

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, March 22, 2010
Santa Ana College
The Spot (Student Lounge), Room U-102-S
1530 W. 17th Street
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 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.

1.4 Approval of Minutes – Regular meeting of March 8, 2010

Action

1.5 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.

1.6 Recognition of Santa Ana College Wrestling Team

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Legislative Report
 - Chancellor's Search Update
- 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 CSEA Presentation
- 2.7 Informational Presentation on the Budget

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

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.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel Action

- Approval of Leaves of Absence
- Approval of Appointments
- Approval of Final Salary Placements
- Approval of Stipends
- Approval of Part-time/Hourly Hires/Rehires

3.2 Classified Personnel Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Student Assistants Lists

3.3 Approval of Chancellor Job Description Action

The administration recommends approval of the revised job description for the chancellor.

4.0 INSTRUCTION

4.1 Approval of Santa Ana College (SAC) Gender Equity Self-Review Action

The administration recommends the board acknowledge receipt of the Gender Equity Review confirming Santa Ana College's compliance with Title IX regulations.

***4.2 Approval of Santa Ana College Community Services Program** Action

- Summer 2010

The administration recommends approval of the proposed SAC community services program for summer 2010.

* Item is included on the Consent Calendar, Item 1.5.

- *4.3 Approval of Santiago Canyon College (SCC) Community Services Program - Summer 2010 Action
The administration recommends approval of the proposed SCC community services program for summer 2010.
- *4.4 Approval of Proposed Revisions for 2010-2011 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2010 Santa Ana College catalog.
- *4.5 Approval of Proposed Revisions for 2010-2011 Santiago Canyon College Catalog Action
The administration recommends approval of the proposed revisions for the 2010-2011 Santiago Canyon College catalog.
- *4.6 Approval of New Pharmacy Technology Agreement – Garden Grove Hospital and Medical Center Action
The administration recommends approval of this contract with Garden Grove Hospital and Medical Center in Garden Grove, California.
- *4.7 Approval of Renewal of Nursing Program Agreement – Mission Hospital Action
The administration recommends approval of this clinical affiliation agreement renewal with Mission Hospital in Mission Viejo, 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 February 5, 2010, to February 28, 2010.
- *5.3 Approval of Award of Bid #1134, Landscaping – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking, and Loop Road Extension Projects at Santiago Canyon College (SCC) Action
The administration recommends awarding Bid #1134 for landscaping for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Sierra Landscape as presented.

* Item is included on the Consent Calendar, Item 1.5.

- *5.4 Approval of Award of Bid #1136, Concrete – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1136 for concrete for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Tidwell Concrete as presented.
- *5.5 Approval of Award of Bid #1137, Masonry - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1137 for masonry for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Industrial Masonry as presented.
- *5.6 Approval of Award of Bid #1138, Structural Steel and Metals – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1138 for structural steel and metals for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC Parking, and Loop Road extension projects at SCC to Blazing Industrial Steel, Inc. as presented.
- *5.7 Approval of Award of Bid #1139, Electrical - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1139 for electrical for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Dynalectric as presented.
- *5.8 Approval of Award of Bid #1140, Plumbing - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1140 for plumbing for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Interpipe as presented.

* Item is included on the Consent Calendar, Item 1.5.

- *5.9 Approval of Award of Bid #1141, HVAC - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1141 for HVAC for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to West Tech Mechanical as presented.
- *5.10 Approval of Award of Bid #1142, Fire Suppression -, Humanities Building Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1142 for fire suppression for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to JPI Development Group as presented.
- *5.11 Approval of Award of Bid #1144, Roofing, Waterproofing, and Composite Aluminum Panel System – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1144 for roofing, waterproofing, and composite aluminum panel system for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Troyer Contracting Company as presented.
- *5.12 Approval of Award of Bid #1145, Casework, Fixtures, and Lab Equipment – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1145 for casework, fixtures, and lab equipment for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to K & Z Cabinets Company, Inc. as presented.

* Item is included on the Consent Calendar, Item 1.5.

- *5.13 Approval of Award of Bid #1146, Framing and Elevators – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1146 for framing and elevators for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC Parking, and Loop Road extension projects at SCC to Inland Building Construction Company as presented.
- *5.14 Approval of Award of Bid #1147, Interior Systems – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1147 for the interior systems for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Inland Empire Architectural Specialties as presented.
- *5.15 Approval of Award of Bid #1148, Flooring - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1148 for flooring for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Continental Flooring as presented.
- *5.16 Approval of Award of Bid #1151, Earthwork – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center Parking, and Loop Road Extension Projects at SCC Action
The administration recommends awarding Bid #1151 for earthwork for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and Loop Road extension projects at SCC to Southern California Grading, Inc., as presented.
- *5.17 Approval of Change Order #1 for Bid #1060 – Casework and Fixtures for Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of Change Order #1 for Dow Diversified, Inc. for Bid #1060 for casework and fixtures in the Santiago Canyon College science building as presented.

* Item is included on the Consent Calendar, Item 1.5.

- *5.18 Approval of Change Order #1 for Bid #1060 – Casework and Fixtures for Science Building (Bond Portion) at Santiago Canyon College Action
The administration recommends approval of Change Order #1 for Dow Diversified, Inc. for Bid #1060 for casework and fixtures in the Santiago Canyon College science building as presented.
- *5.19 Approval of Award of Bid #1143, Glass/Glazing and Aluminum Systems - Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center parking, and Loop Road Extension Projects at Santiago Canyon College Action
The administration recommends awarding Bid #1143 for glass/glazing and aluminum systems for the humanities building, athletic/aquatic center, Santiago Canyon Road entry and parking lot, Chapman Avenue entry and LRC parking, and loop road extension projects at SCC to GlazCon Industries/Henry’s Glass & Mirror as presented.

Should GlazCon Industries/Henry’s Glass & Mirror fail to execute the agreement and provided all required documents as set forth in the contract documents for the project, it is recommended that the board award Bid #1143 to the next lowest responsive responsible bidder. It is further recommended that the board delegate to its Vice Chancellor of Business Operations and Fiscal Services the authority to approve and award any and all agreements and to complete all necessary documents to award the contract to the next lowest responsive responsible bidder should GlazCon Industries/Henry’s Glass & Mirror fail to execute the agreement and provided all required documents as set forth in the contract documents.
- *5.20 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Cara Lockwood & Associates for consulting services to provide design and implementation of Early Head Start program. Dates of service are March 23, 2010, through September 30, 2010. The fee is estimated at \$40,000.
- *5.21 Approval of CMAS Contract to Miracle Recreation Equipment Company Action
The administration recommends approval of the district’s use of CMAS Contract #4-99-78-0006A, including renewals, supplements, and extensions awarded to Miracle Recreation Equipment Company as presented.
- *5.22 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period February 7, 2010, through March 6, 2010.

* Item is included on the Consent Calendar, Item 1.5

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:

- Faculty Inquiry Network (SAC) \$18,500

6.2 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.

6.3 Board Member Comments Information

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on April 12, 2010.

* Item is included on the Consent Calendar, Item 1.5

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

Board of Trustees (Regular meeting)

Monday, March 8, 2010

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:32 p.m. by Mr. Larry Labrado. Other members present were Mr. Brian Conley, Ms. Gloria Holguin, Mr. Mark McLoughlin, Ms. Lisa Woolery, and Mr. Phillip Yarbrough. Dr. David Chapel was not in attendance due to illness. Mr. John Hanna arrived at the time noted.

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 Mr. Robert “Bobby” McDonald, Member of the California Community Colleges Board of Governors.

1.3 Public Comment

Mr. Sean Small spoke regarding Item 3.3 (Adoption of Resolution No. 10-07 – Reduction in Force).

1.4 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the minutes of the regular meeting held February 22, 2010.

1.5 Approval of Consent Calendar

It was moved by Mr. Conley, seconded by Mr. Yarbrough, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of Item 4.2 (Receipt of Gender Equity Review of Intercollegiate Athletics at Santiago Canyon College), removed from the Consent Calendar by Mr. McLoughlin; and Item 5.5 (Approval of Notice of Completion: Bid #1090 – Fire Alarm System Replacement Phase I at Santa Ana College), removed by Mr. Yarbrough:

1.5 Approval of Consent Calendar – (cont.)

4.1 Approval of Amendment to Nursing Program Agreement and College Hospital Costa Mesa

The board approved this clinical affiliation agreement amendment for College Hospital in Costa Mesa, California.

5.1 Approval of Payment of Bills

The administration recommends payment of bills as submitted.

5.2 Approval of Architectural Services to update the Santa Ana College and Santiago Canyon College Master Plans

The administration recommends approval of the services provided by HMC Architects on the Santa Ana College and Santiago Canyon College Master Plans as presented.

5.3 Approval of Change Order #2 for Bid #1055 – Concrete for new Science Building (State Portion) at Santiago Canyon College

The board approved change order #2 for Angeles Contractor, Inc. for Bid #1055 for concrete for the new science building at Santiago Canyon College as presented.

5.4 Approval of Change Order #2 for Bid #1058 - Interior Systems for new Science Building (State Portion) at Santiago Canyon College

The board approved change order #2 for Angeles Contractor, Inc. for Bid #1058 for construction of the interior systems for the new science building at Santiago Canyon College as presented.

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:

- Cooperative Agencies Resources for Education (CARE) (SAC)	\$ 59,403
- Disabled Students Programs & Services (DSPS) (SAC)	\$1,105,003
- Extended Opportunity Programs & Services (EOPS) (SAC)	\$1,028,308
- Matriculation Non-Credit (DO/SAC/SCC)	\$1,327,174

6.2 Approval of Memorandum of Understanding (MOU) with Orange Unified School District for AmeriCorps Learning Highways Tutoring Program Grant

The board approved this memorandum of understanding and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the MOU.

1.5 Approval of Consent Calendar – (cont.)

6.3 Approval of Subcontract Agreement with Orange County Superintendent of Schools for the Career Technical education (CTE) Community Collaborative II Grant

The board approved the subcontract agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the subcontract agreement.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

It was moved by Mr. Yarbrough and seconded by Mr. Conley to suspend the rules and consider an addendum to the agenda, Item 5.6 (Approval of Emergency Repairs to the Main Electrical Duct Bank to the Science Center at Santiago Canyon College), at this time. Discussion ensued. The motion carried unanimously.

5.6 Approval of Emergency Repairs to the Main Electrical Duct Bank to the Science Center at Santiago Canyon College - (Addendum to agenda)

It was moved by Mr. Conley and seconded by Mr. Yarbrough to approve the emergency repairs in the estimated amount of \$139,000. Discussion ensued. The motion carried unanimously.

Mr. Hanna arrived at this time.

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

2.6 Informational Presentation on the Budget (The board president called on Mr. Hardash to give his report at this time.)

Mr. Hardash provided an informational report on the budget to the board.

2.3 Report from Student Trustee (The board president called on the student trustee to give her report at this time.)

Ms. Gloria Holguin 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)

2.4 Reports from Student President

Ms. Tina Lam, Student President, Santiago Canyon College, was not in attendance; therefore, Mr. Alejandro Flores, Student President, Santa Ana College, provided a report to the board on behalf of the Associated Student Government (ASG) organizations from Santa Ana College and Santiago Canyon 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 6:01 p.m. to consider the following items:

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579
Continuing Education Faculty Association
Child Development Centers Teachers Association

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

The board reconvened at 7:05 p.m.

Closed Session Report

Mr. Yarbrough reported the board discussed the aforementioned items, and there was no action taken during closed session.

Public Comment

There were no public comments.

3.0 HUMAN RESOURCES

3.1 Management/Academic Personnel

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

- Approve Permission to Accept Outside Assignments
- Approve Tenure Review Recommendations for 2010-2011
- Approve Changes of Assignments
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record

3.2 Classified Personnel

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

- Approve Professional Growth Increments
- Ratify Resignations/Retirements
- Approve Additional Hours for On Going Assignments
- Approve Volunteers
- Approve Student Assistant Lists

3.3 Adoption of Resolution No. 10-07 – Reduction in Force

It was moved by Mr. Yarbrough and seconded by Ms. Woolery to adopt Resolution No. 10-07 – Reduction in Force. Discussion ensued.

It was moved by Mr. Hanna, seconded by Mr. Yarbrough, and carried unanimously to amend Resolution No. 10-07 to include the following:

Be it further resolved that the reduction or elimination of classified workforce as set forth above does not constitute approval of replacing displaced district employees with individuals from private companies.”

The motion to adopt Resolution No. 10-07 as amended carried with the following vote: Ayes – Mr. Hanna, Mr. Labrado, Mr. McLoughlin, Ms. Woolery, and Mr. Yarbrough; Nay – Mr. Conley.

3.4 Authorization for Board Travel/Conferences

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

Ms. Holguin left at this time.

4.0 INSTRUCTION

Item 4.1 was approved as part of Item 1.5: Consent Calendar.

4.2 Receipt of Gender Equity Review of Intercollegiate Athletics at Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Mr. McLoughlin to acknowledge receipt of the Gender Equity Review of Intercollegiate Athletics confirming Santiago Canyon College's continued compliance with Title IX regulations. Discussion ensued. The motion carried unanimously.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.3, and 5.4 were approved as part of Item 1.5: Consent Calendar. Item 5.6 was approved as part of Item 2.1 (Report from Chancellor).

5.5 Approval of Notice of Completion: Bid #1090 – Fire Alarm System Replacement, Phase I at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Ms. Woolery, and carried unanimously to approve the notice of completion for the fire alarm system replacement, phase I at Santa Ana College as presented.

Mr. Hanna left at this time.

6.0 GENERAL

Items 6.1, 6.2, and 6.3 were approved as part of Item 1.5: Consent Calendar.

6.4 Board Member Comments

Mr. Conley and Mr. Yarbrough gave brief reports on the recent Association of Community College Trustees Governance Leadership Institute conference held in Arizona.

Mr. Yarbrough stated he plans to attend the Community Science night at Santiago Canyon College.

Mr. McLoughlin reported he and Dr. Chapel recently attended a Santa Ana City Council meeting that honored the SAC wrestling team and coaches.

Mr. McLoughlin thanked Mr. Vázquez for providing the costs associated with hosting KinderCaminata at SCC. He asked that events planned at each college be reviewed for the purpose of reducing costs by having events at one college instead of both colleges.

Mr. Labrado asked for information on the process and limits of parcel taxes.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on March 22, 2010, at The Spot (Student Lounge) at Santa Ana College, 1530 W. 17th St., Santa Ana, California.

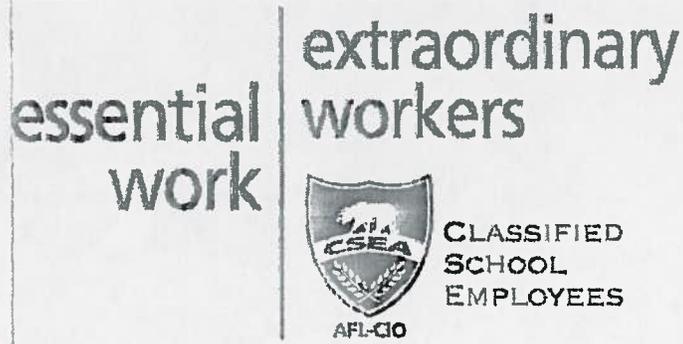
There being no further business, Mr. Labrado declared this meeting adjourned at 7:36 p.m.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: March 22, 2010



Fair Share, not the WHOLE share

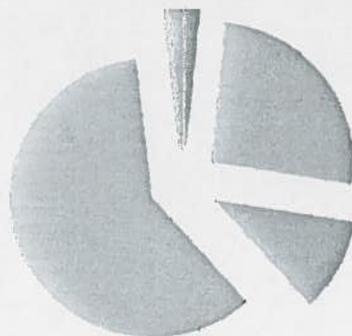
How has layoffs affected the Classified Service?

