do business in the State of California with a minimum rating by A.M. Best & Company of A-VI.

III. Certificates of insurance evidencing the above coverages shall be provided to the Architect. Each certificate shall provide a 30-day written notice of cancellation, and 10 days notice for non-payment of premium. Architect may withhold payment of fees if a current certificate reflecting the above requirements is not on file with Architect.

TERMS AND CONDITIONS OF AGREEMENT (EXHIBIT "C")

1. Engineer will provide Client with monthly invoices accurately reflecting as appropriate the progress of the services and/or the current expenditures of professional time, and reimbursable expenses. Each invoice shall be due and payable upon receipt, and delinquent 30 days after its date. In the event of delinquency, interest shall accrue from the invoice date at 1.5% per month, compounded monthly, or the highest rate permitted by California law, whichever is lower, with payments applied first to accrued interest. No deductions shall be made from Engineer's compensation on account of problems or losses for which Engineer has not been held legally liable. Engineer's fee shall be equitably adjusted in the event of significant changes to the Project's scope or schedule, or should Client expressly request expedited performance.
2. At Client's express request, Engineer will provide at its then current standard hourly fee rates the following additional services: (i) additional construction observation services; (ii) revisions to Instruments of service where such revisions are inconsistent with prior Client approval or due to substantial changes in Client's instructions, amendments to or changes in the interpretation of the laws and regulations applicable to the Project or conditions of which Engineer had not been timely informed; (iii) evaluating and responding to contractor proposals, substitution submittals, change order requests or the like; (iv) services necessitated by inadequate or improper contractor performance, unreasonable contractor requests and claims and/or construction accidents or losses; and (v) such other services as the parties may mutually agree.
3. Towards the mutual goal of a successful project, Client shall make reasonable efforts to cooperate with Engineer including without limitation: (i) designating a single representative with appropriate authority with whom Engineer can deal, and directing all communications to Engineer's project manager; (ii) providing timely information regarding Project requirements and conditions; (iii) responding to Engineer's questions and requests for information and approval within a reasonable time; (iv) promptly evaluating Consultant's invoices and providing fair notice of any questions or dissatisfaction, and waiving the right to challenge the accuracy and appropriateness of any invoice for which no such notice has been provided within 30 days of receipt; (v) refraining from authorizing or allowing recorded or unrecorded deviations from Engineer's Instruments of service or the use of Engineer's uninitiated Instruments of service for cost projections or otherwise without Engineer's knowledge and consent; and (vi) providing appropriate arrangements for coordination of the Project's various consultants, for construction quality control and for Project risk management.
4. Engineer's services will be performed in a timely manner consistent with good professional practice and the desire that the Project proceed as expeditiously as practical, and Engineer will use its best efforts to meet any reasonable Project schedule, which shall be extended only for reasonable cause of by mutual consent.
5. Engineer's services will be performed in accordance with generally and currently accepted engineering principles and practices as embodied in the standard procedures and protocols of Engineer and its subconsultants, and without warranties, express or implied. In particular, and without limitation, Engineer will use its best professional judgment in interpreting and applying the requirements of all laws applicable to the Project such as building codes and statutory functionality standards, etc.; but compliance with these laws as they may be eventually interpreted by others cannot be guaranteed; and when used in conjunction with the providing of services pursuant to this Agreement, such terms as "certify," "warrant," "verify," "confirm," "make certain," "insure," "assure," "assure," or the like do not constitute a guarantee, but rather a representation based on professional opinion or judgment.
6. Engineer will be legally liable for only the engineering services expressly undertaken pursuant to this Agreement, and not otherwise. Engineer will not be legally liable for the providing of, or the failure to provide financial analysis, cost estimating, legal, environmental, acoustical, structural or civil engineering services, or any specialty consulting services such as food service, kitchen, lab, hospital, industrial, LEED certification, data/communications or audio/visual consulting, even if information from others is incorporated into Engineer's Instruments of service for ease of reference or otherwise. Further, and without limitation, Engineer will not be responsible for delays or other matters beyond its reasonable control; for inaccurate information provided to it by Client or other reasonably reliable sources; for site conditions of which it was not informed; for hazardous materials or toxic substances at the Project site; for the specification of products or equipment for purposes consistent with the manufacturer's published literature; for Client's materials and equipment decisions; for construction means, methods, techniques, sequences or procedures, including without limitation construction safety precautions and programs; for the timeliness or quality of contractor performance; or for the actions or inaction of others including other consultants, contractors, utility companies and governmental or quasi-governmental agencies.
7. In light of the limited ability of Engineer to affect the risks inherent in the Project, Client shall to the fullest extent allowed by law release and indemnify Engineer and its affiliated entities and individuals concerning any and all claims, liability, expenses and/or losses related to the Project to which they are subjected through no active negligence or willful misconduct on their part. Also and in any event, Client agrees to limit the total aggregate liability concerning the Project of Engineer and its affiliated entities and individuals to the fullest extent allowed by law as to Client and Client's affiliated individuals and entities, contractors and successors and assigns, to the amount of Engineer's fee received concerning the Project, and waives any right to obtain damages or indemnification concerning the Project and/or this Agreement from Engineer's affiliated individuals.
8. In order to control the risks inherent in Engineer's professional undertaking pursuant to this Agreement, Engineer's services are intended to be performed fully and solely by or through Engineer. Unless this Agreement is terminated for Engineer's material breach, if Client prevents or frustrates Engineer's full performance of the basic services or any undertaken additional services, or without Engineer's express consent causes or allows recorded or unrecorded modifications to or deviations from the requirements or recommendations of Engineer's Instruments of service or the use of uninitiated Instruments of service for cost projections or otherwise, then Client shall release and indemnify Engineer and its affiliated entities and individuals to the fullest extent allowed by law from and concerning any and all claims, costs, losses and/or liability concerning or related to the incomplete services or the modified, deviated from or uninitiated Instruments of service.
9. Engineer and Client shall strive to maintain a good working relationship throughout the duration of the Project; and because of the importance of a good working relationship, either party may terminate this Agreement by giving written notice to the other, provided only that such notice is given in the good faith belief that the working relationship is less than satisfactory. Further, Engineer may suspend its performance under this Agreement, withhold or withdraw any Instruments of service or related licenses and/or terminate this Agreement with no liability for so doing at any time that Client allows an Engineer invoice to become delinquent.
10. Upon payment for the related fees and costs, Client shall have a transferable nonexclusive license to use the plans, calculations and other Instruments of service prepared by or on behalf of Engineer pursuant to this Agreement for any appropriate Project-related purpose without restriction. Because information stored in electronic form can be manipulated by others, intentionally or otherwise, without notice or indication of such manipulation, Engineer reserves the right to provide any materials in electronic medium in read-only format and without indicia of its involvement.
11. This Agreement supersedes all negotiations and prior agreements concerning the Project and is intended as a complete and exclusive statement of the entire agreement between Client and Engineer concerning the Project. This Agreement is being entered into and will be performed in Orange County, California; and it shall be interpreted and enforced under and pursuant to the laws of the State of California. No failure to exercise or delay in exercising any right under this Agreement shall be construed as a waiver, or no waiver of a breach of any term of this Agreement shall be construed as a waiver of a subsequent breach of the same or other terms. The Parties hereby mutually waive any claims for consequential damages which either might have against the other concerning this Agreement or its termination. In the event that this Agreement is for any reason terminated, then its risk allocation and indemnity provisions shall remain in full force and effect. In the event that any provision of this Agreement shall be prohibited by law, then the subject provision shall not be void, but rather shall be interpreted as operating only to the fullest extent allowed by law; and in the event that any provision of this Agreement shall be invalid or unenforceable, then the remaining provisions shall remain valid and binding. In the event of any dispute or legal action concerning this Agreement, each party shall bear its own attorneys fees. Any and all actual or alleged causes of action concerning any services rendered pursuant to this Agreement, including without limitation those for indemnification, shall be deemed to have accrued for purposes of any statutes of limitation or repose no later than the date of Engineer's last invoice concerning the Project. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective partners, joint venturers, principals, heirs, estates, personal representatives, successors and assigns; but except as expressly provided for herein, this Agreement is not intended to create any rights in any third parties.

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of Change Order #1, Bid #1097 - General Construction for the new Child Development Center at Santa Ana College.	
Action: Request for Approval	

BACKGROUND:

On May 11, 2009, the Board awarded a contract to ISEC, Inc. for Bid #1097/General Construction for the new Child Development Center at Santa Ana College.

ANALYSIS:

During the course of normal construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$13,044. The revised contract amount is \$1,844,471. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .7% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, ISEC, Inc. for Bid #1097, General Construction for the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$13,044.00	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	1097	P.O. #	09-P000216
	04-108649		
Contractor: <i>ISEC</i>	1		
Architect: <i>Harley Ellis Devereaux</i>	Date:	2/5/2010	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,831,427.00
Previous Change Orders	\$0.00	
This Change Order	\$13,044.00	
Total Change Orders		\$13,044.00
Revised Contract Amount		\$1,844,471.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		February 22, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: **Child Development Center**

Bid No. **1097**

P.O. # **09-P000216**

D.S.A. No.

04-108649

Contractor: **ISEC**

Change Order No.

1

Architect: **Harley Ellis Devereaux**

Date:

2/5/2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Re-Frame HVAC openings for revised locations of ductwork due to conflict with framing members</p> <p>REASON: Framing members in pathway of ductwork</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,267.00
2.0	<p>DESCRIPTION: Replace Plastic laminated counter tops with solid surface material</p> <p>REASON: Solid surface much more durable for site's intended use</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$5,354.00
3.0	<p>DESCRIPTION: Per RFI#113, Drill holes through steel plates and install lag screws</p> <p>REASON: Additional detail needed to complete installation of roof beams</p> <p>REQUESTOR: Architect / Engineer</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,174.00

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1840

Project: Child Development Center		Bid No. 1097	P.O. # 09-P000216
Contractor: ISEC		D.S.A. No. 04-108649	
Architect: Harley Ellis Devereaux		Change Order No. 1	
		Date: 2/5/2010	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p>DESCRIPTION: Per RFI#21-67-100, Provide additional framing and hardware to accommodate other trades piping and finish installations</p> <p>REASON: Conflict due to designed framing requirements</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$5,249.00
Sub-Total		\$0.00	\$13,044.00
Total			\$13,044.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #1, Bid #1100 - Concrete for the new Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On May 11, 2009, the Board awarded a contract to Micon Construction, Inc. for Bid #1100/ Concrete for the new Child Development Center at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$7,000.00. The revised contract amount is \$956,926. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .07% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Micon Construction, Inc. for Bid #1100/ Concrete for the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$7,000.00	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	1100 P.O. # <i>09-90010962</i>
	04-108649
Contractor: <i>Micon Construction</i>	1
Architect: <i>Harley Ellis Devereaux</i>	Date: <i>2/5/2010</i>

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$949,926.00
Previous Change Orders	\$0.00	
This Change Order	\$7,000.00	
Total Change Orders		\$7,000.00
Revised Contract Amount		\$956,926.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		February 22, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: *Child Development Center*

Bid No. 1100

P.O. # 09-90010962

D.S.A. No.

04-108649

Contractor: *Micon Construction*

Change Order No.

1

Architect: *Harley Ellis Devereaux*

Date:

2/5/2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide out of sequence move in to build handicap ramp.</p> <p>REASON: To accommodate the need for additional campus parking and path of travel for students</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,000.00
	<p>DESCRIPTION: Per RFI#72, Provide labor and materials i.e. reinforcing steel, for grade beam footing transition.</p> <p>REASON: DSA requirement not identified on the plans</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$6,000.00
Sub-Total		\$0.00	\$7,000.00
Total			\$7,000.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #1, Bid #1121 - Structural Steel at the new Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On May 11, 2009, the Board awarded a contract to Columbia Steel, Inc. for Bid #1121/Structural Steel for the new Child Development Center at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$11,495. The revised contract amount is \$696,583. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 1.6% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Columbia Steel, Inc. for Bid #1121, Structural Steel for the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$11,495.00	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	<i>Bid #1121 P.O. # 10-B0012026</i>
	<i>04-108649</i>
Contractor: <i>Columbia Steel</i>	<i>1</i>
Architect: <i>Harley Ellis Devereaux</i>	Date: <i>2/5/2010</i>

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$685,088.00
Previous Change Orders	\$0.00	
This Change Order	\$11,495.00	
Total Change Orders		\$11,495.00
Revised Contract Amount		\$696,583.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		

Architect Authorized Signature Date

Contractor Name Authorized Signature Date

Construction Manager - Bernards Authorized Signature Date

Darryl Odum
Director - District Construction & Support Services Authorized Signature Date

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services Authorized Signature Date

Division of State Architect Authorized Signature Date

California Community Colleges Authorized Signature Date
5.17 (2)

CHANGE ORDER

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

Project: *Child Development Center*

Bid No. *Bid #1121* P.O. # *10-B0012026*

D.S.A. No. *04-108649*

Contractor: *Columbia Steel*

Change Order No. *1*

Architect: *Harley Ellis Devereaux*

Date: *2/5/2010*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Per RFI #66, Re-fabricate column base plates</p> <p><u>REASON:</u> Change column to include base plate in lieu of continuous column</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$853.00
2.0	<p><u>DESCRIPTION:</u> Per RFI#110, Furnish angle clips for roof beam connection</p> <p><u>REASON:</u> Detail not indicated on plan for beam clips to be installed for these beams</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$1,156.00
3.0	<p><u>DESCRIPTION:</u> Per RFI#118r, re-fabricate steel for toy alcove to reflect revision of overall length of structure</p> <p><u>REASON:</u> Steel frame change necessary to accommodate new toy alcove dimensions</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$3,169.00

CHANGE ORDER

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

Project: Child Development Center		Bid No. Bid #1121	P.O. # 10-B0012026
Contractor: Columbia Steel		D.S.A. No. 04-108649	
Architect: Harley Ellis Devereaux		Change Order No. 1	
		Date: 2/5/2010	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p>DESCRIPTION: Furnish and install drain sleeves at roof gutters to accommodate downspout connection.</p> <p>REASON: Detail was required during rough framing and not in plans</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,150.00
5.0	<p>DESCRIPTION: Revise shop drawings and re-fabricate tube steel framing at roof equipment screens for Building B-C-D-E</p> <p>REASON: Screen dimensions did not accommodate roof equipment</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$5,167.00
Sub-Total		\$0.00	\$11,495.00
Total			\$11,495.00

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

To: Board of Trustees	Date: February 22, 2010
Re: Approval of Change Order #1, Bid #1104 - Drywall and Plastering at the new Child Development Center at Santa Ana College	
Action: Request for Approval	

BACKGROUND:

On May 11, 2009, the Board awarded a contract to Insul Drywall and Plastering, Inc. for Bid #1104 - Drywall and Plastering at the new Child Development Center at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$2,856. The revised contract amount is \$400,656. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .7% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Insul Drywall and Plastering, Inc. for Bid #1104, Drywall and Plastering at the new Child Development Center at Santa Ana College as presented.

Fiscal Impact: \$2,856.00	Board Date: February 22, 2010
Prepared by: Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	Bld #1104 P.O. # <i>09-P0010964</i>
	<i>04-108649</i>
Contractor: <i>Insul Drywall</i>	<i>1</i>
Architect: <i>Harley Ellis Devereaux</i>	Date: <i>2/5/2010</i>

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$397,800.00
Previous Change Orders	\$0.00	
This Change Order	\$2,856.00	
Total Change Orders		\$2,856.00
Revised Contract Amount		\$400,656.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		February 22, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: *Child Development Center*

Bid No. *Bid #1104* P.O. # *09-P0010964*

D.S.A. No. *04-108649*

Contractor: *Insul Drywall*

Change Order No. *1*

Architect: *Harley Ellis Devereaux*

Date: *2/5/2010*

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Increase size of furring channels to accommodate Electrical conduits in Buildings A-B-C-D-E</p> <p>REASON: To accommodate the size of Electrical Conduits</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$2,856.00
	<p>DESCRIPTION:</p> <p>REASON:</p> <p>REQUESTOR:</p> <p>TIME EXTENSION: ADDS calendar days</p>		
Sub-Total		\$0.00	\$2,856.00
Total			\$2,856.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #1, Bid #1124 - HVAC at the new Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On July 27, 2009, the Board awarded a contract to APEX Construction, Inc. for Bid #1124/ HVAC at the new Child Development Center at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$2,157. The revised contract amount is \$565,157. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .3% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, APEX Construction, Inc. for Bid #1124, HVAC at the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$2,157.00	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	Bid 1124 P.O. # <i>10-BP00221</i>
	<i>04-108649</i>
Contractor: <i>Apex Construction</i>	<i>1</i>
Architect: <i>Harley Ellis Devereaux</i>	Date: <i>2/5/2010</i>

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$563,000.00
Previous Change Orders	\$0.00	
This Change Order	\$2,157.00	
Total Change Orders		\$2,157.00
Revised Contract Amount		\$565,157.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges 5.19 (2)	_____ Authorized Signature	_____ Date

CHANGE ORDER

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

Project: *Child Development Center*

Bid No. **BP13**

P.O. # **10-BP00221**

D.S.A. No.

04-108649

Contractor: *Apex Construction*

Change Order No.

1

Architect: *Harley Ellis Devereaux*

Date:

2/5/2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Per RFI#177 , install additional fasteners lag screws, at mechanical equipment curbs.</p> <p>REASON: Per inspector's request</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$824.00
2.0	<p>DESCRIPTION: Provide higher roof top HVAC mechanical curbs</p> <p>REASON: Inorder to honor manufacturer's warranty an 8" minimum of curb had to be established</p> <p>REQUESTOR: Roofing inspector</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,333.00
Sub-Total		\$0.00	\$2,157.00
Total			\$2,157.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #3, Bid #1064 – Electrical for the New Science Building (Bond Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to Baker Electric for Bid #1064/SCC Science Building to perform the electrical work on the project.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #3.

Change Order #3 increases the contract by \$75,976.64. The revised contract amount is \$1,506,363.66. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 7% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #3, Baker Electric for Bid #1064, electrical in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$75,976.64	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project:	New Science Building (Bond Funded Portion) at Santiago Canyon College	Bid No. 1064	P.O. # 08-BP000205
		D.S.A. No. 04-107803	
Contractor:	Baker Electric Inc.	Change Order No. 3	
Architect:	LPA, Inc.	Date: February 22, 2010	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,406,000.00
Previous Change Orders	\$24,387.02	
This Change Order	\$75,976.64	
Total Change Orders		\$100,363.66
Revised Contract Amount		\$1,506,363.66
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	60 calendar days	
Total Time Extensions		60 calendar days
Original Completion Date		July 14, 2009
Revised Contract Completion Date		September 13, 2009
RSCCD Board Approval Date		February 22, 2010

Architect Authorized Signature Date

Contractor Name Authorized Signature Date

Construction Manager - Seville Construction Services Authorized Signature Date

District Inspector Authorized Signature Date

Darryl A. Odum

Director - District Construction and Support Services Date

Assistant Vice Chancellor - Facility Planning Authorized Signature Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services Date

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92706-1840

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College		Bid No. 1064	P.O. # 08-BP000205
		D.S.A. No. 04-107803	
Contractor: Baker Electric Inc.		Change Order No. 3	
Archited: LPA, Inc.		Date: February 22, 2010	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Modify 18 Can lights to Bond building lecture auditorium</p> <p>REASON: Conflict with mechanical duct</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$9,176.75
2.0	<p>DESCRIPTION: Install underground conduit for exterior fixtures for future Humanities Bldg (CCD#11)</p> <p>REASON: Master Plan issue -To coordinate with future construction of the Humanities Bldg. (CCD#11)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$17,006.41
	<p>DESCRIPTION: Modify fire alarm speakers (CCD#15)</p> <p>REASON: To update the fire alarm system with Districts latest requirements</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$2,650.56
4.0	<p>DESCRIPTION: Install exterior receptacles for green house at college request (CCD#15)</p> <p>REASON: To provide additional power distribution to the greenhouse.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$2,286.83

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92706-1840

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College	Bid No. 1064	P.O. # 08-BP000205
	D.S.A. No. 04-107803	
Contractor: Baker Electric Inc.	Change Order No. 3	
Architect: LPA, Inc.	Date: February 22, 2010	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p>DESCRIPTION: Provide (1) 800KW generator for 1 month duration to project</p> <p>REASON: Mepco did not deliver power when needed</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$4,700.72
6.0	<p>DESCRIPTION: Relocate can lights, smoke detectors, motion sensors, T-Stats conduits</p> <p>REASON: Ceiling in room #104 lowered for improved HVAC distribution.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$1,507.17
7.0	<p>DESCRIPTION: Reroute 48 strand Single-mode fiber and 200 pair copper for phone line (CCD#20)</p> <p>REASON: Reroute cabling to existing Library IT due to M&O building not being ready</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 6 calendar days</p>		\$10,578.17
8.0	<p>DESCRIPTION: Deleted 110 blocks and add Cat 6 patch panels for phone system per CCD#29</p> <p>REASON: The district upgraded to a newer phone system during the construction of the Science Bldg. which does not use 110 blocks. It uses voice over (IP) technology.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 6 calendar days</p>	\$1,633.17	\$6,189.71

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College	Bid No. 1064	P.O. # 08-BP000205
	D.S.A. No. 04-107803	
Contractor: Baker Electric Inc.	Change Order No. 3	
Architect: LPA, Inc.	Date: February 22, 2010	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
9.0	<p>DESCRIPTION: Install additional toggle switches for emergency lights</p> <p>REASON: To be able to control the lights when the projector is in use</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 6 calendar days</p>		\$6,543.65
10.0	<p>DESCRIPTION: Provide (2) additional floor boxes in room 205 and 207</p> <p>REASON: College requested additional power for more efficient power distribution.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 6 calendar days</p>		\$3,989.32
11.0	<p>DESCRIPTION: Reroute existing communication cabling and fire alarm from Admin. Bldg to the LRC Bldg.</p> <p>REASON: In the path of of the Science Bldg</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 6 calendar days</p>		\$12,980.52
Sub-Total		\$1,633.17	\$77,609.81
Total			\$75,976.64

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #4, Bid #1064 – Electrical for the New Science Building (State Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to Baker Electric for Bid #1064/SCC Science Building to perform the electrical work on the project.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #4.

Change Order #4 increases the contract by \$57,828.93. The revised contract amount is \$1,882,278.48. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 9.4% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #4, Baker Electric for Bid #1064, electrical in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$57,828.93	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project:	New Science Building (State Funded Portion) Santiago Canyon College	at	Bid No.	1064	P.O. #	08-BP000206
			D.S.A. No.	04-107804		
Contractor:	Baker Electric Inc.		Change Order No.	4		
Architect:	LPA, Inc.		Date:	February 22, 2010		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,720,000.00
Previous Change Orders	\$104,449.55	
This Change Order	\$57,828.93	
Total Change Orders		\$162,278.48
Revised Contract Amount		\$1,882,278.48
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	60 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		July 14, 2009
Revised Contract Completion Date		September 13, 2009
RSCCD Board Approval Date		February 22, 2010

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

CHANGE ORDER

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

Project: New Science Building (State Funded Portion) at Santiago Canyon College	Bid No. 1064	P.O. # 08-BP000206
Contractor: Baker Electric Inc.	D.S.A. No. 04-107804	
Architect: LPA, Inc.	Change Order No. 4	
	Date: February 22, 2010	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Install additional underground conduits for exterior fixtures</p> <p>REASON: To accommodate landscape modifications for future Humanities Bldg (CCD#13)</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 15 calendar days</p>		\$5,380.24
2.0	<p>DESCRIPTION: Deleted 110 blocks and add Cat 6 patch panels for phone system per districts request (CCD#29)</p> <p>REASON: The district upgraded to a newer phone system during the construction of the Science Bldg.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 15 calendar days</p>	\$3,503.94	\$12,766.01
3.0	<p>DESCRIPTION: Reroute damaged fiber optic & copper cables feeding the LRC building</p> <p>REASON: The as-built drawings did not reflect its correct location.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 15 calendar days</p>		\$30,898.30
4.0	<p>DESCRIPTION: Install additional circuits, control conduits and sleeving for the Phoenix Control valves</p> <p>REASON: Modifications of non-performing valves (WPS) to Phoenix Control valves</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 15 calendar days</p>		\$12,288.32
Sub-Total		\$3,503.94	\$61,332.87
Total			\$57,828.93

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #2, Bid #1076 – Glass/Glazing for the New Science Building (Bond Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to Best Contracting Services for Bid #1076/SCC Science Building to perform the glass and glazing portion of the project.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$24,995.15. The revised contract amount is \$1,678,680.71. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 2.3% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Best Contracting Services for Bid #1076, glass and glazing for the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$24,995.15	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: **New Science Building (State Funded Portion) at Santiago Canyon College**

Bid No. **1076** P.O. # **08-P0004494**

D.S.A. No. **04-107804**

Contractor: **Best Contracting Services**

Change Order No. **2**

Architect: **LPA, Inc.**

Date: **February 22, 2010**

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,640,410.00
Previous Change Orders	\$13,275.56	
This Change Order	\$24,995.15	
Total Change Orders		\$38,270.71
Revised Contract Amount		\$1,678,680.71
Previous Time Extensions	calendar days	
Time Extension - This Change Order	16 calendar days	
Total Time Extensions		16 calendar days
Original Completion Date		August 25, 2009
Revised Contract Completion Date		November 30, 2009
RSCCD Board Approval Date		February 22, 2010

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager - Seville Construction Services

Authorized Signature

Date

District Inspector

Authorized Signature

Date

Darryl A. Odum

Director - District Construction and Support Services

Date

Assistant Vice Chancellor - Facility Planning

Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

CHANGE ORDER

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

Project: New Science Building (State Funded Portion) at Santiago Canyon College

Bid No. 1076

P.O. # 08-P0004494

D.S.A. No.

04-107804

Contractor: Best Contracting Services

Change Order No.

2

Architect: LPA, Inc.

Date:

February 22, 2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Provide acorn nuts caps @ vertical perforated metal panels</p> <p>REASON: To provide stronger connections</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 2 calendar days</p>		\$14,579.39
2.0	<p>DESCRIPTION: Aluminum Perforated Sunscreens Panels to be resized by cutting 1/2" off the top and bottom</p> <p>REASON: To improve suncreening to the labs</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 3 calendar days</p>		\$3,415.39
3.0	<p>DESCRIPTION: Paint Aluminum Perfotated Sunscreens. 108 total</p> <p>REASON: Match the original painted edges</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 3 calendar days</p>		\$3,206.21
4.0	<p>DESCRIPTION: Install breakshape flat panel above door frame @ door #118B & 215C</p> <p>REASON: To provide better weather protection</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 4 calendar days</p>		\$849.01

CHANGE ORDER

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

Project: New Science Building (State Funded Portion) at Santiago Canyon College	Bid No. 1076	P.O. # 08-P0004494
	D.S.A. No. 04-107804	
Contractor: Best Contracting Services	Change Order No. 2	
Architect: LPA, Inc.	Date: February 22, 2010	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p>DESCRIPTION: Relocate Mullion layout 1 1/2" to the West</p> <p>REASON: Keep Mullion consistent through out Bldg</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 3 calendar days</p>		\$764.18
6.0	<p>DESCRIPTION: Modify door#118C 6" and add a painted panel cover</p> <p>REASON: To provide better weather protection at exterior door</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 1 calendar days</p>		\$2,180.97
Sub-Total		\$0.00	\$24,995.15
Total			\$24,995.15

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

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of Change Order #4, Bid #1116 – Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College		
Action:	Request for Approval		

BACKGROUND:

On March 23, 2009, the Board awarded a contract with General Consolidated Constructors, Inc. for Bid #1116, to construct the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College.

ANALYSIS:

During the normal course of construction, certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #4.

Change Order #4 increases the contract by \$46,371. The total revised contract amount is \$1,344,658.73. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 8.9% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #4, General Consolidated Constructors, Inc. for Bid #1116, construction of the Gym Restroom Addition, Gym Floor Replacement and Fire Sprinkler Installation at Santa Ana College as presented.

Fiscal Impact:	\$46,371.00	Board Date:	February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

CHANGE ORDER	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Building "G" Accessibility Upgrade	Bid No. 1116	P.O. # 00215
Contractor: General Consolidated Constructors, Inc	D.S.A. No. 04-106765		
Architect: IBI Group	Change Order No. 4	Date: 2/22/10	

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,234,000.00
Previous Change Orders	\$64,287.73	
This Change Order	\$46,371.00	
Total Change Orders		\$110,658.73
Revised Contract Amount		\$1,344,658.73
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		May 7, 2010
Revised Contract Completion Date		May 7, 2010
RSCCD Board Approval Date		February 22, 2010

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Bernards	_____ Authorized Signature	_____ Date
<i>Darryl Odum</i> _____ Director - District Construction & Support Services	_____ Authorized Signature	_____ Date
<i>Peter J. Hardash</i> _____ Vice Chancellor, Business Operations/Fiscal Services	_____ Authorized Signature	_____ Date
_____ Division of State Architect	_____ Authorized Signature	_____ Date
_____ California Community Colleges	_____ Authorized Signature	_____ Date

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: Building "G" Accessibility Upgrade	Bid No. 1116	P.O. # 00215
	D.S.A. No. 04-106765	
Contractor: General Consolidated Constructors, Inc	Change Order No. 4	
Architect: IBI Group	Date: 2/22/10	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Weld new plates on corner of storage compartment to accommodate roll up door housing.</p> <p><u>REASON:</u> Unforeseen field condition</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,206.00
2.0	<p><u>DESCRIPTION:</u> Additional leak detection test for sprinkler piping above gym floor and bleachers ahead of placing new floor.</p> <p><u>REASON:</u> Owner request. Protection of new floor.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$565.00
3.0	<p><u>DESCRIPTION:</u> Replace two existing sets of double doors and frames on S. side of gym that are in disrepair and allow water intrusion into the gym area and floor.</p> <p><u>REASON:</u> Owner request. Protection of new floor.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$13,972.00

CHANGE ORDER

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

Project: Building "G" Accessibility Upgrade		Bid No. 1116	P.O. # 00215
Contractor: General Consolidated Constructors, Inc		D.S.A. No. 04-106765	
Architect: IBI Group		Change Order No. 4	
		Date: 2/22/10	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p><u>DESCRIPTION:</u> Modify seat wall at N. side of gym entrance and add retaining wall drainage to accommodate future upgrade modifications to the entrance of the building.</p> <p><u>REASON:</u> Plan for future enhancement.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$7,856.00
5.0	<p><u>DESCRIPTION:</u> Demo and replace 4 supports to re-locate score keepers area and avoid conflict with secondary basketball hoop.</p> <p><u>REASON:</u> Owner request. Improve functionality.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$3,916.00
6.0	<p><u>DESCRIPTION:</u> Deletion of painting scope for sprinkler piping located above rafter level in gym.</p> <p><u>REASON:</u> Owner request. Value Engineering.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$1,517.00	

CHANGE ORDER

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

Project: Building "G" Accessibility Upgrade

Bid No. 1116

P.O. # 00215

D.S.A. No. 04-106765

Contractor: General Consolidated Constructors, Inc

Change Order No. 4

Architect: IBI Group

Date: 2/22/10

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
7.0	<p><u>DESCRIPTION:</u> Remove and replace locksets on locker/restroom doors. Re-work door/frame to accept new hardware.</p> <p><u>REASON:</u> Owner request. Security reasons.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,075.00
8.0	<p><u>DESCRIPTION:</u> Additional rebar welding work required to meet design intent to tie into existing concrete mass.</p> <p><u>REASON:</u> Existing field condition encroaching into new construction.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$885.00
9.0	<p><u>DESCRIPTION:</u> Add waterproofing system to site walls for required drainage per geotechnical investigation.</p> <p><u>REASON:</u> Required per geotechnical report.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$11,725.00

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: Building "G" Accessibility Upgrade		Bid No. 1116	P.O. # 00215
		D.S.A. No. 04-106765	
Contractor: General Consolidated Constructors, Inc		Change Order No. 4	
Architect: IBI Group		Date: 2/22/10	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
10.0	<p><u>DESCRIPTION:</u> Demo plumbing wall in old restroom. Cut and cap abandoned lines. Drywall and tape wall.</p> <p><u>REASON:</u> Scope not indicated on plans.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$3,812.00
11.0	<p><u>DESCRIPTION:</u> Delete mirrors in restrooms.</p> <p><u>REASON:</u> Owner request. Value Engineering.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>	\$583.00	
12.0	<p><u>DESCRIPTION:</u> Relocate expansion joint in concrete stem wall to avoid conflict with beam pocket.</p> <p><u>REASON:</u> Plan location not feasible.</p> <p><u>REQUESTOR:</u> Architect</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$788.00

CHANGE ORDER

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

Project: Building "G" Accessibility Upgrade	Bid No. 1116	P.O. # 00215
	D.S.A. No. 04-106765	
Contractor: General Consolidated Constructors, Inc	Change Order No. 4	
Architect: IBI Group	Date: 2/22/10	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
13.0	<p><u>DESCRIPTION:</u> Test abandoned water line below slab of gym floor for leaks. No leaks found.</p> <p><u>REASON:</u> Owner request. Protect new floor.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$331.00
14.0	<p><u>DESCRIPTION:</u> Add skim coat of plaster to restroom walls where tile scope was deleted. Credit for deletion of tile included in CO #3.</p> <p><u>REASON:</u> Owner request.</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$640.00
15.0	<p><u>DESCRIPTION:</u> Add 5' section of guardrail to match existing where old handicap lift was removed.</p> <p><u>REASON:</u> Removal of old lift created 5' gap in railing.</p> <p><u>REQUESTOR:</u> Architect/Owner</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$700.00
Sub-Total		\$2,100.00	\$48,471.00
Total			\$46,371.00

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

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of Change Order #1, Bid #1055 - Concrete for the New Science Building (Bond Portion) at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On December 10, 2007, the Board awarded a contract with Angeles Contractor, Inc. for Bid #1055, to provide the concrete for the New Science Building at Santiago Canyon College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$9,806.89. The total revised contract amount is \$1,546,806.89. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are .6% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, Angeles Contractor, Inc. for Bid #1055, concrete for the New Science Building at Santiago Canyon College as presented.