1. Increased work load.
2. Services to students slowed and/or disrupted.
3. Longer hours worked.
4. Low morale.



Fair Share, not the WHOLE share

Number of Employees 2008

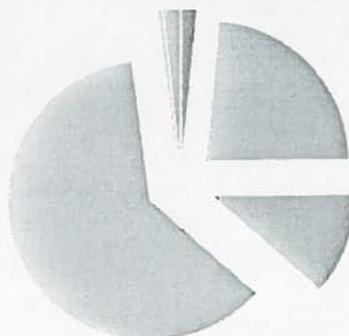


- Supervisory 60
- Classified 979
- Faculty 410
- Part Time Faculty 2261
- Confidential 12
- Administrators 55

3177 employees

Fair Share, not the WHOLE share

Number of Employees Today



- Supervisory 46
- Classified 731
- Faculty 367
- Part Time Faculty 1922
- Confidential 12
- Administrators 53

3133 Total

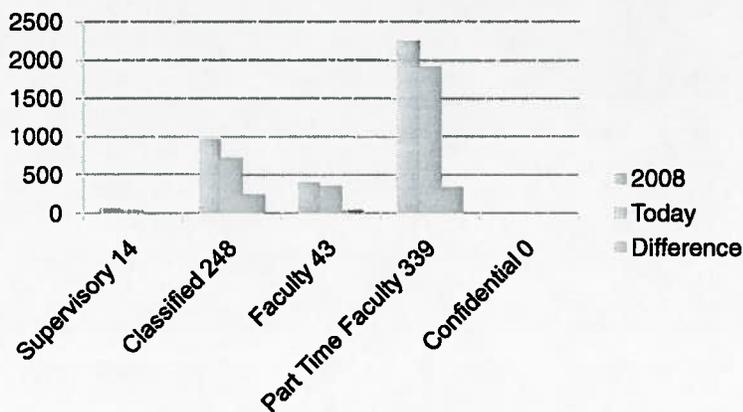
646 Total - no longer w/RSCCD

Fair Share, not the WHOLE share

646
TOTAL



Fair Share, not the WHOLE share

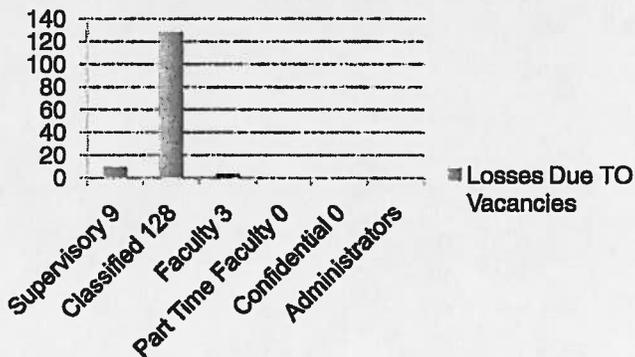


Total cuts



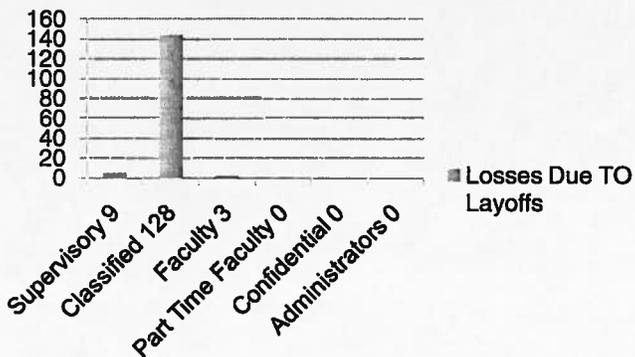
Fair Share, not the WHOLE share

Losses Due TO Vacancies



Fair Share, not the WHOLE share

Losses Due TO Layoffs



Fair Share, not the **WHOLE** share

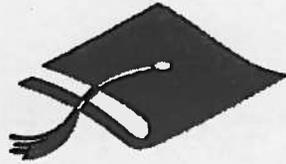


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Fair Share, not the **WHOLE** share

QUESTIONS???

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RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT



2009-2010
2010-2011
Budget Update

Board of Trustees Meeting
March 22, 2010

Item 2.7

Budget Update

- **SCC - Orange Education Center (OEC)**
 - Approved as an official Center by CPEC
 - \$1,107,182 per year in base apportionment
 - Distributed at P2 (June 30, 2010)
- **Lottery revenue loss**
 - Due to workload reductions
 - Negative growth of 3.39%
 - Now estimated at \$(491,000)

Budget Update

- **Employee Health Benefits cost increase**
 - Brokers estimate now at 8.1%
 - Was 13.02%
 - \$1,381,951 cost increase
 - Not \$2.2 million
- **All indications that state is still waiting until summer to adjust 2009-2010 and 2010-2011 shortfall in state revenues**
- **February state income up**
 - Sign of economic recovery?
 - Although two months of revenue increases is not a trend

RSCCD Budget Update

- Now \$4.1 million in reductions necessary for tentative budget *(2010-2011)*
 - Original estimate \$5.9 million
 - Without any additional revenue reductions from state
- Current vacant position list
 - Possible solutions for cost savings
 - Approximately \$824,000 at this time

RSCCD Budget Process

- Tentative Budget Assumptions
 - BAPR committee meeting on March 24th
 - Recommend Budget Assumptions to Chancellor
 - For approval at the April 12th BOT meeting
 - Approve recommended Tentative Budget Assumptions
- Tentative Budget must be approved by June 30th
 - Although a state budget is not expected to be approved by then

RSCCD Budget Process

- May Revise
- 2010-2011 RSCCD Adopted Budget
 - New assumptions dependent on new state budget
 - Must be approved by September 15th
 - Unless a state budget drags on longer than that date
 - Then within 45 days of an enacted state budget

**Rancho Santiago Community College District
3 Year Salary Analysis for Credit and Non-Credit**

*adjust
faculty accounts
↑*

Combined-SAC & SCC (Actual)								
	2007-2008	2008-2009	Difference	%Δ	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%Δ
13xx	26,957,304.68	23,995,454.95	(2,961,849.73)	-10.99%	19,197,516.00	13,193,267.13	(4,797,938.95)	-20.00%
14xx	4,377,501.45	4,133,806.83	(243,694.62)	-5.57%	3,343,463.00	2,181,947.95	(790,343.83)	-19.12%
Total	31,334,806.13	28,129,261.78	(3,205,544.35)	-10.23%	22,540,979.00	15,375,215.08	(5,588,282.78)	-19.87%

Statutory		
Benefits		
STRS	8.25%	(461,033.33)
Medicare	1.45%	(81,030.10)
SUI	0.30%	(16,764.85)
Retiree Fund	1.00%	(55,882.83)
W/C	2.20%	(122,942.22)
Total Benefits		(737,653.33)

Total Cost of Reduction	(6,325,936.11)
--------------------------------	-----------------------

Item 2.7

**Rancho Santiago Community College District
3 Year Salary Analysis for Credit and Noncredit
13xx and 14xx**

SAC Credit (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	11,770,109.62	11,166,602.05	(603,507.57)	-5.13%	8,525,208	6,224,479.94	(2,641,394)	-23.65%
14xx	1,777,346.20	1,528,067.93	(249,278.27)	-14.03%	1,183,269	936,953.23	(344,799)	-22.56%
Total	13,547,455.82	12,694,669.98	(852,785.84)	-6.29%	9,708,477	7,161,433.17	(2,986,193)	-23.52%

SAC -Non Credit (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	8,417,007.11	6,695,399.51	(1,721,607.60)	-20.45%	5,973,671	3,351,813.78	(721,729)	-10.78%
14xx	1,082,361.26	981,612.15	(100,749.11)	-9.31%	694,349	423,280.67	(287,263)	-29.26%
Total	9,499,368.37	7,677,011.66	(1,822,356.71)	-19.18%	6,668,020	3,775,094.45	(1,008,992)	-13.14%

SAC -Combined (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	20,187,116.73	17,862,001.56	(2,325,115.17)	-11.52%	14,498,879	9,576,293.72	(3,363,123)	-18.83%
14xx	2,859,707.46	2,509,680.08	(350,027.38)	-12.24%	1,877,618	1,360,233.90	(632,062)	-25.18%
Total	23,046,824.19	20,371,681.64	(2,675,142.55)	-11.61%	16,376,497	10,936,527.62	(3,995,185)	-19.61%

**Rancho Santiago Community College District
3 Year Salary Analysis for Credit and Noncredit
13xx and 14xx**

SCC Credit (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	3,788,263.97	3,671,523.64	(116,740.33)	-3.08%	2,830,732	2,243,421.64	(840,792)	-22.90%
14xx	1,016,175.04	1,240,243.14	224,068.10	22.05%	1,093,214	659,613.33	(147,029)	-11.85%
Total	4,804,439.01	4,911,766.78	107,327.77	2.23%	3,923,946	2,903,034.97	(987,821)	-20.11%

SCC -Non Credit (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	2,981,923.98	2,461,929.75	(519,994.23)	-17.44%	1,867,905	1,373,551.77	(594,025)	-24.13%
14xx	501,618.95	383,883.61	(117,735.34)	-23.47%	372,631	162,100.72	(11,253)	-2.93%
Total	3,483,542.93	2,845,813.36	(637,729.57)	-18.31%	2,240,536	1,535,652.49	(605,277)	-21.27%

SCC -Combined (Actual)								
	2007-2008	2008-2009	Difference	%	Adopted Budget 2009-2010	2009-2010 <small>(as of 2-28-2010)</small>	Difference <small>(AB vs.08/09)</small>	%
13xx	6,770,187.95	6,133,453.39	(636,734.56)	-9.40%	4,698,637.00	3,616,973.41	(1,434,816.39)	-23.39%
14xx	1,517,793.99	1,624,126.75	106,332.76	7.01%	1,465,845.00	821,714.05	(158,281.75)	-9.75%
Total	8,287,981.94	7,757,580.14	(530,401.80)	-6.40%	6,164,482.00	4,438,687.46	(1,593,098.14)	-20.54%

**Estimated Fall 2010
Full-time Faculty Obligation**

A. Fall 2009 Actual Obligation	332.80
B. Fall 2009 Reported FTEF*	326.00
C. Difference Between Obligation and Estimate (C - B)	6.80
D. 2009 Late Terminations	6
E. Current 2009-10 Terminations (Rapp, Ferrell, Cucovatz Howe, Troxcil, Lehrer, Kobane, Root, Macias)	9
F. Fall 2010 Projected FTEF	311.00
G. Fall 2010 Projected Obligation	331.80
H. Estimated Number of Spring 2010 Hires to Maintain Obligation (G - H)	20.80

*No penalty assessed in Fall 2009 due to increase in Full-time/Part-time Ratio. F2009 ratio = 63.30%; F2008 ratio = 57.63%

Estimated Fall 2009 Count

326.00

2009 Late Terminations

SAC	Tanaka, Grace (5/30/09) 4/27/09 docket	0.00
SAC	Case, Stu (5/30/09) 4/13/09 docket	0.00
SCC	Cotton, Betty (6/5/09) 5/26/09 docket	-1.00
SCC	Gee, Rose, (5/30/09) 6/22/09 docket	-1.00
SCC	Benschop, Joanne (6/5/09) 5/26/09 docket	-1.00
SCC	Hath, David (6/5/09) 5/26/09 docket	-1.00
SCC	Barb-Mingo, Arturo (6/4/09) 6/22/09 docket	-1.00
SAC	Pearson, Charlene	-1.00

2009-2010 Retirements

SAC	Mendizza, Sue (8/25/09) trans to mgmt	0.00
SAC	Howe, John (12/18/09) 9/28/09 docket	-1.00
SAC	Rapp, Benny (12/18/09) 12/7/09 docket	-1.00
SAC	Ferrell, Kay (12/18/09) 1/11/10 docket	-1.00
SCC	Cucavatz, Linda (3/26/10) 1/11/10 docket	-1.00
SAC	Troxcil, George (1/29/10) 2/22/10 docket	-1.00
SAC	Lehrer, Carol (6/3/10) 2/22/10 docket	-1.00
SAC	Kobane, Mary (6/3/10) 2/22/10 docket	-1.00
SAC	Root, Alexa (6/3/10)	-1.00
SAC	Macias, Aaron (6/4/10) 3/8/10 docket	-1.00

Estimated Fall 2010 Count

311.00

Rancho Santiago Community College District

W-2 Comparison for 2008 through 2009

	2009	% DIFF.	2008	DECREASE
ACADEMIC				
GROSS EARNINGS	66,048,158.84	-11.44%	74,583,219.97	8,535,061.13
CLASSIFIED				
GROSS EARNINGS	45,878,022.61	-8.73%	50,268,233.32	4,390,210.71
TOTAL				
GROSS EARNINGS	111,926,181.45	-10.35%	124,851,453.29	12,925,271.84
W-2'S	4,364	-11.84%	4,950	586

Staff Reductions Including RIF

	<u>7/1/08</u>	<u>7/1/09</u>	<u>Decrease</u>	<u>Percent</u>
Full-time Faculty	410	374	36	8.78%
Part-time Faculty	2,261	2,067	194	8.58%
Full-time Classified	557	496	61	10.95%
Part-time Classified	422	251	171	40.52%
Temporary Classified	498	54	444	89.16%
Management	127	113	14	11.02%
Total	4,275	3,355	920	21.52%

RSCCD BUDGET REDUCTIONS FOR FY 2008-09

	Tentative Budget		Proposed Budget - 1		Proposed Budget - 2		Combined Reductions	
	Amount	% total cuts	Amount	% total cuts	Amount	% total cuts	Amount	% total cuts
Santiago Canyon College	407,770	13.59%	811,229	22.74%	948,000	23.70%	2,166,999	20.51%
Santa Ana College	1,041,940	34.73%	2,168,272	60.78%	2,140,000	53.50%	5,350,212	50.63%
District	<u>1,550,290</u>	<u>51.68%</u>	<u>587,909</u>	<u>16.48%</u>	<u>912,000</u>	<u>22.80%</u>	<u>3,050,199</u>	<u>28.86%</u>
Total	3,000,000	100.00%	3,567,410	100.00%	4,000,000	100.00%	10,567,410	100.00%

Categorical Funding Reductions and Workload Measures Reductions Combined
2009-2010

	<u>Categorical</u>		<u>Workload Measures *</u>		<u>Total</u>
Santa Ana College	\$ 5,168,996		\$ 3,054,084		\$ 8,223,080
Santiago Canyon College	\$ 3,149,270		\$ 1,488,039		\$ 4,637,309
District Office	\$ 1,314,576 **		\$ 874,840		\$ 2,189,416
Funding Reductions	\$ <u>9,632,842</u> ***		\$ <u>5,416,963</u>		\$ <u>15,049,805</u>

* - includes part time parity funding reduction

** - Economic Development and CTE program funding not yet determined
 estimate based on 62% reduction for Econ Dev & 32% for CTE of p/y