Fiscal Impact:	\$9,806.89	Board Date:	February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

CHANGE ORDER

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

Project: **New Science Building (Bond Funded Portion) at Santiago Canyon College**

Bid No. 1055 P.O. # 08-P0003746

D.S.A. No. 04-107803

Contractor: **Angeles Contractor, Inc**

Change Order No. 1

Architect: **LPA, Inc.**

Date: **February 22, 2010**

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$1,537,000.00
Previous Change Orders	\$0.00	
This Change Order	\$9,806.89	
Total Change Orders		\$9,806.89
Revised Contract Amount		\$1,546,806.89
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	5 calendar days	
Total Time Extensions		5 calendar days
Original Completion Date		July 20, 2009
Revised Contract Completion Date		July 25, 2009
RSCCD Board Approval Date		February 22, 2010

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Construction Manager - Seville Construction Services _____ Authorized Signature _____ Date _____

District Inspector _____ Authorized Signature _____ Date _____

Darryl A. Odum
Director - District Construction and Support Services _____ Date _____

Assistant Vice Chancellor - Facility Planning _____ Authorized Signature _____ Date _____

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services _____ Date _____

CHANGE ORDER

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

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College		Bid No. 1055	P.O. # 08-P0003746
		D.S.A. No.	04-107803
Contractor: Angeles Contractor, Inc		Change Order No.	1
Architect: LPA, Inc.		Date:	February 22, 2010
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	DESCRIPTION: Revise concrete slab for greenhouse modification REASON: Greenhouse was modified to provide a comprehensive learning environment REQUESTOR: District TIME EXTENSION: ADDS 5 calendar days		\$9,806.89
Sub-Total		\$0.00	\$9,806.89
Total			\$9,806.89

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

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of Change Order #2, Bid #1058 - Interior Systems for the New Science Building (Bond Portion) at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On December 10, 2007, the Board awarded a contract with Angeles Contractor, Inc. for Bid #1058, to construct the Interior Systems for the New Science Building at Santiago Canyon College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$76,491.83. The total revised contract amount is \$1,913,359.19. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 5% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Angeles Contractor, Inc. for Bid #1058, construction of the Interior Systems for the New Science Building at Santiago Canyon College as presented.

Fiscal Impact:	\$76,491.83	Board Date:	February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

CHANGE ORDER

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

Project:	New Science Building (Bond Funded Portion) at Santiago Canyon College	Bid No.	1058	P.O. #	08-P0003755
		D.S.A. No.	04-107803		
Contractor:	Angeles Contractor, Inc	Change Order No.	2		
Architect:	LPA, Inc.	Date:	February 22, 2010		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,822,000.00
Previous Change Orders	\$14,867.36	
This Change Order	\$76,491.83	
Total Change Orders		\$91,359.19
Revised Contract Amount		\$1,913,359.19
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	20 calendar days	
Total Time Extensions		20 calendar days
Original Completion Date		July 20, 2009
Revised Contract Completion Date		August 9, 2009
RSCCD Board Approval Date		February 22, 2010

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Construction Manager - Seville Construction Services _____ Authorized Signature _____ Date _____

District Inspector _____ Authorized Signature _____ Date _____

Darryl A. Odum
Director - District Construction and Support Services _____ Date _____

Assistant Vice Chancellor - Facility Planning _____ Authorized Signature _____ Date _____

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services _____ Date _____

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92706-1840

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College

Bid No. 1058

P.O. # 08-P0003755

D.S.A. No.

04-107803

Contractor: Angeles Contractor, Inc

Change Order No.

2

Architect: LPA, Inc.

Date: February 22, 2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Modify soffit in room 106</p> <p>REASON: To provide a secure connection for motorized window shades</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 1 calendar days</p>		\$1,128.29
2.0	<p>DESCRIPTION: Modify roof framing at the north end</p> <p>REASON: To provide positive roof drainage along this area.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$15,531.15
	<p>DESCRIPTION: Provided insulation at rooms 101, 105 107, 109 114 and Corridor</p> <p>REASON: To reduce noise transfer in the classrooms</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 4 calendar days</p>		\$15,194.01
4.0	<p>DESCRIPTION: Install drywall at south wall in room 211 approximately 3 ft. tall to the underside of the steel beam.</p> <p>REASON: To seal off the area for ease of maintenance.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,459.74

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92708-1640

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College

Bid No. 1058 **P.O. #** 08-P0003755

D.S.A. No. 04-107803

Contractor: Angeles Contractor, Inc

Change Order No. 2

Archited: LPA, Inc.

Date: February 22, 2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
5.0	<p>DESCRIPTION: Modify Greenhouse per district (CCD#15)</p> <p>REASON: Greenhouse was modified to provide a comprehensive learning environment</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 5 calendar days</p>		\$29,287.77
6.0	<p>DESCRIPTION: Provide door and frame between rooms 206 & 208 storage</p> <p>REASON: To provide better security</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$3,381.00
7.0	<p>DESCRIPTION: Modify projection screens</p> <p>REASON: Modification to improve projected image</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 2 calendar days</p>		\$4,572.87

CHANGE ORDER

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

Project: New Science Building (Bond Funded Portion) at Santiago Canyon College

Bid No. 1058

P.O. # 08-P0003755

D.S.A. No.

04-107803

Contractor: Angeles Contractor, Inc

Change Order No.

2

Architect: LPA, Inc.

Date:

February 22, 2010

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
8.0	<p>DESCRIPTION: Add additional tackboards in room 205</p> <p>REASON: Additional tackboards requested by district</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 1 calendar days</p>		\$856.00
9.0	<p>DESCRIPTION: Replace support brackets with 10" brackets for the projection screens</p> <p>REASON: To avoid contact with the sliding magnetic marker boards when using the projection screens</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 1 calendar days</p>		\$1,577.00
10.0	<p>DESCRIPTION: Provide blackoutshades in rooms 207 and 211</p> <p>REASON: Complete blackout shades are required for this classroom enviroment.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 2 calendar days</p>		\$3,504.00
Sub-Total		\$0.00	\$76,491.83
Total			\$76,491.83

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Additional DSA Inspection Services - M & O Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On March 10, 2008, the Board of Trustees approved an agreement with Universal Laboratories in the amount of \$234,000 to provide Division of State Architect (DSA) mandated inspection services as the Inspector of Record (IOR) for the M & O Building and Parking Lot projects at Santiago Canyon College.

ANALYSIS:

This project continues to be behind schedule, therefore requiring that the DSA mandated inspection services be extended. The M & O Project should be completed in the next six to eight weeks.

Due to changes in the extended construction schedule, this agreement with Universal Laboratories needs to be extended for an additional three (3) months at \$13,000 per month (\$39,000) for a full-time inspector of record as noted in the attached proposal dated October 27, 2009. The total revised contract amount is \$273,000.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.

Fiscal Impact:	\$39,000.00	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

UNIVERSAL
LABORATORIES
INCORPORATED

January 14, 2010

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Attn: Darryl Odum
2323 North Broadway
Santa Ana, CA 92706-1640

RE: **DSA Inspection Extension of Services**
Maintenance and Operations Building and Parking lot @
Santiago Canyon College

The following information is furnished as an estimated extended budget for the Santiago Canyon College, Maintenance and Operations Building and Parking lot construction projects.

Maintenance and Operations Building and Parking Lot @ Santiago Canyon College

DSA Inspections for 3 Months, February, March and April 2010
3 Months @ \$13,000 Month = \$39,000.00

TOTAL ESTIMATED EXTENDED BUDGET **\$39,000.00**

If you have any questions or need additional information, please feel free to contact me at (714) 744-1558.

Respectfully,



Darlene Thompson
For Blaine T. Ogier, Sr.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of Change Order #2, Bid #1127 - 12-Inch Fire Water Line at Santa Ana College		
Action:	Request for Approval		

BACKGROUND:

On July 27, 2009, the Board awarded a contract with Dominguez Engineering, Inc., Bid #1127, for the installation of a 12-inch Fire Water Line at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes, and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$17,617. The total revised contract amount is \$321,732. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff. Total change orders for the project are 9% of construction cost. Pursuant to administrative regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, Dominguez Engineering, Inc. for Bid #1127, for the installation of a 12-inch Fire Water Line at Santa Ana College as presented.

Fiscal Impact:	\$17,617.00	Board Date:	February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

CHANGE ORDER

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

Project: 12-Inch Fire Water Line at Santa Ana College

Bid No. 1127 P.O. # 10-11626

D.S.A. No. N/A

Contractor: *Dominguez General Engineering, Inc.*

Change Order No. 2

Architect: LPA

Date: February 22, 2010

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$295,000.00
Previous Change Orders	\$9,115.00	
This Change Order	\$17,617.00	
Total Change Orders		\$26,732.00
Revised Contract Amount		\$321,732.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		
Revised Contract Completion Date		
RSCCD Board Approval Date		February 22, 2010

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Darryl Odum
Director - District Construction & Support Services _____ Authorized Signature _____ Date _____

Assistant Vice Chancellor - Facility Planning _____ Authorized Signature _____ Date _____

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services _____ Authorized Signature _____ Date _____

Division of State Architect _____ Authorized Signature _____ Date _____

California Community Colleges
5.27 (2) _____ Authorized Signature _____ Date _____

CHANGE ORDER

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

Project: 12-Inch Fire Water Line at Santa Ana College

Bid No. 1127 P.O. # 10-11626

D.S.A. No. N/A

Contractor: Dominguez General Engineering, Inc.

Change Order No. 2

Architect: LPA

Date: 2/22/10

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Furnish labor and materials and install tamper switches on (2) fire line backflow devices.</p> <p>REASON: DSA plan check requirements</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$1,472.00
2.0	<p>DESCRIPTION: Furnish labor and materials and install conduit and wire to new tamper switches @ (2) fire line backflow devices.</p> <p>REASON: DSA plan check requirements</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$6,450.00
3.0	<p>DESCRIPTION: Relocate existing "FDC" that is directly in conflict with construction of new opening in existing masonry wall.</p> <p>REASON: Conflict with approved drawings</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$3,013.00

CHANGE ORDER

Rancho Santiago Community College District
2323 N. Broadway, Santa Ana, CA 92706-1840

Project: 12-Inch Fire Water Line at Santa Ana College		Bid No. 1127	P.O. # 10-11626
		D.S.A. No. N/A	
Contractor: Dominguez General Engineering, Inc.		Change Order No. 2	
Architect: LPA		Date: 2/22/10	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p>DESCRIPTION: Re-locate 12" fire line connection due to conflict with existing Southern Calif. Edison below grade vault.</p> <p>REASON: Conflict with alignment of 12" pipe</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$4,082.00
5.0	<p>DESCRIPTION: Increase 8 inch fire line backflow device to 10 inch , manufacture does not build 8 inch as called for on the approved plans.</p> <p>REASON: Increase due to manufactures requirements.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$2,600.00
Sub-Total			\$17,617.00
Total			\$17,617.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Notice of Completion: Bid #1127 – 12-inch Fire Water Line at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On August 4, 2009, the District approved a contract with Dominguez General Engineering, Inc. to install a 12-inch Fire Water Line at Santa Ana College.

As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on December 10, 2009 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$321,732.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the 12-inch Fire Water Line Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West Seventeenth Street, Santa Ana, California, caused improvements to be made to the property to wit: Bid No. 1127/12" Fire Water Line at Santa Ana College, the contract for the doing of which was heretofore entered into on the 4th day of August, 2009, which contract was made with Dominguez General Engineering, Inc., PO #10-P0011626, as contractor; that said improvements were completed on the 10th day of December, 2009, and accepted by formal action of the governing Board of said District on the 22nd day of February, 2010; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is North American Specialty Insurance Company.

Rancho Santiago Community College District of
Orange County, California

by _____

State of California)
 §
County of Orange)

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

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

Executed at _____ California, on
_____, 20____.

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

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #1, Bid #1117 – Obstacle Course Lighting Project at the Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

On May 26, 2009, the Board awarded a contract to R & M Electrical Contracting for Bid #1117/Obstacle Course Lighting at the Santa Ana College Orange County Sheriff's Regional Training Academy.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #1.

Change Order #1 increases the contract by \$2,985.20. The revised contract amount is \$89,741.20. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 3.4% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1, R & M Electrical Contracting for Bid #1117, Course Lighting at the Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$2,985.20	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: **Obstacle Course Lighting**

Bid No. **1117** P.O. # **09-11221**

D.S.A. No.

Contractor: **R & M Electrical Contracting**

Change Order No. **1**

Architect: **gkk works**

Date: **January 22, 2010**

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$86,756.00
Previous Change Orders	\$0.00	
This Change Order	\$2,985.20	
Total Change Orders		\$2,985.20
Revised Contract Amount		\$89,741.20
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		
Revised Contract Completion Date		
RSCCD Board Approval Date		

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager

Authorized Signature

Date

District Inspector

Authorized Signature

Date

Darryl A. Odum

Director - District Construction and Support Services

Date

Assistant Vice Chancellor - Facility Planning

Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

CHANGE ORDER

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

Project: <i>Obstacle Course Lighting</i>		Bid No. 1117	P.O. # 09-11221
		D.S.A. No.	
Contractor: <i>R & M Electrical Contracting</i>		Change Order No. 1	
Architect: <i>gkk works</i>		Date: <i>January 22, 2010</i>	
ITEM NO.	EXPLANATION	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Installation of nine (9) receptacles on light poles</p> <p>REASON: Receptacles were added so that future events would have power to energize miscellaneous equipment</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$2,985.20
Sub-Total		\$0.00	\$2,985.20
Total			\$2,985.20

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #2, Bid #1117 – Obstacle Course Lighting Project at the Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

On May 26, 2009, the Board awarded a contract to R & M Electrical Contracting for Bid #1117/Obstacle Course Lighting at the Santa Ana College Orange County Sheriff's Regional Training Academy.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$5,675.80. The revised contract amount is \$95,417. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 9.9% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, R & M Electrical Contracting for Bid #1117, Course Lighting at the Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$5,675.80	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: *Obstacle Course Lighting*

Bid No. *1117* P.O. # *09-11221*

D.S.A. No.

Contractor: *R & M Electrical Contracting*

Change Order No. *2*

Architect: *gkk works*

Date: *January 22, 2010*

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$86,756.00
Previous Change Orders	\$2,985.20	
This Change Order	\$5,675.80	
Total Change Orders		\$8,661.00
Revised Contract Amount		\$95,417.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		
Revised Contract Completion Date		
RSCCD Board Approval Date		

Architect

Authorized Signature

Date

Contractor Name

Authorized Signature

Date

Construction Manager

Authorized Signature

Date

District Inspector

Authorized Signature

Date

Darryl A. Odum

Director - District Construction and Support Services

Date

Assistant Vice Chancellor - Facility Planning

Authorized Signature

Date

Peter J. Hardash

Vice Chancellor, Business Operations/Fiscal Services

Date

CHANGE ORDER

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

Project: **Obstacle Course Lighting**

Bid No. **1117**

P.O. # **09-11221**

D.S.A. No.

Contractor: **R & M Electrical Contracting**

Change Order No. **2**

Architect: **gkk works**

Date: **January 22, 2010**

ITEM NO.	EXPLANATION	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Elimination of concrete encasement</p> <p>REASON: Concrete encasement was unnecessary due to the fact that the electrical conduit is protected by the planters.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>	\$2,175.00	
2.0	<p>DESCRIPTION: Concrete demolition and water and gas line repair/re-route</p> <p>REASON: Unforseen concrete overpour hindered concrete light pole base installation. Re-routing of gas/water lines - Undocumented gas/water lines had to be re-routed. In addition, contractor discovered leaking water lines and made repairs.</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$7,850.80
Sub-Total		\$2,175.00	\$7,850.80
Total			\$5,675.80

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Notice of Completion: Bid #1117 – Obstacle Course Lighting Project at the Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

On June 29, 2009, the District approved a contract with R & M Electrical Contracting to install lighting at the Obstacle Course of the Santa Ana College Orange County Regional Training Academy.

As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on November 20, 2009 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$95,417.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the Obstacle Course Lighting Project at the Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	N/A	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as the Orange County Sheriff's Regional Training Academy, located at 15991 Armstrong Avenue, Tustin, California, caused improvements to be made to the property to wit: Bid No. 1117/Obstacle Course Lighting, the contract for the doing of which was heretofore entered into on the 29th day of June, 2009, which contract was made with R & M Electrical Contracting, PO #10-011178, as contractor; that said improvements were completed on the 20th day of November, 2009, and accepted by formal action of the governing Board of said District on the 22nd day of February, 2010; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Developer's Surety and Indemnity Company.

Rancho Santiago Community College District of
Orange County, California

by _____

State of California)
 §
County of Orange)

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

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

Executed at _____ California, on
_____, 20 ____.

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

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Change Order #2, Bid #1129 - Electrical at the new Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On July 27, 2009, the Board awarded a contract to EMAE International, Inc. for Bid #1129/ Electrical at the new Child Development Center at Santa Ana College.

ANALYSIS:

During the normal course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #2.

Change Order #2 increases the contract by \$2,153. The revised contract amount is \$984,068. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are .9% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2, EMAE International, Inc. for Bid #1129, Electrical at the new Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$2,153.00	Board Date: February 22, 2010
Prepared by:	Alex Oviedo, Construction Supervisor, District Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project: <i>Child Development Center</i>	<i>1129</i>	P.O. # <i>10-BP000219</i>
	<i>04-108649</i>	
Contractor: <i>EMAE International, Inc</i>	<i>2</i>	
Architect: <i>Harley Ellis Devereaux</i>	Date:	<i>2/5/2010</i>

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE

Original Contract Amount		\$944,444.00
Previous Change Orders	\$37,471.00	
This Change Order	\$2,153.00	
Total Change Orders		\$39,624.00
Revised Contract Amount		\$984,068.00
Previous Time Extensions	calendar days	
Time Extension - This Change Order	calendar days	
Total Time Extensions		calendar days
Original Completion Date		July 30, 2010
Revised Contract Completion Date		
RSCCD Board Approval Date		

Architect Authorized Signature Date

Contractor Name Authorized Signature Date

Construction Manager - Bernards Authorized Signature Date

Darryl Odum
Director - District Construction & Support Services Authorized Signature Date

Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services Authorized Signature Date

Division of State Architect Authorized Signature Date

California Community Colleges Authorized Signature Date

CHANGE ORDER

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

Project: <i>Child Development Center</i>		Bid No. 1129	P.O. # 10-000219
Contractor: <i>EMAE International, Inc</i>		D.S.A. No. 04-108649	
Architect: <i>Harley Ellis Devereaux</i>		Change Order No. 2	
		Date: 2/5/2010	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p>DESCRIPTION: Repair Electrical power source to district irrigation controller</p> <p>REASON: Conduit and wire was damaged during demolition</p> <p>REQUESTOR: District</p> <p>TIME EXTENSION: ADDS 0 calendar days</p>		\$2,153.00
2.0	<p>DESCRIPTION:</p> <p>REASON:</p> <p>REQUESTOR:</p> <p>TIME EXTENSION: ADDS calendar days</p>		
Sub-Total		\$0.00	\$2,153.00
Total			\$2,153.00

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

To:	Board of Trustees	Date: February 22, 2010
Re:	Adoption of Resolution No. 10-04 - Declaration of Intent to Lease Real Property at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

Since 2000, vacant space on the roof of Dunlap Hall at Santa Ana College (SAC) has been leased to a private cellphone provider company (Nextel) for purposes of a cellular communications site. More recently, the District's Facility Planning Department has been contacted regarding a proposal from AT&T to lease additional roof space at Dunlap Hall, also for the purpose of a cellular communications site.

ANALYSIS:

As required by Education Code Section 81365, the lease of community college property requires that the district follow a very specific procedure. The governing board, in a regular meeting, by a two-thirds vote of all its members, shall adopt a resolution declaring its intention to lease the property. This action shall allow the district to advertise and receive sealed proposals for the cellular antenna site at SAC. Proposals for the Dunlap Hall roof site shall be evaluated upon the aesthetics of the antenna system, space necessary to house the equipment, and the revenue produced.

The proposed lease is based upon the following criteria:

Location:	1. Roof of Dunlap Hall at SAC (Not to exceed 200 sq. ft.)
Duration:	Five (5) year lease with two (2) - five (5) year options
Minimum Bid:	\$39,600/year plus annual CPI adjustment and payment of all electrical use costs

The College President and the Vice President of Administrative Services have reviewed the proposal and approve this installation.

Following evaluation of all proposals, the Board of Trustees shall be brought an award recommendation to the board meeting of April 12, 2010.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 10-04 as presented.

Fiscal Impact:	\$39,600/year	Board Date: February 22, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana, California

Board of Trustees

RESOLUTION No. 10-04

**PROPOSAL TO LEASE ROOFTOP SPACE AT
1530 W. 17TH STREET, SANTA ANA, CA
(DUNLAP HALL, SANTA ANA COLLEGE)
FOR CELLULAR/WIRELESS TRANSMISSION FACILITIES**

WHEREAS, the District has been approached by representatives of various cellular/wireless communications companies inquiring as to the District's willingness to allow placement of cellular/wireless transmission equipment on District property;

WHEREAS, cellular/wireless transmission facilities are currently in place and operating on a portion of the roof of Dunlap Hall at the District's Santa Ana College Campus, a four (4) story building located at 1530 West 17th Street in Santa Ana, CA;

WHEREAS, the existing cellular/wireless transmission facilities on the roof of Dunlap Hall are not interfering with the District's administrative and academic activities at the District's Santa Ana College Campus;

WHEREAS, there is space on the roof of Dunlap Hall to allow the placement of additional cellular/wireless facilities;

WHEREAS, allowing the placement of additional cellular/wireless transmission facilities on the roof of Dunlap Hall will allow for better or additional cellular/wireless communication service options in the residential and business areas near the District's Santa Ana College Campus;

WHEREAS, the placement of additional cellular/wireless communications equipment on the roof of Dunlap Hall will not interfere with any administrative or academic functions at Dunlap Hall or elsewhere at the District's Santa Ana College Campus;

WHEREAS, the District is desirous of obtaining additional income from the leasing of excess District facilities and/or properties so long as said leasing activity does not unduly interfere with any of the District's academic or administrative operations;

NOW, THEREFORE, THE DISTRICT'S BOARD OF TRUSTEES RESOLVES AS FOLLOWS:

1. If properly placed, designed, operated and maintained, additional cellular/wireless communications facilities can be installed and operated on the roof of Dunlap Hall in a manner that is not disruptive of other activities at the District's Santa Ana College campus;

2. The rooftop space at Dunlap Hall being considered for lease to a cellular/wireless communications company is not otherwise needed for the District's academic and/or administrative activities at the Santa Ana College Campus;

3. The District is desirous of obtaining bids from reputable companies to lease approximately 200 square feet of space on the roof of Dunlap Hall for the placement and operation of cellular/wireless communications equipment with ancillary rights to place certain antenna equipment along the perimeter of said rooftop. To be considered, each lease proposal received by the District in response to this Resolution shall specify: (i) a yearly rental of not less than \$39,600, which rental shall be triple net and subject to upward adjustment on a yearly basis to reflect CPI increases, (ii) a five (5) year

term with two (2) – five (5) year options without any right to assign or sublease to third parties except in connection with a merger or a sale of substantially all of lessee's assets, and (iii) the proposed lessee's agreement to: (aa) limit use of the rooftop space to the placement, operation and maintenance of cellular/wireless communications facilities, and (bb) make the placement, design, and operation of the transmission facilities subject to the District's reasonable approval and otherwise subject to all applicable governmental regulations pertaining to design, safety, operation and maintenance;

4. Notice of the adoption of this Resolution and the District's decision to solicit proposals as herein contemplated for the leasing of rooftop space at Dunlap Hall for the placement and operation of cellular/wireless transmission facilities shall be given by posting and publishing this Resolution in the manner prescribed by Education Code Section 81368;

5. Darryl Odum, Executive Director of District Construction and Support Services, is hereby appointed as District's representative for purposes of seeking, receiving and considering proposals respecting the lease of rooftop space at Dunlap Hall for the placement and operation of cellular/wireless communications facilities. All proposals to lease in response to the District's solicitation of offers shall be addressed to Mr. Odum's attention and shall be personally delivered or sent by U.S. Mail or reputable overnight courier or messenger service to the District's Administrative Offices located at 2323 N. Broadway, Room 112, Santa Ana, CA 92706. Each respondent to the District's request for proposals to lease shall be responsible for establishing proof of timely delivery of their respective proposal to lease;

6. To be considered, all written and sealed proposals to lease rooftop space at Dunlap Hall for the placement and operation of cellular/wireless communications facilities must be received by the District no later than 10:00 a.m. on March 24, 2010, (the "Bid Consideration Deadline"), at which time, in accordance with Education Code Section 81372, Mr. Odum (or his representative) shall open and consider all written proposals to lease the rooftop space at Dunlap Hall as herein contemplated. The District's decision with respect to the winning proposal to lease shall be confirmed by the District's Board of Trustees at their regularly scheduled meeting on April 12, 2010.

I hereby certify the foregoing to be a full, true and correct copy of a resolution duly adopted by the governing board of the Rancho Santiago Community College District on February 22, 2010.

DATED:

AYES:

NOES:

ABSENT:

ATTEST:

Secretary
Rancho Santiago Community College District
Board of Trustees

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To: Board of Trustees	Date: February 22, 2010
Re: Adoption of Resolution 10-05 - Implementing Prequalification of Construction Contractors for the bidding of Swimming Pool at Santiago Canyon College	
Action: Request for Approval	

BACKGROUND:

The District is engaged in the Construction of an Athletics & Aquatic Complex at Santiago Canyon College. The construction of this project requires a certain level of expertise. As a condition of bidding for the swimming pool scope of work as set forth in Specifications Section 131100 for the Athletics & Aquatic Complex. All prospective bidders are being required to submit to the District a completed set of prequalification documents in order to be considered for bidding the project.

ANALYSIS:

As required by Public Contract Code Section 20651.5, authorizes the governing Board of Trustees of a community college district to require that each prospective bidder for a construction contract complete and submit to the community college district a standardized questionnaire and financial statement in a form specified by the community college district ("Questionnaire") prospective bidders are required to submit to the District a completed set of prequalification documents. These documents will be the basis for determining which bidders are qualified to bid on the project.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No.10-05 as presented.

Fiscal Impact: N/A	Board Date: February 22, 2010
Prepared by: Darryl A. Odum, Director, District Construction and Support Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**RESOLUTION IMPLEMENTING PREQUALIFICATION
OF CONSTRUCTION CONTRACTORS
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

RESOLUTION NO. 10-05

WHEREAS, Public Contract Code Section 20651.5 authorizes the governing Board of Trustees of a community college district to require that each prospective bidder for a construction contract complete and submit to the community college district a standardized questionnaire and financial statement in a form specified by the community college district ("Questionnaire");

WHEREAS, the Questionnaire is required to include a complete statement of the prospective bidder's financial ability and experience in performing public works;

WHEREAS, the Questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified;

WHEREAS, the Questionnaire is not a public record and is not to be opened to public inspection;

WHEREAS, each Questionnaire submitted by a prospective bidder will be scored in accordance with an established point system;

WHEREAS, Public Contract Code Section 20651.5(b) requires any community college district requiring prospective bidders to complete and submit a Questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed Questionnaire in order to determine the size of the contracts or scope of work upon which each bidder will be deemed qualified to bid ("Uniform System"); and

WHEREAS, a community college district may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code Section 20651.5(a), but has not done so at least five (5) days prior to the date fixed upon the public opening of sealed bids, or has not been prequalified by the community college district in accordance with Public Contract Code Section 20651.5(b) at least one (1) day prior to the opening of sealed bids.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE:

Section 1. In accordance with Public Contract Code Section 20651.5(a), the Board establishes a prequalification program for the swimming pool scope of work for the Santiago Canyon College Athletic & Aquatic Center project ("Prequalification Program").

Section 2. The Prequalification Program shall utilize the Questionnaire attached hereto as Exhibit "A" and incorporated herein.

Section 3. In accordance with Public Contract Code Section 20651.5(b), the District adopts the Uniform System of allocating points set forth in the document attached hereto as Exhibit "B" with respect to the District's review of any submitted Questionnaires. Any potential bidder who submits a Questionnaire that does not meet the above-referenced criteria set forth in this section shall be considered not qualified and rejected.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code Section 20651.5.

Section 5. With respect to the swimming pool scope of work for the Santiago Canyon College Athletic & Aquatic Center project, each prospective bidder must be prequalified in conformance with the Prequalification Program prior to submitting a bid.

Section 6. In submitting any bids for the swimming pool scope of work for the Santiago Canyon College Athletic & Aquatic Center project, the District will furnish each prospective bidder a standardized proposal form that when completed and executed, will constitute such potential bidder's bid ("Proposal").

Section 7. A Proposal shall not be accepted from any person or other entity for the swimming pool scope of work for the Santiago Canyon College Athletic & Aquatic Center project who: (1) has not submitted a Questionnaire at least five (5) days prior to the date fixed for the public opening of sealed bids for such construction contract in accordance with Public Contract Code Section 20651.5(b); and (2) who has not been prequalified for at least one (1) day prior to the public opening of sealed bids for such contract, in accordance with Public Contract Code Section 20651.5(c).

Section 8. Notwithstanding the foregoing section, the District hereby establishes a process in which a prospective bidder may be prequalified on a quarterly basis. Once prequalified pursuant to this section, such prequalification shall be valid for up to one (1) calendar year following the date of initial prequalification. The District will accept Questionnaires from potential bidders on a quarterly basis commencing on March 1, 2010, and after receipt of such Questionnaires, the District will make within a reasonable period of time, a determination as to whether each potential bidder submitting a Questionnaire is prequalified for the following calendar year.

Section 9. The Board hereby delegates to the District's Vice Chancellor, Business Operations & Fiscal Services the authority to determine whether a potential bidder shall be considered prequalified.

PASSED AND ADOPTED by the Governing Board of Trustees of the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on February 22, 2010, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

I, _____, Secretary of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

Secretary

EXHIBIT "A"

**PREQUALIFICATION DOCUMENTS & FORMS FOR
SANTIAGO CANYON COLLEGE ATHLETIC & AQUATIC CENTER PROJECT
(SWIMMING POOL SCOPE OF WORK)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

CONTRACTOR/SUBCONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for the swimming pool scope of work as set forth in Specifications Section 131100 for the Santiago Canyon College Athletic & Aquatic Center project ("Project"), and in accordance with California Public Contract Code Section 20651.5, all prospective bidders are required to submit to the Rancho Santiago Community College District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid on the Project. Bids will not be accepted if a Contractor has not been prequalified. If the Contractor intends to use a subcontractor of any tier to perform the swimming pool scope of work set forth in Specifications Section 131100 for the Project the Contractor must use a subcontractor that has been prequalified in accordance with these documents. Contractors and subcontractors shall be referred to hereinafter collectively as "Contractor". Ratings of individual firms will only be disclosed upon written request by that firm. The District reserves the right to check other available sources. All information contained in the prequalification documents is not public records and are not open to public inspection.

II. District's Prequalification Standards

1. Contractor's Statement of Experience
2. Insurance and Safety Record
3. Surety and Bonding Capacity
4. Financial Information
5. Declaration

A prequalification package may be required for each District project. The District may, at any time, specifically request a new prequalification package, in which case the Contractor must comply within thirty days or the rating on file may, at the discretion of the District, be considered expired. A Contractor may also file new packages at more frequent intervals if there is a substantial change in the Contractor's financial status or work experience, at which time, a new rating will be issued.

In addition to being disqualified for failure to meet the District's criteria, a Contractor will be automatically disqualified for any one of the following:

- A. Falsification of information
- B. Have had a surety complete work on any contract since January 1, 2000
- C. Contractor or any affiliated entities or subsidiaries including, but not limited to partnership or joint venture, has been deemed to be a non-responsible contractor by any public agency within the last seven years.
- D. Having an Experience Modification Rate (EMR) (California Workers' Compensation Insurance) of greater than 1.25.
- E. Not possessing a valid C-53 specialty contractor's license.

In addition to being disqualified for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following which is not adequately explained:

- A. Omission of requested information
- B. Prevailing wage violations or construction claims
- C. Inability to demonstrate bonding capacity or ability to obtain required insurance
- D. Is not duly licensed to perform the required work
- E. Has not had sufficient experience specifically related to swimming pools

III. Financial Information

In addition to the financial information requested, Contractors MAY provide either a reviewed or audited financial statement for consideration. A letter verifying the Contractor's availability of a line of credit may also be provided

for consideration. Greater weight and consideration will be given to Contractors providing additional financial information as discussed above, but such documentation is not mandatory.

IV. PREQUALIFICATION QUESTIONS

The following questions are required information but are not scoring questions.

Contractor: _____

(as name appears on license)

Check one of the following: Corporation Partnership Sole Proprietorship Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

How many years has your organization been in business in California as a contractor under your present business name and license number? _____

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

In addition to being disqualified for failure to meet the District's criteria noted above, a Contractor will be automatically disqualified for answering "Yes" to any one of the following questions:

Is your firm currently the debtor in a bankruptcy case? Yes _____ No _____

Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? Yes _____ No _____

Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction? Yes _____ No _____

Has your firm or any affiliated entity or subsidiary been determined by any public agency to be a non-responsible bidder in the last seven (7) years? Yes _____ No _____

Does your firm possess a valid C-53 specialty contractor's license? Yes _____ No _____

What is your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance): _____

The following questions will be scored based upon the answers and explanations provided.

If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five (5) years?

Yes _____ No _____

If yes, please explain: _____

Has your firm ever failed to complete a contract? Yes _____ No _____

If yes, explain: _____

In the last five (5) years, has you firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? Yes _____ No _____

If yes, explain: _____

Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five (5) years? Yes _____ No _____

If yes, please explain: _____

Is your firm currently in litigation with any California Educational Institution, or has it litigated any dispute with a California Educational Institution within the last three years? Yes _____ No _____

If yes, please explain: _____

In what type of construction do you specialize: _____

What was your total revenue for the past five years: _____

In the past five years, what was your total revenue derived specifically and exclusively from public-use swimming pool construction: _____

In the past five years, how many commercially designed municipal and public-use swimming pools have you constructed: _____

For each of these commercially designed municipal and public-use swimming pools, what was the total square feet of water surface area: _____

For each of these commercially designed municipal and public-use swimming pools, please state whether the projects required the construction of a concrete and ceramic tile perimeter overflow gutter and self-modulating balance tank: _____

For each of these commercially designed municipal and public-use swimming pools, please identify the owner, scope of project, contact person and phone number and architect for each project (attach and submit additional pages if necessary): _____

What was the amount of work completed last year: _____

Number of projects: _____ Amount of largest project: _____

What is your firm's current working capital (current assets less current liabilities): _____

Note: Contractors may provide either a reviewed or audited financial statement for consideration, but such documentation is not mandatory.

Do you currently have a line of credit? Yes _____ No _____

If yes, what is amount of your current line of credit and provide the name, address and contact person of the financial institution extending your line of credit: _____

Note: Contractors may provide a letter verifying the Contractor's availability of a line of credit for consideration, but such documentation is not mandatory.

Do you currently have a minimum of \$1,000,000.00 combined comprehensive single limit liability insurance
Yes _____ No _____

Please provide the name of your liability insurance carrier: _____

Amount of Bonding Capacity: _____

Please provide the name, address, telephone number and contact person for your firm's surety company or companies:

How many projects is your firm currently bonded for? _____

What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

Has your firm established a safety/injury prevention program? Yes _____ No _____

Has there been more than one occasion during the last five (5) years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with any state or federal prevailing wage laws?

(Note: This question refers only to your firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.) Yes _____ No _____ If yes, explain: _____

Has your firm ever received a serious and willful industrial safety violation during the last five (5) years?

Yes _____ No _____

If yes, explain: _____

What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

Has your firm ever failed to complete a public contract within the authorized contract time? Yes _____ No _____

If yes, explain: _____

V. DECLARATION

I, _____ (printed name) hereby declare that I am the _____

_____ (title) of _____ (name of bidder) submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was Subscribed at

_____ (location and city), County of _____,

State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.) All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

VI. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge a prequalification determination, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing. The District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District not later than TBD. Contractors will be notified of their prequalification rating not later than TBD, but not later than at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

VII. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

EXHIBIT "B"

**POINT SYSTEM FOR PREQUALIFICATION DOCUMENTS & FORMS FOR
SANTIAGO CANYON COLLEGE ATHLETIC & AQUATIC CENTER PROJECT
(SWIMMING POOL SCOPE OF WORK)**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

CONTRACTOR/ SUBCONTRACTOR'S STATEMENT OF EXPERIENCE & FINANCIAL CONDITION

I. Request for Prequalification of Bidders

As a condition of bidding for the swimming pool scope of work as set forth in Specifications Section 131100 for the Santiago Canyon College Athletic & Aquatic Center project ("Project"), and in accordance with California Public Contract Code Section 20651.5, all prospective bidders are required to submit to the Rancho Santiago Community College District ("District") a completed set of prequalification documents by completing all of the documents contained herein. These documents will be the basis for determining which bidders are qualified to bid on the Project. Bids will not be accepted if a Contractor has not been prequalified. If the Contractor intends to use a subcontractor of any tier to perform the swimming pool scope of work set forth in Specifications Section 131100 for the Project the Contractor must use a subcontractor that has been prequalified in accordance with these documents. Contractors and subcontractors shall be referred to hereinafter collectively as "Contractor". Ratings of individual firms will only be disclosed upon written request by that firm. The District reserves the right to check other available sources. All information contained in the prequalification documents is not public records and are not open to public inspection.

II. District's Prequalification Standards

1. Contractor's Statement of Experience
2. Insurance and Safety Record
3. Surety and Bonding Capacity
4. Financial Information
5. Declaration

A prequalification package may be required for each District project. The District may, at any time, specifically request a new prequalification package, in which case the Contractor must comply within thirty days or the rating on file may, at the discretion of the District, be considered expired. A Contractor may also file new packages at more frequent intervals if there is a substantial change in the Contractor's financial status or work experience, at which time, a new rating will be issued.

In addition to being disqualified for failure to meet the District's criteria, a Contractor will be automatically disqualified for any one of the following:

- A. Falsification of information
- B. Have had a surety complete work on any contract since January 1, 2000
- C. Contractor or any affiliated entities or subsidiaries including, but not limited to partnership or joint venture, has been deemed to be a non-responsible contractor by any public agency within the last seven years.
- D. Having an Experience Modification Rate (EMR) (California Workers' Compensation Insurance) of greater than 1.25.
- E. Not possessing a valid C-53 specialty contractor's license.

In addition to being disqualified for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following which is not adequately explained:

- A. Omission of requested information
- B. Prevailing wage violations or construction claims
- C. Inability to demonstrate bonding capacity or ability to obtain required insurance
- D. Is not duly licensed to perform the required work
- E. Has not had sufficient experience specifically related to swimming pools

III. Financial Information

In addition to the financial information requested, Contractors MAY provide either a reviewed or audited financial statement for consideration. A letter verifying the Contractor's availability of a line of credit may also be provided

for consideration. Greater weight and consideration will be given to Contractors providing additional financial information as discussed above, but such documentation is not mandatory.

IV. PREQUALIFICATION QUESTIONS

The following questions are required information but are not scoring questions.

Contractor: _____
(as name appears on license)

Check one of the following: Corporation Partnership Sole Proprietorship Joint Venture

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

License Number(s): _____

Expiration Date: _____

Tax ID Number: _____

Date Business Formed: _____ Date Incorporated: _____

If a corporation, under the laws of what state was corporation organized: _____

How many years has your organization been in business in California as a contractor under your present business name and license number? _____

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Yrs w/ Firm	Position	% of Ownership	Social Security #

In addition to being disqualified for failure to meet the District's criteria noted above, a Contractor will be automatically disqualified for answering "Yes" to any one of the following questions:

Is your firm currently the debtor in a bankruptcy case? Yes _____ No _____

Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? Yes _____ No _____

Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, local law or regulatory violations related to construction? Yes _____ No _____

Has your firm or any affiliated entity or subsidiary been determined by any public agency to be a non-responsible bidder in the last seven (7) years? Yes _____ No _____

Does your firm possess a valid C-53 specialty contractor's license? Yes _____ No _____

What is your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance): _____

The following questions will be scored based upon the answers and explanations provided.

If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five (5) years?
Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

Has your firm ever failed to complete a contract? Yes _____ No _____

If yes, explain: _____

"No" = 10 points "Yes" = 0 points

In the last five (5) years, has you firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? Yes _____ No _____

If yes, explain: _____

"No" = 15 points "Yes" = 0 points

Has any California State license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the past five (5) years? Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

Is your firm currently in litigation with any California Educational Institution, or has it litigated any dispute with a California Educational Institution within the last three years? Yes _____ No _____

If yes, please explain: _____

"No" = 5 points "Yes" = 0 points

In what type of construction do you specialize: _____

"Related" = 5 points "Unrelated" = 0 points

What was your total revenue for the past five years: _____

See Next Question for Points.

In the past five years, what was your total revenue derived specifically and exclusively from public-use swimming pool construction: _____

"50% of total revenue or more based on prior question" = 20 points

"Less than 50%" = 0 points

In the past five years, how many commercially designed municipal and public-use swimming pools have you constructed:

"5 or more" = 20 points

"4" = 10 points

"Less than 4" = 0 points

For each of these commercially designed municipal and public-use swimming pools, what was the total square feet of water surface area: _____

"6,000 square feet or more" = 6 points for each pool

"Less than 6,000 square feet" = 0 points

For each of these commercially designed municipal and public-use swimming pools, please state whether the projects required the construction of a concrete and ceramic tile perimeter overflow gutter and self-modulating balance tank: _____

"Yes" = 6 points for each pool

"No" = 0 points

For each of these commercially designed municipal and public-use swimming pools, please identify the owner, scope of project, contact person and phone number and architect for each project (attach and submit additional pages if necessary): _____

Rating based on references provided (0 to 10 with 10 the maximum number of points)

What was the amount of work completed last year: _____

Number of projects: _____

Amount of largest project: _____

Rating (0 to 5 with 5 being the maximum number of points)

What is your firm's current working capital (current assets less current liabilities): _____

Note: Contractors may provide either a reviewed or audited financial statement for consideration, but such documentation is not mandatory.

Rating (0 to 10 with 10 being the maximum number of points)

Do you currently have a line of credit? Yes _____ No _____

If yes, what is amount of your current line of credit and provide the name, address and contact person of the financial institution extending your line of credit: _____

Note: Contractors may provide a letter verifying the Contractor's availability of a line of credit for consideration, but such documentation is not mandatory.

Rating (0 to 10 with 10 being the maximum number of points)

Do you currently have a minimum of \$1,000,000.00 combined comprehensive single limit liability insurance
Yes _____ No _____

Please provide the name of your liability insurance carrier: _____

"Yes" = 5 points "No" = 0 points

Amount of Bonding Capacity: _____

Please provide the name, address, telephone number and contact person for your firm's surety company or companies:

How many projects is your firm currently bonded for? _____

What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

Rating (0 to 10 with 10 being the maximum number of points)

Has your firm established a safety/injury prevention program? Yes _____ No _____

"Yes" = 5 points "No" = 0 points

Has there been more than one occasion during the last five (5) years on which your firm was required to pay either back wages or penalties for your firm's failure to comply with any state or federal prevailing wage laws?

(Note: This question refers only to your firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.) Yes _____ No _____ If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

Has your firm ever received a serious and willful industrial safety violation during the last five (5) years?

Yes _____ No _____

If yes, explain: _____

5 points for "No"

2 points for "Yes" indicating 1 such occasion

0 points for "Yes" indicating more than 1 such occasion

What size projects do you feel your firm can undertake?

Single project \$ _____ Total work in progress \$ _____

Rating (0 to 5 with 5 being the maximum number of points)

Has your firm ever failed to complete a public contract within the authorized contract time? Yes _____ No _____

If yes, explain: _____

10 points for "No"

2 points for "Yes" indicating 1 such instance

0 points for "Yes" indicating more than 1 such instance

V. DECLARATION

I, _____ (printed name) hereby declare that I am the
_____ (title) of _____ (name of bidder)
submitting this Prequalification statement; that I am duly authorized to execute this Prequalification Statement on behalf of
the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto
are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false
statements, inaccuracies or failure to disclose are grounds for disqualification.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was Subscribed at
_____ (location and city), County of _____
State of _____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.) All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.

VI. Notification and Due Process of Results

Contractors will be notified of their prequalification rating by telephone/fax followed by mail. Notification will be made as soon as possible, but not later than 24 hours prior to bid opening as required by law.

If the Contractor chooses to challenge a prequalification determination, the Contractor shall provide a written request within two (2) working days after notification requesting a hearing. The District shall establish a committee for the hearing to review the facts and reconsider the disqualification. This committee shall render a final and binding decision within five (5) working days of the hearing.

Completed prequalification forms for this project must be submitted to the District not later than _____. Contractors will be notified of their prequalification rating not later than _____, but not later than at least one day prior to the bid due date as required by law.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the District should discover false statements, inaccuracies, omissions or failures to disclose by submitters at any time, the submitter will be notified of this disqualification and the inaccuracy which has been discovered. Submitter shall be afforded due process prior to being disqualified. However, if submitter shall seek due process and the false statement, inaccuracy or omission is adjudged to be intentional, then submitter shall be held nonresponsible by District for three years following the due process hearing. Contractor hereby certifies under penalty of perjury that all responses to this questionnaire are true and correct.

VII. Rating Procedure

The District has pre-established a rating system for prequalification of bidders. Contractors who receive the requisite number of points based on this rating system will be issued bidding documents and allowed to submit bids for the project. Contractors who do not receive the requisite number of points based on this rating system, or are disqualified under Section II, will not be considered qualified to submit bids for the project. The bidder shall be afforded due process prior to final disqualification.

Contractors who have been terminated by the owner, owner's representative or contracting party may be disqualified if it is determined that the cause for termination relates to the ability of the contractor to complete a project of this size and complexity or otherwise pertains to the responsibility of the contractor to perform the work.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date:	February 22, 2010
Re:	Approval of Surplus for Baseball Scoreboard		
Action:	Request for approval		

BACKGROUND

The Santa Ana College Exercise Science Division has a baseball scoreboard that has exceeded its useful life. Therefore, it is necessary to declare this baseball scoreboard as surplus and sell it at auction. Legally, in order to dispose of District property, the Board must take action to declare the item as surplus prior to the auction.

Recently, the Board of Trustees approved the naming of the Santa Ana College baseball field to Don Sneddon Field and for the Santa Ana College Athletic Hall of Fame to sponsor the purchase of a new scoreboard.

ANALYSIS

The Nevco baseball scoreboard has been in service for approximately 30 years. It is old, outdated, damaged and often needs repairs. Based on the age and condition of the old scoreboard, it is recommended not to make this scoreboard available to other schools or non-profit organizations.

The District has a contract with The Liquidation Company (TLC) to conduct auctions for surplus items through June 30, 2011. The advantages of using The Liquidation Company are that they take the majority of our surplus property and they are licensed e-waste collectors. The auctioneer's fee is 35% of the gross sales. The fee includes advertising, transportation, labor and other related functions. TLC is willing to sell the scoreboard even though the scoreboard is in poor condition and the value is minimal.

RECOMMENDATION

It is recommended that the Board of Trustees declare the Nevco baseball scoreboard as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date:	February 22, 2010
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services		
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		

INDEPENDENT CONTRACTORS

Muckenthaler & Associates, Inc.

Attachment A – Independent Contractor Agreement
Attachment B – Scope of Work

Service: Consulting services to provide training and technical assistance as a start-up planner for the Early Head Start (EHS) program.

Date(s) of Service: February 23, 2010 through June 30, 2010

Fee: Estimated at \$50,000.00 plus \$8,000.00 allowable expenses

Requested by: Dee Tucker and Debbie McBee

Funded by: Child Development Center
33-1275-692000-53321-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **23rd of February, 2010** by and between **Muckenthaler & Associates, Inc.** hereinafter 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 TRAINING AND TECHNICAL ASSISTANCE AS A START-UP PLANNER FOR THE EARLY HEAD START (EHS) PROGRAM

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 **Fifty Thousand Dollars & No Cents (\$50,000.00) – plus \$8,000 allowable expenses**

The contracted services are to commence on or about **February 23, 2010** and to be completed on or about, but not later than **June 30, 2010**.

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, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the 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 solely by the negligence of the District or any of its agents or employees.

WHEREAS upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason, and

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 whereof, 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

MUCKENTHALER & ASSOCIATES, INC.
PROPOSED SCOPE OF WORK
for
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
EARLY HEAD START (EHS) PROGRAM

Funded through U.S Department of Health and Human Services, EHS is a federally funded community-based program for low-income families with infants and toddlers and pregnant women. Its mission is simple:

to promote healthy prenatal outcomes for pregnant women,
to enhance the development of very young children, and
to promote healthy family functioning.

EHS provides services to pregnant women and expectant families, and to the child from birth to age three, in a variety of service delivery models and in diverse settings. The goal of serving pregnant women and expectant families in the Early Head Start is to provide early, continuous, intensive, and comprehensive child development and family support services. Services include early and continuous risk assessments, health promotion and treatment, including medical and dental examinations as early in the pregnancy as possible, as well as mental health interventions and follow-up as needed.

Rancho Santiago Community College (RSCCD) has determined to contract with Muckenthaler & Associates, Inc. to provide training and technical assistance as an EHS start-up planner. The next section outlines the tasks to be completed by Muckenthaler & Associates, Inc. with Cinda Muckenthaler as the primary consultant for the EHS project.

The Early Head Start Organizational Readiness Chart outlines necessary tasks and steps for successful start-up planning. Allowing sufficient time for a thorough start-up planning process ensures that the program will be ready to provide quality services. Considerations for successful implementation include the program's ability to:

- o Fully implement the Head Start Program Performance Standards;
- o Hire, retain and train qualified EHS staff with infant/toddler and Head Start expertise;
- o Ensure an integrated and effective management/organizational systems, policies and procedures;
- o Provide a seamless approach to continuous services that reflect the needs of the community and families served.

As principal of **Muckenthaler & Associates, Inc.**, Cinda Muckenthaler will provide start-up guidance based on her experience and knowledge about how to operationalize the Program Performance Standards. She possess:

- o Management and organizational development skills;
- o Communication skills necessary to work with staff and a program planning group;
- o A clear understanding of Head Start/Early Head Start within the context of the community;
- o The ability to assist in the facilitation and implementation of the planning process; and
- o Assessment capacity as to when to seek additional help from the Federal Program Specialist or QIC staff.

The scope of work includes the following capacity as related to the Early Head Start Organizational Readiness Chart outlined below. Ms. Muckenthaler will:

1. Provide resource services to RSCCD, including attending, participating, and representing RSCCD EHS program at meetings (as needed) relevant to the Early Head Start program and as determined by RSCCD staff.
2. Provide assistance and act as a technical resource to RSCCD key staff and relevant partners including Help me Grow, HABLA and MOMS of Orange County in relation to the EHS Program.
3. Coordinate with the RSCCD EHS staff in developing services plans, and reports based on the goals of the program
4. Report to RSCCD EHS key staff on a regular basis regarding the status of the program, the tasks completed during the reporting period, and any issues needing to be addressed.
5. Assist in EHS program development, including, but not limited to program services as listed above.
6. Engage in one-on-one interaction with EHS key staff to develop program policies and procedures to meet EHS Performance Standards.
7. Assess current needs in the development of the EHS services platform to assist with development and/or integration of policies and procedures as applicable to EHS Performance Standards. Identify current policies/procedures and recommend service gaps and strategies to bridge these gaps.

Attachment B

8. Assist in the development of and recommendation of organizational infrastructure additions/changes to accommodate EHS Program.
9. Collaborate/coordinate efforts with EHS Director in the development of EHS Program.
10. Prioritize and set schedules for activities; develop timelines for plan implementation.
11. Assist with budget analysis and development of expenditures necessary to fund EHS Program.
12. Research new trends and changes in legislation related to EHS program.
13. Research, plan and make recommendations to EHS key staff for EHS Program methods of operation.
14. Make recommendations for delivery service systems as related to the EHS Program.
15. Assist in the promotion and creation of unique individualized EHS Programs that meet RSSCD requirements as well as parent and community needs.

As a start-up planner, the principal consultants, Cinda Muckenthaler will provide training and technical assistance and recommendations to assist in implementing appropriate actions steps, identifying responsible person(s) and proposing target dates in the following areas of focus:

START-UP

Organizational Chart

(In conjunction with RSSCD CDS Executive Director, EHS Director, Key Staff and Partners – when applicable)

- o Provide technical assistance to endure structure incorporated and supports EHS
 - o service model (birth to 5 continually)
 - o systems (ongoing monitoring, self assessment, training and communications)
 - o Procedures

ORGANIZATIONAL ELEMENTS

Policy Council

(In conjunction with EHS Director, Key Staff and Partners)

- Assist in the establishment of interim Policy Council
- Provide recommendations in the development of strategies for shared decision-making process and training
- Provide samples of written bylaws and procedures for roles and responsibilities
- Make training topic recommendations for Board/PC/Parents (provide training when necessary)
- Provide guidance to staff on timeline for Policy Council implementation

Meeting Community Needs

(In conjunction with EHS Director, Key Staff and Partners)

- Provide guidance in comparing program option(s) and design to community needs
- Provide recommendations for services based on community need and enrolled family needs

Health Services Advisory Committee

(In conjunction with EHS Director, Key Staff and Partners)

- Provide guidance in the establish of the HSAC
- Assist in the identification to ensure EHS and infant/toddler expertise dental, vision and mental health
- Offer suggested topics on health-related issues at on-going meetings

Recruitment and Enrollment of Children and Families (In conjunction with EHS Director and Family Support staff)

- Provide guidance in the selection and enrollment criteria developed and approved by governing body
- Review and monitor recruitment and enrollment process for compliance

Collaboration with Part C

(In conjunction with the EHS Director and Education consultant)

- Assist in the development and finalization of written agreement and assist with obtaining governing body approval

Training/Technical Assistance (T/TA)

(In conjunction with the EHS Director and Education consultant)

- Provide technical support in the development of initial plan to support the implement of services, update as new staff are hired
- Coordinate with key education staff in the support of T/TA on infants, toddlers and pregnant women topics
- Assist in the Implementations as designed; make update recommendations as necessary

SERVICE ELEMENTS

Transition Plans of Children and Families

(In conjunction with the EHS Director, Staff and Education consultant)

- Make recommendations in the identification of partners for the purpose of transitioning children and families when applicable
- Provide guidance in the development of written plans, policies and tools, assist in obtaining governing body approval
- Assist in training staff on implementation plans and procedures

Medical Home and Access to Health, Dental and Mental Health

(In conjunction with the EHS Director, Staff and Partners)

- Provide for support in obtaining providers and establish links to develop agreements and services plans.
- Assist in the development of systems to identify and track family medical homes
- Provide guidance to develop/integrate system for post-natal health visits to newborns
- Assist in the hiring/contracting of mental health professional

Parent Involvement across Services

(In conjunction with EHS Director, Key Staff and Partners)

- but Provide guidance in the involvement of parents on start-up team
- Provide guidance in the establishment and integration of EHS into parent committees
- Provide assistance in the development active parent involvement in planning and implement of EHS program

Family Partnerships

(In conjunction with EHS Director, Key Staff and Partners)

- Recommend strategies for development family partnership agreements
- Track relationship and services
- Make recommendations related to the establishment of procedures and tools
- Assist in training staff on implementation procedures(If applicable)

Proposed Contract Terms: \$125 per hour/ Not to exceed \$50,000

Contract Effective Date: February 15, 2010 through June 30, 2010

Billing Terms: Monthly Invoice

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012926	6,394 35	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
10-P0012927	800 00	DEPT OF SOCIAL SERVICES	Other Licenses & Fees	SP		12/14/2009
10-P0012928	564 54	BUSINESS MACHINES SECURITY	Instructional Supplies			12/14/2009
10-P0012929	500 00	HILLYARD FLOOR CARE SUPPLY	Non-Instructional Supplies			12/14/2009
10-P0012930	3,811 68	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
* 10-P0012931	4,016 85	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
10-P0012932	1,989 74	NASCO	Instructional Supplies	SP		12/14/2009
10-P0012933	110 05	SCANTRON CORP	Instructional Supplies	SP		12/14/2009
10-P0012934	142 49	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			12/14/2009
* 10-P0012935	4,548 81	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
* 10-P0012936	13,623 58	CORPORATE BUSINESS INTERIORS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	12/14/2009
10-P0012937	1,040 18	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
10-P0012939	7,825 65	UNISOURCE PAPER CO	Instructional Supplies			12/14/2009
10-P0012940	2,798 39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		12/14/2009
10-P0012942	20,819 50	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/14/2009
10-P0012943	283 93	INLAND CUTTER SERVICE INC	Repair & Replacement Parts			12/15/2009
10-P0012944	184 86	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		12/15/2009
10-P0012945	151,320 20	TROXELL COMM INC	Equipment - All Other > \$1,000	SP	BOND	12/15/2009
10-P0012946	154 20	AMERICAN EXPRESS	Conference Expenses			12/15/2009
10-P0012947	43,378 82	CM SCHOOL SUPPLY CO	Equip/Software - >\$200 <\$1,000	SP	BOND	12/15/2009
* 10-P0012948	21,957 67	NOVA SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	12/15/2009
10-P0012949	800 00	BRIDGES TRANSITIONS CO	Internet Services	SP		12/15/2009
10-P0012950	385 00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			12/15/2009
10-P0012951	385 00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			12/15/2009
10-P0012952	385 00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			12/15/2009
10-P0012953	324 78	LAURENE E WEIDNER	Conference Expenses			12/15/2009
10-P0012955	150 00	SCHOLARSHIP AMERICA INC	Inst Dues & Memberships	SP		12/15/2009
10-P0012956	200 00	GROFF SUSAN J	Contracted Services	SP		12/15/2009
10-P0012957	870 00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		12/15/2009

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Legend: * = Multiple Accounts for this P O SP = Special Project

5.37 (2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012958	500 00	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		12/15/2009
10-P0012959	400 00	MUSE CAROL	Contracted Services	SP		12/15/2009
10-P0012960	400.00	GUTIERREZ ARMANDO	Contracted Services	SP		12/15/2009
10-P0012961	400 00	ZIVE PAUL J	Contracted Services	SP		12/15/2009
10-P0012962	400 00	PEREZ NORRIS BENEDICT	Contracted Services	SP		12/15/2009
10-P0012963	400 00	ROSSMANN ERIK JOHN	Contracted Services	SP		12/15/2009
10-P0012964	400 00	LOPEZ EVANGELINA	Contracted Services	SP		12/15/2009
10-P0012965	400 00	MCCABE ROSEMARIE	Contracted Services	SP		12/15/2009
10-P0012966	200 00	GUNDY AFAF ROUSHDY	Contracted Services	SP		12/15/2009
10-P0012967	375 74	ORANGE COUNTY FIRE PROTECTION	Contracted Repair Services			12/15/2009
10-P0012968	6,671 20	FACILITIES PLANNING AND PROGRAM SVCS INC	Contracted Services			12/16/2009
10-P0012969	5,061 21	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		12/16/2009
10-P0012970	510 00	CURRENT ELECTRIC	Contracted Services			12/16/2009
10-P0012971	8,800 00	SALAS O'BRIEN	Buildings - Engineering Costs	SP		12/16/2009
10-P0012972	14,950 00	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP		12/16/2009
10-P0012973	9,700 00	RODRIGUEZ ENGINEERING	Buildings - Engineering Costs	SP		12/16/2009
10-P0012974	1,885 30	TWINING LABORATORIES OF	Buildings - Construction Tests	SP		12/16/2009
10-P0012975	1,500 00	JOHNSTON INSPECTIONS	Buildings - Construction Tests	SP	BOND	12/16/2009
* 10-P0012976	14,000.00	JOHNSTON INSPECTIONS	Building Improvements	SP		12/16/2009
10-P0012977	1,555 41	TWINING LABORATORIES OF	Buildings - Construction Tests	SP	BOND	12/16/2009
10-P0012978	30,222 22	CALIF DEPT OF ED	Debt Payment - Principal	SP		12/16/2009
10-P0012979	890 22	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	12/16/2009
10-P0012980	4,471.80	UNISOURCE PAPER CO	Non-Instructional Supplies	SP		12/16/2009
10-P0012981	606 25	PYRO-COMM SYSTEMS INC	Contracted Repair Services			12/16/2009
10-P0012982	2,235 90	UNISOURCE PAPER CO	Non-Instructional Supplies			12/16/2009
10-P0012983	4,140 00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			12/16/2009
10-P0012984	71 30	GALE GROUP	Library Books			12/16/2009
* 10-P0012985	47,706 75	CITY OF CORONA FIRE DEPT	Instructional Agrmt - Salary			12/16/2009
* 10-P0012986	3,268 28	XPEDX PAPER CO	Non-Instructional Supplies	SP		12/16/2009