*** - no federal backfill - state funded portion only

**Rancho Santiago Community College District
Cashflow Worksheet
Fiscal Year 2009-2010**

	Actual							Projection				
	July	August	September	October	November	December	January	February	March ¹	April	May	June
CASH IN												
Total Revenues	11,866,275	15,712,709	13,725,362	15,292,954	13,088,439	24,488,950	9,851,058	12,398,588	3,797,073	26,100,460	10,440,658	7,132,733
Receivables:												
Total Receivables	13,923,612	(266,862)	2,882,053	1,074,545	41,955	(790,857)	2,164,774	243,083	511,563	(1,200,304)	(91,118)	(23,855,656)
Prepaid Expenses:												
Total Prepaid Expenses	(1,051,305)	63,159	55,090	10,261	9,948	16,472	1,814	6,155	19,155	5,442	(593)	998,464
Total Cash Sources	24,738,581	15,509,006	16,662,505	16,377,761	13,140,341	23,714,565	12,017,646	12,647,826	4,327,791	24,905,598	10,348,947	(15,724,459)
CASH OUT												
Total Expenditures	9,219,421	9,310,197	12,651,345	13,512,823	13,239,164	12,948,884	12,323,597	14,587,610	14,459,743	14,391,180	14,985,533	18,823,233
Payables:												
Total Payables	1,609,993	(5,270)	38,259	567	7,162	3,619,410	(19,628)	(44,553)	2,461,800	570,492	(482,852)	(7,401,548)
Accrued Expenses:												
Total Accrued Expenses	1,857,652	(341,500)	924,526	(354,084)	(1,980,734)	(262,058)	1,418,242	(731,634)	(491,948)	(1,011,441)	(321,409)	1,279,145
954? Deferred Revenue-decrease (increase)	1,105,183	5,574,372	0	0	(249,541)	0	0	(40,636)	39,477	(198,818)	(533,365)	(2,056,730)
97?? Undesignated Fund Balance-decrease (increase)	0	0	0	0	0	0	0	0	0	0	0	0
Total Cash Uses	13,792,250	14,537,799	13,614,131	13,159,307	11,016,052	16,306,236	13,722,211	13,770,787	16,469,073	13,751,413	13,647,907	10,644,100
Net Increase (Decrease) in Cash	10,946,331	971,207	3,048,374	3,218,454	2,124,290	7,408,330	(1,704,565)	(1,122,961)	(12,141,282)	11,154,185	(3,298,960)	(26,368,559)
Beginning Cash Balance	17,836,457	28,782,795	29,754,002	32,802,376	36,020,830	38,145,119	45,553,449	43,848,884	42,725,923	30,584,641	41,738,826	38,439,865
Ending Cash Balance	28,782,788	29,754,002	32,802,376	36,020,830	38,145,119	45,553,449	43,848,884	42,725,923	30,584,641	41,738,826	38,439,865	12,071,307
Salary and Benefits as % of Total Expenditures	80.6%	87.8%	90.0%	87.2%	89.8%	90.4%	77.0%	83.5%	85.5%	86.4%	84.5%	65.2%
Notes:	¹ March projection reflects \$3,153,950 funding deferral (ABX8_5) Total projected deferral \$18,229,624											

Item 2.7

Layoffs/Retirement/Vacancies as of 3/22/10

		%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben
	FACULTY					
Layoff	SERGIO, TIFFANY	100	COORDINATOR OF CITIZENSHIP	82,135	31,579	113,714
	ACUNA, JOHN M.	80	COUNSELOR	68,308	16,126	84,433
	ACUNA, JOHN M.	40	COUNSELOR	45,638	10,751	56,289
	ASKEW, GAIL B.	83.3	PROFESSOR CR	17,771	4,782	22,533
	ASKEW, GAIL B.	16.7	PROFESSOR CR	88,640	23,749	112,389
	BARB MINGO, ARTURO	100	ITALIAN INSTRUCTOR	106,411	28,510	134,921
	BENSCHOP, JOANNE W	100	ARTICULATION OFFICER	92,953	26,734	119,687
	BONILLA, LEMUEL S.	25	PROFESSOR CE	25,941	7,040	32,981
	BONILLA, LEMUEL S.	75	PROFESSOR CE	77,823	21,121	98,944
	BORREY, ODETTE M.	100	ASST PROFESSOR CR	84,089	24,617	108,686
	CASE, STEWART S.	100	DEPT CHAIR/STIPEND	9,408	2,688	12,096
	CASE, STEWART S.	100	PROFESSOR CE	84,868	24,194	108,862
	COTTON, ELIZABETH	100	COUNSELOR	116,748	29,875	146,623
	CUCOVATZ, LINDA K	100	LIBRARIAN	25,983	7,046	33,029
	DONCHEY, SHERYL	100	PROFESSOR CR	84,089	24,617	108,686
	FERRELL, KAY	100	PROFESSOR	47,038	13,441	60,479
	FRANCOIS, PATRICK W.	100	PROFESSOR CR	53,206	13,002	66,208
	GEE, ROSE M.	100	COORDINATOR	104,784	28,293	133,057
	GORMICK, JOEL W.	100	COORDINATOR	137,814	29,694	167,508
	GUZMAN, ISAAC C.	100	COUNSELOR	113,844	28,548	142,392
	HANSEN, JAN S.	40	PROFESSOR CR	33,628	9,352	42,979
	HANSEN, JAN S.	46.7	PROFESSOR CR	39,280	10,918	50,178
	HANSEN, JAN S.	13.3	PROFESSOR CR	11,181	3,109	14,291
	HARPER, DENNIS M.	100	PROFESSOR CR	103,764	28,161	131,925
	HATH, DAVID C	100	COUNSELOR	113,844	29,491	143,335
	HERNANDEZ, MARIA R.	100	PROFESSOR CR	106,411	27,567	133,978
	HOUSER, JUDY	100	ASST PROFESSOR	92,134	25,682	117,816
	HOWE, JOHN	40	PROFESSOR	20,753	5,632	26,385
	HOWE, JOHN	40	PROFESSOR	20,703	5,632	26,335
	HOWE, JOHN	20	PROFESSOR	10,876	2,882	13,758
	KOBANE, MARY	50	PROFESSOR	62,259	14,080	76,339
	KOBANE, MARY	50	PROFESSOR	62,259	14,080	76,339
	LALLY, MELANIE S.	100	INSTRUCTOR/FT CREDIT	82,181	24,388	106,549
	LEHRER, CAROL	100	PROFESSOR	103,764	28,161	131,925
	LUXENBERG, JOHN H.	93.3	COORDINATOR	85,407	23,888	109,295
	LUXENBERG, JOHN H.	100	COORDINATOR/STIPEND	1,000	132	1,132
	LUXENBERG, JOHN H.	6.7	COORDINATOR	6,133	1,715	7,849
	MAJORS, MARY K.	50	COORDINATOR&STIPEND	52,382	13,675	66,057
	MAJORS, MARY K.	50	COORDINATOR&STIPEND	52,382	13,675	66,057
	MANNING, JAMES W.	100	PROFESSOR CR	103,764	27,217	130,981
	OSBORNE, GINGER T.	100	PROFESSOR CR	108,411	28,510	134,921
	OSBORNE, THOMAS J	90	PROFESSOR CR	63,879	21,450	85,329
	OSBORNE, THOMAS J	10	PROFESSOR CR	7,098	2,383	9,481
	PAGETT, DANA P.	100	PROFESSOR CR	103,764	36,029	139,793
	PATTERSON, PEGGY P.	90	PROFESSOR CE	93,388	24,495	117,883
	PATTERSON, PEGGY P.	10	PROFESSOR CE	10,376	2,722	13,098
	PEARSON, CHARLENE V	40	COUNSELING INSTRUCTION	46,699	11,741	58,440
	PEARSON, CHARLENE V	60	COUNSELING INSTRUCTION	70,049	17,612	87,661
	PIRTLE, BEVERLY A.	20	ASSOC PROFESSOR CR/stipend	19,677	5,490	25,167
	PIRTLE, BEVERLY A.	80	ASSOC PROFESSOR CR/stipend	78,710	21,961	100,671
	RANSOME, EMERSON J.	100	PROFESSOR CR	103,764	25,693	129,457
	RAPP JR, BENNY	100	PROFESSOR	52,506	14,183	66,689
	ROCKOFF, SHEILA G.	93.3	PROFESSOR CR	99,281	26,600	125,881
	ROCKOFF, SHEILA G.	6.7	DEPT CHAIR	7,130	1,910	9,040
	ROSSETTI, CALVINO	100	PROFESSOR CR	103,764	28,161	131,925
	SINGER, DIANE	100	ASSIST PROFESSOR	84,397	24,661	109,058
	SORENSEN, CYNTHIA A.	13	COUNSELOR	13,781	3,577	17,358
	SORENSEN, CYNTHIA A.	87	COUNSELOR	92,230	23,937	116,167
	TANAKA, GRACE	40	COORDINATOR	41,506	11,264	52,770
	TROXCIL, GEORGE	40	PROFESSOR	-	-	-
	TROXCIL, GEORGE	53.3	PROFESSOR	-	-	-
	TROXCIL, GEORGE	6.7	PROFESSOR	-	-	-
	WILDERMUTH, LISA	100	ASST PROFESSOR	67,404	22,418	89,822
	WINKLE, KAREN M.	25	SPEECH LANGUAGE SPEC	22,290	6,558	28,848
	WINKLE, KAREN M.	75	SPEECH LANGUAGE SPEC	66,669	18,967	85,636
	ATLANO, JEANNETTE L.	100	TEACHER/CHLD DEV CTR	32,131	16,821	48,952
Vacancies	BUI, BRITTANY	100	TEACHER/CHLD DEV CTR	37,386	17,501	54,887
	MENDIZZA, SUE	100	COORDINATOR	100,826	27,203	128,029
				4,156,530	1,147,631	5,304,161
	Part-time Reductions			5,588,283	737,653	6,325,936
			Faculty Total	9,744,813	1,885,284	11,630,097
Faculty	Layoffs	1				
	Retirement	43				
	Vacancies	3				

Layoffs/Retirement/Vacancies as of 3/22/10

		%	POSITION	Estimated Totals	Total Benefits	Total Sa/Ben
	ADMINISTRATORS/SUPERVISORS					
Layoff	CALDWELL, KARI	6	FOUNDATION DIRECTOR	6,246	2,157	8,403
	CALDWELL, KARI	94	FOUNDATION DIRECTOR	97,094	33,785	130,879
	FLYNN, NIKITA	50	Public Information Officer	43,506	16,969	60,475
	FLYNN, NIKITA	50	Public Information Officer	43,506	16,969	60,475
	LIBRESCU, ANN MARIE	50	Public Information Officer	41,436	16,543	57,979
	LIBRESCU, ANN MARIE	50	Public Information Officer	41,436	16,543	57,979
	SALINAS-RUMPS, SALLIE A	16	DIRECTOR IWE	14,509	5,923	20,432
	SALINAS-RUMPS, SALLIE A	84	DIRECTOR IWE	76,175	31,093	107,268
	DIRECTOR DATA CENTER OPERATIC	100	DIRECTOR	129,024	41,227	170,251
Retirement	GONZALES, DANNY	100	PUBLICATION MANAGER	104,558	26,761	131,319
	GROETSCH, SUE	100	DIRECTOR, GRAPHICS	118,284	42,702	160,986
	GUZMAN, DAVID S.	10	DEAN	14,953	3,307	18,260
	GUZMAN, DAVID S.	30	DEAN	44,860	9,921	54,780
	GUZMAN, DAVID S.	30	DEAN	44,860	9,921	54,780
	GUZMAN, DAVID S.	30	DEAN	44,860	9,921	54,780
	NGUYEN, DAVIS	100	MEDIA SYSTEMS MANAGER	101,532	35,570	137,102
PARTRIDGE, ROBERT C.	100	ASST VICE CHANCELLOR	149,532	33,070	182,602	
Vacancies	CUSTODIAL SUPERVISOR	100	CUSTODIAL SUPERVISOR	95,940	35,377	131,317
	DIRECTOR NHBW	100	DIRECTOR	64,404	27,930	92,334
	FINE AND PERFORMING ARTS	100	ASSOCIATE DEAN	124,056	40,205	164,261
	FOSTER, PAUL	100	DIRECTOR, INSTITUTIONAL SEF	96,408	34,516	130,924
	MANSON, ROBERT	100	PROJECT MANAGER	117,192	38,793	155,985
	FINE AND PERFORMING ARTS/COMM	100	DEAN	136,932	33,622	170,554
	MEZA, KENNETH	100	CHIEF ENGINEER/BROADCAST	92,088	33,627	125,715
	EXECUTIVE DIR OF BUS CITD	100	EXECUTIVE	129,024	41,227	170,251
	INTERNAL AUDITOR	100	INTERNAL AUDITOR	92,088	33,627	125,715
			Administrator/Supervisors Total	2,064,502	671,306	2,735,808
Admin/Sup	Layoffs	5				
	Retirement	5				
	Vacancies	9				

Layoffs/Retirement/Vacancies as of 3/22/10

	%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben
CLASSIFIED					
ALLEN, MARK N	50	Technical Specialist I	23,994	12,276	36,270
ALLEN, MARK N	50	Technical Specialist I	23,994	12,276	36,270
ALONZO, JOSEPH A	100	STUDENT SERVICES COORDIN	52,710	25,523	78,233
ALVARADO, DELMIS	66	Program Specialist	24,164	14,659	38,823
ALVARADO, DELMIS	34	Program Specialist	12,448	7,552	20,000
ANDRADE, JOSE L.	100	Assessment Assistant	15,899	3,272	19,171
BAILEY, DEBBIE	75	Intermediate Clerk	24,498	16,049	40,547
BANH, PHONG L.	100	Instructional Assistant	6,055	1,246	7,301
BARRIER, RICHARD E.	100	Computer Operations Specialist	59,436	26,908	86,344
BEJARNO, LUZ GRICELDA	100	Instructional Assistant	9,797	2,016	11,813
BIVIAN, KIMBERLY L.	100	Senior Clerk	17,386	3,578	20,964
BLACKFORD, COLLEEN O.	100	Account Clerk	15,403	3,170	18,573
BOEGLIN, KARI R.	100	Senior Clerk	17,386	3,578	20,964
BOGDAN, GLORIA A.	100	Administrative Clerk	18,943	3,898	22,841
BOLDEN, ANITA J.	100	Admissions/Records Specialist I	16,067	3,306	19,373
BRISCO, EDDIE	100	Instructional Assistant	8,239	1,695	9,934
BUI, HIEU	100	Learning Facilitator	17,355	3,571	20,926
BUI, JACQUELINE	100	Instructional Assistant/DSPS	6,921	1,424	8,345
BUI, YEN M.	100	Instructional Assistant	14,733	3,032	17,765
BYDAL, STEPHEN E.	100	Instructional Assistant	9,853	2,028	11,881
CAN, MINH T.	100	Instructional Assistant	10,191	2,097	12,288
CAPERON, PETER A.	100	Admissions Assistant	12,561	2,585	15,146
CARRASCO, MARIA A.	100	Video Technician	6,311	1,299	7,610
CASTLE, CASSIE	100	Intermediate Clerk	15,512	3,192	18,704
CHANG, GRACE G.	100	Instructional Assistant	14,207	2,923	17,130
CHAPPLE, FELOMINA E.	100	Senior Purchasing Clerk	46,800	24,307	71,107
CISNEROS, ULISES	100	Assessment Assistant	8,368	1,722	10,090
CORREA, ERIC	100	Instructional Assistant	11,946	2,458	14,404
CREVELING, FLOY	100	General Office Clerk	14,550	2,994	17,544
DANIELS, LANI B.	100	Library Technician	16,370	3,780	22,150
DARBY, ELIZABETH A.	100	Instructional Assistant	6,832	1,406	8,238
DO, QUY	100	Costume Technician	15,089	3,105	18,194
DODGE, AMY	100	Administrative Clerk	39,876	22,882	62,758
DUSSAULT, LINDA J.	100	Learning Resources Specialist	66,780	28,419	95,199
ELMORE, JODI D.	100	Student Services Specialist	18,943	3,898	22,841
ESSERY, STEVEN M.	100	Electronic Storekeeper/Repair Te	17,386	3,578	20,964
GALBRAITH, KIMBERLY	100	Instructional Assistant	14,770	3,039	17,809
GARCIA, ANAISABELLE	100	Test Proctor	16,288	3,352	19,640
GARCIA, ELVIA	100	Senior Mail Clerk	48,768	24,712	73,480
GARCIA, JOSE M.	100	Instructional Assistant	1,652	340	1,992
GARCIA, PATRICIA	100	Instructional Assistant	12,350	2,541	14,891
GARDEA, OMAR M.	100	Instructional Assistant	13,757	2,831	16,588
GILSTRAP, TERRY R.	100	Facility Systems Engineer	73,740	29,851	103,591
GOMEZ, HENRY T.	100	Technical Specialist I	22,464	4,623	27,087
GONZALES, RAY	100	Senior Clerk	38,460	22,591	61,051
GONZALEZ, GERARDO A.	100	Instructional Assistant	15,512	3,192	18,704
GONZALEZ, MARTHA E.	100	Instructional Assistant	12,969	2,669	15,638
GONZALEZ, VICTOR M.	100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574
HADLAND, DENISE	100	Instructional Assistant/DSPS	10,536	2,168	12,704
HARMON, JOHN W.	100	INSTRUCTIONAL ASSISTANT-DS	13,386	2,738	16,124
HARVEY, ROBERTA	100	Instructional Assistant	2,703	556	3,259
HEDENBERG, LACY M.	100	Student Services Specialist	19,443	4,001	23,444
HEIMANN, PATRICIA S.	100	Interpreter/Beginning	20,326	4,183	24,509
HERNANDEZ, MARISA F.	100	General Office Clerk	14,550	2,994	17,544
HERNANDEZ, MIRELLA	100	Instructional Assistant	10,135	2,086	12,221
HIRSCH, ROBERT J.	100	Research Analyst	70,052	29,092	99,144
HOLMES, JASON C.	100	Instructional Assistant	16,891	3,476	20,367
JIMENEZ, ELIZABETH	100	Counseling Assistant	16,012	3,295	19,307
KARIM POUR, ANAHITA	100	Learning Facilitator	17,250	3,550	20,800
KENYON, NELL B.	20	DSPS Specialist (75% FTE 11 mc	8,577	4,700	13,277
KENYON, NELL B.	80	DSPS Specialist (75% FTE 11 mc	34,308	18,601	53,109
KOHLHAS, PAUL M.	100	Accompanist	5,501	1,132	6,633
KRAMER, JESSICA	100	Instructional Assistant	11,073	2,279	13,352
KUYKENDALL, MARY	100	Instructional Assistant/DSPS	11,081	2,280	13,361
LABOSSIERE, ARIENNE	50	Administrative Clerk	26,682	12,829	39,511
LABOSSIERE, ARIENNE	50	Administrative Clerk	26,682	12,829	39,511
LEE, CLEMENT JUSTIN	100	Student Activities Specialist	17,636	3,629	21,265
LEVY, JOSHUA C.	100	Sports Information Coord-60%	33,660	21,603	55,263
LOGAN, VIRGINIA B.	100	Instructional Assistant/DSPS	1,166	240	1,406
LOPEZ, JESUS	100	Instructional Assistant	12,537	2,580	15,117
LOPEZ, SUSAN	100	Student Program Specialist	18,943	3,898	22,841
LUONG, JONATHAN C.	100	Instructional Assistant	1,952	402	2,354
MACLEAN, AMANDA	100	General Office Clerk	37,260	22,344	59,604
MAGALLON, SANDRA	95	Counseling Assistant	15,104	3,108	18,212
MAGALLON, SANDRA	5	Counseling Assistant	795	164	959
MAI, KATHY T.	100	Instructional Assistant	4,744	976	5,720
MAJEWICZ, KATHRYN	100	Instructional Assistant/DSPS	11,581	2,383	13,964