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012987	9,591 75	CDW GOVERNMENT INC	Equipment - Federal Progs >200	SP		12/16/2009
10-P0012988	38 02	CDW GOVERNMENT INC	Non-Instructional Supplies	SP		12/16/2009
10-P0012990	21,856 59	MCPAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP	BOND	12/16/2009
10-P0012991	673 27	YALE CHASE	Contracted Repair Services			12/16/2009
10-P0012992	85 00	SO CAL BUILDERS EXCHANGE	Legal Expenses			12/16/2009
10-P0012993	9,104 19	TRIANGLE ENGINEERING INC	Equipment - Federal Progs >200	SP		12/17/2009
10-P0012994	141 73	TECHNOFIT INC	Repair & Replacement Parts			12/17/2009
10-P0012995	33 00	ACT	Non-Instructional Supplies	SP		12/17/2009
10-P0012996	168 90	WESTCLIFF MEDICAL LAB INC	Instructional Supplies			12/17/2009
10-P0012997	300 00	ASSOCIATION OF COUNSELING CENTER TRAINING A	Inst Dues & Memberships	SP		12/17/2009
* 10-P0012998	10,086 97	WARD'S NATURAL SCIENCE	Equip/Software - >\$200 <\$1,000	SP	BOND	12/17/2009
10-P0012999	585 00	POSTMASTER	Postage			12/17/2009
10-P0013001	359 07	TEQUIPMENT NET/TOUCHBOARDS COM/	Instructional Supplies	SP		12/17/2009
10-P0013002	7,500 00	AON CONSULTING INC	Contracted Services			12/17/2009
10-P0013004	385 00	SY NIELSON SVC	Contracted Services			12/17/2009
10-P0013005	1,449 69	ORANGE COAST PLUMBING INC	Contracted Repair Services			12/17/2009
10-P0013006	1,530 00	ROBERT WILLIAMS	Contracted Repair Services			12/17/2009
10-P0013007	12,000 00	IDENTIFICATION & SECURITY INTEGRATORS	Non-Instructional Supplies	SP		12/18/2009
10-P0013008	30 36	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees			1/4/2010
10-P0013009	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/4/2010
10-P0013010	790 00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		1/5/2010
10-P0013011	3,612.68	MCPAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP	BOND	1/5/2010
10-P0013012	815 41	AVID TECHNOLOGY PARK	Instructional Software	SP		1/5/2010
10-P0013013	216 00	HIGHER ED PUB INC	Books, Mags & Ref Mat, Non-Lib			1/5/2010
10-P0013014	154 40	AMERICAN EXPRESS	Conference Expenses	SP		1/5/2010
10-P0013015	3,000 00	ANNENBERG CPB MULTI MEDIA	Other Licenses & Fees			1/5/2010
10-P0013016	4,145 00	MILLER'S FAB & WELD CORP	Contracted Services	SP		1/5/2010
10-P0013017	3,600 00	PROFESSIONAL TURF SPECIALTIES INC	Contracted Services			1/5/2010
10-P0013018	725 00	WESTERN POWER SYSTEMS	Contracted Repair Services			1/5/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013019	213 50	FRANKLIN AIR CONDITIONING	Contracted Repair Services			1/5/2010
10-P0013020	761 63	FRANK'S LOCKS & DOOR CLOSERS INC.	Contracted Repair Services			1/5/2010
10-P0013021	447 88	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			1/5/2010
10-P0013022	247 36	SHERATON	Conference Expenses	SP		1/5/2010
10-P0013023	3,617 81	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	1/5/2010
10-P0013024	193 08	JAMECO ELECTRONICS	Instructional Supplies	SP		1/5/2010
* 10-P0013025	3,412 71	CAROLINA BIOLOGICAL SUPPLY CO	Equip/Software - >\$200 <\$1,000	SP	BOND	1/6/2010
10-P0013026	10,703 86	WARD'S NATURAL SCIENCE	Equip/Software - >\$200 <\$1,000	SP	BOND	1/6/2010
* 10-P0013027	1,070 45	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		1/6/2010
10-P0013028	1,305 00	PACIFIC COLLEGE TESTING	Software License and Fees	SP		1/6/2010
10-P0013029	500 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/6/2010
10-P0013030	7,280 81	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			1/6/2010
10-P0013031	1,478 78	PHILADELPHIA SECURITY PRODUCTS INC	Instructional Supplies	SP		1/6/2010
10-P0013032	12,756.01	CPP CONSULTING PSYCHOLOGISTS PRESS	Instructional Supplies	SP		1/6/2010
10-P0013033	65 00	RSCCD	Conference Expenses			1/7/2010
10-P0013034	22 40	FINNEY CO	Instructional Supplies	SP		1/7/2010
10-P0013035	89 00	MAGNA PUB INC	Books, Mags & Ref Mat, Non-Lib			1/7/2010
10-P0013036	975 71	WARD'S NATURAL SCIENCE	Instructional Supplies			1/7/2010
10-P0013037	82 50	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib			1/7/2010
10-P0013038	608 00	STATE OF CALIFORNIA	Fingerprinting			1/7/2010
10-P0013039	118 70	FILMS MEDIA GROUP	Instructional Supplies	SP		1/7/2010
10-P0013040	2,855 86	NOVA SOLUTIONS INC	Equipment - Federal Progs >200	SP		1/7/2010
10-P0013041	2,707 29	MATCO TOOLS	Equipment - Federal Progs >200	SP		1/7/2010
10-P0013042	1,483 37	BAKER & TAYLOR	Library Books	SP		1/7/2010
10-P0013043	134.10	GALE GROUP	Library Books	SP		1/7/2010
10-P0013044	325 65	MIDWEST LIBRARY SVC	Library Books	SP		1/7/2010
10-P0013045	390 00	RSCCD	Conference Expenses			1/7/2010
10-P0013046	195 00	RSCCD	Conference Expenses			1/7/2010
10-P0013047	1,074 80	HILTON SAN FRANCISCO	Conference Expenses	SP		1/7/2010

5.37 (4)

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5.37 (5)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013048	195 00	RSCCD	Conference Expenses			1/7/2010
10-P0013049	247 50	GMS ELEVATOR	Contracted Repair Services			1/7/2010
10-P0013050	917 45	ECOLAB EQUIPMENT CARE	Buildings - Contracted Svcs	SP		1/7/2010
10-P0013051	174 01	ENVIRONMENTAL SYSTEMS PRODUCTS	Instructional Supplies	SP		1/8/2010
10-P0013052	2,718 75	TRISTAR	Software License and Fees	SP		1/8/2010
10-P0013053	5,584 31	DORINGER COLD SAWS INC	Equipment - All Other > \$1,000	SP		1/8/2010
10-P0013054	5,489 97	WARD'S NATURAL SCIENCE	Instructional Supplies			1/8/2010
10-P0013055	9,396 44	COUNTY OF ORANGE	Public Agencies' Assess & Fees			1/8/2010
10-P0013056	9,019 14	COUNTY OF ORANGE	Public Agencies' Assess & Fees			1/8/2010
10-P0013057	6,089 94	COUNTY OF ORANGE	Public Agencies' Assess & Fees			1/8/2010
10-P0013058	5,284 92	COUNTY OF ORANGE	Public Agencies' Assess & Fees			1/8/2010
10-P0013059	235 00	CALIF LAND SURVEYORS ASSOC	Advertising	SP		1/8/2010
10-P0013060	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/8/2010
10-P0013061	185 00	POSTMASTER	Postage			1/8/2010
10-P0013062	3,163 05	ATKINSON ANDELSON LOYA RUUD ROMO	Legal Expenses			1/8/2010
10-P0013063	535 80	AMERICAN EXPRESS	Conference Expenses			1/8/2010
10-P0013064	42,000 00	TOWNSEND PUBLIC AFFAIRS INC	Contracted Services			1/8/2010
* 10-P0013065	1,527 75	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			1/8/2010
10-P0013066	3,166 70	IMMEL DESIGN INC	Building Improvements	SP	BOND	1/8/2010
10-P0013067	312 30	CURRENT ELECTRIC	Buildings - Contracted Svcs	SP	BOND	1/8/2010
10-P0013068	5,400.00	LAW OFFICE OF JOHN B CARMICHAEL	Legal Expenses			1/8/2010
10-P0013069	4,052 00	TROPICAL PLAZA NURSERY	Contracted Repair Services			1/8/2010
* 10-P0013070	2,465 61	MCMAHAN BUSINESS INTERIORS	Contracted Services	SP		1/8/2010
10-P0013071	10,000 00	DON BOOKSTORE	Books Paid for Students	SP		1/8/2010
10-P0013072	3,000 00	ORANGE COUNTY REGISTER	Legal Expenses			1/11/2010
10-P0013073	39,000 00	UNIVERSAL LABORATORIES INC	Buildings - Construction Tests	SP	BOND	1/11/2010
10-P0013075	300 00	CCCCSSAA CALIF COMMUNITY COLL	Inst Dues & Memberships	SP		1/11/2010
10-P0013076	665 55	DECKERT SURGICAL CO	Instructional Supplies			1/11/2010
10-P0013077	427 00	ALTA VISTA COUNTRY CLUB	Instructional Supplies	SP		1/11/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013078	1,335 94	SALLINGER'S SPECIALTY	Instructional Supplies	SP		1/11/2010
10-P0013079	65 00	RSCCD	Conference Expenses			1/11/2010
10-P0013080	678 37	MARRIOTT WARDMAN PARK HOTEL	Conference Expenses	SP		1/11/2010
10-P0013081	1,109.15	FRANKLIN AIR CONDITIONING	Contracted Repair Services			1/11/2010
10-P0013082	157 50	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			1/11/2010
10-P0013083	473 96	AED SUPERSTORE	Non-Instructional Supplies			1/11/2010
10-P0013084	391 50	APPERSON PRINT MGMT SVCS	Non-Instructional Supplies	SP		1/11/2010
10-P0013085	576 38	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			1/11/2010
10-P0013086	1,000 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/11/2010
10-P0013087	2,264 18	B2B COMPUTER PRODUCTS LLC	Instructional Supplies			1/12/2010
10-P0013088	430 18	MMS MEDICAL SUPPLY CO	Instructional Supplies	SP		1/12/2010
10-P0013089	320 87	MIDWEST LIBRARY SVC	Library Books	SP		1/12/2010
10-P0013091	605 98	SAMY'S CAMERA	Non-Instructional Supplies			1/12/2010
10-P0013092	550.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/12/2010
10-P0013093	2,500 00	HERTZ CORP	Transportation - Athletics			1/12/2010
10-P0013094	732.54	COPQUEST INC	Instructional Supplies	SP		1/12/2010
* 10-P0013095	1,573.39	MCPAHAN BUSINESS INTERIORS	Non-Instructional Supplies			1/12/2010
10-P0013096	560 00	THE FITNESS STANDARD INC	Rental-Equipment (Short-term)			1/12/2010
10-P0013097	1,000 00	UNITED AUTOMOTIVE SVC INC	Contracted Repair Services			1/12/2010
10-P0013098	222 85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/12/2010
10-P0013099	115 28	COMPUTERLAND OF SILICON VALLEY	Software Support Service	SP		1/12/2010
10-P0013100	1,552 95	TROXELL COMM INC	Equipment - All Other > \$1,000			1/12/2010
10-P0013101	3,285 77	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies			1/13/2010
* 10-P0013102	3,352 63	MORTARA INSTRUMENT	Instructional Supplies	SP		1/13/2010
10-P0013103	120 00	FOUNDATION FOR CROSS-CONNECTION CON	Inst Dues & Memberships	SP		1/13/2010
10-P0013104	249 04	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		1/13/2010
10-P0013105	1,000 00	DAPPER TIRE	Non-Instructional Supplies			1/13/2010
10-P0013106	287 93	SODEXHO	Food and Food Service Supplies	SP		1/13/2010
* 10-P0013107	29,500 50	AMERICAN MACHINERY & BLADE	Instructional Supplies	SP		1/13/2010

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5.37 (7)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013108	154 15	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013109	628 00	EASY ENGLISH TIMES	Instructional Supplies	SP		1/13/2010
10-P0013110	653 16	HOUGHTON MIFFLIN HARCOURT PUBL	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013111	400 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/13/2010
10-P0013112	1,329 80	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013113	225 00	CITY OF ORANGE	Other Licenses & Fees			1/13/2010
10-P0013114	39 14	NAT'L GEOGRAPHIC SOCIETY	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013115	36 68	NAT'L GEOGRAPHIC SCHOOL PUB	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013116	344 64	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013117	38 06	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		1/13/2010
10-P0013118	117 93	AMSCO SCHOOL PUBLICATIONS	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013119	30.45	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/13/2010
10-P0013120	370 00	THELEN ENTERPRISES	Equipment - Federal Progs >200	SP		1/13/2010
* 10-P0013121	2,292 45	KONE INC	Buildings - Contracted Svcs	SP		1/13/2010
10-P0013122	463 63	FRANKLIN AIR CONDITIONING	Contracted Repair Services			1/13/2010
10-P0013123	939.29	POWER PLUS	Buildings - Contracted Svcs	SP		1/13/2010
10-P0013124	550.00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			1/13/2010
10-P0013125	250 00	MONJARAS & WISMEYER GROUP INC	Gain (Loss) - Insurance Settle			1/13/2010
10-P0013126	2,000 00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			1/13/2010
10-P0013127	2,000 00	UNISAN PRODUCTS	Non-Instructional Supplies			1/13/2010
10-P0013128	4,340 55	IMMEL DESIGN INC	Building Improvements	SP	BOND	1/13/2010
10-P0013129	1,825 00	CURRENT ELECTRIC	Buildings - Contracted Svcs	SP	BOND	1/13/2010
10-P0013130	1,440 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	1/13/2010
10-P0013131	320 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	1/13/2010
10-P0013132	576 00	WESTERN POWER SYSTEMS	Building Improvements	SP		1/13/2010
10-P0013133	9,695 00	DOMINGUEZ GENERAL	Site Improvements	SP		1/13/2010
10-P0013134	2,000 00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			1/13/2010
* 10-P0013135	2,380 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			1/13/2010
* 10-P0013136	2,394 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			1/13/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013137	158 66	DELL COMPUTER	Non-Instructional Supplies	SP		1/13/2010
10-P0013138	1,700 00	LUX BUS AMERICA	Transportation - Athletics			1/13/2010
10-P0013139	139 40	AMERICAN EXPRESS	Conference Expenses	SP		1/13/2010
10-P0013140	325 00	HOLGUIN GLORIA RAQUEL	Conference Expenses			1/13/2010
10-P0013141	300 00	WESTED	Conference Expenses	SP		1/13/2010
10-P0013142	450 00	ROBERTS EXTERMINATING CO	Contracted Services			1/14/2010
* 10-P0013143	26,453 78	MCMAHAN BUSINESS INTERIORS	Equipment - Federal Progs >200	SP		1/14/2010
* 10-P0013144	1,572.70	VWR INTERNATIONAL, LLC	Non-Instructional Supplies	SP		1/14/2010
10-P0013145	380 23	GRAINGER	Non-Instructional Supplies			1/14/2010
10-P0013146	32 79	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/14/2010
10-P0013147	45 68	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		1/14/2010
10-P0013148	600 00	DON BOOKSTORE	Non-Instructional Supplies	SP		1/14/2010
10-P0013149	6,006 25	ENGINEERING COM	Software License and Fees	SP		1/14/2010
10-P0013150	1,086 52	DELL COMPUTER	Equipment - All Other > \$1,000	SP		1/15/2010
* 10-P0013151	1,070 10	XEROX CORP	Instructional Supplies	SP		1/19/2010
10-P0013154	750 00	NACCE	Inst Dues & Memberships	SP		1/19/2010
10-P0013155	450 00	AMERICAN ASSOC FOR PARALEGAL ED	Inst Dues & Memberships	SP		1/19/2010
10-P0013156	135 00	AMERICAN INSTITUTE OF PHYSICS	Books, Mags & Ref Mat, Non-Lib	SP		1/19/2010
10-P0013157	400.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/19/2010
10-P0013158	3,000 00	SOUTHERN AUTO BODY	Contracted Repair Services			1/19/2010
10-P0013159	55 14	MIDWEST LIBRARY SVC	Library Books			1/19/2010
10-P0013160	400 00	SMART & FINAL	Food and Food Service Supplies	SP		1/19/2010
10-P0013161	3,082 51	AMERICAN MAILING PRINTING &	Packaging/Mail Prep/Processing	SP		1/20/2010
10-P0013162	540 15	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/20/2010
10-P0013163	464 91	INNOVA GLOBAL TECHNOLOGIES INC	Instructional Supplies	SP		1/20/2010
10-P0013164	4,457 95	DELL COMPUTER	Instructional Supplies			1/20/2010
10-P0013165	592 88	BELL PIPE & SUPPLY CO	Equip/Software - >\$200 <\$1,000			1/20/2010
10-P0013166	250 00	PACIFIC RADIO ELECTRONICS	Instructional Supplies	SP		1/20/2010
10-P0013167	1,000 00	MARVAC ELECTRONICS	Non-Instructional Supplies			1/20/2010

5.37 (8)

Legend: * = Multiple Accounts for this P O SP = Special Project

5.37 (9)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013168	216 00	ACT	Non-Instructional Supplies	SP		1/20/2010
10-P0013169	1,054 88	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		1/20/2010
10-P0013170	127 24	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		1/20/2010
10-P0013172	499 16	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		1/20/2010
10-P0013173	1,638 32	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/20/2010
10-P0013174	1,710 70	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		1/20/2010
10-P0013175	2,718 75	BENTLEY SYSTEMS INC	Software License and Fees	SP		1/20/2010
10-P0013176	357 52	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		1/20/2010
10-P0013177	965 42	SCAQMD	Buildings - Legal Expenses	SP	BOND	1/20/2010
10-P0013179	163 13	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		1/21/2010
10-P0013180	3,439 56	D4 SOLUTIONS INC.	Buildings - Contracted Svcs	SP	BOND	1/21/2010
10-P0013181	189.00	CI BUSINESS EQUIPMENT INC	Maint Contract - Office Equip			1/21/2010
* 10-P0013182	2,698 00	CITY OF VERNON	Instructional Agrmt - Salary			1/21/2010
* 10-P0013183	4,522 50	CITY OF HUNTINGTON BEACH	Instructional Agrmt - Salary			1/21/2010
* 10-P0013184	14,338 00	CITY OF MONTCLAIR	Instructional Agrmt - Salary			1/21/2010
10-P0013185	4,312 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	1/21/2010
10-P0013186	26,794.30	TROPICAL PLAZA NURSERY	Buildings - Contracted Svcs	SP	BOND	1/21/2010
10-P0013187	8,800 00	SALAS O'BRIEN	Contracted Services			1/21/2010
10-P0013188	4,600 00	DOMINGUEZ GENERAL	Contracted Services	SP		1/21/2010
10-P0013189	498 76	COAST ELECTRIC	Contracted Services	SP		1/21/2010
10-P0013190	315 95	FRANKLIN AIR CONDITIONING	Contracted Repair Services			1/21/2010
10-P0013191	549 90	VORTEX INDUSTRIES	Contracted Repair Services			1/21/2010
10-P0013192	6,375 00	DATATEL INC	Contracted Services	SP		1/21/2010
10-P0013193	6,088 00	PYRO-COMM SYSTEMS INC	Contracted Services	SP		1/21/2010
* 10-P0013194	1,061 43	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			1/21/2010
10-P0013195	2,820 91	ATKINSON ANDELSON LOYA RUUD ROMO	Legal Expenses			1/21/2010
10-P0013196	9,199 00	WESTERN POWER SYSTEMS	Building Improvements	SP	BOND	1/21/2010
10-P0013197	658 90	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	1/22/2010
10-P0013198	1,850 00	MORRIS JOHN THOMAS	Buildings - Architects Fee	SP		1/22/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013199	2,528 00	NCS PEARSON INC	Instructional Supplies	SP		1/22/2010
10-P0013200	1,275 15	NCS PEARSON INC	Instructional Supplies	SP		1/22/2010
10-P0013201	2,074 00	WESTERN POWER SYSTEMS	Building Improvements	SP	BOND	1/22/2010
10-P0013202	1,115 00	EXECUTIVE LIGHTING SVCS	Repair & Replacement Parts			1/22/2010
10-P0013203	319 92	BARCODES INC	Instructional Supplies	SP		1/22/2010
10-P0013204	854 09	CURRENT ELECTRIC	Contracted Services			1/22/2010
10-P0013205	600 00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	1/22/2010
10-P0013206	86,620 07	MCMAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP	BOND	1/22/2010
10-P0013207	1,484 50	SO COUNTIES LUBRICANTS	Gasoline			1/22/2010
10-P0013208	484 50	MARTINEZ BOOKS AND ART GALLERY	Rental - Facility (Short-term)	SP		1/22/2010
10-P0013209	1,144 50	OC CHILDREN'S THERAPUTIC ART CTR	Rental - Facility (Short-term)	SP		1/22/2010
10-P0013210	800 00	LOS SERRANOS GOLF AND COUNTRY	Rental - Facility (Short-term)			1/22/2010
10-P0013211	500 00	MARTINEZ BOOKS AND ART GALLERY	Instructional Supplies	SP		1/22/2010
10-P0013212	2,963 44	DON BOOKSTORE	Books Paid for Students	SP		1/22/2010
10-P0013213	6,440 00	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		1/22/2010
10-P0013214	1,185.38	XEROX CORP	Instructional Supplies	SP		1/22/2010
10-P0013215	3,089 07	XPEDX PAPER CO	Non-Instructional Supplies			1/22/2010
10-P0013216	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/22/2010
10-P0013217	612 00	TROPICAL PLAZA NURSERY	Contracted Repair Services			1/22/2010
10-P0013218	2,175 00	PACIFIC COLLEGE TESTING	Software License and Fees	SP		1/22/2010
10-P0013219	2,799 55	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013220	1,654 41	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013221	1,099 46	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013222	2,876 17	CDW GOVERNMENT INC	Instructional Supplies	SP		1/22/2010
10-P0013223	1,136 81	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013224	19 30	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013225	51 93	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013226	120 00	CLEVELAND MUSEUM OF	Other Licenses & Fees	SP		1/22/2010
10-P0013227	2,524 20	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010

5.37 (10)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013228	2,231 50	C2 REPROGRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	1/22/2010
10-P0013229	41,693 82	DELL COMPUTER	Equipment - All Other > \$1,000			1/25/2010
10-P0013230	492 64	MCPAHAN BUSINESS INTERIORS	Equipment - Federal Progs >200	SP		1/25/2010
10-P0013231	62 80	GALE GROUP	Library Books	SP		1/25/2010
10-P0013232	11,507 92	COMPUTERLAND OF SILICON VALLEY	Software Support Service	SP		1/25/2010
10-P0013233	628 00	GALE GROUP	Library Books	SP		1/25/2010
10-P0013234	169 71	APCO GRAPHICS INC	Non-Instructional Supplies			1/25/2010
10-P0013235	1,500 00	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies			1/25/2010
10-P0013236	38 17	RELIABLE GRAPHICS	Building Improvements	SP		1/25/2010
10-P0013237	628 00	GALE GROUP	Library Books	SP		1/25/2010
10-P0013238	746 56	ACUSHNET CO	Instructional Supplies	SP		1/26/2010
10-P0013239	912 35	CERTIPORT INC	Software License and Fees	SP		1/26/2010
10-P0013240	41.33	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		1/26/2010
10-P0013241	479 79	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		1/26/2010
10-P0013242	14,500 00	GOLD COAST TOURS	Transportation - Student			1/26/2010
10-P0013243	208 80	AMERICAN PRINTING HOUSE FOR THE BLIND INC	Instructional Supplies	SP		1/26/2010
10-P0013244	2,221 47	VERNIER SOFTWARE & TECHNOLOGY LLC	Non-Instructional Supplies	SP		1/26/2010
10-P0013245	215 48	AMERICAN THERMOFORM CORP	Instructional Supplies	SP		1/26/2010
10-P0013246	1,503 91	BEARCOM	Non-Instructional Supplies	SP		1/26/2010
10-P0013247	615.13	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		1/26/2010
10-P0013248	6,180 06	MOUNTAIN MEDICAL	Equipment - All Other > \$1,000	SP		1/26/2010
10-P0013249	173 00	UNIV OF CALIF REGENTS	Books, Mags & Ref Mat, Non-Lib	SP		1/26/2010
10-P0013250	628 20	GALE GROUP	Library Books	SP		1/26/2010
10-P0013251	1,159 28	B2B COMPUTER PRODUCTS LLC	Equipment - All Other > \$1,000	SP		1/26/2010
10-P0013252	112.01	MIDWEST LIBRARY SVC	Library Books			1/26/2010
10-P0013253	873 45	CDW GOVERNMENT INC	Equip/Software - >\$200 <\$1,000			1/26/2010
10-P0013254	161 26	GALE GROUP	Library Books			1/26/2010
10-P0013255	545 22	LIPPINCOTT WILLIAMS & WILKINS	Books, Mags & Ref Mat, Non-Lib	SP		1/27/2010
10-P0013256	49 45	SALCO	Non-Instructional Supplies			1/27/2010

5.37 (11)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013258	90 70	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			1/27/2010
10-P0013259	200 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/27/2010
10-P0013260	65 20	PDR DISTRIBUTION LLC	Instructional Supplies	SP		1/27/2010
10-P0013261	413.85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/27/2010
10-P0013262	929 98	HARTE HANKS SHOPPERS PENNYSAVER	Advertising	SP		1/27/2010
10-P0013263	6,488 44	ROTO ROOTER SVC	Buildings - Contracted Svcs	SP		1/27/2010
10-P0013264	615 53	INSIGHT MEDIA	Library Books - Audio Visual	SP		1/27/2010
10-P0013265	99 38	ELSEVIER SCIENCE	Books, Mags & Ref Mat, Non-Lib	SP		1/27/2010
10-P0013266	6,000 00	MASON KATHARINE P	Contracted Services	SP		1/27/2010
10-P0013267	500 00	KROENER TARA R	Contracted Services	SP		1/27/2010
* 10-P0013268	688 97	B2B COMPUTER PRODUCTS LLC	Instructional Supplies			1/28/2010
10-P0013269	115 30	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			1/28/2010
10-P0013270	652 07	B & H PHOTO VIDEO INC	Instructional Supplies	SP		1/28/2010
10-P0013271	90 48	CVR COMPUTER SUPPLIES, INC	Non-Instructional Supplies	SP		1/28/2010
10-P0013272	162 01	AMERICAN COLLEGE HEALTH ASSOC	Books, Mags & Ref Mat, Non-Lib	SP		1/28/2010
10-P0013273	270 61	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		1/28/2010
* 10-P0013274	1,016 07	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		1/28/2010
10-P0013275	252 30	TROXELL COMM INC	Instructional Supplies	SP		1/28/2010
10-P0013276	93 01	BULBTRONICS WEST	Instructional Supplies	SP		1/28/2010
10-P0013277	120 00	PIZZA HUT	Food and Food Service Supplies	SP		1/29/2010
10-P0013278	50 00	WESTERN REGIONAL HONOR COUNCIL	Inst Dues & Memberships	SP		1/29/2010
10-P0013279	724 93	LOCATION SOUND CORP	Instructional Supplies	SP		1/29/2010
10-P0013280	150 00	COLUMBUS ZOO AND AQUARIUM	Other Licenses & Fees	SP		1/29/2010
10-P0013281	709 62	FRANKLIN AIR CONDITIONING	Contracted Repair Services			1/29/2010
10-P0013282	1,492 92	APPLE COMPUTER INC	Software License and Fees	SP		1/29/2010
10-P0013283	2,525 22	DAY LITE MAINTENANCE CO INC	Contracted Repair Services	SP		1/29/2010
10-P0013284	10,000 00	CITY OF ORANGE	Buildings - Contracted Svcs	SP	BOND	1/29/2010
10-P0013285	2,350 30	SOFTWARE ONE INC	Instructional Software	SP		1/29/2010
10-P0013286	1,902 26	WESTERN POWER SYSTEMS	Contracted Repair Services			1/29/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013287	500 00	VICENTI LLOYD STUTZMAN	Audit	SP		1/29/2010
10-P0013288	5,779 90	AMERICAN FENCE	Rental - Other (Short-term)			1/29/2010
10-P0013289	458 25	FRANKLIN AIR CONDITIONING	Rental - Other (Short-term)			1/29/2010
10-P0013290	282 58	PARACLETE FIRE AND SAFETY	Contracted Repair Services			1/29/2010
10-P0013291	2,700 00	EXECUTIVE LIGHTING SVCS	Contracted Repair Services			1/29/2010
* 10-P0013292	10,477 75	CITY OF UPLAND	Instructional Agrmt - Salary			1/29/2010
* 10-P0013293	12,961 00	CITY OF BREA	Instructional Agrmt - Salary			1/29/2010
10-P0013294	1,000 00	GRAINGER	Non-Instructional Supplies			2/1/2010
10-P0013295	200 00	COAST TO COAST BUSINESS	Maint Contract - Office Equip			2/1/2010
10-P0013296	1,000 00	HOME DEPOT	Non-Instructional Supplies			2/1/2010
10-P0013297	189 44	MEDICAL EQUIPMENT AFFILIATES	Instructional Supplies	SP		2/1/2010
10-P0013298	238 93	ZUMAR INDUSTRIES INC	Non-Instructional Supplies			2/1/2010
10-P0013299	6,109 25	EL SOL SCIENCE & ART'S	Rental - Facility (Short-term)	SP		2/1/2010
10-P0013300	3,857 13	SURVEYORS SVC CO	Equipment - Federal Progs >200	SP		2/1/2010
10-P0013301	13,997 76	DE LA TORRE COMMERCIAL	Site Improvements	SP		2/1/2010
10-P0013302	270 36	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		2/1/2010
10-P0013303	40.00	SCBA SOUTHERN CALIFORNIA BROADCASTERS	Inst Dues & Memberships			2/1/2010
10-P0013304	2,566 51	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000			2/1/2010
10-P0013305	144 66	PAPER MART	Non-Instructional Supplies			2/1/2010
10-P0013306	298 19	ROBO MATTER INC	Software License and Fees	SP		2/1/2010
10-P0013307	476 75	COAST COMMUNITY COLLEGE DISTRICT	Instructional Supplies			2/1/2010
10-P0013308	29 63	FRANKLIN COVEY	Non-Instructional Supplies	SP		2/1/2010
10-P0013309	262 92	BAKER & TAYLOR	Library Books	SP		2/1/2010
10-P0013310	25,891 08	NEVCO	Equipment - All Other > \$1,000			2/2/2010
10-P0013311	1,000 00	DIVERSIFIED BUSINESS SVCS	Non-Instructional Supplies	SP		2/2/2010
10-P0013312	303 01	LAERDAL MEDICAL CORP	Instructional Supplies	SP		2/2/2010
10-P0013313	75 31	PDR DISTRIBUTION LLC	Books, Mags & Ref Mat, Non-Lib	SP		2/2/2010
10-P0013314	35 43	GRAINGER	Non-Instructional Supplies			2/2/2010
* 10-P0013316	1,580 05	IMMEL DESIGN INC	Non-Instructional Supplies	SP		2/2/2010