Layoff

Layoffs/Retirement/Vacancies as of 3/22/10

	%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben	
Layoff	MARESTAING, GRACE M.	100	Accompanist	3,094	637	3,731
	MARTIN, SUZANNE L.	100	Counseling Assistant	15,512	3,192	18,704
	MARTINEZ, JOHN	100	Senior Custodian/Utility Worker	42,840	23,492	66,332
	MAZER, GRANT R.	100	Custodian	8,107	1,668	9,775
	MIRANDA, ANTHONY E.	100	Intermediate Clerk	15,899	3,272	19,171
	MOLINA, CLARA	100	Admissions Assistant	9,189	1,891	11,080
	MONTOYA, MANUEL S.	100	Instructional Assistant	7,695	1,583	9,278
	MORA, IRMA	100	Admissions Assistant	9,421	1,939	11,360
	MORENO, MARIA E.	100	Instructional Assistant	3,754	772	4,526
	MORIN, MARTHA	100	Senior Clerk	17,386	3,578	20,964
	MUNOZ, DAHLIA E.	100	Instructional Assistant	14,076	2,897	16,973
	NEGRETE, CARMEN M.	100	Counseling Assistant	15,512	3,192	18,704
	NEZDA, STACEY	100	Costume Technician	15,089	3,105	18,194
	NGO, JOSEPH	100	Instructional Assistant	9,684	1,993	11,677
	NGO, TUAN V.	100	Technical Specialist I	21,919	4,510	26,429
	NGUYEN, ANDY T.	100	Media Systems Electronic Technic	63,360	27,716	91,075
	NGUYEN, HOLLISTER	100	Instructional Assistant/DSPS	12,247	2,520	14,767
	NGUYEN, KIMLAN	100	Instructional Assistant/DSPS	8,748	1,800	10,548
	NGUYEN, NGUYEN T.	100	Instructional Assistant	5,743	1,182	6,925
	NGUYEN, THUC H.	100	Library Systems Specialist	21,919	4,510	26,429
	NGUYEN, TUANANH N.	100	Instructional Assistant	7,857	1,617	9,474
	NOJIMA, JUNKO	100	Accompanist	2,100	432	2,532
	ORDIANO, CESAR L.	100	Video Technician	17,670	3,636	21,306
	OROZCO, VANESSA	100	Career Technician	18,943	3,898	22,841
	OROZCO, YOLANDA S.	100	Instructional Assistant/DSPS	17,496	3,600	21,096
	ORTIZ, ALFONSO V	100	Student Services Specialist	19,419	3,996	23,415
	PACHECO NIETO, FATIMA	100	Intermediate Clerk	15,899	3,272	19,171
	PAINE, EMILY	100	Counseling Assistant	15,512	3,192	18,704
	PALOMARES, EVA	100	Transfer Center Specialist	19,766	4,072	23,838
	PHAM PEREZ, LAN H.	100	Account Clerk	15,026	3,092	18,118
	PHAM, BINH T.	100	Instructional Assistant	3,799	782	4,581
	PHAM, HUY	100	Instructional Assistant	13,736	2,827	16,563
	PHAM, VINH HAI	100	Instructional Assistant/DSPS	11,664	2,400	14,064
	PHAN, THU YEN T.	100	Instructional Assistant	3,336	686	4,022
	PICKLER, KIRK R.	100	Instructional Assistant	5,030	1,035	6,065
	PINA OCHOA, CHRISTINA	100	Instructional Assistant	15,390	3,167	18,557
	PRAJAPATI, JITESH	100	Intermediate Clerk	15,512	3,192	18,704
	RAYGOZA, RUTH	100	Instructional Assistant	13,813	2,842	16,655
	REYES, ANNETTE	100	Administrative Clerk	18,943	3,898	22,841
	RIOS, PAOLA	100	Counseling Assistant	15,512	3,192	18,704
	ROMERO, JANESSA E.	100	Intermediate Clerk	15,512	3,192	18,704
	ROMO, ALMA	100	Intermediate Clerk	5,367	1,109	6,476
	ROMO, CLAUDIA	100	Student Services Coordinator	25,013	5,147	30,160
	SANDERS, GARY	100	Offset Lithographer	48,766	24,712	73,478
	SILVA, ALIAH K.	100	Job Developer	57,004	26,407	83,411
	SMALL, JERRY	100	Theater Facility Technician	17,996	3,703	21,699
	SURA, ALMA S.	100	High School & Community Outreach	23,214	4,777	27,991
	TAGUIAM, TONI J.	100	Athletic Trainer/Therapist	24,398	5,021	29,419
	THALLHEIMER, DIANE S.	100	Instructional Assistant (75%FTE)	32,920	21,451	54,371
	TJIPTAHADI, RUDY I.	100	Research Analyst	72,552	29,607	102,159
TON, HUYNH-LAN T.	100	Instructional Assistant	10,200	2,099	12,299	
TORRES, KARINA	100	Account Clerk	15,026	3,092	18,118	
TORRES, RON	100	Instructional Assistant	13,963	2,873	16,836	
TRAN, BIEN D.	100	Instructional Assistant	4,378	901	5,279	
TRAN, DUC	100	Instructional Assistant	10,698	2,201	12,899	
TRAN, KIM A.	100	Purchasing Clerk	15,512	3,192	18,704	
TRAN, RYAN	100	Instructional Assistant	13,532	2,785	16,317	
TRAN-NGUYEN, MARI ANNE	100	General Office Clerk	14,550	2,994	17,544	
TRUONG, TRINH Q.	100	Instructional Assistant	2,947	606	3,553	
VARGAS JR, JORGE	100	Intermediate Clerk	15,762	3,243	19,005	
VASQUEZ, LETICIA	100	General Office Clerk	14,917	3,070	17,987	
VO, ANGELINA	100	Instructional Assistant/DSPS	10,653	2,192	12,845	
VU, ANH	100	Accompanist	3,851	792	4,643	
VU, CRYSTAL	100	Instructional Assistant	13,130	2,702	15,832	
VU, QUANG M	100	Test Proctor	14,963	3,079	18,042	
VU, VIRGINIA VY	100	Learning Facilitator	15,672	3,225	18,897	
WALLER, LINDA	100	Job Developer	20,818	4,284	25,102	
WHITNEY, MARJORIE	75	Program Specialist	36,360	18,490	54,850	
WOODMAS, ERIN	100	General Office Clerk	14,550	2,994	17,544	
YEE, FAYE	100	Instructional Media Producer	24,398	5,021	29,419	
ZEINALI, SANAM	100	Learning Facilitator	16,618	3,420	20,038	
ZULIANI, MARGARET	100	Instructional Assistant	18,017	3,708	21,725	
Retirement	ARMSTRONG, EVA M	100	SENIOR CLERK	6,536	3,791	10,327
	BARTOLONE, ANTHONY J.	100	MAINT/UTILITY WORKER	41,388	22,070	63,458
	BENNETT, JEAN A.	100	SR ACCOUNT CLERK	56,392	19,892	76,284
	BODIFORD, GAYLYNN	100	EXECUTIVE SECTY	63,672	27,779	91,451
	BOWMAN, SHIRLEY	100	ALTERNATE MEDIA SPEC	67,200	28,505	95,705
BRYANT, FRANCYNE	100	FINANCIAL AID SPECIALIST	26,427	12,777	39,204	

Layoffs/Retirement/Vacancies as of 3/22/10

	%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben	
Retirement	20	ADMINISTRATIVE CLERK	10,381	4,844	15,225	
	80	ADMINISTRATIVE CLERK	41,523	19,377	60,900	
	100	ADMINISTRATIVE SECTY	61,608	26,207	87,815	
	100	ATHL/PE EQUIPT ASST	61,608	26,832	88,440	
	100	SR ACCOUNTANT	71,478	29,385	100,861	
	100	FINANCIAL AID COORDINATOR	70,476	23,767	94,243	
	100	OFFSET LITHOGRAPHER	49,132	21,906	71,038	
	100	ADMINISTRATIVE CLERK	21,039	10,445	31,484	
	100	ADMISSNS/REC SPC III	53,828	24,615	78,443	
	100	APPLICATION SPECIALIST	42,253	16,038	58,291	
	100	INSTRUCTIONAL EQUIPMENT	26,815	14,079	40,894	
	100	INSTR COORD/ANALYST	63,748	26,644	90,392	
	100	SENIOR ACCOUNT CLERK	7,893	1,624	9,517	
	100	EXECUTIVE SECTY	68,340	27,584	95,924	
	22	SENIOR ACCOUNTANT	15,081	6,932	21,413	
	8	SENIOR ACCOUNTANT	5,484	2,303	7,787	
	37	SENIOR ACCOUNTANT	25,384	10,650	36,014	
	13	SENIOR ACCOUNTANT	8,912	3,742	12,654	
	20	SENIOR ACCOUNTANT	13,710	5,757	19,467	
	100	HUMAN RESOURCES TECH	41,936	17,191	59,127	
	100	COMPUTER OPER COORD	78,912	29,746	108,658	
	100	OFFSET LITHOGRAPHER	57,336	25,333	82,669	
	100	SR CUSTODIAN UTILITY WORKR	20,005	11,455	31,460	
	100	ADMINISTRATIVE SECTY	37,570	18,739	56,309	
	5	SR RESOURCE DEV COOR	4,105	1,579	5,684	
	85	SR RESOURCE DEV COOR	78,071	30,008	108,079	
	100	SENIOR CLERK	7,320	458	7,778	
	85	INTL STDNT COORD	65,247	25,902	91,149	
	15	INTL STDNT COORD	11,513	4,571	16,084	
	100	AUXILIARY SVCS SPEC	52,116	19,415	71,531	
	100	ATHL/PE EQUIPT ASST	45,888	24,120	70,008	
	Vacancies	100	ADMINISTRATIVE CLERK	43,992	23,729	67,721
		25	STUDENT SERV COORD	8,694	2,838	11,532
		75	STUDENT SERV COORD	26,082	8,513	34,595
		100	ADMISSIONS ASSISTANT	12,122	758	12,880
		100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
		100	INSTRUCTIONAL ASSISTANT	12,930	2,661	15,591
		100	GARDENER/UTILITY WKR	45,684	22,949	68,633
		100	ADMINISTRATIVE SECTY	50,784	25,127	75,911
		100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574
		100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
100		INSTRUCTIONAL ASSISTANT	12,930	808	13,738	
100		INTERMEDIATE CLERK	17,277	3,555	20,832	
50		STUDENT SERV COORD	25,674	12,054	37,728	
50		STUDENT SERV COORD	25,674	12,054	37,728	
100		bookstore operation specialist	60,905	27,210	88,115	
100		BOOKSTORE STOREKEEPER	18,120	3,707	21,827	
100		INSTRUCTIONAL ASSISTANT	12,930	808	13,738	
100		INSTRUCTIONAL ASSISTANT-De	13,386	837	14,222	
100		A&R SPECIALIST	16,067	3,306	19,373	
100		INSTRUCTIONAL ASSISTANT	16,092	1,008	17,098	
100		GENERAL OFFICE CLERK	22,968	18,302	41,270	
100		ADMINISTRATIVE CLERK	31,535	15,260	46,795	
100		LIBRARY TECHNICIAN	18,120	3,729	21,849	
100		INSTRUCTIONAL ASSISTANT	12,930	2,661	15,591	
100		ADMISSNS/REC SPC I	16,063	1,004	17,067	
100		INSTRUCTIONAL ASSISTANT	12,930	808	13,738	
100		INSTRUCTIONAL ASSISTANT	11,455	2,357	13,812	
50		HIGH SCHOOL & COMM. OUTF	25,428	12,004	37,432	
50		HIGH SCHOOL & COMM. OUTF	25,428	12,004	37,432	
100		INSTRUCTIONAL ASSISTANT	12,930	808	13,738	
100		INSTR CENTER TECH	20,125	10,919	31,043	
100		INTERMEDIATE CLERK	42,476	17,549	60,025	
100		LIFEGUARD	12,930	2,661	15,591	
100		COUNSELING ASSISTANT	16,515	3,378	19,894	
100		STUDENT SERV COORD	21,028	9,219	30,247	
100		LIBRARY CLERK	16,313	1,020	17,332	
100		INSTRUCTIONAL ASSISTANT	12,930	808	13,738	
100		LIFEGUARD	12,930	808	13,738	
100		INTERMEDIATE CLERK	16,265	3,347	19,612	
100		INSTRUCTIONAL ASSISTANT	13,250	828	14,078	
100		TEST PROCTOR	12,922	808	13,730	
100	COMPUTER OPER SPEC	26,573	11,584	38,157		
100	ADMINISTRATIVE CLERK	40,872	23,087	63,959		
100	TECH SPEC III	75,588	30,231	105,819		
100	INSTRUCTIONAL ASSISTANT	16,092	3,292	19,384		
100	VIDEO TECHNICIAN	14,492	2,982	17,474		
100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574		

Layoffs/Retirement/Vacancies as of 3/22/10

	%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben
GUTIERREZ, JOSE	100	STUDENT SVCS SPEC	18,941	3,875	22,818
HA, MICHAEL D.	100	INSTRUCTIONAL ASSISTANT	13,880	855	14,534
HARN, DUSTIN	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
HELLER, CARLA	100	HS/COM OUTREACH SPEC	21,919	4,510	26,429
HERNANDEZ, ANGEL	100	STUDENT SERV COORD	51,360	24,724	76,084
HO, DUNG N.	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
HODGE, SYLVIA N.	100	JOB DEVELOPER	20,822	4,259	25,081
HUYNH, ROSE L.	5	FIN AID TECHNICIAN	870	179	1,049
HUYNH, ROSE L.	95	FIN AID TECHNICIAN	12,720	2,618	15,338
I, PISEY E	100	INSTRUCTIONAL ASSISTANT	5,282	1,087	6,369
JARA, CAROLINA	100	COUNSELING ASSISTANT	15,899	994	16,893
KAWAI, VIRGINIA	100	INSTRUCTIONAL ASSISTANT	8,046	1,646	9,692
KELLETT, MOLLY	100	STUDENT PROGRAM SPEC	15,784	3,229	19,013
KHAWAJA, GAIUS F.	60	DIST SAFETY OFFICER	9,156	1,884	11,040
KHAWAJA, GAIUS F.	40	DIST SAFETY OFFICER	6,104	381	6,485
LABAHN, JASON M.	100	TECHNICAL SPEC I	21,917	4,483	26,400
LE, ANH H.	100	GENERAL OFFICE CLERK	9,187	574	9,761
LE, LE T.	100	LEARNING FACILITATOR	14,492	806	15,398
LE, TUAN N.	60	DIST SAFETY OFFICER	6,986	1,438	8,424
LE, TUAN N.	40	DIST SAFETY OFFICER	4,658	853	5,510
LEWIS, GLORIA	15	VETERANS AFFRS COORD	9,241	4,103	13,344
LEWIS, GLORIA	85	VETERANS AFFRS COORD	52,367	23,251	75,618
LIANG, MARK	100	CONTRACT SPECIALIST	56,604	20,992	77,596
LOPEZ, LETICIA	100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574
LOPEZ, RICARDO	100	SR CASHIER	16,063	3,286	19,348
LOYA, RANDEE	25	STUDENT SERVICES COORDIN	13,479	6,158	19,637
LOYA, RANDEE	75	STUDENT SERVICES COORDIN	40,437	18,475	58,912
LOZA, JESUS G.	100	TRANSFER CENTER SPEC	21,917	4,483	26,400
LUU, TIFFANIE	100	STUDENT SVCS SPEC	52,692	24,383	77,075
MARQUEZ, LORENA	100	TRANSFER CENTER SPEC	22,669	4,665	27,334
MCKENNA, SANDY	100	INSTRUCTIONAL ASSISTANT	10,485	2,158	12,643
MENDOZA, DANIEL	100	INTERMEDIATE CLERK	15,515	3,193	18,708
MONCADA, MIRNA	100	INSTRUCTIONAL ASSISTANT-DS	13,388	837	14,222
MONGE, ELIZABETH A.	100	STUDENT ACTIV COORD	53,916	25,772	79,688
MONZON, JASON M.	100	INSTRUCTIONAL ASSISTANT-DS	13,388	837	14,222
NAJAFI, SOUSAN	100	INSTRUCTIONAL ASSISTANT-NAT-DS	13,388	837	14,222
NAKAGAWA, LESLIE M	100	ADMINISTRATIVE SECTY	26,710	12,835	39,545
NGUYEN, LAUREN K.	100	LIBRARY TECH	47,940	24,542	72,482
NGUYEN, ROSE H.	100	PUBLICATIONS ASST	6,354	1,308	7,662
NGUYEN, TIN V.	100	LEARNING FACILITATOR	14,492	906	15,398
NIETO, TAMMI D.	45	ADMINISTRATIVE CLERK	12,128	5,542	17,670
NIETO, TAMMI D.	55	ADMINISTRATIVE CLERK	14,824	6,773	21,597
OSORNIO, MARITZA	100	ADMINISTRATIVE CLERK	39,900	21,766	61,666
PACALA, JOHN	100	DESKTOP PUBLISHING TECHN	59,004	26,819	85,823
PACIFICO, MARIE	100	INSTRUCTIONAL ASSISTANT	13,388	2,754	16,140
PECENKOVIC, NIDZARA	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
PEREZ, BRENDA	100	INSTRUCTIONAL ASSISTANT	12,930	2,661	15,591
PEREZ, ROBERT	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
PETRUT, TUDOR	100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574
PILAFAS, DESPINA	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
PIMIENTA, L	100	ADMISSNS ASSISTANT	13,334	833	14,168
PONCE, KATHRYN A.	100	FIN AID LOAN SPEC	57,408	26,490	83,898
PURCELL, MARIA E.	100	ATHL/PE EQUIPT ASST	39,720	21,729	61,449
RAMOS, JONATHAN F.	100	FINE/PERF ARTS TECH	11,106	2,272	13,377
RATHOD, JISHITA J	100	INSTRUCTIONAL ASSISTANT	14,669	3,019	17,688
REITER, TODD M.	100	GARDENER/UTILITY WKR	47,976	24,549	72,525
RETA, MARTIN E	80	DIST SAFETY OFFICER	5,262	1,083	6,345
RETA, MARTIN E	40	DIST SAFETY OFFICER	3,508	722	4,230
ROBERTS, CLAY R.	100	INSTRUCTIONAL ASSISTANT	12,930	2,661	15,591
ROLLINS LOGAY, ELANE	100	INSTRUCTIONAL ASSISTANT	12,930	808	13,738
ROMERO, AMANDA A.	100	HS/COM OUTREACH SPEC	19,691	4,028	23,719
ROMO DE GONZALEZ, MARIA	100	GENERAL OFFICE CLERK	16,453	10,724	27,177
ROSAS, LIZBETH	100	INSTRUCTIONAL ASSISTANT	13,250	828	14,078
SANDOVAL, MICHELLE L.	100	INSTRUCTIONAL ASSISTANT	13,180	2,696	15,875
SANROMAN SKAGGS, CAROL	100	COMM SVCS PROG DVLPR	18,120	1,133	19,253
SCOTT, JOYCE	100	CAREER TECHNICIAN	9,424	1,939	11,363
SERNA, I	100	SR CLERK	17,391	1,087	18,478
SERRATOS, BRENDA	100	STUDENT SERV COORD	49,412	23,712	73,124
SERRATOS, JULIO C.	100	STUDENT SERVICES SPEC	50,904	24,017	74,921
SKLARZ, WENDY	100	TEST PROCTOR	12,422	2,541	14,963
SOLAZZO, PATRICIA E.	100	SR CASHIER	17,298	3,538	20,836
SOSA, SUSANA	100	STUDENT PROGRAM SPEC	41,892	22,775	64,667
SOTELO, FERNANDO	100	COUNSELING ASSISTANT	15,765	985	16,751
SUMMERS, MARY B	100	INSTRUCTIONAL ASSISTANT	4,338	893	5,231
TARAU, BEN	100	SKILLED MAINT WORKER	53,196	24,486	77,682
TIEU, JULIE	100	TRANSFER CENTER SPEC	19,785	4,047	23,832
TIMPSON, NATALIE J.	100	STUDENT SVCS SPEC	43,392	22,480	65,872
TOVAR, JULISA P.	100	GENERAL OFFICE CLERK	13,334	2,744	16,078

Vacancies

Layoffs/Retirement/Vacancies as of 3/22/10

		%	POSITION	Estimated Totals	Total Benefits	Total Sal/Ben
Vacancies	TRAN, DIEU THU	100	INSTRUCTIONAL ASSISTANT	7,207	961	8,168
	TRAN, HANH T.	100	COUNSELING ASSISTANT	17,112	3,500	20,613
	TRAN, LUU X	100	EOPS SPECIALIST	48,188	23,062	69,240
	TRAN, TRAM	100	LIBRARY CLERK	13,386	857	14,222
	TRUJILLO, MARGARITO E.	81	CUSTODIAN	12,491	781	13,271
	TRUJILLO, MARGARITO E.	19	CUSTODIAN	2,930	183	3,113
	VEGA, BRENDA	100	STUDENT SVCS SPEC	19,659	4,021	23,661
	VU, KHANH V.	100	INSTRUCTIONAL ASSISTANT	15,515	970	16,485
	VUE, VONG D.	100	INSTRUCTIONAL ASSISTANT	12,930	2,645	15,574
	WATARI, ELSIE S.	100	SR CLERK	14,492	906	15,398
	WILDENBERG, RITA	100	GENERAL OFFICE CLERK	16,849	3,447	20,296
	WOLTZ, RANDALL C.	100	ACCOMPANIST	15,784	987	16,771
	WRIGHT, RUBY D.	100	COUNSELING ASSISTANT	44,613	23,335	67,948
	ZAVALA, MARIA	100	STUDENT PROGRAM SPEC	36,141	22,114	58,255
			Classified Total	7,161,519	2,510,325	9,671,843
Classified	Layoffs	144				
	Retirement	30				
	Vacancies	128				

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
March 22, 2010**

MANAGEMENT

Leave of Absence

Romero, Christina
Director
College Advancement
Santa Ana College

Effective: February 11 – April 12, 2010
Reason: Family Leave

FACULTY

Appointments

Hernandez, Nery
Master Teacher
OEC Child Development Center
Child Development Services
District

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

Salinas, Keo
Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: March 22, 2010
Salary Placement: MT/AA-1 \$35,364

Final Salary Placements

Hyman, Deborah
Assistant Professor, Occupational
Therapy Assistant Program
Human Services and Technology Division
Santa Ana College

Effective: August 24, 2009
Salary Placement: II-5 \$60,269/Year

Ross, John
Assistant Professor, Pharmacy Technology
Human Services and Technology Division
Santa Ana College

Effective: September 14, 2009
Salary Placement: II-7 \$65,028/Year

FACULTY (CONT'D)

Stipends

Conner, Mary P.
Professor/Tutorial Program Specialist
Special Services Division
Santa Ana College

Effective: April 9, 2010
Amount: \$200.00
Reason: Site Supervisor/Mentor
(CTE Grant)

Isbell, James
Associate Professor, English
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: May 9, 2010
Amount: \$1,000.00
Reason: Learning Communities
(Title III Grant)

Jenkins, Crystal
Associate Professor, Chemistry
Science and Math Division
Santa Ana College

Effective: April 9, 2010
Amount: \$400.00
Reason: Site Supervisor/Mentor
(CTE Grant)

Kubicka-Miller, Jared
Assistant Professor, Communication
Arts, Humanities and Social Sciences Division
Santiago Canyon College

Effective: May 9, 2010
Amount: \$1,000.00
Reason: Learning Communities
(Title III Grant)

Nguyen, William
Associate Professor, Chemistry
Science and Math Division
Santa Ana College

Effective: April 9, 2010
Amount: \$400.00
Reason: Site Supervisor/Mentor
(CTE Grant)

Perry, Janis
Counselor
Counseling and Student Support Services Division
Santiago Canyon College

Effective: May 9, 2010
Amount: \$1,000.00
Reason: Learning Communities
(Title II Grant)

Robertson, Mario
Assistant Professor, Anthropology
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$300.00
Reason: Staff Development
(BSI Grant)

Robertson, Mario
Assistant Professor, Anthropology
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$700.00
Reason: Staff Development
(FIN Grant)

FACULTY (CONT'D)

Stipends (cont'd)

Varela, Anita
Librarian
Business, Math and Science Division
Santiago Canyon College

Effective: May 9, 2010
Amount: \$1,000.00
Reason: Learning Communities
(Title II Grant)

Part-time/Hourly Hires/Rehires

Carter, Thomas
Instructor, Fire Technology
Human Services and Technology Division
Santa Ana College

Effective: March 1, 2010
Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97

Gil, Maria
Instructor, Vocational/Business Skills
Continuing Education Division
Santa Ana College

Effective: March 9, 2010
Hourly Lecture Rate: I-2 \$40.97

Newton, James
Instructor, Criminal Justice Academy
Human Services and Technology Division
Santa Ana College

Effective: March 23, 2010
Hourly Lecture/Lab Rate: I-3 \$51.73/\$43.97

Rutledge, Darius
Instructor, Exercise Science
Exercise Science Division
Santa Ana College

Effective: March 9, 2010
Hourly Lab Rate: II-3 \$46.17

Sura, Alma
Instructor, Vocational/Business Skills
Continuing Education Division
Santa Ana College

Effective: March 9, 2010
Hourly Lecture Rate: I-3 \$41.97

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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

CLASSIFIED

New Appointment

Abrahams, Lawrence
Athletic Equipment Coordinator
(Requisition #CL09-0211)
Athletics/SAC

Effective: 03/22/10
Grade 12, Step 1 \$3,653

Professional Growth Increments

Gunderson, Linda
Financial Aid Analyst/ SCC

Effective: April 1, 2010
Grade 11, Step 4 + 2PG \$4103.33

Leave of Absence

Verduzco, Maria Teresa
Senior Clerk/ School of Continuing Educ./
SAC

Effective: 03/12/10 – 05/18/10
Reason: Maternity Leave

Ratification of Resignation/Retirement

Del Rio, Angela
Intermediate Clerk
Health Sciences/Nursing/SAC

Effective: 03/05/10
Reason: Resignation

Ross, Gwendolyn
Accountant
Accounting/District Office

Effective: 05/31/10
Reason: Retirement

TEMPORARY ASSIGNMENT

Dickinson, LeRonica
Learning Facilitator
Health Science/Nursing/SAC

Effective: 04/13/10 – 06/25/10

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

TEMPORARY

**Campos, Griselda
Data Entry Clerk/ Child Development
Services/District**

Effective: 03/23/10 – 06/30/10

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date:	March 22, 2010
Ref:	Approval of Chancellor Job Description		
Action:	Request for Action		

BACKGROUND

At the January 11, 2010 meeting, the Board of Trustees postponed action on the Chancellor's Job Description and directed the Executive Vice Chancellor of Human Resources and Educational Services to consult with the Board President on revisions to the job description.

ANALYSIS

The Chancellor's Job Description has been revised to reflect the language contained in the vacancy announcement for the Chancellor's position.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job description for the Chancellor.

Fiscal Impact:	None	Board Date:	March 22, 2010
Item Prepared by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
CHANCELLOR**

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 performs other duties as assigned by the Board of Trustees.

SPECIFIC RESPONSIBILITIES

BOARD OF TRUSTEES

Understands the role of the Board of Trustees and works to maintain a strong, professional relationship. Executes delegated authority pursuant to Board direction and policy, advises and updates the Board on a regular basis. Provides leadership, advice and professional expertise to assist the Board in effective goal setting and evaluation. Provides orientation for new Trustees, and is responsible for the proper conduct and related documentation of Board meetings in compliance with applicable law.

DEVELOPMENT AND DELIVERY OF DISTRICT PROGRAMS

Overall responsibility for the quality of all District programs, facilities, services and activities. Identifies methods for increasing and maximizing program funding sources. Works with College Presidents and appropriate constituency groups to provide ongoing systematic improvement to operational practices, and collaborates with colleges to identify opportunities for the delivery of new programs and services to assure that programs effectively respond to the needs of the culturally diverse population served by the District.

Promotes strategies to manage increasing enrollment demand with an emphasis on student success, retention, career technical education, university transfer and the transition from non-credit to credit programs. Supports quality teaching and student learning outcome measures in order to improve the success and retention of a growing, diverse student population. Develops and implements the District's facilities master plan.

PERSONNEL

Overall responsibility for all personnel functions, and services, collective bargaining and conflict resolution to ensure productive employer-employee relations with employee associations. Directly supervises and evaluates members of the Cabinet and the staff assigned to the Chancellor's office. Confers with academic and classified employee leadership.

BUDGETING/FUNDING

Responsible for ensuring the fiscal stability and sustainability of the District, including the preparation of the District budget. Ensures that the budget reflects plans for current and future District programs, facilities, personnel, services, equipment, technology and other activities. Provides leadership in the pursuit of state, local, federal, and private alternative funding sources to support the District's programs and services.