5.37 (13)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013317	3,000 00	AMAZON COM	Library Books	SP		2/2/2010
10-P0013318	300 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/2/2010
10-P0013319	3,000.00	MIDWEST LIBRARY SVC	Library Books	SP		2/2/2010
10-P0013320	188 35	XEROX CORP	Non-Instructional Supplies			2/2/2010
10-P0013321	6,614 19	BENNER METALS CORP	Instructional Supplies	SP		2/2/2010
10-P0013322	420 52	SCANTRON CORP	Non-Instructional Supplies			2/2/2010
10-P0013323	346 00	STATE WATER RESOURCES	Other Licenses & Fees			2/2/2010
10-P0013324	375 19	HEALTH EDCO	Non-Instructional Supplies	SP		2/2/2010
10-P0013325	600 00	ACCT ASSOC OF COMMUNITY	Conference Expenses			2/2/2010
10-P0013326	17,250 00	STUDY IN THE USA	Advertising			2/2/2010
10-P0013327	1,781 40	SC FUELS	Gasoline			2/2/2010
10-P0013328	827 06	GOLD COAST TOURS	Transportation - Student	SP		2/2/2010
10-P0013329	600 00	ACCT ASSOC OF COMMUNITY	Conference Expenses			2/2/2010
10-P0013330	31.00	OCSBA ORANGE CO SCHOOL BOARD ASSOC	Conference Expenses			2/2/2010
10-P0013331	474.84	S&S WORLDWIDE INC	Instructional Supplies	SP		2/3/2010
10-P0013332	199.00	SKILLPATH SEMINARS	Conference Expenses	SP		2/3/2010
10-P0013333	199 00	SKILLPATH SEMINARS	Conference Expenses	SP		2/3/2010
10-P0013334	12,566 00	DON BOOKSTORE	Books Paid for Students	SP		2/3/2010
10-P0013335	166 45	FITNESS REPAIR SHOP	Repair & Replacement Parts			2/3/2010
10-P0013336	96 45	MARKETLAB INC	Instructional Supplies	SP		2/3/2010
10-P0013337	234 49	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/3/2010
* 10-P0013338	2,127 13	TRI BEST VISUAL DISPLAY	Instructional Supplies	SP		2/3/2010
10-P0013339	69 68	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/3/2010
10-P0013340	362 60	FISHER SCIENTIFIC	Instructional Supplies	SP		2/3/2010
10-P0013341	679 69	MOSES, WILLIAM	Instructional Supplies			2/3/2010
10-P0013342	1,039 67	TOMARK SPORTS INC	Repair & Replacement Parts			2/3/2010
10-P0013343	2,424 13	ELECTRO INDUSTRY INC	Contracted Repair Services			2/3/2010
10-P0013344	45 00	CHRONICLE OF HIGHER ED	Books, Mags & Ref Mat, Non-Lib	SP		2/3/2010
10-P0013346	508 95	K LOG CO	Instructional Supplies			2/4/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013347	664 93	BBD CORP	Instructional Supplies	SP		2/4/2010
10-P0013348	383 78	MICROTECH SCIENTIFIC	Instructional Supplies	SP		2/4/2010
10-P0013349	71 83	DEMCO INC	Instructional Supplies	SP		2/4/2010
10-P0013350	500 00	SMART & FINAL	Instructional Supplies			2/4/2010
* 10-P0013351	202 22	HACIENDA	Food and Food Service Supplies	SP		2/4/2010
10-P0013352	864 56	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		2/4/2010
10-P0013353	365 00	ZERO TO THREE	Conference Expenses	SP		2/4/2010
10-P0013354	365 00	ZERO TO THREE	Conference Expenses	SP		2/4/2010
10-P0013355	365 00	ZERO TO THREE	Conference Expenses	SP		2/4/2010
10-P0013356	142 99	MOVIES UNLIMITED	Instructional Supplies	SP		2/4/2010
10-P0013357	350 00	A & W ELECTRIC MOTORS INC	Repair & Replacement Parts			2/4/2010
10-P0013358	72 00	WESTERN POWER SYSTEMS	Contracted Repair Services			2/5/2010
10-P0013359	387 00	PESTAL PETER A	Contracted Repair Services			2/5/2010
10-P0013360	1,833 19	ORANGE COAST PLUMBING INC	Contracted Services	SP		2/5/2010
10-P0013361	347 12	MOVIES UNLIMITED	Instructional Supplies	SP		2/5/2010
10-P0013363	1,827 27	LIBERTY PAPER & PRINTING	Instructional Supplies	SP		2/5/2010
10-P0013364	8,000 00	FUNDAMENT & ASSOCIATES	Buildings - Engineering Costs	SP		2/5/2010
10-P0013365	898 00	DE LA TORRE COMMERCIAL	Contracted Repair Services	SP		2/5/2010
10-P0013366	650 00	NGUYEN KIEU DIEM	Contracted Services	SP		2/5/2010
10-P0013367	1,156 50	TROPICAL PLAZA NURSERY	Contracted Repair Services	SP		2/5/2010
10-P0013368	650 00	DE LA TORRE COMMERCIAL	Site Improvements	SP		2/5/2010
10-P0013369	1,293 00	GREENTREE SYSTEMS INC	Software Support Service	SP		2/5/2010
* 10-P0013370	2,508 00	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			2/5/2010
* 10-P0013371	8,234 50	MONTEBELLO FIRE DEPT	Instructional Agrmt - Salary			2/5/2010
* 10-P0013372	4,098 75	CENTRAL NET OPERATION AUTHORITY	Instructional Agrmt - Salary			2/5/2010
10-P0013373	852 50	ARAMARK CORP	Conference Expenses	SP		2/5/2010
10-P0013374	852 50	ARAMARK CORP	Conference Expenses	SP		2/5/2010
10-P0013375	852 50	ARAMARK CORP	Conference Expenses	SP		2/5/2010
10-P0013376	395 00	CCCAOE CALIF COM COLL ASSOC	Conference Expenses	SP		2/5/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013377	124 40	NORMAN Y FUJIMOTO	Conference Expenses	SP		2/5/2010
10-P0013378	537.40	HILTON SAN FRANCISCO	Conference Expenses	SP		2/5/2010
10-P0013379	145 00	CA HEAD START ASSOC	Conference Expenses	SP		2/5/2010
10-PC109288	933 00	JUNIES TOUCH INC	Lease Agreement - Facility	SP		12/15/2009
* 10-PC109289	35,287 75	CENTRAL NET OPERATION AUTHORITY	Instructional Agrmt - Salary			12/16/2009
* 10-PC109290	25,825 00	CITY OF GARDEN GROVE	Instructional Agrmt - Salary			12/16/2009
* 10-PC109291	26,289 25	SAN BERNARDINO CITY FIRE DEPT	Instructional Agrmt - Salary			12/16/2009
* 10-PC109292	119,473.25	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			12/16/2009
* 10-PC109293	18,412 50	CITY OF RANCHO CUCAMONGA	Instructional Agrmt - Salary			12/16/2009
* 10-PC109294	24,054 25	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			12/16/2009
* 10-PC109296	29,737 25	CITY OF SANTA ANA	Instructional Agrmt - Salary			12/16/2009
* 10-PC109297	20,640 50	CITY OF VERNON	Instructional Agrmt - Salary			12/16/2009
* 10-PC109298	24,914.00	CITY OF COSTA MESA	Instructional Agrmt - Salary			12/16/2009
* 10-PC109299	67,200 00	ORANGE COUNTY FIRE AUTHORITY	Instructional Agrmt - Salary			12/16/2009
* 10-PC109300	93,574 25	ORANGE COUNTY FIRE AUTHORITY	Instructional Agrmt - Salary			1/5/2010
* 10-PC109301	36,128 25	CITY OF ORANGE	Instructional Agrmt - Salary			1/5/2010
10-PC109302	960 00	PYRO-COMM SYSTEMS INC	Maint Contract - Other Equip			1/7/2010
10-PC109303	204 45	XEROX CORP	Excess/Copies Usage	SP		1/8/2010
* 10-PC109304	34,563 00	ONTARIO FIRE DEPARTMENT	Instructional Agrmt - Salary			1/8/2010
* 10-PC109305	16,435 25	CITY OF LA VERNE	Instructional Agrmt - Salary			1/8/2010
* 10-PC109306	25,460 50	CITY OF FULLERTON	Instructional Agrmt - Salary			1/13/2010
* 10-PC109307	21,732 25	STATE OF CALIF DEPT OF	Instructional Agrmt - Salary			1/13/2010
10-PC109308	22,500 00	COUNTY OF ORANGE	Instructional Agreements			1/13/2010
10-PC109309	35,292 00	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		1/22/2010
10-PC109310	472 50	OUR LADY OF THE PILLAR CHURCH	Rental - Facility (Short-term)	SP		1/22/2010
* 10-PC109312	29,824 25	US OCEAN SAFETY	Instructional Agrmt - Salary			1/29/2010
* 10-PC109313	24,241.50	WEST COVINA FIRE DEPT	Instructional Agrmt - Salary			1/29/2010
* 10-PC109314	19,892 50	CITY OF ANAHEIM	Instructional Agrmt - Salary			1/29/2010
* 10-PC109315	20,118 75	DOWNEY FIRE DEPT	Instructional Agrmt - Salary			2/5/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-PC109316	51,355.50	NEWPORT BEACH FIRE AND MARINE DEPT	Instructional Agrmt - Salary			2/5/2010

Grand Total: \$ 2,293,699.36

5.37 (17)

Legend: * = Multiple Accounts for this P O SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

5.37 (18)

P.O. #	Amount	Description	Department	Comment
10-P0012942	\$20,819.50	Office furniture for the Science Building at Santiago Canyon College	DO-Facility Planning	Bid #1089 Board Approved: December 8, 2008
10-P0012945	\$151,320.20	Audio visual equipment and related components for the Science Building at Santiago Canyon College	DO-Facility Planning	Bid #1125 Board Approved: November 16, 2009
10-P0012947	\$43,378.82	Classroom furniture for the Science Building at Santiago Canyon College	DO-Facility Planning	Received Quotations: 1) *CM School Supply Co 2) Virco *Successful Bidder
10-P0012948	\$21,957.67	Multimedia instructor workstations for the Science Building at Santiago Canyon College	DO-Facility Planning	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-00-01-0039A Board Approved: May 10, 2004
10-P0012978	\$30,222.22	Continuation of installments for the purchase of Relocatable Child Care facility for Santiago Canyon College and Centennial Education Center as part of the Child Facilities Revolving Fund Program (ECS 8278.3)	DO-Child Development Services	Board approved: February 11, 2002
10-P0012985	\$47,706.75	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board approved: May 27, 2008

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0012990	\$21,856.59	Instructor seating and conference room chairs for the Science Building at Santiago Canyon College	DO-Facility Planning	Received Quotations: 1) *McMahan Business Interiors 2) Vertex Business Interiors 3) OES *Successful Bidder
10-P0013064	\$42,000.00	Consulting services relating to advocacy efforts of funding opportunities, assisting in the state budgets, and providing information and analysis relating to legislative initiatives	Chancellor's Office	Board approved: December 7, 2009
10-P0013073	\$39,000.00	Additional DSA inspection services related to the completion of the Maintenance & Operations Building at Santiago Canyon College	Do-Business Operations/Fiscal Services	Board approved: December 7, 2009
10-P0013107	\$29,500.50	Metal fabricating machine model #P90 Piranha Ironworker	SAC-Human Services & Technology	Received Quotations: 1) *American Machinery and Blade 2) Cal Tool Industry Supply 3) Mesa Machinery *Successful Bidder
10-P0013143	\$26,453.78	Classroom furniture for Santiago Canyon College - Tutoring & Mash Department	SCC-Academic Affairs	Received Quotations: 1) *McMahan Business Interiors 2) Vertex Business Interiors 3) OES *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

5.37 (20)

P.O. #	Amount	Description	Department	Comment
10-P0013186	\$26,794.30	Emergency services for erosion control caused by heavy rain on December 7, 2009 at Santiago Canyon College	DO-Facility Planning	Contracted with the District's current vendor
10-P0013206	\$86,620.07	Biofit lab/classroom stools for the Science Building at Santiago Canyon College	DO-Facility Planning	Bid #1132 Board Approved: January 11, 2010
10-P0013229	\$41,693.82	Dell computers and related components for the Santiago Canyon College Library	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0013310	\$25,891.08	Nevco baseball scoreboard for Santa Ana College	SAC-Administrative Services	Received Quotations: 1) *Nevco 2) Daktronics 3) Fair-Play *Successful Bidder
10-P0013326	\$17,250.00	Internet and magazine advertisements for 2010/2011 fiscal year	SAC-International Studies	
10-PC109289	\$35,287.75	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: November 19, 2007
10-PC109290	\$25,825.00	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: February 4, 2008

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

P.O. #	Amount	Description	Department	Comment
10-PC109291	\$26,289.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: January 22, 2008
10-PC109292	\$119,473.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: March 10, 2008
10-PC109293	\$18,412.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: December 10, 2007
10-PC109294	\$24,054.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: April 7, 2008
10-PC109296	\$29,737.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: February 4, 2008
10-PC109297	\$20,640.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: December 10, 2007
10-PC109298	\$24,914.00	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: December 10, 2007
10-PC109299	\$67,200.00	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: May 12, 2008
10-PC109300	\$93,574.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: May 12, 2008

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

5.37 (22)

P.O. #	Amount	Description	Department	Comment
10-PC109301	\$36,128.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: January 22, 2008
10-PC109304	\$34,563.00	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: May 12, 2008
10-PC109305	\$16,435.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: June 30, 2008
10-PC109306	\$25,460.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: April 4, 2008
10-PC109307	\$21,732.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: November 19, 2007
10-PC109308	\$22,500.00	Blanket PO to cover law enforcement training	OC-Sheriff's Regional Training Academy	Board Approved: June 22, 2009
10-PC109309	\$35,292.00	Rental of classrooms used by Santa Ana College at various SAUSD sites for Summer & Fall 2009	CEC	Board Approved: November 20, 2006
10-PC109312	\$29,824.25	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: January 22, 2008
10-PC109313	\$24,241.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: June 30, 2008

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM DECEMBER 13, 2009 THROUGH FEBRUARY 6, 2010
BOARD MEETING OF FEBRUARY 22, 2010**

P.O. #	Amount	Description	Department	Comment
10-PC109314	\$19,892.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: November 11, 1999
10-PC109315	\$20,118.75	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: May 27, 2008
10-PC109316	\$51,355.50	Instructional training for Fire Technology courses for Summer 2009	SAC-Fire Technology	Board Approved: April 21, 2008

- | | | |
|--|----------|-----------|
| <p>7. Extended Opportunity Programs & Services (EOPS) (SCC)
Annual allocation from the California Community Colleges Chancellor's Office for services for low-income students. (09/10)</p> | 1/12/10 | \$244,331 |
| <p>8. Faculty Collaboration for Course Transformation (FACCTS) in Developmental Mathematics (SAC) – Correction
Sub-award from the Center for Research in Mathematics and Science Education (CRMSE) at San Diego State University, for Santa Ana College to participate in a pilot project of collaborative innovation teams for course redesign in developmental mathematics, in conjunction with the California Community College Basic Skills Initiative. (09/10)
Approved on 8/24/09 for \$9,500</p> | 1/1/10 | \$5,000 |
| <p>9. GEAR UP Planning Design (SAC)
The U.S. Department of Education has partnered with RTI to perform a national evaluation of GEAR UP grant efforts. RTI has awarded funds to SAC, as one of the colleges participating in this GEAR UP evaluation and planning initiative. (09/10)</p> | 11/1/09 | \$24,000 |
| <p>10. Kinder Connect (District/SAC/CEC/OEC)
Funds from Children First, a Merage Foundation, to help district child development centers teach parents the steps for success as they prepare for kindergarten and beyond. (09/10)</p> | 11/30/09 | \$25,000 |
| <p>11. Matriculation - Credit (SCC)
Annual allocation from the California Community Colleges Chancellor's Office to support activities related to outreach, admission, placement, and retention of students. (09/10)</p> | 12/1/09 | \$393,678 |
| <p>12. SBA/CSUF – SBDC (District)
Annual allocation from the Small Business Administration, through Cal State Fullerton, to fund the ongoing work of the district's Small Business Development Center. (09/10)</p> | 12/08/09 | \$604,706 |
| <p>13. WIA Center for Nursing II (SAC)
First year of a five-year grant award from the California Community College Chancellor's Office to expand enrollment capacity for SAC's Associate Degree Nursing program, to provide student support services, and to promote faculty recruitment and retention. (09/10)</p> | 1/1/10 | \$385,862 |
| <p>14. Entrepreneurship Career Pathways (YEP) - CITD (District)
Funding from the California Community College Chancellor's Office for teaching entrepreneurial skills & techniques to youth and young adults. (09/10)</p> | 2/01/10 | \$35,000 |
| <p>15. Entrepreneurship Career Pathways (YEP) - SBDC (District) - Correction
Funding from the California Community College Chancellor's Office for teaching entrepreneurial skills & techniques to youth and young adults. (09/10)
Approved on 1/11/10 for \$3,000</p> | 1/29/10 | \$32,000 |

RECOMMENDATION

It is recommended that these budgets be approved and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$ 2,877,252	Board Date: February 22, 2010
Item Prepared by: Sarah Santoyo, Director of Grants	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #1680

NAME: TANF - Welfare to Work

SAC

FISCAL YEAR: 09/10

CONTRACT PERIOD. 7/01/09 - 6/30/10

CONTRACT INCOME \$101,578

CFDA # 93 558

PROJ ADM. S LUNDQUIST

PROJ. DIR. A. KAMIMURA

DATE: 12/02/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1680-000000-10000-8140	TANF - Santa Ana College		94,385		101,578		7,193
12-1680-631000-18100-1430	Part-Time Counselors - R. Johnson	28,071					28,071
12-1680-631000-18100-3115	STRS - Non-Instructional	2,316					2,316
12-1680-631000-18100-3325	Medicare - Non-Instructional	407					407
12-1680-631000-18100-3435	H & W Retiree - Non-Instructional						
12-1680-631000-18100-3515	SUI - Non-Instructional	84					84
12-1680-631000-18100-3615	WCI - Non-Instructional	618					618
12-1680-601000-19505-5630	Maintenance Contract - Office Equipment	1,210					1,210
12-1680-601000-19505-5845	Excess Copies	387					387
12-1680-631000-19505-1430	Part-Time Counselors - A. Molina 24 hours/wk x 32 weeks R Johnson 12 hours/wk x 32 weeks	37,626		55,849		18,223	
12-1680-631000-19505-1435	Int/Summer Counselors - Part-Time A. Molina 22 hours/wk x 16 weeks R. Johnson 12 hours/wk x 16 weeks	17,000		26,373		9,373	
12-1680-631000-19505-3115	STRS - Non-Instructional	4,507		6,784		2,277	
12-1680-631000-19505-3325	Medicare - Non-Instructional	793		1,192		399	
12-1680-631000-19505-3435	H & W Retiree - Non-Instructional			822		822	
12-1680-631000-19505-3515	SUI - Non-Instructional	164		247		83	
12-1680-631000-19505-3615	WCI - Non-Instructional	1,202		1,809		607	
12-1680-649000-19505-2130	Classified Employees - Full Time M Garibay 9.2%			5,806		5,806	
12-1680-649000-19505-3215	PERS - Non-Instructional			564		564	
12-1680-649000-19505-3315	OASDI - Non-Instructional			368		368	
12-1680-649000-19505-3325	Medicare - Non-Instructional			86		86	
12-1680-649000-19505-3415	Health and Welfare - Non-Instructional			1,347		1,347	
12-1680-649000-19505-3435	H&W Retiree - Non-Instructional			59		59	
12-1680-649000-19505-3515	SUI - Non-Instructional			18		18	
12-1680-649000-19505-3615	WCI - Non-Instructional			130		130	
12-1680-649000-19505-3915	Other Benefits			124		124	
	Totals	94,385	94,385	101,578	101,578	40,286	40,286

6.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2061

NAME: CalWORKS

SAC

FISCAL YEAR: 09/10

PROJ. ADM. S. LUNQUIST

PROJ. DIR. A. KAMIMURA

DATE: 12/02/09

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$90,324

CFDA #: N/A

6.1 (4)

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-10000-8625	CalWORKS - Santa Ana College		114,585		90,324	24,261	
12-2061-601000-18100-4610	Non-Instructional Supplies	3,000					3,000
12-2061-601000-18100-4710	Food and Food Services						
12-2061-601000-18100-5220	Mileage						
12-2061-601000-18100-5630	Maintenance Contract - Office Equipment						
12-2061-601000-19540-4610	Non-Instructional Supplies	1,000					1,000
12-2061-601000-19540-5100	Contracted Services	175					175
12-2061-601000-19540-5220	Mileage						
12-2061-611000-19570-2420	Instructional Assistant - Hourly	4,750					4,750
12-2061-611000-19570-3321	Medicare - Instructional	69					69
12-2061-611000-19570-3331	PARS - Instructional	62					62
12-2061-611000-19570-3511	SUI - Instructional	14					14
12-2061-611000-19570-3611	WCI - Instructional	105					105
12-2061-631000-18100-1430	Part-Time Counselor - CEC R. Johnson 12 hours/wk x 32 weeks M. Hernandez 7 hours/wk x 32 weeks	37,626		30,018			7,608
12-2061-631000-18100-1435	Int /Summer Counselors - Part-Time R. Johnson 12 hours/wk x 16 weeks M. Hernandez 7 hours/wk x 16 weeks	12,000		15,009		3,009	
12-2061-631000-18100-2130	Classified Employees - Full Time	2,174					2,174
12-2061-631000-18100-2310	Classified Employees	331					331
12-2061-631000-18100-3115	STRS - Non-Instructional	4,507		3,714			793
12-2061-631000-18100-3215	PERS - Non-Instructional	236					236
12-2061-631000-18100-3315	OASDI - Non-Instructional	159					159
12-2061-631000-18100-3325	Medicare - Non-Instructional	830		653			177
12-2061-631000-18100-3335	PARS - Non-Instructional						
12-2061-631000-18100-3415	Health & Welfare - Non-Instructional	702					702
12-2061-631000-18100-3435	H & W Retiree - Non-Instructional			450		450	
12-2061-631000-18100-3515	SUI - Non-Instructional	171		135			36
12-2061-631000-18100-3615	WCI - Non-Instructional	2,179		1,910			269

SPECIAL PROJECT DETAILED BUDGET #2061

NAME: CalWORKS

SAC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$90,324

PROJ. ADM. S. LUNQUIST

PROJ. DIR. A KAMIMURA

DATE: 12/02/09

CFDA #: N/A

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-631000-18100-3915	Other Benefits - Non-Instructional	56					56
12-2061-647000-18100-2130	Classified Employees - Full Time - CEC	2,174					2,174
12-2061-647000-18100-2310	Classified Employees - Ongoing - CEC L. Morphew 3 mos	3,728		5,594		1,866	
12-2061-647000-18100-3215	PERS - Non-Instructional	557		544			13
12-2061-647000-18100-3315	OASDI - Non-Instructional	368		347			21
12-2061-647000-18100-3325	Medicare - Non-Instructional	101		82			19
12-2061-647000-18100-3415	Health and Welfare - Non-Instructional	590					590
12-2061-647000-18100-3435	H & W Retiree - Non-Instructional			56		56	
12-2061-647000-18100-3515	SUI - Non-Instructional	18		17			1
12-2061-647000-18100-3615	WCI - Non-Instructional	131		124			7
12-2061-647000-18100-3915	Other Benefits - Non-Instructional	56					56
12-2061-647000-19410-2340	Student Assistants - Hourly						
12-2061-647000-19410-3615	WCI - Non-Instructional	1,127					1,127
12-2061-647000-19410-5999	Special Project Holding Account	1,455					1,455
12-2061-647000-19540-2130	Classified Employees - Full Time - SAC S.Grigg 3 mos A-P Tran 60% 6 mos	10,877		23,034		12,157	
12-2061-647000-19540-2310	Classified Employee - Ongoing	6,463					6,463
12-2061-647000-19540-3215	PERS - Non-Instructional	1,571		2,237		666	
12-2061-647000-19540-3315	OASDI - Non-Instructional	1,118		1,464		346	
12-2061-647000-19540-3325	Medicare - Non-Instructional	261		342		81	
12-2061-647000-19540-3415	Health and Welfare - Non-Instructional	1,557		3,135		1,578	
12-2061-647000-19540-3435	H & W Retiree - Non-Instructional	46		237		191	
12-2061-647000-19540-3515	SUI - Non-Instructional	54		71		17	
12-2061-647000-19540-3615	WCI - Non-Instructional	397		521		124	
12-2061-647000-19540-3915	Other Benefits - Non-Instructional	562		630		68	
12-2061-649000-18100-5220	Mileage	1,500					1,500
12-2061-649000-19505-2310	Classified Employees - Ongoing -	6,463					6,463
12-2061-649000-19505-3215	PERS - Non-Instructional	609					609
12-2061-649000-19505-3315	OASDI - Non-Instructional	401					401
12-2061-649000-19505-3325	Medicare - Non-Instructional	94					94

6.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2061

NAME: CalWORKS

SAC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$90,324

PROJ. ADM S. LUNQUIST
 PROJ. DIR. A KAMIMURA
 DATE: 12/02/09

CFDA #: N/A

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-649000-19505-3435	H & W Retiree - Non-Instructional						
12-2061-649000-19505-3515	SUI - Non-Instructional	19					19
12-2061-649000-19505-3615	WCI - Non-Instructional	142					142
12-2061-675000-18100-5210	Conference Expense - CEC						
12-2061-675000-19505-5210	Conference Expense - SAC	2,000					2,000
	Totals	114,585	114,585	90,324	90,324	44,870	44,870

6.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2061

NAME: CalWORKS

SAC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME. \$90,324

PROJ. ADM. S. LUNQUIST

PROJ. DIR. A. KAMIMURA

DATE. 12/02/09

CFDA #: N/A

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
MATCH:							
11-0000-679000-1000-5999	Match Control Account - SAC		197,227		117,751	79,476	
11-2061-601000-18100-1210	Academic Management E. Ripley 5% L. Dorado 30% 2 months N. Lipiz 15% 10 months	26,511		32,416		5,905	
11-2061-601000-18100-2130	Classified Employees - Full time B. Serratos 30%	56,004		15,835			40,169
11-2061-601000-18100-3115	STRS - Non-Instructional	2,213		2,674		461	
11-2061-601000-18100-3215	PERS - Non-Instructional	5,569		1,537			4,032
11-2061-601000-18100-3315	OASDI - Non-Instructional	3,556		990			2,566
11-2061-601000-18100-3325	Medicare - Non-Instructional	1,221		700			521
11-2061-601000-18100-3415	Health and Welfare - Non-Instructional	15,659		7,916			7,743
11-2061-601000-18100-3435	H & W Retiree - Non-Instructional	842		485			357
11-2061-601000-18100-3515	SUI - Non-Instructional	253		145			108
11-2061-601000-18100-3615	WCI - Non-Instructional	1,852		1,062			790
11-2061-601000-18100-3915	Other Benefits - Non-Instructional	1,663		326			1,337
11-2061-647000-19410-2130	Classified Employees - Full time	12,965					12,965
11-2061-647000-19410-3215	PERS - Non-Instructional	1,285					1,285
11-2061-647000-19410-3315	OASDI - Non-Instructional	821					821
11-2061-647000-19410-3325	Medicare - Non-Instructional	192					192
11-2061-647000-19410-3415	Health and Welfare - Non-Instructional	2,506					2,506
11-2061-647000-19410-3435	H & W Retiree - Non-Instructional	132					132
11-2061-647000-19410-3515	SUI - Non-Instructional	40					40
11-2061-647000-19410-3615	WCI - Non-Instructional	291					291
11-2061-647000-19410-3915	Other Benefits - Non-Instructional	270					270
11-2061-649000-19100-1210	Academic Management S. Lundquist 5% A. Kamimura 15%			23,172		23,172	
11-2061-649000-19100-3115	STRS - Non-Instructional			1,912		1,912	
11-2061-649000-19100-3125	Medicare - Non-Instructional			340		340	

6.1 (7)

President's Approval:
Prepared by: Cherie Ericson

Board Approval: 12/07/09
Accountant. Dolly Paquirigan

SPECIAL PROJECT DETAILED BUDGET #2061

NAME: CalWORKS

SAC

FISCAL YEAR: 09/10

PROJ. ADM. S. LUNQUIST

PROJ. DIR. A. KAMIMURA

DATE: 12/02/09

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$90,324

CFDA #: N/A

6.1 (8)

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2061-649000-19100-3415	Health and Welfare - Non-Instructional			2,514		2,514	
11-2061-649000-19100-3435	H & W Retiree - Non-Instructional			235		235	
11-2061-649000-19100-3515	SUI - Non-Instructional			70		70	
11-2061-649000-19100-3615	WCI - Non-Instructional			516		516	
11-2061-649000-19100-3915	Other Benefits - Non-Instructional			399		399	
	Classified Employees - Full time						
	M. Garabay 10.8%						
11-2061-649000-19505-2130	L. Ruiz 17%	37,565		17,171		20,394	
11-2061-649000-19505-3215	PERS - Non-Instructional	3,727		1,667		2,060	
11-2061-649000-19505-3315	OASDI - Non-Instructional	2,379		1,088		1,291	
11-2061-649000-19505-3325	Medicare - Non-Instructional	556		254		302	
11-2061-649000-19505-3415	Health and Welfare - Non-Instructional	7,516		3,350		4,166	
11-2061-649000-19505-3435	H & W Retiree - Non-Instructional	384		176		208	
11-2061-649000-19505-3515	SUI - Non-Instructional	115		53		62	
11-2061-649000-19505-3615	WCI - Non-Instructional	844		373		471	
11-2061-649000-19505-3915	Other Benefits - Non-Instructional	810		375		435	
11-2061-709000-19550-2130	Classified Employees - Full time	6,678				6,678	
11-2061-709000-19550-3215	PERS - Non-Instructional	661				661	
11-2061-709000-19550-3315	OASDI - Non-Instructional	422				422	
11-2061-709000-19550-3325	Medicare - Non-Instructional	99				99	
11-2061-709000-19550-3415	Health and Welfare - Non-Instructional	1,253				1,253	
11-2061-709000-19550-3435	H & W Retiree - Non-Instructional	68				68	
11-2061-709000-19550-3515	SUI - Non-Instructional	20				20	
11-2061-709000-19550-3615	WCI - Non-Instructional	150				150	
11-2061-709000-19550-3915	Other Benefits - Non-Instructional	135				135	
	Totals	197,227	197,227	117,751	117,751	115,000	115,000

**SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CALWORKS - SCC
FISCAL YEAR: 09/10**

CONTRACT PERIOD: 7/01/09 - 6/30/10
CONTRACT INCOME: \$44,376
CFDA #: N/A

PROJ. ADM. R. BABESHOFF
PROJ. DIR. N. BALDIZON-RIOS
DATE: 11/23/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-00000-20000-8625	CalWORKS - Santiago Canyon College		32,596		44,376		11,780
12-2061-631000-29325-1430	Part-Time Counselors - S. Duarte N. Baldizon-Rios	19,930		33,594		13,664	
12-2061-631000-29325-1433	Beyond Contract - Counselors	2,036					2,036
12-2061-631000-29325-1435	Int/Summer Part-Time Counselors -	5,599		5,602		3	
12-2061-631000-29325-2340	Student Assistants - Hourly 22.69%						
12-2061-631000-29325-3115	STRS - Non-Instructional	3,200		3,234		34	
12-2061-631000-29325-3325	Medicare - Non-Instructional	563		568		5	
12-2061-631000-29325-3435	H & W Retiree - Non-Instructional			392		392	
12-2061-631000-29325-3515	SUI - Non-Instructional	116		118		2	
12-2061-631000-29325-3615	WCI - Non-Instructional	1,152		868		284	
12-2061-631000-29325-4610	Non-Instructional Supplies						
12-2061-631000-29325-4710	Food and Food Services						
12-2061-631000-29325-5220	Mileage/Parking Expense						
12-2061-631000-29325-5940	Reproduction/Printing Expense						
12-2061-647000-29340-4610	Non-Instructional Supplies						
12-2061-647000-29340-4710	Food and Food Services						
12-2061-647000-29340-5220	Mileage						
12-2061-647000-29340-5940	Reproduction/Printing Expense						
12-2061-675000-29325-5210	Conference Expense - SCC						
	Totals	32,596	32,596	44,376	44,376	14,100	14,100

6.1 (9)

President's Approval:
Prepared by: Cherie Ericson

Board Approval. 2/22/10
Accountant: Dolly Panuiran

6.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CALWORKS - SCC
FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$44,376
 CFDA #: N/A

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS
 DATE: 11/23/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
MATCH:							
11-0000-679000-2000-5999	Match Control Account - SCC		49,140		35,200	13,940	
11-2061-631000-28100-1230	Contract Counselor R. Salazar de la Torre 13.3% 2 mos	12,639		2,106			10533
11-2061-631000-28100-3115	STRS - Non-Instructional	1,056		174			875
11-2061-631000-28100-3325	Medicare - Non-Instructional	186		31			154
11-2061-631000-28100-3415	Health and Welfare - Non-Instructional	1,667		343			1324
11-2061-631000-28100-3435	H & W Retiree - Non-Instructional	128		21			106
11-2061-631000-28100-3515	SUI - Non-Instructional	38		6			31
11-2061-631000-28100-3615	WCI - Non-Instructional	282		46			233
11-2061-631000-28100-3915	Other Benefits - Non-Instructional	166		28			138
11-2061-631000-29305-1210	Academic Management R Babeshoff 10%	14,953		14,953			
11-2061-631000-29305-3115	STRS - Non-Instructional	1,244		1,234			10
11-2061-631000-29305-3325	Medicare - Non-Instructional	219		217			2
11-2061-631000-29305-3415	Health and Welfare - Non-Instructional	1,253		1,648		382	
11-2061-631000-29305-3435	H & W Retiree - Non-Instructional	151		150			1
11-2061-631000-29305-3515	SUI - Non-Instructional	45		45			
11-2061-631000-29305-3615	WCI - Non-Instructional	332		329			3
11-2061-631000-29305-3915	Other Benefits - Non-Instructional	206		109			97
11-2061-647000-29340-2130	Classified Employees - Full time D. Casares 5%	3,072		3,145		73	
11-2061-647000-29340-3215	PERS - Non-Instructional	305		305			
11-2061-647000-29340-3315	OASDI - Non-Instructional	195		195			
11-2061-647000-29340-3325	Medicare - Non-Instructional	46		46			
11-2061-647000-29340-3415	Health and Welfare - Non-Instructional	626		515			111
11-2061-647000-29340-3435	H & W Retiree - Non-Instructional	31		31			
11-2061-647000-29340-3515	SUI - Non-Instructional	9		9			
11-2061-647000-29340-3615	WCI - Non-Instructional	69		69			
11-2061-647000-29340-3915	Other Benefits - Non-Instructional	68		68			

President Approval:
 Prepared by: Cherie Ericson

Board Approval: 11/22/10
 Accountant: Dolly McGuirigan

**SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CALWORKS - SCC
FISCAL YEAR: 09/10**

CONTRACT PERIOD: 7/01/09 - 6/30/10
CONTRACT INCOME: \$44,376
CFDA #: N/A

PROJ. ADM. R. BABESHOFF
PROJ. DIR. N. BALDIZON-RIOS
DATE: 11/23/09

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2061-649000-28100-2130	Classified Employees - Full time R Touyanou 10%	7,229		7,230		1	
11-2061-649000-28100-3215	PERS - Non-Instructional	715		702			13
11-2061-649000-28100-3315	OASDI - Non-Instructional	457		448			9
11-2061-649000-28100-3325	Medicare - Non-Instructional	107		105			2
11-2061-649000-28100-3415	Health and Welfare - Non-Instructional	1,253		504			749
11-2061-649000-28100-3435	H & W Retiree - Non-Instructional	74		72			2
11-2061-649000-28100-3515	SUI - Non-Instructional	22		22			
11-2061-649000-28100-3615	WCI - Non-Instructional	162		159			3
11-2061-649000-28100-3915	Other Benefits - Non-Instructional	135		135			
Outside budget	Financial Aid for CalWORKS students						
	Totals	49,140	49,140	35,200	35,200	14,396	14,396

6.1 (11)

6.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2061

**NAME: CalWORKS
DISTRICT OFFICE
FISCAL YEAR: 09/10**

CONTRACT PERIOD. 7/01/09 - 6/30/10
CONTRACT INCOME: \$42,377
CFDA # N/A

PROJ. ADM. E. PEREZ
PROJ. DIR. D. TUCKER
DATE: 12/2/2009

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-50000-8625	CalWORKS - District Office		41,461		42,377		916
12-2061-649000-53305-1210	Academic Management - D Tucker 10%	12,305		12,305			
12-2061-649000-53305-3115	STRS - Non-Instructional	1,015		1,015			
12-2061-649000-53305-3325	Medicare - Non-Instructional	182		182			
12-2061-649000-53305-3415	Health and Welfare - Non-Instructional	843		843			
12-2061-649000-53305-3435	H & W Retiree - Non-Instructional			125		125	
12-2061-649000-53305-3515	SUI - Non-Instructional	38		38			
12-2061-649000-53305-3615	WCI - Non-Instructional	736		736			
12-2061-649000-53305-3915	Other Benefits - Non-Instructional	235		167			68
12-2061-675000-53305-5210	Conference Expense - District Office			1,500		1,500	
	Classified Employees - Full Time						
	A Labossiere 50% 3 mos						
12-2061-679000-53305-2130	J Valadez 25% 9 mos	20,012		15,199			4,813
12-2061-679000-53305-3215	PERS - Non-Instructional	1,887		1,475			412
12-2061-679000-53305-3315	OASDI - Non-Instructional	1,272		968			304
12-2061-679000-53305-3325	Medicare - Non-Instructional	298		226			72
12-2061-679000-53305-3415	Health and Welfare - Non-Instructional	1,618		2,049		431	
12-2061-679000-53305-3435	H & W Retiree - Non-Instructional			156		156	
12-2061-679000-53305-3515	SUI - Non-Instructional	62		47			15
12-2061-679000-53305-3615	WCI - Non-Instructional	452		804		352	
12-2061-679000-53305-3915	Other Benefits - Non-Instructional	506		422			84
12-2061-679000-53305-4610	Non-Instructional Supplies			4,120		4,120	
	Totals	41,461	41,461	42,377	42,377	6,684	6,684

SPECIAL PROJECT DETAILED BUDGET #2061

**NAME: CalWORKS
DISTRICT OFFICE
FISCAL YEAR: 09/10**

CONTRACT PERIOD: 7/01/09 - 6/30/10
CONTRACT INCOME: \$42,377
CFDA #: N/A

PROJ. ADM. E. PEREZ
PROJ. DIR. D. TUCKER
DATE: 12/2/2009

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-672000-50000-5999	Match Control Account - District Office		39,664		24,126	15,538	
11-2061-672000-54212-2130	Classified Employees - Full time	26,958		5,392			21566
11-2061-672000-54212-2350	Overtime - Classified Employees D. Paguirigan 10%						
11-2061-672000-54212-3215	PERS - Non-Instructional	2,687		523			2164
11-2061-672000-54212-3315	OASDI - Non-Instructional	1,713		343			1370
11-2061-672000-54212-3325	Medicare - Non-Instructional	400		78			322
11-2061-672000-54212-3415	Health and Welfare - Non-Instructional	6,264		1,027			5237
11-2061-672000-54212-3435	H & W Retiree - Non-Instructional	276		55			221
11-2061-672000-54212-3515	SUI - Non-Instructional	83		16			67
11-2061-672000-54212-3615	WCI - Non-Instructional	608		119			489
11-2061-672000-54212-3915	Other Benefits - Non-Instructional	675		135			540
11-2061-649000-53305-1210	Academic Management - D Tucker 11%			13,535		13535	
11-2061-649000-53305-3115	STRS - Non-Instructional			1,117		1117	
11-2061-649000-53305-3325	Medicare - Non-Instructional			196		196	
11-2061-649000-53305-3415	Health and Welfare - Non-Instructional			909		909	
11-2061-649000-53305-3435	H & W Retiree - Non-Instructional			137		137	
11-2061-649000-53305-3515	SUI - Non-Instructional			41		41	
11-2061-649000-53305-3615	WCI - Non-Instructional			298		298	
11-2061-649000-53305-3915	Other Benefits - Non-Instructional			205		205	
	Totals	39,664	39,664	24,126	24,126	31,976	31,976

6.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2060
NAME: CalWORKS CHILD CARE
FISCAL YEAR: 09/10

6.1 (14)

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$135,657
 CFDA #: N/A

PROJ. ADM. E. PEREZ
 PROJ. DIR. D TUCKER
 12/2/2009

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
33_2060_000000_50000_8625	CalWORKS - District Operations		160,868		135,657	25,211	
33_2060_692000_53322_1210	Academic Management D Tucker 5%	19,995		6,152			13,843
33_2060_692000_53322_2130	Classified Employees - Full-Time L Lugo 20%	11,482		11,482			
33_2060_692000_53322_3115	STRS - Non-Instructional	1,681		508			1,173
33_2060_692000_53322_3215	PERS - Non-Instructional	1,082		1,115		33	
33_2060_692000_53322_3315	OASDI - Non-Instructional	728		729		1	
33_2060_692000_53322_3325	Medicare - Non-Instructional	460		256			204
33_2060_692000_53322_3415	Health and Welfare - Non-Instructional	2,919		2,470			449
33_2060_692000_53322_3435	H & W Retiree - Non-Instructional	177		180		3	
33_2060_692000_53322_3515	SUI - Non-Instructional	96		53			43
33_2060_692000_53322_3615	WCI - Non-Instructional	707		387			320
33_2060_692000_53322_3915	Other Benefits - Non-Instructional	652		363			289
33_2060_692000_53322_4710	Food and Food Services	712					712
33_2060_692000_53322_5895	Other Licenses and Fees	4,950					4,950
33_2060_732000_53322_7670	Other Expenses Paid for Students	115,227		111,962			3,265
	Totals	160,868	160,868	135,657	135,657	25,248	25,248

**SPECIAL PROJECT DETAILED BUDGET # 1240
 NAME: INSTRUCTIONAL MATERIALS AND SUPPLIES
 FISCAL YEAR: 2009/2010**

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$1,781
 CFDA #: 93.575

PROJ. ADM. E PEREZ
 PROJ. DIR. D. TUCKER

DATE: 2/08/10

Datatel String	Description	Debit	Credit
33-1240-000000-50000-8199	Other Federal Revenues		1,781
33-1240-692000-53321-4310	Instructional Supplies - District	1,781	
	Totals	1,781	1,781

6.1 (15)

President's Approval:
 Prepared by: Cherie Ericson

Board Approved: 2/22/10
 Accountant Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET #219x
Project Name: CTE Community Collaborative III
Fiscal Year 2009/2010

CONTRACT PERIOD: 1/1/10 - 6/30/12
 CONTRACT AMOUNT \$310,000

PROJ ADMIN: Enrique Perez
 PROJ DIR: Gustavo Chamorro

Account String	Description	Debit	Credit
	Income Account		310,000
Career Academy Scholars - Student Services			
	Classified - Contract (2 years)	126,168	
	PERS - Non-Instructional	12,250	
	OASDHI - Non-Instructional	7,822	
	Medicare - Non-Instructional	1,829	
	Health & Welfare - Non-Instructional	17,925	
	H & W Ret Fund - Non-Instructional	1,262	
	SUI - Non-Instructional	379	
	WCI - Non-Instructional	2,776	
	Other Benefits - Non-Instructional	2,700	
Career Academy Scholars - Counseling			
	Counselor - Part-Time	26,179	
	Counselor - Beyond Contract	-	
	STRS - Non-Instructional	2,160	
	Medicare - Non-Instructional	380	
	H & W Ret Fund - Non-Instructional	262	
	SUI - Non-Instructional	79	
	WCI - Non-Instructional	576	
Career Academy Scholars - CTE Classes (welding, auto, digital media, international business)			
	Instructors - Part-Time	38,802	
	Instructors - Beyond Contract	-	
	STRS - Instructional	3,201	
	Medicare - Instructional	563	
	H & W Ret Fund - Instructional	388	
	SUI - Instructional	116	
	WCI - Instructional	854	
SCC - Career Exploration for 7th and 8th Graders			
	Counselor - Part-Time	32,686	
	Counselor - Beyond Contract	-	
	STRS - Non-Instructional	2,697	
	Medicare - Non-Instructional	474	
	H & W Ret Fund - Non-Instructional	327	
	SUI - Non-Instructional	98	
	WCI - Non-Instructional	719	
	Supplies	3,399	
	Transportation	2,876	
	Software - BRIDGES	7,000	
CTE Professional Development/Externships			
	Beyond Contract - Reassigned Time	1,000	
	STRS	83	
	Medicare	15	
	H & W Ret Fund	10	
	SUI	3	
	WCI	22	
	Indirect 4%	11,923	
	TOTAL	310,000	310,000

President's Approval:
 Prepared by: Sarah Santoyo

Board Approval: February 22, 2010
 Accountant: Dolores Paganan

SPECIAL PROJECT DETAILED BUDGET #219x
Project Name: CTE Community Collaborative III - Supplemental
Fiscal Year 2009/2010

CONTRACT PERIOD: 1/1/10 - 6/30/12
 CONTRACT AMOUNT: \$79,000

PROJ ADMIN: Ennque Perez
 PROJ DIR: Gustavo Chamorro

Account String	Description	Debit	Credit
	Income Account		79,000
Career Academy Scholars - CTE	Classes (welding, auto, digital media, international business)		
	Instructors - Part-Time	12,934	
	Instructors - Beyond Contract	-	
	STRS - Instructional	1,067	
	Medicare - Instructional	188	
	H & W Ret Fund - Instructional	129	
	SUI - Instructional	39	
	WCI - Instructional	285	
	Textbooks	12,195	
SCC - Career Exploration for 7th and 8th Graders			
	Counselor - Part-Time	32,686	
	Counselor - Beyond Contract	-	
	STRS - Non-Instructional	2,697	
	Medicare - Non-Instructional	474	
	H & W Ret Fund - Non-Instructional	327	
	SUI - Non-Instructional	98	
	WCI - Non-Instructional	719	
	Transportation	5,000	
	Software - BRIDGES	2,124	
CTE Professional Development/Externships			
	Beyond Contract - Reassigned Time	4,303	
	STRS	355	
	Medicare	62	
	H & W Ret Fund	43	
	SUI	13	
	WCI	95	
	CTE Program Supplies	716	
	Indirect 4%	2,452	
	TOTAL	79,000	79,000

President's Approval:
 Prepared by: Sarah Santoyo

Board Approval: February 22, 2010
 Accountant: Dolores Paguiran
 6.1 (17)

SPECIAL PROJECT DETAILED BUDGET #2090

NAME: CARE - SCC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09- 6/30/10

CONTRACT INCOME: \$18,736

PROJ. ADM. R BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

CFDA #: N/A

DATE. 2/05/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other General Categorical Apportionment - SCC		13,689		18,736		5,047
12-2090-643000-29335-1430	Part-Time Counselors Susie Duarte	3,359		8,706		5,347	
12-2090-643000-29335-1435	Int/Summer - Counselors - PT			1,858		1,858	
12-2090-643000-29335-3115	STRS - Non-Instructional	278		872		594	
12-2090-643000-29335-3325	Medicare - Non-Instructional	49		153		104	
12-2090-643000-29335-3435	H & W - Retiree - Non-Instructional			106		106	
12-2090-643000-29335-3515	SUI - Non-Instructional	10		32		22	
12-2090-643000-29335-3615	WCI - Non-Instructional	74		232		158	
12-2090-675000-29335-5210	Conference Expense						
12-2090-732000-29335-7670	Other Expenses Paid for Students	9,919		6,777		3,142	
74-2090-000000-20000-8629	Other General Categorical Apportionment - SCC		5,000			5,000	
74-2090-732000-29315-7504	CARE Grant - Articulation	5,000				5,000	
	Total	18,689	18,689	18,736	18,736	13,189	13,189

6.1(18)

President's Approval:
Prepared by: Cherie Ericson

Board Approved. 2/22/10
Accountant: Jo Penning

SPECIAL PROJECT DETAILLED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$303,846

CARRYOVER:

CFDA #:

PROJ. ADM. J. HERNANDEZ

PROJ DIR. L. CARR-ROLLITT

DATE: 1/14/10

Datatrel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-679000-20000-5999	Match Control				374,465		
	DSPS						
	Contract Instructors						
	L. Wirtz 75% L. Carr-Rollitt 75%						
	M. Mettler 100%			218,338			
11-2230-493031-29400-1110	STRS - Instructional			18,090			
11-2230-493031-29400-3111	Medicare - Instructional			3,213			
11-2230-493031-29400-3321	H & W - Instructional			44,088			
11-2230-493031-29400-3411	H & W Retiree - Instructional			2,215			
11-2230-493031-29400-3431	SUI - Instructional			665			
11-2230-493031-29400-3511	WCI - Instructional			4,874			
11-2230-493031-29400-3611	Other Benefits - Instructional			3,201			
	DSPS						
11-2230-642000-29400-1483	Beyond Contract - Reassigned Time						
11-2230-642000-29400-2130	Classified Employees M. Rinaldi 100%			57,680			
11-2230-642000-29400-3115	STRS - Non-Instructional						
11-2230-642000-29400-3215	PERS - Non-Instructional			5,600			
11-2230-642000-29400-3315	OASDI - Non-Instructional			3,660			
11-2230-642000-29400-3325	Medicare - Non-Instructional			856			
11-2230-642000-29400-3415	H & W - Non-Instructional			8,570			
11-2230-642000-29400-3435	H & W Retiree - Non-Instructional			590			
11-2230-642000-29400-3515	SUI - Non-Instructional			177			
11-2230-642000-29400-3615	WCI - Non-Instructional			1,299			
11-2230-642000-29400-3915	Other Benefits - Non-Instructional			1,350			
	Total SCC Match			374,465	374,465		

6.1 (19)

President's Approval:
Prepared by: Cherie Ericson

Board Approved: 2/22/10
Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 09/10

6.1 (20)

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$303,846

CARRYOVER:

CFDA #:

PROJ. ADM. J. HERNANDEZ

PROJ. DIR. L. CARR-ROLLITT

DATE: 1/14/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-000000-10000-8623	DSPS - Santiago Canyon College				303,846		
	DSPS - SCC						
12-2230-493031-29400 -1110	Contract Instructors L. Wirtz 25% L. Carr-Rollitt 25%			42,861			
12-2230-493031-29400 -1310	Part-Time Instructors			4,025			
12-2230-493031-29400 -1313	Beyond Contract - Instructors			3,654			
12-2230-493031-29400 -1314	Int/Summer - Beyond Contract L. Wirtz M Mettler L. Carr-Rollitt						
12-2230-493031-29400 -1315	Int/Summer - Instructors, Part-Time						
12-2230-493031-29400 -1483	Beyond Contract - Reassigned Time L. Carr-Rollitt			12,318			
12-2230-493031-29400 -1484	Int/Summer - Beyond Contract, Reassigned Time L. Wirtz L. Carr-Rollitt M. Mettler			9,246			
12-2230-493031-29400 -2320	Classified Employees - Hourly			5,251			
12-2230-493031-29400 -2410	Instructional Assistants - Ongoing			13,303			
12-2230-493031-29400 -3420	Instructional Assistants - Hourly			-			
12-2230-493031-29400-3111	STRS - Instructional			5,949			
12-2230-493031-29400-3211	PERS - Instructional			1,292			
12-2230-493031-29400-3311	OASDI - Instructional			825			
12-2230-493031-29400-3321	Medicare - Instructional			1,248			
12-2230-493031-29400-3331	PARS - Instructional			-			
12-2230-493031-29400-3411	H & W - Instructional			8,816			
12-2230-493031-29400-3431	H & W Retiree - Instructional			821			
12-2230-493031-29400-3511	SUI - Instructional			257			
12-2230-493031-29400-3515	SUI - Non-Instructional						
12-2230-493031-29400-3611	WCI - Instructional			1,893			
12-2230-493031-29400-3615	WCI - Non-Instructional						
12-2230-493031-29400-3911	Other Benefits - Instructional			651			
12-2230-493031-29400-4210	Books, Magazines & Reference Materials			750			
12-2230-493031-29400-4310	Instructional Supplies			3,000			

SPECIAL PROJECT DETAILED BUDGET #2230

NAME: DSPS - SCC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$303,846

CARRYOVER:

CFDA #:

PROJ. ADM. J. HERNANDEZ

PROJ. DIR. L. CARR-ROLLITT

DATE: 1/14/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2230-493031-29400-4320	Instructional Software						
12-2230-493031-29400-4710	Food and Food Services						
12-2230-493031-29400-5100	Contracted Services			15,000			
12-2230-493031-29400-5300	Inst Dues and Memberships			350			
12-2230-493031-29400-5940	Reproduction/Printing Expense			3,320			
12-2230-493031-29400-5950	Software License and Fees						
12-2230-493031-29400-6410	Equipment - All Other >\$1,000			3,000			
12-2230-493031-29400-6414	Equipment - Software >\$1,000						
12-2230-493031-29400-6419	Equipment/Software >\$200 <\$1,000			1,000			
	DSPS						
12-2230-642000-29400-1250	Contract Coordinator M. Collins 5%			4,355			
12-2230-642000-29400-1484	Int/Summer Beyond Contract - Reassigned						
	Classified Employees						
12-2230-642000-29400-2130	S. James 100% V. Vu 100%			103,578			
12-2230-642000-29400-2340	Student Assistants - Hourly			11,142			
12-2230-642000-29400-3115	STRS - Non-Instructional						
12-2230-642000-29400-3215	PERS - Non-Instructional			10,479			
12-2230-642000-29400-3315	OASDI - Non-Instructional			6,848			
12-2230-642000-29400-3325	Medicare - Non-Instructional			1,602			
12-2230-642000-29400-3415	H & W - Non-Instructional			18,208			
12-2230-642000-29400-3435	H & W Retiree - Non-Instructional			1,215			
12-2230-642000-29400-3515	SUI - Non-Instructional			332			
12-2230-642000-29400-3615	WCI - Non-Instructional			2,675			
12-2230-642000-29400-3915	Other Benefits - Non-Instructional			2,532			
12-2230-642000-29400-4610	Non-Instructional Supplies			1,000			
12-2230-642000-29400-5630	Maintenance Contract - Office Equipment			550			
12-2230-675000-29400-5210	Conference Expense			500			
	Totals	-	-	303,846	303,846	-	-

6.1 (21)

President's Approval:
Prepared by: Cherie Ericson

Board Approved: 2/22/10
Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR: 09/10

6.1 (22)

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$244,331

PROJ. ADM R BABESHOFF
PROJ. DIR. N. BALDIZON-RIOS

CFDA #

DATE: 2/04/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-679000-20000-5999	Match Control - SCC		222,762		222,762		
11-2250-643000-29335-1230	Contract Counselors	111,527		111,527			
11-2250-643000-29335-2130	Classified Employees 1@91%	57,658		57,658			
11-2250-643000-29335-2310	Classified Employees - Ongoing	-		-			
11-2250-643000-29335-2320	Classified Employees - Hourly	-		-			
11-2250-643000-29335-3115	STRS - Non-Instructional	9,304		9,304			
11-2250-643000-29335-3215	PERS - Non-Instructional	5,719		5,719			
11-2250-643000-29335-3315	OASDHI - Non-Instructional	3,651		3,651			
11-2250-643000-29335-3325	Medicare - Non-Instructional	2,489		2,489			
11-2250-643000-29335-3335	PARS - Non-Instructional	-		-			
11-2250-643000-29335-3415	H & W - Non-Instructional	23,927		23,927			
11-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst	1,717		1,717			
11-2250-643000-29335-3515	SUI - Non-Instructional	515		515			
11-2250-643000-29335-3615	WCI - Non-Instructional	3,776		3,776			
11-2250-643000-29335-3915	Other Benefits - Non-Instruct	2,479		2,479			
11-2250-675000-29335-5230	District In-Service Activities	-		-			
11-2250-732000-29335-7620	Fees Paid for Students			-			
11-2250-732000-29335-7670	Other Exp Paid for Students			-			
	Total Match	222,762	222,762	222,762	222,762	-	-

President's Approval:
Prepared by: Cherie Ericson

Board Approved. 2/22/10
Accountant. Felix P. Maniban

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10

CONTRACT INCOME: \$244,331

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

CFDA #.

DATE: 2/04/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS - SCC		239,756		244,331		4,575
12-2250-643000-29335-1430	Part-Time Counselors (Susie Duarte)	6,718		8,706		1,988	
12-2250-643000-29335-1433	Beyond Contract Counselors, Part-Time	17,459		30,235		12,776	
12-2250-643000-29335-1434	Beyond Contract Counselors, Part-Time	17,001		21,243		4,242	
12-2250-643000-29335-1435	Int/Sum-Counselors, Part-Time			1,858		1,858	
12-2250-643000-29335-2130	Classified Employees	89,581		89,637		56	
12-2250-643000-29335-2310	Classified Employees - Ongoing			-			
12-2250-643000-29335-2320	Classified Employees - Hourly						
12-2250-643000-29335-2340	Student Assistants - Hourly	5,273		9,959		4,686	
12-2250-643000-29335-2350	Overtime - Classified Employees			-			
12-2250-643000-29335-3115	STRS - Non-Instructional	554		5,118		4,564	
12-2250-643000-29335-3215	PERS - Non-Instructional	10,035		8,450		1,585	
12-2250-643000-29335-3315	OASDHI - Non-Instructional	5,463		5,800		337	
12-2250-643000-29335-3325	Medicare - Non-Instructional	1,416		2,500		1,084	
12-2250-643000-29335-3335	PARS - Non-Instructional						
12-2250-643000-29335-3415	H & W - Non-Instructional	25,145		26,815		1,670	
12-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst			1,517		1,517	
12-2250-643000-29335-3515	SUI - Non-Instructional	293		500		207	
12-2250-643000-29335-3615	WCI - Non-Instructional	2,149		3,700		1,551	
12-2250-643000-29335-3915	Other Benefits - Non-Instruct	2,822		2,850		28	
12-2250-643000-29335-4610	Non-Instructional Supplies	2,933		2,500		433	
12-2250-643000-29335-4710	Food and Food Service Supplies						
12-2250-643000-29335-5100	Contracted Services						
12-2250-643000-29335-5220	Mileage Expenses						
12-2250-643000-29335-5630	Maint Contract - Office Equip	231		231			
12-2250-643000-29335-5805	Awards & Incentives						
12-2250-643000-29335-5840	Drinking Water Service						
12-2250-643000-29335-5845	Excess/Copies Usage	196		196			
12-2250-643000-29335-5905	Other Student Travel Expenses						

6.1 (23)

President's Approval:

Prepared by: Cherie Ericson

Board Approved: 2/22/10

Accountant: Felix Panganiban

SPECIAL PROJECT DETAILED BUDGET #2250

NAME: EOPS - SCC

FISCAL YEAR: 09/10

CONTRACT PERIOD: 7/01/09 - 6/30/10
 CONTRACT INCOME: \$244,331

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

CFDA #:

DATE: 2/04/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-5925	Postage	52					52
12-2250-643000-29335-5940	Reproduction/Printing Expense						
12-2250-643000-29335-5966	Transportation - Student	403					403
12-2250-643000-29335-6410	Equipment - All Other > \$1,000						
12-2250-643000-29335-6415	Equipment - Technology >\$1,000						
12-2250-643000-29335-6419	Equip/Software - >\$200 <\$1,000						
12-2250-675000-29335-5210	Conference Expenses						
12-2250-675000-29335-5230	District In-Service Activities						
12-2250-732000-29335-7610	Books Paid for Students	37,032		12,566			24,466
12-2250-732000-29335-7620	Fees Paid for Students	4,000		1,770			2,230
12-2250-732000-29335-7630	Supplies Paid for Students	9,000		8,180			820
12-2250-732000-29335-7670	Other Exp Paid for Students	2,000					2,000
74-2250-000000-20000-8622	EOPS - SCC		10,972			10,972	
74-2250-732000-29335-7505	EOPS Grants	10,972					10,972
	Totals	250,728	250,728	244,331	244,331	47,536	47,536

6.1 (24)

President's Approval:
 Prepared by: Cherie Ericson

Board Approved. 2/22/10
 Accountant. Felix Maniban

SPECIAL PROJECT DETAILED BUDGET # 3374
NAME: Faculty Collaborations for Course Transformation (FACCTS) - SAC
FISCAL YEAR: 2009/2010

CONTRACT PERIOD 1/1/09 - 12/31/09
 CONTRACT INCOME \$9,500
 correction (\$4,000)
 actual award **\$5,500**
 correction (\$500)
 actual contract amount **\$5,000**

PROJ ADM Carol Comeau
 PROJ DIR Caren McClure
 Date 8/16/09
 1st Rev 8/24/09
 2nd Rev 1/11/10

Account String	Description	Current		Revised		Budget Changes	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3374-000000-10000-8891	Other Local Rev - Special P		5,500		5,000	500	
12-3374-602000-16201-1280	Contract - Reassigned Time	4,155		0			4,155
12-3374-602000-16201-1483	Beyond Contract Reassigned	0		4,417		4,417	
12-3374-602000-16201-3115	STRS - Non-Instructional	320		364		44	
12-3374-602000-16201-3325	Medicare - Non-Instructiona	60		64		4	
12-3374-602000-16201-3415	H & W - Non-Instructional :	763		0			763
12-3374-602000-16201-3435	H & W - Retiree Fund Non-In	42		44		2	
12-3374-602000-16201-3515	SUI - Non-Instructional : M	13		13		0	
12-3374-602000-16201-3615	WCI - Non-Instructional : M	93		97		4	
12-3374-602000-16201-3915	Other Benefits - Non-Instru	54		0			54
Totals for PROJECT: 3374	FACCTS - SAC	5,500	5,500	5,000	5,000	4,972	4,972

6.1 (25)

President's Approval
 Prepared by S Santoyo

Board Approval Date 2/22/10
 Accountant Catherine Nguyen

SPECIAL PROJECT DETAILED BUDGET #3XXX
Project Name: GEAR UP Planning and Evaluation Grant
Fiscal Year 2009/2010

CONTRACT PERIOD: 9/25/09 - 9/30/10
CONTRACT AMOUNT \$24,000

PROJ ADMIN: Sara Lundquist
PROJ DIR: Lilla Tanakeyowma

Account String	Description	Debit	Credit
			24,000
12-3xxx-619000-19620-4610	Supplies - Non-Instruction	2,000	
12-3xxx-619000-19620-4710	Food and Food Services	2,000	
12-3xxx-619000-19620-5100	Contracted Services	20,000	

President's Approval:
Prepared by: Sarah Santoyo
6.1 (26)

Board Approved: February 22, 2010
Accountant:

**SPECIAL PROJECT DETAIL BUDGET #3540
NAME: MERAGE FOUNDATION
KINDER CONNECT
CARRYOVER
FISCAL YEAR: 09/10**

CONTRACT PERIOD: 12/01/09- 11/30/10
CONTRACT INCOME: \$25,000

PROJ. ADM. E. PEREZ
PROJ DIR D TUCKER

CFDA # N/A

DATE: 1/26/10

Datatel String	Description	Existing Budget		Revised Budget		Difference +/-	
		Debit	Credit	Debit	Credit	Debit	Credit
33-3540-000000-50000-8891	Other Local Revenue - Special Projects				25,000		
33-3540-672000-50000-5865	Indirect - 4%			961			
33-3540-692000-53321-1210	Academic Administrator						
33-3540-692000-53321-3115	STRS - Non-Instructional						
33-3540-692000-53321-3325	Medicare - Non-Instructional						
33-3540-692000-53321-3415	Health and Welfare - Non-Instructional						
33-3540-692000-53321-3435	H & W Retiree - Non-Instructional						
33-3540-692000-53321-3515	SUI - Non-Instructional						
33-3540-692000-53321-3615	WCI - Non-Instructional						
33-3540-692000-53321-3915	Other Benefits - Non-Instructional						
33-3540-692000-53321-4610	Non-Instructional Supplies			4,986			
33-3540-692000-53321-4710	Food and Food Services			3,211			
33-3540-692000-53323-1270	Child Development Teacher - E. Isais 20% 6 months			4,424			
33-3540-692000-53323-3115	STRS - Non-Instructional			382			
33-3540-692000-53323-3325	Medicare - Non-Instructional			67			
33-3540-692000-53323-3415	Health and Welfare - Non-Instructional			1,315			
33-3540-692000-53323-3435	H & W Retiree - Non-Instructional			46			
33-3540-692000-53323-3515	SUI - Non-Instructional			14			
33-3540-692000-53323-3615	WCI - Non-Instructional			102			
33-3540-692000-53323-3915	Other Benefits - Non-Instructional			210			
33-3540-692000-53324-1210	Academic Administrator S Wahi 5% 6 months			3,460			
33-3540-692000-53324-1270	Child Development Teacher - C. Joseph 5% 6 months			1,101			
33-3540-692000-53324-3115	STRS - Non-Instructional			381			
33-3540-692000-53324-3325	Medicare - Non-Instructional			68			
33-3540-692000-53324-3415	Health and Welfare - Non-Instructional			585			
33-3540-692000-53324-3435	H & W Retiree - Non-Instructional			47			
33-3540-692000-53324-3515	SUI - Non-Instructional			15			
33-3540-692000-53324-3615	WCI - Non-Instructional			103			

6.1 (27)

President's Approval.
Prepared by Cherie Ericson

Board Approved: 2/22/10
Accountant: Catherine Nguyen

SPECIAL PROJECT DETAILED BUDGET # 2411
NAME: SCC Credit Matriculation - Admissions
FISCAL YEAR: 2009/2010

CONTRACT PERIOD 7/1/09 to 6/30/10
 CONTRACT INCOME. \$6,486

PROJ. ADM. John Hernandez
 PROJ. DIR. Linda Miskovic

DATE: 1/8/10

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2411-000000-20000-8629	Other Gen Categorical Appor		5,986		6,486		500
12-2411-620000-29100-2310	Classified Employees - Ongoing	-		-		-	
12-2411-620000-29100-2320	Classified Employees - Hour	4,000		4,000		-	
12-2411-620000-29100-3215	PERS - Non-Instructional :	-				-	
12-2411-620000-29100-3315	OASDHI - Non-Instructional	-				-	
12-2411-620000-29100-3325	Medicare - Non-Instructiona	79		58			21
12-2411-620000-29100-3335	PARS - Non-Instructional :	29		52		23	
12-2411-620000-29100-3435	H & W - Retiree Fund Non-In	30		40		10	
12-2411-620000-29100-3515	SUI - Non-Instructional : A	10		12		2	
12-2411-620000-29100-3615	WCI - Non-Instructional : A	225		88			137
12-2411-620000-29700-4610	Non-Instructional Supplies	13		636		623	
12-2411-620000-29700-4710	Food and Food Service Suppl	1,000		1,000		-	
12-2411-620000-29700-5220	Mileage/Parking Expenses :	600		600		-	
12-2411-620000-29700-5940	Reproduction/Printing Expen	-		-		-	
12-2411-620000-29700-5966	Transportation - Student :	-		-		-	
Totals for PROJECT: 2411	Matriculation - Admission	5,986	5,986	6,486	6,486	658	658

6.1 (29)

President's Approval:
 Prepared by: H. Nguyen



Board Approval Date: 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2412
NAME: SCC Credit Matriculation - Advisement
FISCAL YEAR: 2009/2010

CONTRACT PERIOD 7/1/09 to 6/30/10
 CONTRACT INCOME: \$170,607

PROJ. ADM. John Hernandez
 PROJ. DIR Ruth Babeshoff

DATE: 1/27/10

6.1 (30)

Datatal String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-20000-8629	Other Gen Categorical Appor		110,645		170,607		59,962
12-2412-493010-29325-4310	Instructional Supplies : Counseling	-		-			
12-2412-631000-29305-4210	Books, Mags & Ref Mat, Non-	97		75			22
12-2412-631000-29325-1430	Part-Time Counselors : Coun	1,891		38,780		36,889	
12-2412-631000-29325-1433	Beyond Contract - Counselor	-		3,357		3,357	
12-2412-631000-29325-1434	Int/Sum Beyond Contr-Course	22,658		41,763		19,105	
12-2412-631000-29325-1435	Int/Sum - Counselors,Part-Time Counseling	-		970		970	
	Classified Employees : Counseling						
	- Counseling Asst - Diaz, C @ 71% (2,029.89 x 12)						
12-2412-631000-29325-2130	- Counseling Asst - Edwards, Zina (Jul-Nov) (3476 x 5 mos)	50,856		41,739			9,117
12-2412-631000-29325-3115	STRS - Non-Instructional :	7,708		7,002			706
12-2412-631000-29325-3215	PERS - Non-Instructional .	4,707		4,052			655
12-2412-631000-29325-3315	OASDHI - Non-Instructional	4,672		2,609			2,063
12-2412-631000-29325-3325	Medicare - Non-Instructiona	1,504		1,858		354	
12-2412-631000-29325-3335	PARS - Non-Instructional .	65		-			65
12-2412-631000-29325-3415	H & W - Non-Instructional .	7,870		10,223		2,353	
12-2412-631000-29325-3435	H & W - Retiree Fund Non-In	1,830		1,281			549
12-2412-631000-29325-3515	SUI - Non-Instructional : C	71		384		313	
12-2412-631000-29325-3615	WCI - Non-Instructional . C	2,282		2,819		537	
12-2412-631000-29325-3915	Other Benefits - Non-Instru	506		1,521		1,015	
12-2412-631000-29325-4320	Instructional Software : Counseling	-		-			
12-2412-631000-29325-4610	Non-Instructional Supplies : Counseling	534		3,534		3,000	
12-2412-631000-29325-4710	Food and Food Service Supplies : Counseling	-		1,000		1,000	
12-2412-631000-29325-5880	Internet Services : Counseling	1,094		1,094		-	
12-2412-631000-29325-5940	Reproduction/Printing Expenses . Counseling	2,300		6,546		4,246	
Totals for PROJECT: 2412	Matriculation - Advise/Counseling	110,645	110,645	170,607	170,607	73,139	73,139

President's Approval:
 Prepared by: H Nguyen



Board Approval Date: 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2413
NAME: SCC Credit Matriculation - Coordination & Training
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 to 6/30/10
 CONTRACT INCOME: \$20,415

PROJ. ADM. John Hernandez
 PROJ. DIR. John Hernandez

DATE: 1/15/10

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2413-000000-20000-8629	Other Gen Categorical Appor		89,902		20,415	69,487	
OUTREACH							
12-2413-649000-29700-2130	Classified Employees : Outreach - Student Services Specialist (Eduardo Cervantes @ 25%)	63,814		11,046			52,768
12-2413-649000-29700-2340	Student Assistants - Hourly	3,870		-			3,870
12-2413-649000-29700-3215	PERS - Non-Instructional :	4,987		1,073			3,914
12-2413-649000-29700-3315	OASDHI - Non-Instructional	4,307		701			3,606
12-2413-649000-29700-3325	Medicare - Non-Instructiona	1,007		164			843
12-2413-649000-29700-3415	H & W - Non-Instructional .	3,300		1,245			2,055
12-2413-649000-29700-3435	H & W - Retiree Fund Non-In	708		114			594
12-2413-649000-29700-3515	SUI - Non-Instructional : O	25		34		9	
12-2413-649000-29700-3615	WCI - Non-Instructional : O	1,529		250			1,279
12-2413-649000-29700-3915	Other Benefits - Non-Instru	1,109		338			771
12-2413-649000-29700-4610	Non-Instructional Supplies	25		25		-	-
12-2413-649000-29700-4710	Food and Food Service Supplies	-		-		-	-
12-2413-649000-29700-5610	Lease Agreement - Other Lic.	-		-		-	-
12-2413-649000-29700-5612	Lease Agreement - Other Lic.	-		-		-	-
12-2413-649000-29700-5651	Rental - Other (Short-term)	-		-		-	-
12-2413-649000-29700-5895	Other Lic & Fees	-		-		-	-
12-2413-649000-29700-5940	Reproduction/Printing Expenses	-		-		-	-
12-2413-649000-29700-5950	Software License & Fees	-		-		-	-
12-2413-649000-29700-6410	Equipment - All Other > \$1,000	-		-		-	-
12-2413-649000-29700-6419	Equip/Software - > \$200 <\$1,000	-		-		-	-
12-2413-675000-29700-5210	Conference Expenses : Outreach	-		-		-	-

6.1 (31)

President's Approval:
 Prepared by: H Nguyen



Board Approval Date. 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2413
NAME: SCC Credit Matriculation - Coordination & Training
FISCAL YEAR: 2009/2010

CONTRACT PERIOD. 7/1/09 to 6/30/10
 CONTRACT INCOME: \$20,415

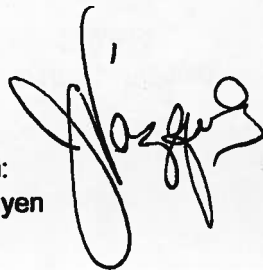
PROJ. ADM. John Hernandez
 PROJ. DIR. John Hernandez

DATE. 1/15/10

Datatal String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
Student Services						-	-
12-2413-649000-29050-4610	Non-Instructional Supplies	-		-		-	-
12-2413-675000-29050-5210	Conference Expenses . Student	-		-		-	-
Administrative Services						-	-
12-2413-679000-27105-2130	Classified Employees Admi Sp. Project Specialist: 3B @ 72% (Lorraine Melendez)	4,465		3,690			775
12-2413-679000-27105-3215	PERS - Non-Instructional :	120		358		238	
12-2413-679000-27105-3315	OASDHI - Non-Instructional	78		231		153	
12-2413-679000-27105-3325	Medicare - Non-Instructiona	18		54		36	
12-2413-679000-27105-3415	H & W - Non-Instructional	292		879		587	
12-2413-679000-27105-3435	H & W - Retiree Fund Non-In	38		38		-	
12-2413-679000-27105-3515	SUI - Non-Instructional : A	2		11		9	
12-2413-679000-27105-3615	WCI - Non-Instructional · A	106		83			23
12-2413-679000-27105-3915	Other Benefits - Non-Instru	102		81			21
Totals for PROJECT: 2413	Matriculation - Coord/Training	89,902	89,902	20,415	20,415	70,519	70,519

6.1 (32)

President's Approval:
 Prepared by: H. Nguyen



Board Approval Date: 2/22/10
 Accountant: J Penning

SPECIAL PROJECT DETAILED BUDGET # 2414
NAME: SAC/SCC Matriculation - Research (DO)
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 to 6/30/10
 CONTRACT INCOME: \$38,134
 SCC Portion (Credit) \$10,084
 SAC Portion (Credit) \$28,050

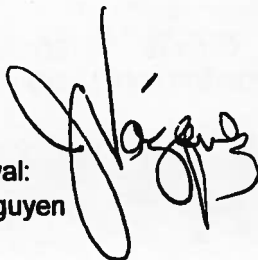
Date: 1/22/10

**For Reference use only*

Datatel String	Description	Distribution between 2 colleges		
		SCC	SAC	TOTAL
12-2414-000000-50000-8629	Other Gen Categorical Appor			
12-2414-679000-53340-2130	Classified Employees . Research - Rudy (\$14,301 70) - Cristina (\$20,204.51)	6,985	16,418	23,403
12-2414-679000-53340-3215	PERS - Non-Instructional :	581	1,992	2,573
12-2414-679000-53340-3315	OASDHI - Non-Instructional	477	1,625	2,102
12-2414-679000-53340-3325	Medicare - Non-Instructiona	111	380	491
12-2414-679000-53340-3415	H & W - Non-Instructional :	1,502	3,449	4,952
12-2414-679000-53340-3435	H & W - Retiree Fund Non-In	78	266	343
12-2414-679000-53340-3515	SUI - Non-Instructional : R	19	63	82
12-2414-679000-53340-3615	WCI - Non-Instructional : R	171	584	756
12-2414-679000-53340-3915	Other Benefits - Non-Instru	160	369	529
12-2414-679000-53340-5660	Software Support Service :	-	1,676	1,676
12-2414-679000-53340-5950	Software License and Fees :	-	1,228	1,228
Totals for PROJECT: 2414	Matriculation - Inst. Research	10,084	28,050	38,135

6.1 (33)

President's Approval:
 Prepared by: H. Nguyen



Board Approval Date 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2415
NAME: SCC Credit Matriculation - Orientation
FISCAL YEAR: 2009/2010

6.1 (34)

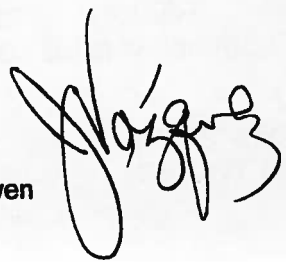
CONTRACT PERIOD. 7/1/09 to 6/30/10
 CONTRACT INCOME: \$14,470

PROJ. ADM. John Hernandez
 PROJ. DIR Ruth Babeshoff

DATE: 1/15/10

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-20000-8629	Other Gen Categorical Appor		1		14,470		14,469
12-2415-649000-29700-2320	Classified Employees - Hour	1		-			1
12-2415-649000-29700-3215	PERS - Non-Instructional	-		-		-	
12-2415-649000-29700-3315	OASDHI - Non-Instructional	-		-		-	
12-2415-649000-29700-3325	Medicare - Non-Instructiona	-		-		-	
12-2415-649000-29700-3335	PARS - Non-Instructional :	-		-		-	
12-2415-649000-29700-3435	H & W - Retiree Fund Non-In	-		-		-	
12-2415-649000-29700-3515	SUI - Non-Instructional : O	-		-		-	
12-2415-649000-29700-3615	WCI - Non-Instructional : O	-		-		-	
12-2415-649000-29700-4610	Non-Instructional Supplies	-		600		600	
12-2415-649000-29700-4710	Food and Food Service Suppl	-		2,000		2,000	
12-2415-649000-29700-5100	Contracted Services	-		-		-	
12-2415-649000-29700-5630	Maint. Contract - Office Equip	-		-		-	
12-2415-649000-29700-5650	Rental - Facility (Short-term)	-		-		-	
12-2415-649000-29700-5940	Reproduction/Printing Expen	-		5,870		5,870	
12-2415-649000-29700-5966	Transportation - Student :	-		-		-	
12-2415-732000-29700-7630	Supplies Paid for Students	-		6,000		6,000	
Totals for PROJECT: 2415	Matriculation - Orientation	1	1	14,470	14,470	14,470	14,470

President's Approval:
 Prepared by: H. Nguyen



Board Approval Date: 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2416
NAME: SCC Credit Matriculation - Assessment
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 to 6/30/10
 CONTRACT INCOME: \$77,526

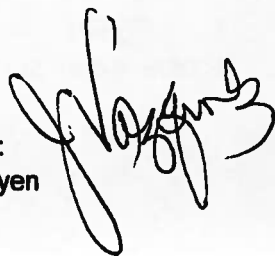
PROJ. ADM. John Hernandez
 PROJ. DIR. Ruth Babeshoff

DATE: 1/14/10

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-20000-8629	Other Gen Categorical Appor		77,111		77,526		415
Student Assessment/Testing Center							
	Classified Employees : Testing						
	- Admin. Clerk - Terry flores (100%)						
12-2416-632000-29350-2130	- Assessment Asst. - Victor Gonzales (5% 2m)	51,040		51,153		113	
12-2416-632000-29350-3215	PERS - Non-Instructional :	4,750		4,959		209	
12-2416-632000-29350-3315	OASDHI - Non-Instructional	3,164		3,234		70	
12-2416-632000-29350-3325	Medicare - Non-Instructiona	740		756		16	
12-2416-632000-29350-3415	H & W - Non-Instructional :	10,606		10,481			125
12-2416-632000-29350-3435	H & W - Retiree Fund Non-In	510		525		15	
12-2416-632000-29350-3515	SUI - Non-Instructional . T	15		157		142	
12-2416-632000-29350-3615	WCI - Non-Instructional . T	1,123		1,155		32	
12-2416-632000-29350-3915	Other Benefits - Non-Instru	1,418		1,361			57
						-	-
Counseling Student Assessment							
12-2416-632000-29325-4610	Non-Instructional Supplies	520		520		-	-
12-2416-632000-29325-5630	Maint Contract - Office Equ	719		719		-	-
12-2416-632000-29325-5950	Software License and Fees :	2,506		2,506		-	-
12-2416-632000-29325-6410	Equipment - All Other > \$1,	-		-		-	-
						-	-
Totals for PROJECT: 2416	Matriculation - Skills Assessment	77,111	77,111	77,526	77,526	597	597

6.1 (35)

President's Approval:
 Prepared by: H. Nguyen



SPECIAL PROJECT DETAILED BUDGET # 2417
NAME: SCC Credit Matriculation - Follow Up
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 to 6/30/10
 CONTRACT INCOME: \$94,090

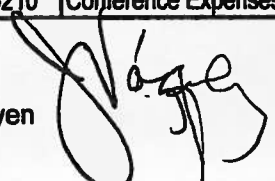
PROJ. ADM. John Hernandez
 PROJ. DIR. Ruth Babeshoff

DATE: 1/15/10

6.1 (36)

Datatal String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-20000-8629	Other Gen Categorical Apport : SCC		96,261		94,090	2,171	
STUDENT FOLLOW UP - Transfer Center							
12-2417-633000-29355-2130	Classified Employees : Transfer Center - Transfer Center Specialist - Song Le @ 63% (12 mos) - Stud. Services Coordinator - Rob Olmos (4 mos)	55,105		50,822			4,283
12-2417-633000-29355-2320	Classified Employees - Hourly : Transfer Center	-		-		-	-
12-2417-633000-29355-2340	Student Assistants - Hourly : Transfer Center	-		-		-	-
12-2417-633000-29355-3215	PERS - Non-Instructional : Transfer Center	4,535		4,934		399	
12-2417-633000-29355-3315	OASDHI - Non-Instructional : Transfer Center	2,972		3,222		250	
12-2417-633000-29355-3325	Medicare - Non-Instructional : Transfer Center	694		754		60	
12-2417-633000-29355-3415	H & W - Non-Instructional : Transfer Center	7,184		12,973		5,789	
12-2417-633000-29355-3435	H & W - Retiree Fund Non-Inst : Transfer Center	473		530		57	
12-2417-633000-29355-3515	SUI - Non-Instructional : Transfer Center	18		159		141	
12-2417-633000-29355-3615	WCI - Non-Instructional : Transfer Center	1,088		1,167		79	
12-2417-633000-29355-3915	Other Benefits - Non-Instruct : Transfer Center	1,188		1,300		112	
Student Follow Up - Counseling & Student Support Services							
12-2417-649000-29305-4610	Non-Instructional Supplies : Counseling & Student S	1,400		1,681		281	
12-2417-649000-29305-4710	Food and Food Service Supplies . Counseling & Stude	-		2,000		2,000	
12-2417-649000-29305-5100	Contracted Services : Counseling & Student Sup Ofc	-		500		500	
12-2417-649000-29305-5220	Mileage/Parking Expenses : Counseling & Student Sup	1,000		1,000		-	-
12-2417-649000-29305-5805	Awards & Incentives : Counseling & Student Sup Ofc	-		-		-	-
12-2417-649000-29305-5905	Other Participant Travel Exp : Counseling & Student	-		-		-	-
12-2417-649000-29305-5966	Transportation - Student . Counseling & Student Sup	-		300		300	
12-2417-649000-29305-6410	Equipment - All Other > \$1,000 : Counseling & Stude	-		-		-	-
12-2417-649000-29305-6412	Equipment - Modular Furniture : Counseling & Studen	-		-		-	-
12-2417-649000-29305-6419	Equip/Software - >\$200 <\$1,000 : Counseling & Stude	-		-		-	-
12-2417-675000-29305-5210	Conference Expenses : Counseling & Student Sup Ofc	-		4,000		4,000	

President's Approval.
 Prepared by: H. Nguyen



Board Approval Date: 2/22/10
 Accountant: J. Penning

SPECIAL PROJECT DETAILED BUDGET # 2417
NAME: SCC Credit Matriculation - Follow Up
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 to 6/30/10
 CONTRACT INCOME: \$94,090

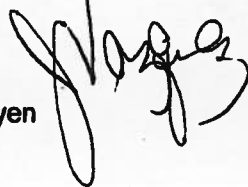
PROJ. ADM. John Hernandez
 PROJ. DIR Ruth Babeshoff

DATE: 1/15/10

Datatel String	Description	Existing Budget		Revised Budget		Changes ±	
		Debit	Credit	Debit	Credit	Debit	Credit
Student Follow Up - Career Center							
12-2417-631000-29320-2310	Classified Employees - Ongoing : Career Center	12,786		-			12,786
12-2417-631000-29320-3315	OASDHI - Non-Instructional . Career Center	1,227		-			1,227
12-2417-631000-29320-3325	Medicare - Non-Instructional : Career Center	287		-			287
12-2417-631000-29320-3335	PARS - Non-Instructional : Career Center	1,065		-			1,065
12-2417-631000-29320-3435	H & W - Retiree Fund Non-Inst : Career Center	198		-			198
12-2417-631000-29320-3515	SUI - Non-Instructional . Career Center	6		-			6
12-2417-631000-29320-3615	WCI - Non-Instructional : Career Center	435		-			435
12-2417-631000-29320-5100	Contracted Services : Career Center	-		-			-
12-2417-631000-29320-5950	Software License and Fees : Career Center	4,600		4,600			-
12-2417-631000-29325-2310	Classified Employees - Ongoing : Counseling - Mary Chaidez charged in this account to 11/16/09	-		3,505			3,505
12-2417-631000-29325-2320	Classified Employees - Hourly : Counseling	-		-			-
12-2417-631000-29325-3215	PERS - Non-Instructional : Counseling	-		255			255
12-2417-631000-29325-3315	OASDHI - Non-Instructional : Counseling	-		217			217
12-2417-631000-29325-3325	Medicare - Non-Instructional : Counseling	-		51			51
12-2417-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	-		35			35
12-2417-631000-29325-3515	SUI - Non-Instructional : Counseling	-		8			8
12-2417-631000-29325-3615	WCI - Non-Instructional : Counseling	-		77			77
12-2417-631000-29325-5100	Contracted Services : Counseling	-		-			-
12-2417-631000-29325-5950	Software License and Fees : Counseling	-		-			-
12-2417-631000-29325-5960	Teleconference : Counseling	-		-			-
12-2417-631000-29325-6410	Equipment - All Other > \$1,000 : Counseling	-		-			-
Totals for PROJECT: 2417	Matriculation - Stud Follow Up	96,261	96,261	94,090	94,090	20,287	20,287

6.1 (37)

President's Approval:
 Prepared by: H. Nguyen



SPECIAL PROJECT DETAILED BUDGET # 1314

NAME: SBA/CSUF - 2010

FISCAL YEAR: 09/10

CONTRACT PERIOD: 1/01/10 - 12/31/10

CONTRACT INCOME: \$604,706

CFDA #: 59.037

PROJ. ADM. E PEREZ

PROJ. DIR. L. MOZAFFARI

DATE: 1/08/10

6.1 (38)

Datatel String	Description	Debit	Credit
12-1314-000000-50000-8199	Other Federal Revenues - District Operations		604,706
12-1314-672000-50000-5865	Indirect Costs - District Operations	23,258	
12-1314-675000-53410-5210	Conference Expense	25,000	
12-1314-684000-53410-2110	Classified Management - E. Arteaga 32.5%	20,931	
12-1314-684000-53410-2130	Classified Employees - Full Time L. Kings 100% C. Figueroa 100%	95,976	
12-1314-684000-53410-2320	Classified Employees - Hourly	304,805	
12-1314-684000-53410-2350	Overtime - Classified Employees		
12-1314-684000-53410-3215	PERS - Non-instructional	37,528	
12-1314-684000-53410-3315	OASDI - Non-instructional	14,396	
12-1314-684000-53410-3325	Medicare - Non-instructional	6,136	
12-1314-684000-53410-3335	PARS - Non-instructional	486	
12-1314-684000-53410-3415	Health and Welfare - Non-instructional	35,970	
12-1314-684000-53410-3435	H & W Retiree - Non-instructional	4,232	
12-1314-684000-53410-3515	SUI - Non-instructional	1,270	
12-1314-684000-53410-3615	WCI - Non-instructional	9,314	
12-1314-684000-53410-3915	Other Benefits - Non-instructional	3,504	
12-1314-684000-53410-4210	Books, Magazines and Reference Materials	1,000	
12-1314-684000-53410-4610	Non-instructional Supplies	5,000	
12-1314-684000-53410-5220	Mileage	3,000	
12-1314-684000-53410-5230	District In-Service Activities	2,400	
12-1314-684000-53410-5605	Contracted Repair Services	3,000	
12-1314-684000-53410-5610	Lease Agreement - Equipment		
12-1314-684000-53410-5630	Maintenance Contract - Office Equipment	500	
12-1314-684000-53410-5660	Software Support Service	3,000	
12-1314-684000-53410-5800	Advertising	1,000	
12-1314-684000-53410-5940	Reproduction/Printing Expense		
12-1314-684000-53410-6411	Equipment - Federal Programs	3,000	
	Totals	604,706	604,706

President's Approval:
Prepared by: Cherie Ericson

Board Approval: 2/22/10
Accountant: Owen Ross

SPECIAL PROJECT DETAILED BUDGET # 1901
NAME: WIA Center for Nursing Grant - Year 1 of 5
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 1/1/10 - 12/31/10
 CONTRACT INCOME: \$385,862
 CFDA #: 17.258

PROJ ADMIN: Rebecca Miller
 PROJ DIR: Gina Giroux
 DATE: 1/15/10

Account Number	Description	Debit	Credit
12-1901-000000-10000-8130	Workforce Investment Act(JT)		350,872
12-1901-000000-50000-8130	Workforce Investment Act(JT)		34,990
12-1901-123010-16640-1110	Contract - Instructors (spring and fall 2010)	96,624	
12-1901-123010-16640-1280	Contract - Reassigned Time (Proj. Dir. - Gina Giroux 25%)	13,301	
12-1901-123010-16640-1310	PT Instructors (Skills Lab, spring and fall 2010) (Instruction, fall 2010)	71,922	
12-1901-123010-16640-1313	Beyond Contract - Instructors (Skills Lab)		
12-1901-123010-16640-1314	Int/Sum - Beyond Contract Instructors (NCLEX)	3,595	
12-1901-123010-16640-1315	Int/Sum - PT Instructors (NCLEX)	0	
12-1901-123010-16640-1480	PT - Reassigned Time	0	
12-1901-123010-16640-1483	Beyond Contract - Reassign	0	
12-1901-123010-16640-1484	Int/Sum-Beyond Contract- Reassign	0	
12-1901-123010-16640-1485	Int/Sum PT - Reassigned Time	0	
12-1901-123010-16640-2130	Classified - Contract (Student Services Coordinator, Eiva Negrete, 100%)	34,778	
12-1901-123010-16640-2310	Classified - Ongoing (Angela Del Rio 19 hrs/wk)	19,660	
12-1901-123010-16640-2420	Inst Assistant - Hourly (Tutors)	10,097	
12-1901-123010-16640-2440	Instructional Associates (CTAs)	17,920	
12-1901-123010-16640-3111	STRS - Instructional : Nurs	14,200	
12-1901-123010-16640-3115	STRS - Non-Instructional :	1,099	
12-1901-123010-16640-3215	PERS - Non-Instructional :	5,285	
12-1901-123010-16640-3315	OASDHI - Non-Instructional	3,459	
12-1901-123010-16640-3321	Medicare - Instructional :	2,919	
12-1901-123010-16640-3325	Medicare - Non-Instructiona	1,005	
12-1901-123010-16640-3331	PARS - Instructional : Nurs	364	
12-1901-123010-16640-3411	H & W - Instructional : Nur	13,163	
12-1901-123010-16640-3415	H & W - Non-Instructional :	13,894	
12-1901-123010-16640-3431	H & W - Retiree Fund Inst :	2,015	
12-1901-123010-16640-3435	H & W - Retiree Fund Non-In	693	
12-1901-123010-16640-3511	SUI - Instructional : Nursi	604	
12-1901-123010-16640-3515	SUI - Non-Instructional : N	208	
12-1901-123010-16640-3611	WCI - Instructional : Nursi	4,430	
12-1901-123010-16640-3615	WCI - Non-Instructional : N	1,523	
12-1901-123010-16640-3911	Other Benefits - Instructio	1,250	
12-1901-123010-16640-3915	Other Benefits - Non-Instru	1,506	
12-1901-123010-16640-4210	Books, Mags & Ref Mat, Non-	0	
12-1901-123010-16640-4310	Instructional Supplies : Nu	0	
12-1901-123010-16640-4320	Instructional Software	2,400	
12-1901-123010-16640-4610	Non-Instructional Supplies	2,574	
12-1901-123010-16640-5100	Contracted Services : Nursi	0	
12-1901-123010-16640-5611	Lease Agreement - Facility	0	
12-1901-123010-16640-5950	Software License and Fees (MEDS Publishing)	4,500	

President's Approval: 
 Prepared by: Sarah Santoyo

Board Approved: February 22, 2010
 Accountant: Josefina Penning
 6.1 (39)

SPECIAL PROJECT DETAILED BUDGET # 1901
NAME: WIA Center for Nursing Grant - Year 1 of 5
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 1/1/10 - 12/31/10
 CONTRACT INCOME: \$385,862
 CFDA #: 17.258

PROJ ADMIN: Rebecca Miller
 PROJ DIR: Gina Giroux
 DATE: 1/15/10

12-1901-675000-16640-5210	Conference Expenses - Nursi	5,000	
12-1901-732000-16640-7620	Fees Paid for Students : N	884	
12-1901-672000-50000-5865	Indirect Costs : District O	34,990	
		385,862	385,862

Detail Account Number	Description	Debit	Credit
11-0000-679000-10000-5999	Match "Income" Account		90,505
11-0000-679000-50000-5865	Match Indirect Account		62,982
11-1901-123010-16640-1280	Contract - Reassigned Time (Proj. Dir. - Gina Giroux 25% fall 2010) NCLEX Coord. - Teresa Simbro 100% fall 2010)	62,113	
11-1901-123010-16640-3115	STRS - Non-Instructional :	5,124	
11-1901-123010-16640-3325	Medicare - Non-Instructiona	912	
11-1901-123010-16640-3415	H & W - Non-Instructional :	7,478	
11-1901-123010-16640-3435	H & W - Retiree Fund Non-In	629	
11-1901-123010-16640-3515	SUI - Non-Instructional : N	188	
11-1901-123010-16640-3615	WCI - Non-Instructional : N	1,384	
11-1901-123010-16640-3915	Other Benefits - Non-Instru	781	
11-1901-601000-16100-1210	Academic Management (Becky Miller	9,304	
11-1901-601000-16100-3115	STRS - Non-Instructional :	768	
11-1901-601000-16100-3325	Medicare - Non-Instructiona	138	
11-1901-601000-16100-3415	H & W - Non-Instructional :	1,276	
11-1901-601000-16100-3435	H & W - Retiree Fund Non-In	94	
11-1901-601000-16100-3515	SUI - Non-Instructional : S	28	
11-1901-601000-16100-3615	WCI - Non-Instructional : S	206	
11-1901-601000-16100-3915	Other Benefits - Non-Instru	82	
11-1901-672000-50000-5865	Indirect Costs : District O (18% - federally approved indirect rate of 28% - 10% indirect allowed on funded, less NCLEX fees)	62,982	
Total		385,935	

385,935

President's Approval: 
 Prepared by: Sarah Santoyo

6.1 (40)

Board Approved: February 22, 2010
 Accountant: Josefina Penning

**SPECIAL PROJECT DETAILED BUDGET # 2281
NAME: YEP - YOUTH ENTREPRENEUR PROGRAM - CITD
YEAR THREE**

FISCAL YEAR: 09/10

CONTRACT PERIOD 12/01/09 - 6/30/10
CONTRACT INCOME: \$35,000
CFDA #. N/A

PROJ ADM. E PEREZ
PROJ DIR.