COMMUNITY CONTACT/REPRESENTATION

Builds strong relationships with business and community leaders and facilitates effective communication with the media. Provides visibility for the District and effective leadership on educational issues at the local, state and national levels. Proposes and advocates for legislation to develop fiscal and other resources to sustain, enhance and develop new programs, services and opportunities for the District and community. Maintains effective community relations and resolves complaints made by members of the public.

OTHER PROFESSIONAL RESPONSIBILITIES

Provides clear direction and leadership regarding District plans and goals and communicates those plans and goals to the faculty, staff and administrators, and community. Provides and communicates a plan for evaluating progress toward these goals. Advocates for participatory governance, promotes collegiality, staff cohesiveness, and respect among all District constituents by ensuring that faculty, staff, administrators, and students are provided with the opportunity to participate in the governance of the District, commensurate with their roles. Promotes and develops effective leadership in others.

ESSENTIAL FUNCTIONS

- A. Plan, lead, and provide goals and direction for all District programs, personnel services, activities, employer-employee relations, funding, fundraising, staffing, delivery and evaluation of all aspects of current and future programs and personnel.

- B. Communicate long and short-range plans and District needs and positions to the community, faculty, staff, and administrators, and build consensus and support for plans and programs.
- C. Identify and seek opportunities to assist the colleges in maximizing the academic performance of students. Ensure the effective and efficient use of District resources. Enhance the District's reputation as an institutional leader in education at the local, state and national levels.

REQUIRED SKILLS AND QUALIFICATIONS

The position requires a master's degree from an accredited institution and demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students. An earned doctorate from a regionally accredited university is preferred. Faculty and senior-level administrative experience in community colleges, and/or other accredited, postsecondary educational institutions is preferred.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Exercise Science/Health/Athletics Division**

To: Board of Trustees	Date: March 22, 2010
Re: Approval of Santa Ana College Gender Equity Self-Review	
Action: Request for Approval	

BACKGROUND

In 2002 the Rancho Santiago Community College District contracted with Dr. Susan Beers to conduct a Gender Equity Self-Review. This resulted in 13 Title IX Compliance Recommendations and the implementation of a Gender Equity Five-Year Action Plan. The Orange Empire Conference conducted a Program Review in fall 2003 and again in spring 2009. In both reports the college was commended for its commitment to Gender Equity.

ANALYSIS

Recently Santa Ana College updated the Title IX Self-Review. The Self-Review updates the 13 Compliance recommendations and the Five-Year Action Plan. The Self-Review follows the California Community College Self-Review Manual and the Title IX Intercollegiate Athletics Self-Evaluation Workbook.

RECOMMENDATION

It is recommended that the Board of Trustees acknowledge the receipt of the attached document confirming Santa Ana College's compliance with Title IX regulations.

Fiscal Impact:	None	Board Date: March 22, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Avie Bridges, Dean Exercise Science/Health/Athletics	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

SANTA ANA COLLEGE



Gender Equity Self Review March 2010



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Introduction and History of Intercollegiate Athletics at Santa Ana College

Santa Ana College Athletics has a rich history dating back to 1916 when football was introduced as the first intercollegiate program. Women's athletics was started in 1977. Since these times the athletic program has steadily improved to one of the premier athletic programs in the state.

Athletics continues to bring honor and recognition to the college with most recent Conference Championships in Baseball, Men's Soccer, Wrestling and the 2009 State Championship in Wrestling. Women sports have also excelled with Conference Championships in cross country, track/field, basketball, volleyball, softball and State Championships in volleyball and softball. Currently the college offers athletic opportunities in 9 women's sports (cross country, water polo, volleyball, basketball, soccer, golf, swimming, track/field, softball) and 7 men's sports (football, water polo, soccer, wrestling, basketball, baseball, golf). There are 117 (34%) female participants and 232 (66 %) male participants.

The first Gender Equity Self Review was conducted in September, 1992. At that time there were 9 men's sports (cross country, football, soccer, wrestling, baseball, basketball, swimming, track, volleyball) and 6 women's sports (cross country, volleyball, basketball, softball, swimming, track/field). There were 277 male participants (82%) and 60 female participants (18%).

In 2002 the Rancho Santiago Community College Board of Trustees contracted Dr. Susan Beers to conduct a Gender Equity Self-Review for both Santa Ana College and Santiago Canyon College. This Review indicated that Santa Ana College offered athletic participation opportunities in 9 men's sports (baseball, basketball, cross country, football, golf, soccer, swimming, track/field, water polo, wrestling) and 8 women's sports (basketball, cross country, soccer, softball, swimming, track/field, volleyball, water polo). There were 207 male participants (69%) and 91 female participants (31 %). It was recommended that opportunities for female participation be increased, thus in 2003 Santa Ana College added women's tennis, golf, and badminton. Due to lack of participation the college suspended women's badminton in spring 2008 and women's tennis in spring 2010. Because of the budget crisis men's cross country was suspended in fall 2009 and men's swimming and track/field were suspended in spring 2010. Even though 2 women's sports have been recently suspended, the number of female participants (117) has increased to the highest level in the history of the program.

Since 2002 the Orange Empire Conference conducted a Program Review at Santa Ana College in fall 2003 (Appendix A) and spring 2009 (Appendix B). Each Program Review addressed Gender Equity and the institutions compliance. In both reports the college was commended for its commitment to Gender Equity.

The 2002 Gender Equity Self Review conducted by Dr. Beers resulted in the Board of Trustees developing a written statement regarding Gender Equity.

"The Board of Trustees of Rancho Santiago Community College District is committed to gender equity in our district's athletic programs. We are further resolved that the athletic programs at Santa Ana College and Santiago Canyon College will come into compliance with all state and federal laws concerning gender equity and that all of our student athletes be treated with dignity and respect. Discrimination against any of our students because of their sex will not be tolerated."

The Board of Trustees also adopted 13 Title IX Compliance Recommendations to be implemented by the two colleges.

1. Additional personnel recommendations
2. In-depth program review and self-assessment
3. Mission, Orange Empire and/or South Coast Conference to provide program review.
4. Joint meeting to develop strategies
5. Gender equity five-year plan
6. Budget allocation and expenditure clarification
7. Risk Management safety review
8. Marketing strategies
9. Continued awareness of Title IX in relation to accreditation requirements
10. Workshops (COA) and Women's Sport foundation
11. Recruitment of Coaches
12. Annual review of athletics organizational structure
13. Establishment of Athletic Advisory Committee

Santa Ana College was directed to develop a Gender Equity Five-Year Action Plan following the 24 Self-Study Recommendations. (Appendix C)

Athletic Department Philosophy

Santa Ana College subscribes to the philosophy that intercollegiate athletics plays an integral role in the total educational experience. Athletics promotes social growth, leadership qualities, individual character, physical fitness, and the development of life-long learning practices. The college also believes that an exemplary Exercise Science program, including Health and Fitness courses, provides a sound basis for an intercollegiate athletic program and meets student interest and demand by offering a comprehensive complement of activities and programs.

The college encourages the development of programs for the highly skilled student-athlete and provides a variety of programs, support services, and activities necessary that meet the needs of these men and women. The college is also aware of and supportive of the concepts of gender equity and Title IX and provides an equal opportunity in athletics.

The basic philosophy of Santa Ana College is to accomplish and fulfill the goals of wholesome and desirable experiences for all student-athletes. The Board of Trustees, Administrative and Support Staff and Coaches coordinate and control intercollegiate athletics competition so that the result will be compatible with the State Athletic Constitution, Conference Athletic Constitution, and the highest standards of student-athlete conduct. The college's aim is for the experience of all participants to reflect dignity and exemplify competition at its finest. It is with this basic philosophy that Santa Ana College operates to best accomplish and fulfill the goals of wholesome and desirable experiences for all participants and to offer the opportunity for students of the college to reach their full athletic potential. (Appendix D)

Athletic Department Goals

1. Have as its primary concern the safety and welfare of the students.
2. Be recognized as an extension of the college's total educational program
3. Be characterized by the highest levels of professional instruction and supervision
4. Provide opportunities for individual growth and development.
5. Provide equal opportunity to all members of the college community.
6. Insure an opportunity to achieve academic and athletic excellence.
7. Maximize opportunities for participation by the maximum number of students.
8. Aspire to achieve and maintain high levels of athletic performance within a moral and ethical framework.
9. Have its many parts work cooperatively toward a single goal, while coaches and athletes from all sports support the efforts of their peers and colleagues.
10. Provide the best possible equipment and facilities.
11. Involve community, parents, faculty, friends, and other students, as well as the coaches and athletes themselves.
12. Strive to make each student's athletic participation a positive, healthful and enjoyable part of his/her college experience.
13. Comply with Title IX.
14. Operate with fiscal accountability.

Title IX Overview

What is Title IX?

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination in education programs—including athletics programs—that receive federal funds. Nearly all postsecondary institutions receive or benefit from federal aid, so nearly all must comply with Title IX.

Title IX covers all aspects of education programs, including admissions, treatment of students, and employment, at all levels of education—graduate, undergraduate, secondary, and elementary programs. Despite this broad coverage, Title is often associated with athletics because the athletics requirements have always been the most controversial.

Title IX's Authority

As a federal law, Title IX takes precedence over state law and any athletics association by-laws. A state law may require less or more than Title IX and still be consistent if it does not require anything prohibited by Title IX. Institutions must comply with Title IX regardless of whether they comply with state law.

How Title IX is Enforced

The Office for Civil Rights (OCR) within the U.S. Department of Education (ED) is responsible for enforcing Title IX nationwide. OCR enforces Title IX by investigating complaints, conducting compliance reviews, and providing technical assistance. OCR has enforcement responsibilities for other federal civil rights laws, and Title IX athletics comprises approximately 2% of OCR's caseload. The ultimate penalty for refusal to comply is termination of federal funds to the institution or referral to the U.S. Department of Justice to pursue enforcement in federal court.

Title IX's Application to Athletics Programs

Title IX applies to all types of athletics programs including intercollegiate, interscholastic, club, and intramural programs. Intercollegiate programs are **intended to consist of the highest skilled athletes** representing the college or university in competitions against other institutions' intercollegiate teams.

Title IX does **not** require an institution to:

- offer an athletics program
- offer a good athletics program
- provide the same funding to the overall women's and men's programs
- provide the same funding to men's and women's teams in the same sport
- provide specific benefits such as equipment, coaching, facilities, or scheduling

- provide specific benefits to a specific team
- offer a specific number of teams
- offer the same number of teams
- offer the same number of teams for men and women
- offer the same sports for men and women
- provide the same benefits to men's and women's teams in the same sport
- compete at a specific level, such as NCAA Division I, II, III, NAIA, NJCAA, COA, etc.
- join a specific conference—local, regional, national or otherwise

Title IX does require an institution to:

- provide an equal opportunity for female and male students to become intercollegiate athletes (analyzed by means of a three-part test)
- provide equivalent treatment of participants in the overall women's program as compared to the overall men's program

How Colleges Should Comply: There are 10 factors or components to evaluate.

Component I

Determination of the athletic interests and abilities of its students (participation): There are 3 factors (prongs) that may be considered. The institution only has to be in compliance with one factor or (prong).

Prong 1

Provide participation opportunities for male and female athletes that are substantially proportionate to their respective enrollment rates.

Santa Ana College percentage rate for full-time male students is 49%. The percentage rate for full-time female students is 51%.

Currently the student-athlete participation rate is 66% male and 34% female.

Santa Ana College does not comply with prong 1.

Participants

Year	Male	Female	Athletic Ratio	Enrollment Ratio
2001-2002	207	91	69% - 31%	50% - 50%
2002-2003	218	107	67% - 33%	50% - 50%
2003-2004	222	113	66% - 34%	49% - 51%
2004-2005	266	109	70% - 30%	49% - 51%
2005-2006	255	111	70% - 30%	49% - 51%
2006-2007	215	103	68% - 32%	49% - 51%
2007-2008	220	110	67% - 33%	49% - 51%
2008-2009	286	111	72% - 28%	49% - 51%
2009-2010	232	117	66% - 34%	40% - 51%

Prong 2

Demonstrate a history and continuing practice of program expansion for the underrepresented gender.

In 2003 Santa Ana College added 3 women's sports. Even though 2 sports have been suspended since that time the number of female participation has increased to the highest level in the history of the program (117 participants). This is considered to be in compliance with expansion of the program.

Prong 3

Fully and effectively accommodate the interests and abilities of the members of the under-represented gender.

From 2003 until 2009 Santa Ana College offered every sport sanctioned by the COA for women.

Women's badminton and women's tennis struggled each year to field a team. Even though Participation Form 3 shows enough students eligible to compete, not all of these students participated in each match. As stated above Title IX is intended to consist of the **highest skilled athletes** representing the college, student athletes eligible on the Participation Form 3 for badminton and tennis were comprised primarily with students who had never played the sport.

The attached Interest and Abilities Survey has been used to determine the interest in sports. (Appendix E) The results show that there is not enough interest to sponsor women's badminton or tennis. (The college is currently looking to automate the Interest and Abilities Survey so that there is a permanent record).

Component 2

Equipment and supplies:

Equipment and supplies include uniforms, shoes, other apparel, sport-specific equipment and supplies, instructional devices, and weight training equipment. The equipment and supplies for each sport must be comparable for both males and females.

There are five factors to consider for compliance of this component

- Quality
- Suitability
- Amount
- Maintenance
- Replacement
- Availability of Equipment and Supplies.

At Santa Ana College a three year rotation system has been developed to purchase game uniforms and warm-ups for all sports except football. Football has a five year rotation system. The equipment and supply budget for each sport varies each year depending on their current need. The need is determined by a meeting involving the athletic director, coach and athletic equipment coordinator. Once a decision has been made as to what needs to be purchased, the coach and athletic equipment coordinator determine the style and sizes to order.

Recent budget cuts have eliminated the purchase of shoes, socks, practice T-shirts/shorts and sweats. Most of the teams fund raise to pay for these items. Therefore the college provides game uniforms, warm-ups, balls, bats etc. All equipment is in good to fair condition for both male and female athletes. The equipment is maintained, laundered, repaired, and issued by the athletic equipment coordinator. All equipment is stored in the equipment room located in the new locker room facility. All equipment is equally accessible to both male and female student-athletes. (Appendix F)

Component 3

Scheduling of Games and Practice Times:

There are five factors to consider for compliance of this component

- Number of competitive events per sport
- Number and length of practice opportunities
- Time of day competitive events are scheduled
- Time of day practice opportunities are scheduled
- Opportunities for post conference competition

The California Commission on Athletics (COA) determines the number of competitive events per sport, including equal post conference opportunities. This schedule is developed with gender equity in mind. Therefore all sports are in compliance with this factor. Coaches are allowed to schedule their pre-conference schedule. Because of recent budget cuts to transportation, all coaches were given a 110 mile radius in which to

schedule away contests. Each sport must fund raise for any overnight lodging requirements.

The respective conferences determine the time and day of an athletic event. Again gender equity is taken into consideration to afford both male and female student athletes the opportunity to compete in what is considered to be "Prime Time" for that sport. Therefore all sports are in compliance with this factor.

All sports at Santa Ana College are afforded the opportunity to practice five days a week for the same length of time. They are also afforded the opportunity to practice in what they consider to be the "Prime" practice times. There are three sports that must use the same facility (women's basketball, men's basketball and women's volleyball). To ensure that each sport has equal opportunity to the "Prime" practice slot, a yearly rotation system is used to schedule the practices. All sports are in compliance with this factor. (Appendix G)

Component 4

Travel and Per Diem Allowances:

There are five factors to be considered for compliance of this component

- Modes of transportation
- Housing furnished during travel
- Length of stay before and after competitive events
- Per Diem allowances
- Dining arrangements

The welfare and safety of coaches and athletes being transported to and from athletic events is of primary importance. All teams must follow the policies and guidelines developed by the office of Administrative Services. (Appendix H).

The mode of transportation is determined by team size. In most cases teams with 25 or more student athletes are transported by bus or mini-bus. Teams with less than 25 are transported in District vans or vans rented by the District.

The Associated Students Diversified Budget covers expenses related to housing, meals, entry fees, officials, and awards. Teams must fund raise for games or tournaments requiring an overnight stay. These are usually motel type accommodations. (Appendix I)

The Athletic Department follows all policies and guidelines as outlined by the Diversified Office in the procurement of funds. The same per diem is allowed for all teams and because of limited funds the dining arrangements is usually "fast foods". (Coaches Manual, Appendix E) Breakfast \$5:00, Lunch \$6.00, Dinner \$7.00

Santa Ana College is in compliance with this component.

Component 5

Opportunities to Receive Coaching

There are three factors to consider for compliance in this component

- Availability of Coaches
- Assignment of Coaches
- Compensation of Coaches

Availability of Coaches

Coaching availability includes: the number of coaches assigned to each team; their length of contract; full-time or part-time status; and any other duties that affect a coach's time such as teaching or administrative. The number of coaches for each team includes the head coach, paid assistant coaches, and any volunteer coaches. Contract lengths may be multi-year, 12 month, 10 month, by sport season, etc. In general, the longer the contract, the greater the advantage to students.

Men's Sports	4 Full-Time Head Coaches	3 Part-Time Head Coaches	57% - 43%
Women's Sports	4 Full-Time Head Coaches	5 Part-Time Head Coaches	44% - 46%
Men's Sports	3 Full-Time Assistant Coaches	13 Part-Time Assistant Coaches	17% - 83%
Women's Sports	0 Full-Time Assistant Coaches	12 Part-Time Assistant Coaches	0% - 100%

All Full-Time Coaches at Santa Ana College have teaching responsibilities. Half of their time is dedicated to Exercise Science Classes and the other half to their Intercollegiate Team. Even with this in mind, Full-Time Coaches are considered to be more available to the needs of the student-athlete than a Part-Time Head Coach. Historically football is the only sport at Santa Ana College with Full-Time Assistant Coaches. In the past this has given 17% more availability of the coaching to the male student-athletes. Fall semester 2010 there will be only one Full-Time Assistant Football Coach. Therefore the ratio will be 6% Full-Time and 94% Part-Time Assistant Coaches

The standard set at Santa Ana College for the number of assistant coaches assigned to a sport is based on the total number of student-athletes participating. The goal is to have a 10:1 ratio between coach and student-athlete. This formula has been accepted district-wide.

1-9 Participants	Head Coach + Chief Assistant
20-29 Participants	Head Coach + Chief Assistant + Assistant
39-39 Participants	Head Coach + Chief Assistant + 2 Assistants
70-More Participants	Head Coach + 2 Chief Assistants + 7 Assistants

Assignment of Coaches

The qualifications and assignment of Full-Time Coaches is dependant on the minimum qualifications for the position in the academic area of assignment. Part-Time Assistant Coaches are hired as classified Instructional Assistants. Their qualifications are based on years of experience and expertise in the sport.

Compensation of Coaches

Full-Time Coaching compensation is based on District Salary Schedules. Part-Time Coaching compensation is also based on District Approved Coaching Stipends not to exceed \$6,500 for a Chief Assistant position and \$4,500 for an Assistant position. (Appendix J)

Component 6

Locker Rooms, Practice and Competitive Facilities

There are six factors to evaluate for compliance for this component

- Quality and availability of the practice facilities and competition facilities
- Exclusivity of use of facilities provided for practice and competitive events
- Availability of locker rooms
- Quality of locker rooms
- Maintenance of practice and competitive facilities
- Preparation of facilities for practice and competitive events

In the last 5 years Santa Ana College has made huge improvements in its athletic locker rooms, practice and competitive facilities. A new men's and women's locker room opened in 2007 which contains equal square footage for men and women's team rooms and lockers. Also included in the building are new offices for both men and women coaches. A new softball complex was opened in 2008 providing spectator seating, concession and restroom facilities. Also a new weight room with state-of-the-art hammer strength equipment is available to all athletic teams.

The track was re-surfaced in 2008. The soccer field became a stand alone facility after the softball complex was completed in 2008. The pool was also re-surfaced in 2008. The wrestling room was renovated in 2009 including a new wrestling mat and the gymnasium was renovated in 2009/2010 including a new floor, storage area, and handicap accessible restrooms. Currently the baseball field is schedule to be renovated in 2010.

These improvements provide the student-athletes at Santa Ana College with equal quality, availability, maintenance and access of facilities. It has also provided a new sense of pride and enthusiasm to the staff and students in the Exercise Science /Athletic department. (Appendix K)

Component 7

Medical and Training Facilities and Services

There are five factors to be included in the evaluation of this component

- Availability of medical personnel and assistance
- Health, accident, and injury insurance coverage
- Availability and quality of weight and training facilities
- Availability and quality of conditioning facilities
- Availability and qualifications of athletic trainers

The Santa Ana College Sport Medicine facility is located in Cook Gymnasium. It is within steps to the practice and competitive facility for men's and women's basketball, women's volleyball, wrestling, cross country, track/field, women's swimming, men's and women's water polo. It is within a few minutes walk to the baseball and softball complex. It is also within steps to the football practice facility. The facility is centrally located to provide equal access and availability to all sports.

The Sports Medicine facility underwent a huge renovation in 2007. This doubled the size of the facility allowing for better services to all student-athletes. The facility is open Monday – Friday 10:00 am – 7:00 pm. There are two Full-Time NATA (National Athletic Trainer's Association) Certified Athletic Trainers available for practices and home athletic competition. The COA requires that a certified trainer be present at all home and away football games, otherwise athletic training services are provided by the host institution.

District Risk Management provides all rules and regulations regarding athletic insurance coverage. Generally the student's insurance will act as the primary coverage and the district's insurance coverage will be secondary. All student-athletes are required to pass a health screening prior to participating in practice or competition. The college provides a free health screening for all student-athletes. Some athletes choose not to take advantage of this service and will get a screening from their family physician.

The athletic training and conditioning facilities at Santa Ana College are excellent. All athletes have access to a state-of-the-art weight room with hammer strength equipment. To accommodate conflicts in scheduling there is also an alternate facility. This facility does not have the same quality as the new strength lab. A goal of the department is to update the equipment in this facility.

Component 8

Publicity and Promotion

The following three factors should be considered in the evaluation of this component

- Availability and quality of sports information personnel
- Access to other publicity resources for male and female programs

- Quantity and quality of publications and other promotional devices featuring male and female teams

Santa Ana College is very fortunate to have a Full-Time Sports Information Coordinator. All sports have equal access to quality media promotions. The Sports Information Coordinator is assigned but not limited to the following tasks:

- Updating and maintaining the college athletic web page
- Creating and designing layouts for printed materials
- Coordinating the production of schedules, marketing material and other promotional material
- Coordinating and preparing newsletters and other internal and external publications describing events, activities and feature stories
- Producing game programs for home athletic events
- Producing and designing Official Team Media Guides
- Producing game statistics using the COA mandated stat crew program
- Athletic Department Photographer
- Promotion of and provide print material for special events such as Athletic Hall of Fame Golf tournament, Athletic Hall of Fame Induction Ceremony, Athletic Scholar Athlete Recognition

The Sports Information Coordinator works closely with the Dean of Exercise Science but reports directly to the College President.

Component 9

Support Services

The administrative and clerical support provided to an athletic program can affect the overall provision of opportunity to male and female athletes, particularly to the extent that the provided services enable coaches to better perform their coaching functions.

The following two factors should be included in the evaluation of this component

- The amount of administrative assistance provided to male and female programs
- The amount of clerical assistance provided to the male and female programs

Athletics at Santa Ana College is a part of the Division of Exercise Science. No coach in the program is assigned a private secretary or staff member. The following administrators and support staff provide equal access and quality of services to both male and female athletic programs:

Dean of Exercise Science / Athletic Director
 Administrative Secretary
 Administrative Clerk
 Sports Information Coordinator
 Athletic Counselors

Avie Bridges
 Kaye Smith
 Reyes Vasquez
 Jason Kehler
 Rey Robledo
 Frank Gonzales

Athletic Trainer	Gary Kinney
Athletic Trainer	Nora Schug
Athletic Equipment Coordinator	Vacant
Athletic Equipment Assistant (male)	Vacant
Athletic Equipment Assistant (female)	Vacant

All support staff is centrally located within the athletic facilities, therefore giving every coach equal access. No preferential services are granted to any program.

Component 10

Recruitment of Student Athletes

The following three factors should be included in the evaluation for this component:

- Whether coaches and other professional athletic personnel in the programs serving male and female athletes are provided with substantially equal opportunities to recruit;
- Whether the financial and other resources made available for recruitment in male and female athletic programs are equivalently adequate to meet the needs of each program;
- Whether the differences in benefits, opportunities, and treatment afforded prospective student athletes of each sex have a limiting effect upon the recruitment of students of either sex.

There are no funds budgeted for the recruitment of student-athletes. Each coach has the same opportunity to recruit student-athletes without any funding from the college.

Appendix

A



ORANGE EMPIRE CONFERENCE

Dr. Judy Stamm, Commissioner ▪ 3561 Granada Avenue, San Diego, CA 92104 ▪ Tel/Fax (619)291-4227

May 29, 2003

Rita Cepeda, President
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706

Dear President Cepeda:

I am sending the final report from our program review site visit conducted at your college on May 22, 2003. It was clear from our visit that there is much pride and support for the athletic program at Santa Ana College. It was just a year ago that the Orange County Register made several negative allegations about your program. You and your staff met these unfortunate public allegations with a complete examination of the athletic program. It is remarkable how much has changed in one year. The new administrative structure in the athletic department is a positive change and you have managed to hire two of the most respected athletic administrators in the state of California. We commend you for your excellent gender equity study and your commitment to ensuring equity in athletics.

The following report includes recommendations about each of the nine program review standards. There is a summary of the committee's recommendations at the end of the report

We enjoyed our visit to Santa Ana College. As one of the oldest colleges in Orange County, and the flagship of the district, the college has a long tradition of excellence in athletics and service to the community. We commend you for your commitment to ensuring that this tradition continues.

Sincerely,

A handwritten signature in cursive script that reads 'Judy Stamm'.

Judy Stamm, Ph.D.
Commissioner

Cc: Avie Bridges
Aracely Mora



ORANGE EMPIRE CONFERENCE

Dr. Judy Stamm, Commissioner

3561 Granada Avenue, San Diego, CA 92104

Tel/Fax (619)291-4227

SANTA ANA COLLEGE PROGRAM REVIEW SITE VISIT MAY 22, 2003

Committee: Susan Beers, Dean of Physical Education/Athletics, Fullerton College
Linda Kelly-Mandich, Academic Counselor, Fullerton College
Vern Hodge, Vice President Student Services, Irvine Valley College
Bob Schermerhorn, Athletic Director, Riverside College
Judy Stamm, Conference Commissioner

The Committee conducted a site visit to Santa Ana College on May 22, 2003. We received program review materials prior to our visit from Avie Bridges, Athletic Director. The site visit involved a series of short interviews with all college personnel directly and indirectly responsible for the college athletic program. In addition, a highlight of the visit was a session with four Santa Ana College student athletes.

The committee met in the President's conference room where we were greeted by Athletic Director Avie Bridges and Dean Aracely Mora. We met first with President Rita Cepeda and Vice President John Nixon. President Cepeda described her commitment to ensuring that the athletic program at Santa Ana College continues to be a valuable part of the total curriculum. She alluded to recent public allegations about the program (Orange County Register) and strongly reaffirmed her commitment to gender equity in athletics. Both Vice President Nixon and President Cepeda indicated their determination to continue the proud tradition of athletics at Santa Ana College and to confront any allegations.

The committee also met with the athletic director and dean, trainers, the sports information director, head baseball coach, head softball coach and four student athletes. We were also guests for lunch where we met other students and members of the physical education/athletic department.

The intent of this athletic program review is to determine how Santa Ana College has complied with the Orange Empire Conference Program Review Standards. The committee reviewed the following nine standards.

Standard One: Constitutional Compliance

Key Topics:

- Form R-2 Statement of In-Service Training
- Internal process for possible COA Constitution violations.
- Out-of-season competition.
- Recruiting/contiguous districts.
- Policies and Procedures Handbook.

Committee Summary:

The committee found that Santa Ana College is adhering to the COA Constitution regarding the athletic program. Both the Dean and Athletic Director have worked to develop policies that can be consistently enforced. This is more challenging with many part-time coaches.

Recommendations:

- The committee agrees with a “self- recommendation” from Santa Ana College that a workshop be held to inform student athletes and staff about issues regarding drugs, sexual harassment and diversity.

Standard Two: Eligibility Processing

Key Topics:

- Management within the purview of the athletic office of Forms 1,2,3,C and student educational plans.
- Description of the actual eligibility process.
- The Student Educational Plan Process.

Committee Summary:

The committee met with Avie Bridges, Athletic Director and Aracely Mora, Dean of Physical Education and Athletics. Santa Ana College is in complete compliance with eligibility processing and developing student educational plans. Both Avie Bridges and Aracely Mora are very active participants in the Commission on Athletics. They both have years of experience with the state organization and attend all conferences and conventions.

Recommendations:

- The committee had concerns regarding the “Early Decision” enrollment priority for freshmen students and the impact this has on student athletes. If a freshmen student athlete does not participate in Early Decision registration, it is very difficult for them to enroll in classes. Continuing athletes do not have priority registration and it is difficult for second year athletes to get necessary classes to matriculate according to a timeline prescribed by NCAA guidelines.

- The committee recommends that copies of student athlete educational plans (IEP) be kept in the athletic office as well as the counseling office. The counselor for athletes is part-time and may not always be available. We also recommend that COA eligibility forms be kept in a more secure (locked) location in the athletic office.
- Frank Gonzales, the academic counselor for student athletes is a member of 3C4A, the COA affiliate organization for academic counselors. He is very knowledgeable about NCAA rules and regulations. The committee recognizes that we are in a time of budget reductions, and recommends that every effort be made to continue to provide academic counseling services for student athletes.

Standard Three: Philosophy

Key Topics:

- College philosophy as it relates to gender equity.
- College recruiting philosophy and support of Orange Empire Conference goals.
- Statement of recruiting philosophy.

Committee Summary:

The committee was impressed by the consistent expressions of pride and the important tradition of athletics at Santa Ana College. It is clear that athletics plays an integral role in the total educational mission of the college. The college is pro-active for student athletes and it is a powerful and important component in the community where individuals and families take advantage of athletic facilities. This is further indicated by a plan to use new bond money to expand the campus into the community. The President is proud of the college's accomplishments and has offered to be a case study of an urban institution with a shrinking budget, poor staffing and old facilities. We commend the President and the college for meeting these challenges and implementing changes.

Recommendations:

- The most difficult problem for Santa Ana College is equitable facilities and staffing. These two problems are especially challenging during budget cutbacks and hiring freezes. However, the committee recommends that as soon as the budget allows, the college needs to focus on hiring full-time tenure track faculty who teach and coach, especially for women's athletics. Full time teaching faculty will ensure that the physical education discipline remains strong. The passage of the bond will allow the college to improve facilities and plans are already in place to do this in an equitable manner.
- The committee recommends that the college hire a full-time academic counselor for student athletes as soon as resources improve.

Standard Four: Professionalism

Key Topics:

- Participation of staff members in professional activities.
- Attendance at COA meetings.

Committee Summary:

Faculty and staff are active in their conference and professional organizations. Both the Dean and Athletic Director attend Orange Empire Conference meetings and all of the state COA meetings and are respected as leaders in the field of athletics. The Dean was recently selected as the SCOPE President representing all physical education concerns throughout the state. Faculty informed us that the new athletic administrators are making many improvements and they seemed to respect and like the new leadership. The two athletic trainers, one male, one female, work very well together in a relatively small training room. They are both professionally certified and attend re-certification meetings to maintain currency. And as a reflection of college pride, some faculty and staff are working toward establishing an Athletic Hall of Fame at Santa Ana College.