DATE: 2/08/10

Datatel String	Description	Debit	Credit
12-2281-000000-50000-8659	Other Reim Categorical Allow		35,000
12-2281-672000-50000-5865	Indirect Costs	1,347	
12-2281-675000-53410-5210	Conference Expense	338	
	Classified Employees - Full Time		
12-2281-684000-53410-2130	M. Sandoval 50% 8 months	17,189	
12-2281-684000-53410-3215	PERS - Non-Instructional	1,669	
12-2281-684000-53410-3315	OASDI - Non-Instructional	1,090	
12-2281-684000-53410-3325	Medicare - Non-Instructional	255	
12-2281-684000-53410-3335	PARS - Non-Instructional		
12-2281-684000-53410-3415	Health & Welfare - Non-Instructional	1,502	
12-2281-684000-53410-3435	H&W - Retiree - Non-Instructional	176	
12-2281-684000-53410-3515	SUI - Non-Instructional	53	
12-2281-684000-53410-3615	WCI - Non-Instructional	387	
12-2281-684000-53410-3915	Other Benefits - Non-Instructional	394	
12-2281-684000-53410-4210	Books, Magazines, Reference Materials	1,500	
12-2281-684000-53410-4610	Non-Instructional Supplies	500	
12-2281-684000-53410-4710	Food and Food Services	700	
12-2281-684000-53410-5100	Contracted Services	4,000	
12-2281-684000-53410-5220	Mileage/Parking Expense	400	
12-2281-684000-53410-5300	Institutional Dues and Memberships	600	
12-2281-684000-53410-5800	Advertising	1,000	
12-2281-684000-53410-5940	Reproduction/Printing Expense	1,000	
12-2281-684000-53410-6419	Equipment >\$200 <\$1,000	900	
	Totals	35,000	35,000

6.1 (41)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: February 22, 2010
Re: Adoption of Resolution No. 10-02 – California Dept of Education (CIMS-9398)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District has received one time funding from the California Department of Education for the purpose of purchasing instructional materials and supplies for the Child Care and Development Programs in accordance with the 2009-2010 Funding Terms and Conditions.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees approve an authorized representative of the district to sign the grant contract and amendments.

RECOMMENDATION

It is recommended that the board adopt the resolution agreement with the California Department of Education that authorizes the chancellor or his designees to sign the contract documents for the 2009/2010 fiscal year.

Fiscal Impact: none	Board Date: February 22, 2010
Prepared by: Cherie Ericson	
Submitted by: Enrique Perez Vice Chancellor of Educational Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

**RESOLUTION
10-02**

This resolution must be adopted in order to certify the approval of the Board of Trustees to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2009/10.

RESOLUTION

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into local agreement number/s CIMS-9398 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Edward Hernandez, Jr., Ed.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 22nd day of February 2010, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Phillip Yarbrough, Clerk of the Board of Trustees of Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

February 22, 2010
(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Educational Services**

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Subcontracts with HABLA, CHOC/Help Me Grow; UCI/Help Me Grow, MOMS Orange County	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago CCD has been awarded first year funding from the U.S. Department of Health and Human Services, Administration for Children and Families. This Early Head Start (EHS) grant serves not only children birth through 36 months and their families, but also pregnant mothers by providing comprehensive center- and home-based care.

ANALYSIS

Rancho Santiago CCD Child Development Services has created a collaborative effort to meet the needs of 140 children and their families. The following are the partners involved in this new undertaking:

HABLA:	\$263,203
CHOC/Help Me Grow	\$105,754
UCI/Help Me Grow	\$ 18,367
MOMS Orange County	\$ 95,616

EHS Project Director is Debbie McBee.
Project Administrator is Dee Tucker.

RECOMMENDATION

It is recommended that these subcontracts be approved and the Vice Chancellor, Business Operation/Fiscal Services be authorized to enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$482,940	Board Date: February 22, 2010
Item Prepared by: Cherie Ericson	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

**YEAR ONE
AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
HABLA/PHFE**

Early Head Start (Grant No.09SA9091/01)

This Agreement is entered into on the first day of December, 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and HABLA (hereinafter "SUBRECIPIENT").

WHEREAS, RSCCD has received the first year of funding of a grant entitled Early Head Start ARRA Expansion (Grant No. 09SA9091/01; CFDA No. 93.709), from the U.S. Department of Health and Human Services ACF Administration for Children and Families (ACF), for the purpose of providing services to children and their families, and

WHEREAS, SUBRECIPIENT has 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 the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning December 1, 2009 and ending September 30, 2010 in the amount of \$263,203 (\$25,051 for Start-Up Budget and \$238,152 Operating Budget for first year) and subject to the provisions of this Agreement

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

3. In its performance under this Agreement, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this Agreement:
 - a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 1301-1310; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost

Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;

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

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

STATEMENT OF WORK

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

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

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

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

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

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

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

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

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

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for Year One activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to October 1, 2010.

SUBMISSION OF INVOICES

14. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:
- a. **Payments.** Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$263,203. Invoices should show itemized expenditures in accordance with the invoice template provided with the Year One Agreement, see Exhibit D.

- b. **Progress Reports.** Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT. Progress Reports are due to the Project Director by the following dates:
 - i. First semi-annual report – March 1, 2010
 - ii. Second semi-annual report – July 1, 2010
 - iii. Final Program Report – October 10, 2010
 - iv. Other reports as required upon request
- c. **Invoices.** One original signed invoice (separate for Start-Up and Operating budgets) should be sent to the Project Director, as follows:

Dee Tucker, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 N Broadway
Suite 319
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

- 15. a. **Financial Management System.** SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:
 - 1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. Source documentation to support accounting records; and
 - 4. Proper charging of costs and cost allocation.
- b. **SUBRECIPIENT'S Records.** SUBRECIPIENT'S records shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 - 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. **Costs Charged.** Costs shall be charged to this contract only in accordance with the following:
 - 1. Budget provided by Virginia Mann, Director, HABLA project administrator. (Exhibit B)

PROGRAM INCOME

- 16. SUBRECIPIENT must comply with Exhibit F, Use of Program Income for all program income generated.

ANNUAL AUDIT

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

ACCESS AND RECORDS

18. a. Access. RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

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

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital status, age (over 40), sex, denial of family care leave, or political affiliation or belief.

- SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
 - c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
 2. "Equipment": For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the Grants Officer.
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INDEMNIFICATION

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

INSURANCE

24. SUBRECIPIENT shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with

coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

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

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25. SUBRECIPIENT agrees to grant RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the U.S. Department of Health and Human Services ACF."

STANDARDS OF CONDUCT

26. a. **General Assurance.** In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. **Conducting Business Involving Relatives.** No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. **Conducting Business Involving Close Personal Friends and Associates.** Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. **Avoidance of Economic Interest.** No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. AS required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

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

BREACH – SANCTIONS

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

DISPUTES

34. 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.

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the U.S. Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the U.S. Department of Health and Human Services ACF, 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 RSCCD, and/or the State of California, and/or the U.S. Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

35. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon

termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

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

TOTAL AGREEMENT

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

AMENDMENTS

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

NOTICES

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

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

SUBRECIPIENT: Virginia A. Mann, HABLA Director
 3151 Social Science Plaza
 University of California, Irvine
 Irvine CA 92697

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

Rancho Santiago Community College District PFE

By: _____

Name: Peter J. Hardash

Title: Vice-Chancellor, Business/Fiscal Services

Date: _____

By: _____

Name: Mark J. Bertler

Title: Chief Executive Officer

Date: _____

HABLA

By: _____

Name: Dr. Virginia Mann

Title: Director

Date: _____

Board approval: February 22, 2010

LIST OF EXHIBITS

- EXHIBIT A EARLY HEAD START APPLICATION
- EXHIBIT B BUDGET PROVIDED BY HABLA PROJECT ADMINISTRATOR
- EXHIBIT C SCOPE OF WORK PROVIDED BY HABLA PROJECT ADMINISTRATOR
- EXHIBIT D INVOICE TEMPLATE
- EXHIBIT E REPORT TEMPLATE
- EXHIBIT F USE OF PROGRAM INCOME

**YEAR ONE
AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHOC CHILDREN'S**

Early Head Start (Grant No.09SA9091/01)

This Agreement is entered into on the first day of December, 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and CHOC CHILDREN'S on behalf of HELP ME GROW OC (hereinafter "SUBRECIPIENT").

WHEREAS, RSCCD has received the first year of funding of a grant entitled Early Head Start ARRA Expansion (Grant No. 09SA9091/01; CFDA No. 93.709), from the U.S. 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 has 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 the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning December 1, 2009 and ending September 30, 2010 in the amount of \$105,754 (\$1,992 for Start-Up Budget and \$103,762 Operating Budget for first year) and subject to the provisions of this Agreement

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

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

- a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 1301-1310; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost

Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;

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

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

STATEMENT OF WORK

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

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

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

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

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

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

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

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

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

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for Year One activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to October 1, 2010.

SUBMISSION OF INVOICES

14. Upon the effective date of this Agreement, RSCCD shall make payments to SUBRECIPIENT in accordance with the following payment schedule:
- a. **Payments.** Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$XXX. Invoices should show itemized expenditures in accordance with the invoice template provided with the Year One Agreement, see Exhibit D.

- b. **Progress Reports.** Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT. Progress Reports are due to the Project Director by the following dates:
 - i. First semi-annual report – March 1, 2010
 - ii. Second semi-annual report – July 1, 2010
 - iii. Final Program Report – October 10, 2010
 - iv. Other reports as required upon request
- c. **Invoices.** One original signed invoice (separate for Start-Up and Operating budgets) should be sent to the Project Director, as follows:

Dee Tucker, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 N Broadway
Suite 319
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

- 15. a. **Financial Management System.** SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:
 - 1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. Source documentation to support accounting records; and
 - 4. Proper charging of costs and cost allocation.
- b. **SUBRECIPIENT'S Records.** SUBRECIPIENT'S records shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 - 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. **Costs Charged.** Costs shall be charged to this contract only in accordance with the following:
 - 1. Budget provided by Rebecca Hernandez, Director, HELP ME GROW. (Exhibit B)

PROGRAM INCOME

- 16. SUBRECIPIENT must comply with Exhibit F Use of Program Income for all program income generated.

ANNUAL AUDIT

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

ACCESS AND RECORDS

18. a. **Access.** RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. **Records Retention.** All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

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

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital

- status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
 - c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

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21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

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

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24. SUBRECIPIENT 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

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27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. AS required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

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

BREACH – SANCTIONS

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

DISPUTES

34. 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.

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the U.S. Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the U.S. Department of Health and Human Services ACF, 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 RSCCD, and/or the State of California, and/or the U.S. Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

35. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon

termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

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

TOTAL AGREEMENT

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

AMENDMENTS

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

NOTICES

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

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

SUBRECIPIENT: Rebecca Hernandez, Help Me Grow OC Manager
1915 West Oranewood Avenue, Suite 303
Orange CA 92868

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

Rancho Santiago Community College District

CHOC CHILDREN'S

By: _____

By: _____

Name: Peter J. Hardash

Name: Debra Mathis

Title: Vice-Chancellor, Business/Fiscal Services

Title: Chief Operating Officer

Date: _____

Date: _____

HELP ME GROW OC

By: _____

Name: Rebecca Hernandez, MSEd

Title: Manager

Date: _____

Board approval: February 22, 2010

LIST OF EXHIBITS

- EXHIBIT A EARLY HEAD START APPLICATION
- EXHIBIT B BUDGET PROVIDED BY HELP ME GROW PROJECT DIRECTOR
- EXHIBIT C SCOPE OF WORK PROVIDED BY HELP ME GROW PROJECT DIRECTOR
- EXHIBIT D INVOICE TEMPLATE
- EXHIBIT E REPORT TEMPLATE
- EXHIBIT F USE OF PROGRAM INCOME

**YEAR ONE
AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
REGENTS OF THE UNIVERSITY OF CALIFORNIA,
UNIVERSITY OF CALIFORNIA, IRVINE**

Early Head Start (Grant No.09SA9091/01)

This Agreement is entered into on the first day of December, 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and REGENTS OF UNIVERSITY OF CALIFORNIA, UNIVERISTY OF CALIFORNIA, IRVINE, on behalf of HELP ME GROW OC (hereinafter "SUBRECIPIENT").

WHEREAS, RSCCD has received the first year of funding of a grant entitled Early Head Start ARRA Expansion (Grant No. 09SA9091/01; CFDA No. 93.709), from the U.S. 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 has 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 the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning December 1, 2009 and ending September 30, 2010 in the amount of \$18,367 (\$11,617 for Start-Up Budget and \$6,750 Operating Budget for first year) and subject to the provisions of this Agreement

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

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

a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 1301-1310; OMB Circular A-110 Uniform

Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;

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

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

STATEMENT OF WORK

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

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

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

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

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

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

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

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

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

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for Year One activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to October 1, 2010.

SUBMISSION OF INVOICES

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

- a. **Payments.** Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$XXX. Invoices should show itemized expenditures in accordance with the invoice template provided with the Year One Agreement, see Exhibit D.

- b. Progress Reports. Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT. Progress Reports are due to the Project Director by the following dates:
 - i. First semi-annual report – March 1, 2010
 - ii. Second semi-annual report – July 1, 2010
 - iii. Final Program Report – October 10, 2010
 - iv. Other reports as required upon request
- c. Invoices. One original signed invoice (separate for Start-Up and Operating budgets) should be sent to the Project Director, as follows:

Dee Tucker, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 N Broadway
Suite 319
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

- 15. a. Financial Management System. SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:
 - 1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. Source documentation to support accounting records; and
 - 4. Proper charging of costs and cost allocation.
- b. SUBRECIPIENT'S Records. SUBRECIPIENT'S records shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 - 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. Costs Charged. Costs shall be charged to this contract only in accordance with the following:
 - 1. Budget provided by Rebecca Hernandez, Director, HELP ME GROW. (Exhibit B)

PROGRAM INCOME

- 16. SUBRECIPIENT must comply with Exhibit F Use of Program Income for all program income generated.

ANNUAL AUDIT

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

ACCESS AND RECORDS

18. a. **Access.** RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. **Records Retention.** All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

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

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital

status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

- 1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
- 2. "Equipment": For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the Grants Officer.

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

INDEMNIFICATION

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

INSURANCE

24. SUBRECIPIENT shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million

dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

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

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

25. SUBRECIPIENT agrees to grant RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the U.S. Department of Health and Human Services ACF."

STANDARDS OF CONDUCT

26. a. **General Assurance.** In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. **Conducting Business Involving Relatives.** No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. **Conducting Business Involving Close Personal Friends and Associates.** Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. **Avoidance of Economic Interest.** No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. AS required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

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

BREACH - SANCTIONS

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

DISPUTES

34. 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.

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the U.S. Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the U.S. Department of Health and Human Services ACF, 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 RSCCD, and/or the State of California, and/or the U.S. Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

35. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon

termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

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

TOTAL AGREEMENT

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

AMENDMENTS

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

NOTICES

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

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

SUBRECIPIENT: Rebecca Hernandez, Help Me Grow OC Manager
 1915 West Orangewood Avenue, Suite 303
 Orange CA 92868

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

Rancho Santiago Community College District

By: _____

Name: Peter J. Hardash

Title: Vice-Chancellor, Business/Fiscal Services

Date: _____

**Regents of University of California,
University of California, Irvine**

By: _____

Name: Joseph H Donnelly, MD

Title: Director, CHOC/UCI Neurodevelopmental Programs

Date: _____

**Regents of University of California,
University of California, Irvine**

By: _____

Name: Feizal Waffarn

Title: Chairman, Dept of Pediatrics

Date: _____

**Regents of University of California,
University of California, Irvine**

By: _____

Name: Harry Gunther

Title: Director, Material and Risk Management

Date: _____

**Regents of University of California,
University of California, Irvine**

By: _____

Name: _____

Title: Associate Dean, School of Medicine

Date: _____

HELP ME GROW OC

By: _____

Name: Rebecca Hernandez, MEd

Title: Manager

Date: _____

Board approval: February 22, 2010

LIST OF EXHIBITS

EXHIBIT A	EARLY HEAD START APPLICATION
EXHIBIT B	BUDGET PROVIDED BY HELP ME GROW PROJECT DIRECTOR
EXHIBIT C	SCOPE OF WORK PROVIDED BY HELP ME GROW PROJECT DIRECTOR
EXHIBIT D	INVOICE TEMPLATE
EXHIBIT E	REPORT TEMPLATE
EXHIBIT F	USE OF PROGRAM INCOME

**YEAR ONE
AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MOMS Orange County**

Early Head Start (Grant No. 09SA9091/01)

This Agreement is entered into on the first day of December 2009 between Rancho Santiago Community College District (hereinafter "RSCCD") and MOMS Orange County (hereinafter "SUBRECIPIENT").

WHEREAS, RSCCD has received the first year of funding of a grant entitled Early Head Start ARRA Expansion (Grant No. 09SA9091/01; CFDA No. 93.709), from the U.S. 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 has 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 the DISTRICT and SUBRECIPIENT do covenant and agree as follows:

TERM

1. The effective term of this Agreement shall be from the period beginning December 1, 2009 and ending September 30, 2010 in the amount of \$95,616 ((\$8,182 for Start-Up Budget and \$87,434 Operating Budget for first year) and subject to the provisions of this Agreement

PURPOSE

2. The purpose of the program funded by this Agreement is to support Early Head Start services and is designed to improve the quality and long-term effectiveness of children and families by developing comprehensive services to the whole family which will lead to self sufficiency. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.

COMPLIANCE WITH LAW

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

- a. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to 45 CFR 74; 45 CFR 1301-1310; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 Cost

Principles for Educational Institutions; and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement;

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

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

STATEMENT OF WORK

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

MODIFICATION OF PROGRAM COMPONENTS AND SERVICE LEVELS

5. The parties hereto agree that those program components and service levels detailed in the aforementioned Application for Federal Assistance may be modified so long as the total payments under this Agreement are not increased and the project scope, objectives, and key personnel (in accordance with 45 CFR 74.25 (c)(2)) are not altered. However, any such modification shall not be made without the prior written notification of RSCCD. Any requests for changes in scope, objectives or key personnel require written approval and should be coordinated through RSCCD for submission to the U.S. Department of Health and Human Services ACF.

PLANS AND PROCEDURES

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

REPORTS

7. SUBRECIPIENT shall submit such reports, data and information at such times as RSCCD may require, and in the form RSCCD may require, regarding the performance of SUBRECIPIENT'S services, or SUBRECIPIENT'S activities, costs or other data.

NO SUPPLANTATION

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

INDEPENDENT CONTRACTOR

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

SUBCONTRACT ASSIGNMENT

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

BUDGET SCHEDULE

11. SUBRECIPIENT agrees that the expenditures of any and all funds under this Agreement will be in accordance with the approved budget, a copy of which is attached as **Exhibit B**, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

MODIFICATION OF BUDGET SCHEDULE

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

TIME EXTENSIONS

13. RSCCD will not be requesting a time extension for Year One activities from the U.S. Department of Health and Human Services ACF. As a result, SUBRECIPIENT will not be granted an extension. Therefore, SUBRECIPIENT must spend all of the funds allocated through this agreement within the timeframe of the agreement. Under this agreement, SUBRECIPIENT will only be reimbursed for expenses that are incurred prior to October 1, 2010.

SUBMISSION OF INVOICES

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

- a. **Payments.** Beginning upon execution of this agreement, no more often than once a month and no less than once per quarter, upon receipt and approval by RSCCD of SUBRECIPIENT'S invoice, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed \$95,616. Invoices should show itemized expenditures in accordance with the invoice template provided with the Year One Agreement, see Exhibit D.

- b. **Progress Reports.** Failure to submit timely Progress Reports will result in delays of payment to SUBRECIPIENT. Progress Reports are due to the Project Director by the following dates:
- i. First semi-annual report – March 1, 2010
 - ii. Second semi-annual report – July 1, 2010
 - iii. Final Program Report – October 10, 2010
 - iv. Other reports as required upon request
- c. **Invoices.** One original signed invoice (separate for Start-Up and Operating budgets) should be sent to the Project Director, as follows:

Dee Tucker, Executive Director
Child Development Services
Rancho Santiago Community College District
2323 N Broadway
Suite 319
Santa Ana, CA 92706

FISCAL ACCOUNTABILITY

15. a. **Financial Management System.** SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT'S system shall provide fiscal control and accounting procedures that will include the following:
1. Information pertaining to this Agreement and contract awards, obligations, unobligated balances, assets, expenditures, and income;
 2. Effective internal controls to safeguard assets and assure their proper use;
 3. Source documentation to support accounting records; and
 4. Proper charging of costs and cost allocation.
- b. **SUBRECIPIENT'S Records.** SUBRECIPIENT'S records shall be sufficient to:
1. Permit preparation of required reports;
 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
 3. Permit the tracing of program income, or profits earned, and any costs incurred that are otherwise allowable except for funding limitations.
- c. **Costs Charged.** Costs shall be charged to this contract only in accordance with the following:
1. Budget provided by Pam Pimentel, Director, MOMS Orange County. (Exhibit B)

PROGRAM INCOME

16. SUBRECIPIENT must comply with Exhibit F, Use of Program Income for all program income generated.

ANNUAL AUDIT

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

ACCESS AND RECORDS

18. a. **Access.** RSCCD, the U.S. Department of Health and Human Services ACF, and the United States Government and/or their representatives, shall have access, for purposes of monitoring auditing, and examining, to SUBRECIPIENT'S activities, books, documents and papers (including computer records) and to records of SUBRECIPIENT'S subcontractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this Agreement. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on-site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. In the event SUBRECIPIENT does not make the above-referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by RSCCD in conducting any audit at the location where said records and books of account are maintained.
- b. **Records Retention.** All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this Agreement shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this Agreement and thereafter for three (3) years after completion of an audit. Records that relate to 1) complaints, claims, administrative proceedings or litigation arising out of the performance of this Agreement, or 2) costs and expenses of this Agreement to which RSCCD or any other government agency takes exception, shall be retained beyond the three (3) year period until final resolution or disposition of such appeals, litigation, claims, or exceptions.

FRAUD

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

NONDISCRIMINATION AND COMPLIANCE PROVISIONS

20. As a condition of this award of financial assistance under the U.S. Department of Health and Human Services ACF to SUBRECIPIENT from RSCCD, SUBRECIPIENT assures, with respect to operation of all programs or activities funded with funds provided pursuant to the Act, and all agreements to carry out such programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 45 CFR 84, 85, 86, 90, 91 et seq. The United States, the State of California and RSCCD have the right to seek judicial enforcement of this assurance.
- a. During the performance of this Agreement, SUBRECIPIENT and its subcontractors will not deny the Agreement's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, physical or mental disability (including HIV and AIDS), medical condition (cancer), marital status, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, religion, color, ethnic group identification, national origin, ancestry, mental or physical disability (including HIV and AIDS), medical condition (cancer), marital

status, age (over 40), sex, denial of family care leave, or political affiliation or belief. SUBRECIPIENT will insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.

- b. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Section of the Agreement in all subcontracts to perform work under this Agreement.
- c. SUBRECIPIENT will give written notice of its obligations under this Section of the Agreement to labor organizations with which SUBRECIPIENT has a collective bargaining or other agreement.

CONFIDENTIALITY

21. Without prejudice to any other section of this Agreement, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and state laws. However, SUBRECIPIENT shall submit to RSCCD, the U.S. Department of Health and Human Services ACF, and/or the United States Government or their representatives, all records requested for administrative purposes, including audit, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

PROPERTY

22. a. Definitions

- 1. "Real Property" is land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.
- 2. "Equipment": For purchase on or after July 1, 1993, "equipment" is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment is NOT considered an allowable cost without prior written approval of the Grants Officer.

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

INDEMNIFICATION

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

INSURANCE

24. SUBRECIPIENT shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million

dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBRECIPIENT shall deliver certificate(s) of insurance under SUBRECIPIENT'S comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, RSCCD shall be provided a copy of said policy.

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

PATENT/COPYRIGHT MATERIALS/PROPRIETARY INFORMATION

25. SUBRECIPIENT agrees to grant RSCCD, the US Department of Health and Human Services ACF, and/or the United States Government a royalty-free, nonexclusive and irrevocable license to publish, copy, translate or use, now and hereafter, all materials, data, films, tapes, etc., developed under this Agreement. RSCCD, the US Department of Health and Human Services ACF, and/or the United States Government reserve the right to authorize others to use or reproduce such materials. Further, these parties shall have access to any report, preliminary findings or data assembled by SUBRECIPIENT under this Agreement and in accordance with 45 CFR 74.36, any publication filed by a grantee for an invention made under a grant must include the following statement in the first paragraph: "The invention described in this application was made under a grant from the Department of Health and Human Services ACF."

STANDARDS OF CONDUCT

26. a. **General Assurance.** In accordance with 45 CFR 74.42 every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal financial or political gain. SUBRECIPIENT, its officers and employees, in administering this Agreement, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.
- b. **Conducting Business Involving Relatives.** No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with, SUBRECIPIENT.
- c. **Conducting Business Involving Close Personal Friends and Associates.** Executives of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this Agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT, or an elected official in the area, a permanent record of the transaction will be retained.
- d. **Avoidance of Economic Interest.** No executive or employee of SUBRECIPIENT, elected official in the area, will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or RSCCD. Supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement.

DRUG FREE WORKPLACE

27. SUBRECIPIENT shall abide by the Government-wide Requirements for a Drug Free Workplace in accordance with 45 CFR 82.205. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with these requirements.

ENVIRONMENTAL TOBACCO SMOKE

28. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the subcontract agreement the SUBRECIPIENT certifies that it will comply with the requirements of the Act.

DEBARMENT AND SUSPENSION

29. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

TRAFFICKING VICTIMS PROTECTION ACT

30. AS required under Section 106 (g) of the TVPA as amended in 22 U.S.C. 7104(g) RSCCD retains the right to terminate this sub-agreement, without penalty, if the SUBRECIPIENT, or any of its subcontractors (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, or sub-agreement is in effect, or (ii) uses forced labor in the performance of this sub-agreement.

LITERATURE AND PUBLIC ANNOUNCEMENTS

31. As required under Section 508 of Public Law 103-333, the following conditions are applicable to the SUBRECIPIENT: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to States and local governments and recipients of Federal research grants shall clearly state 1) the percentage of the total costs of the program or project which will be financed with Federal money, 2) the dollar amount of Federal funds for the program or project, and 3) the percentage and dollar amount of total costs of program or project that will be refinanced by non-governmental sources."

LOBBYING

32. As required by Section 1352, Title 31, of the U.S. Code, and implemented at 45 CFR Part 93, SUBRECIPIENT certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of

any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

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

BREACH – SANCTIONS

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

DISPUTES

34. 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.

Any dispute concerning any question arising under this Agreement, except as otherwise provided in this Agreement, shall be decided by RSCCD or the Department of Health and Human Services ACF. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBRECIPIENT. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBRECIPIENT a written request to appeal said decision. Pending final decision of the appeal, SUBRECIPIENT shall act in accordance with the written decision of RSCCD or the Department of Health and Human Services ACF, 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 RSCCD, and/or the State of California, and/or the US Department of Health and Human Services ACF, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

TERMINATION

35. Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon

termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of service responsibilities, active case records, and pertinent documents.

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

TOTAL AGREEMENT

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

AMENDMENTS

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

NOTICES

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

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

SUBRECIPIENT: MOMS Orange County
1128 West Santa Ana Blvd
Santa Ana CA 92703

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

Rancho Santiago Community College District

MOMS of Orange County

By: _____

By: _____

Name: Peter J. Hardash

Name: Pamela Pimentel

Title: Vice-Chancellor, Business/Fiscal Services

Title: Chief Executive Officer

Date: _____

Date: _____

Board approval: February 22, 2010

LIST OF EXHIBITS

- EXHIBIT A EARLY HEAD START APPLICATION
- EXHIBIT B BUDGET PROVIDED BY MOMS of ORANGE COUNTY PROJECT ADMINISTRATOR
- EXHIBIT C SCOPE OF WORK PROVIDED BY MOMS OC PROJECT ADMINISTRATOR
- EXHIBIT D INVOICE TEMPLATE
- EXHIBIT E REPORT TEMPLATE
- EXHIBIT F USE OF PROGRAM INCOME

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Board of Trustees**

To:	Board of Trustees	Date: February 22, 2010
Re:	Approval of Reduction of Student Parking Fees	
Action:	Request for Action	

BACKGROUND

At its regular board meeting of June 22, 2009, the board approved the following increase in student and staff parking fees:

- Increase student permit parking from \$16 per fall and spring semesters to \$30 per semester
- Increase daily parking permits from \$1 per day to \$2 per day
- Increase staff parking permits for all staff to \$50 per fiscal year
- Increase student intersession parking from \$8 to \$10

ANALYSIS

It would cost an RSCCD student \$70 per year to attend fall, spring, and intersession classes while it would cost a staff member \$50 per fiscal year.

RECOMMENDATION

Ms. Gloria Holguin recommends the board reduce the student parking fees to an amount equal to but not to exceed the cost of staff parking fees.

Fiscal Impact: loss of approximately \$20 per student	Board Date: Feb. 22, 2010
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Ms. Gloria Holguin, Student Trustee	
Recommended by: Ms. Gloria Holguin, Student Trustee	

No. 6.5

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6.5 (1)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees)

To: Board of Trustees	Date: February 22, 2009
Re: Approval of Appointment to Serve on the Community College League (CCLC) Commission on the Future	
Action: Request for Action	

BACKGROUND

Trustee David Chapel has been asked by Scott Lay, CCLC President, to serve on the Commission on the Future for CCLC.

ANALYSIS

Dr. Chapel indicated the Commission on the Future plans to meet three times during 2010 and is expected to produce a report at the end of the summer. Dr. Chapel plans to attend these meetings at no expense to the district.

RECOMMENDATION

It is recommended the RSCCD Board of Trustees support David Chapel serving on the Commission on the Future for CCLC during 2010.

Fiscal Impact: None	Board Date: February 22, 2010
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Dr. David Chapel, Member, RSCCD Board of Trustees	
Recommended by: Dr. David Chapel, Member, RSCCD Board of Trustees	