Recommendations:

- Santa Ana College needs more full-time coaching faculty. The high profile sports of football, men's basketball and women's basketball have part-time coaches. Next year, the very successful men's soccer coach plans to retire which will cause another major sport to be coached by a part-time coach.
- The Sports Information Director (SID) has an office in athletics but reports to the Public Information Officer (PIO) at the district office. At most colleges, the SID reports to the Dean of Athletics. When asked to whom he would like to report, the Athletic Director or the PIO, the SID responded that he would prefer to report to neither and would like to be autonomous. He stated that he is trying to meet the demands of two masters neither of whom have a grasp of the sports information job. The committee recommends that the SID report to the Dean of Athletics.

Standard Five: Academic Achievement and Support

Key Topics:

- Activities supporting the concept of student athlete matriculation.
- Counseling services for student athletes.
- Academic support services for student athletes.
- Retention and student awards.

Committee Summary:

The committee met with Frank Gonzales, the part-time academic counselor for student athletes. We were informed about the Early Decision program that gives priority registration to all incoming freshmen students for a limited three-week period in late spring. Most of the faculty, staff and students that we interviewed agreed that continuing students have difficulty getting classes needed for transfer. Student athletes at Santa Ana College receive no type of priority registration. Frank Gonzales conducts four student athlete orientations per year and assists student athletes with the matriculation process. As a member of 3C4A, he attends workshops conducted by 3C4A to help counselors keep up with frequent NCAA regulation changes. Our meeting with four student athletes indicated that they received excellent counseling and assistance. There is currently no awards ceremony to give formal recognition for student athlete academic and athletic accomplishments. Concern was expressed that current facilities are poorly maintained and heavily used which creates the potential for some safety issues.

Recommendations:

- Santa Ana College needs a full-time athletic counselor that may ensure more statewide recognition for student athletes.
- Some support components that already exist should be integrated to facilitate help for student athletes. (Registration, financial aid, tutoring)
- The arrangement for facility maintenance should be reviewed so that facilities can receive the care and maintenance they require. Currently, the facilities are poorly maintained.
- The softball field should not be shared with soccer. Softball needs a dedicated field like one that exists for baseball.
- The college should initiate an on-campus awards ceremony for student athletes.

Standard Six: Citizenship

Key Topics:

- Programs designed to foster good citizenship.
- Process for addressing the COA Decorum Policy.
- Process for discussing sexual harassment, a drug free work environment and diversity issues.
- Number of decorum violations in one year.

Committee Summary:

The decorum policy is discussed with student athletes during the initial eligibility certification process by the coach and the athletic director. There is an informal process in place to sensitize student athletes and coaches regarding sexual harassment and drug issues. Student athletes indicated that they enjoyed the environment at Santa Ana College and had positive things to say about their coaches and the athletic department. They also expressed that although they enjoyed the diversity at the college, the campus community was not as supportive as they would like. There were very few decorum violations this last year at Santa Ana College: Two for men's soccer, one for men's basketball. The department has included sexual harassment, a drug free environment and diversity issues in the student handbook.

Recommendations:

- The athletic department needs to develop a formal process to discuss a drug free environment, sexual harassment and diversity issues.

Standard Seven: Gender Equity

Key Topics:

- District philosophy regarding a full complement of athletic teams.
- Gender equity self-study.
- COA Gender Equity Report and Equity in Athletics Disclosure Act Form.

Committee Summary:

In response to negative press in the local newspaper regarding gender equity, Santa Ana College responded immediately by hiring an outside consultant to conduct an independent self-study. During the past year, many of the recommendations in the self-study have been implemented. The college hired a woman Athletic Director and woman Dean of Physical Education and Athletics. Two women's sports were added: women's tennis and women's badminton. The women's basketball coach was replaced. Two full-time male faculty members who were retired after years of coaching men's sports have been "recruited" to coach women's golf and women's badminton. Inequitable coaching pay has been addressed and an incentive added for part-time and assistant coaches to continue coaching. The women's volleyball team has moved to the main gym for their games and the cheer team is assigned to support both women's and men's sports. The equipment manager position was increased from a .50 position to full time. The women's softball field was provided with a \$25,000 fence even though there are plans to move the field within two years and batting cages were made available for the first time for softball.

The committee was very impressed by all that has been accomplished in one year and congratulate the Board and President for their demonstrated commitment to gender equity.

Recommendations:

- The facilities for men and women are not yet equal. The committee recognizes that bond money will improve this situation.
- There are low numbers of female athletes in some sports. This may be helped by hiring new full time coaches but there was some discussion that there is poor recruiting in some of these sports.

Standard Eight: Fundraising

Key Topics:

- Institutional controls to ensure proper accounting and distribution of funds raised by foundations trust accounts, booster clubs and donations.
- Individual or department who controls revenues.
- Written accounting processes and/or forms.
- Distribution of fundraising revenue.

Committee Summary:

Santa Ana College has provided the athletic department with suitable funds. Some sports choose to do additional fund raising to supplement their budgets. The Athletic Director and the Dean approve fund raising activities and accounting for fund raising is handled through the campus Student Business Office.

Recommendations:

- No recommendations.

Standard Nine: Demographics

Key Topics:

- Total number of student athletes.
- Number of out-of-district and out-of-state athletes.
- First contact for out-of-district and out-of-state athletes.
- Percentage of out-of-district and out-of-state athletes compared to the general student population.

Committee Summary:

Santa Ana College as a very diverse student population that is reflected in the athletic program. There was some confusion about the total number of athletes but is estimated to be between 350-400 total athletes per year. There were eleven out-of-country athletes at the college for the 2002-2003 academic year.

Recommendations:

- No recommendations.

Conclusion/Summary:

The committee was very impressed with the athletic program at Santa Ana College. The progress that has been made in gender equity in just one year is remarkable. The college has a very impressive campus and although athletic facilities are old, they have functioned well for years. The bond money to improve facilities will do a great deal to improve the physical plant and should help recruiting. The following is a summary of the Program Review Committee's recommendations:

- Continuing students (second year athletes) need enrollment help to ensure that they get necessary classes to matriculate according to NCAA timelines.
- A full time academic counselor is needed for the large number of student athletes at Santa Ana College.
- The college needs more full time faculty hired to coach and teach. This strengthens both the athletic program and physical education.
- The Sports Information Director should report to the Dean of Athletics.
- Facilities are currently poorly maintained. The arrangement for facility maintenance should be reviewed so that facilities can receive the care and maintenance required.
- The college needs more facilities so that softball does not share a facility with soccer. This is a gender equity issue.
- The college should initiate an on-campus awards ceremony for student athletes, their families and the community.

Proposed Plan to Address
Orange Empire Conference Program Review Recommendations

- **Recommendation** – Continuing students (second year athletes) need enrollment help to ensure that they get the necessary classes to matriculate according to NCAA timelines.

Plan – The Dean and Athletic Director will meet with the Dean of Counseling, Dean of Student Affairs, Registrar, Vice-Presidents of Academic Affairs and Student Services and Exercise Science faculty to develop and implement a registration plan for student athletes that ensures that student athletes have appropriate access to classes and are able to transfer according to NCAA timelines.

- **Recommendation** – A full time academic counselor is needed for the large number of student athletes at Santa Ana College.

Plan – The Dean of Exercise Science will recommend to the Dean of Counseling that a full-time counseling position be designated as an athletic counseling position.

- **Recommendation** – The college needs more full time faculty hired to coach and teach. This strengthens both the athletic program and physical education.

Plan – The Dean and Athletic Director will continue to advocate for the replacement of retirement positions in the Division of Exercise Science. Additionally, the Dean and Exercise Science Division faculty will continue to advocate for faculty/coach growth positions within the college's hiring priority process. The Dean and Athletic Director will also explore with the Vice-Chancellor of Human Resources tenure track contract options that would commit future hires to long term coaching.

- **Recommendation** -The Sports Information Director should report to the Dean of Athletics.

Plan – The Dean and Athletic Director will review with the Executive Director of Public Affairs and the Director of Communications and the Sports Information Director the reporting structure for the position of Sports Information Director and develop and implement a plan to address the problems.

- **Recommendation** - Facilities are currently poorly maintained. The arrangement for facility maintenance should be reviewed so that facilities can receive the care and maintenance required.

Plan - The Dean and Athletic Director will continue to work with the Director of Administrative Services to identify facility maintenance problems and address these problems as resources permit. The Dean is working with the Vice President of Academic Affairs and the Director of Administrative Services to evaluate the facility use fee structure for Exercise Science Facilities to ensure that adequate revenue is generated to help maintain facilities.

- **Recommendation** - The College needs more facilities so that softball does not share a facility with soccer. This is a gender equity issue.

Plan – A new softball facility that is in a different location from the soccer field will be constructed using bond measure money. The Dean and Athletic Director will continue to work with the Vice-President of Academic Affairs, the Director of Administrative Services and the Assistant Vice Chancellor of Facility Planning to ensure timely completion of the project.

- **Recommendation** - The College should initiate an on campus awards ceremony for student athletes, their families and the community.

Plan – The Athletic Director and athletic department faculty and staff will plan a yearly scholar athlete recognition event that will honor scholar athletes in a public ceremony.

Appendix

B

May 14, 2009

Dr. Erlinda Martinez, President
Santa Ana College
1530 W. 17th St.
Santa Ana, CA 92706-3398

Dear Dr. Martinez:

I am sending the report from our program review site visit conducted at your college on April 15, 2009. As you will see from the report, the committee was quite impressed by the Athletic Program at Santa Ana College.

The following report includes commendations, considerations and recommendations about each of the nine program review standards. This was an excellent self-study that will help the athletic department continue to be the best it can be.

We enjoyed our visit to Santa Ana College. The college has a long history of a very competitive athletic program. The district bond has certainly answered the facility concerns and answered some gender issues. You have an outstanding athletic administrative staff, coaching staff and some excellent student/athletes.

Sincerely,

John Keever
Commissioner

Cc: Avie Bridges
Larry Johnston

SANTA ANA COLLEGE PROGRAM REVIEW SITE VISIT

APRIL 15, 2009

Committee: Barbara Bond, Orange Coast College
 Albert Gasparian, Golden West College
 Diane Henry, Cypress College
 Keith Shackelford, Irvine Valley College
 Pete Snyder, Fullerton College
 John Keever, Conference Commissioner

The committee conducted a site visit to Santa Ana College on April 15, 2009. We had received an excellent program review handbook prior to our visit from Larry Johnston, Athletic Director. The site visit involved a series of brief visits consisting of short interviews with all college personnel directly and indirectly responsible for the college athletic program. The highlight of the visit was a session with Santa Ana College student/athletes.

The committee kept to a rather rigorous schedule throughout the day. In addition to the President and Vice President the committee conducted interviews with the athletic administrators, athletic trainers, eligibility clerk, equipment personnel, athletic counselor, coaches and student/athletes. We also included a nice tour of the athletic facilities, during which we observed a football weight training session in progress. We were very impressed with the facilities and the behavior of student/athletes in your program.

The intent of the committee was to determine the degree to which Santa Ana College athletics has achieved compliance with the Orange Empire Conference Program Review standards.

Standard One: Constitutional Compliance

Key Topics:

- Form R-2 Statement of In-Service Training.
- Internal process for possible COA Constitution violations.
- Out-of-season competition.
- Recruiting/contiguous districts.
- Policies and Procedures Handbook.

Commendations:

- The R-2 in-service training seems to be excellent. Coaches were well aware of constitutional changes and seemed to be well informed.
- The process for reporting violations of the state constitution is in place.
- Santa Ana College complies with the non-traditional sport season dates.

Considerations:

- Develop a recruiting philosophy statement in the coaches' handbook.
- Develop a stronger plan to sensitize athletes and athletic staff to sexual harassment issues.

Recommendation:

- Begin online CCCAA/COA certification for all coaches in fall, 2009.

Standard Two: Eligibility Processing

Key Topics:

- Form 1, 2, 3, C process.
- Description of actual eligibility process.
- The Student Educational Plan process.

Commendations:

- Early Decision process has been added for incoming freshman. This benefits all student/athletes.
- Student Educational Plans are filed in both the counseling office and the athletic office.
- Two part time counselors for athletics seem to be working.
- Excellent power point presentation for eligibility process.
- Eligibility process is working well.
- Implemented new processes since last review in 2003, including new curriculum for student/athletes, Counseling 116, Career and Life Planning.

Considerations/Recommendations:

- Full time counselor devoted to athletics only; more devoted time for educational plans.
- Summer school counseling class for athletes.
- Mandatory study hall in the future.
- Upgrade the technology for athletic secretary to include new computer and printer.

Standard Three: Philosophy

Key Topics:

- College philosophy as it relates to gender equity.
- College recruiting philosophy and support of Orange Empire Conference goals.
- Statement of recruiting philosophy.

Commendations:

- New facility development has helped gender equity.
- Athletic philosophy is excellent.
- Gender equity philosophy statement is excellent.

Recommendations:

- As stated in the self- study, the athletic recruiting philosophy should be included in the coaches' manual and reviewed with all new coaches.

Standard Four: Staff Professionalism

Key Topics:

- Participation of staff members in professional activities.
- CCCAA/COA meetings.
- Community service.

Commendations:

- Athletic administrators attend all Orange Empire Conference and CCCAA/COA meetings.

Considerations:

- College administrators should encourage, support and fund attendance of athletic administrative representatives to CCCAA/COA state meetings.
- Athletic administrator should consider serving as a management council representative.

Recommendations:

- Hire a permanent full time women's equipment manager with a pay grade identical to the men's equipment position for compliance.
- Develop a plan for future staff hiring.

Standard Five: Academic Achievement and Support

Key Topics:

- Activities supporting the concept of student matriculation.
- Counseling services for student/athletes.
- Academic support services for student/athletes.
- Retention and student awards.

Commendations:

- Santa Ana College Scholar Athlete Recognition Night is an outstanding concept.
- Two excellent part time counselors - they seem to make the program work.
- Excellent class (Counseling 116, Career Exploration) for development of educational plans.

- Early Decision outreach program is an excellent program for incoming freshmen.
- Support services for retention of student/athletes are in place.

Considerations:

- Providing a full time counselor devoted to athletics.
- Efforts to motivate and nominate teams for scholar team awards.
- Mandatory study hall for student/athletes.

Standard Six: Citizenship

Key Topics:

- Programs to foster good citizenship.
- Process for addressing COA decorum policy.
- Process for discussing sexual harassment, a drug free environment and diversity issues.
- Number of decorum violations in one year.

Commendations:

- The Dean and Athletic Director both participate on a personal level at eligibility meetings for each squad by reviewing the CCCAA/COA decorum policy on the back of each student's form 1.
- The Dean and Athletic Director both participate regularly in Orange Empire Conference and COA meetings and contribute to legislative review and discussions in these areas.
- The department's manuals and handbooks for students and coaches consistently refer to the availability of campus and district resources in the areas or sexual

harassment, drug use and a drug-free campus environment, tolerance and diversity and gender issues (including Title IX). The college's management of these concepts was confirmed by the Committee's discussion with student/athletes, coaches and administrators during our visit.

Considerations:

- Look for a new avenue that will lead to a stronger presentation of the issue of sexual harassment.
- Continue to improve more opportunities for teams to be involved with community service and outreach.

Recommendation:

- Closely examine the men's soccer program as it relates to yellow and red cards in comparison to other Orange Empire Conference programs. Statewide, Men's Soccer has come under significant scrutiny in the last two years and it would behoove the college to take a proactive approach in ensuring that Santa Ana College is among those offering solutions to the concerns of the CEOs, Deans and Athletic Directors within the CCCAA/COA.

Standard Seven: Gender Equity

Key Topics:

- District philosophy regarding a full complement of athletic teams.
- Gender Equity Self-Study.
- COA Gender Equity Report and Equity in Athletics Disclosure Act Form.

Commendation:

- The college has made great strides in the area of gender equity since the 2003 evaluation. With the tour of the new softball stadium, men's and women's locker room facilities, sports medicine room, weight training lab and main gymnasium, Santa Ana College appears to be providing both its men's and women's teams an excellent opportunity for success.

Recommendation:

- When selecting the next full time replacement in the physical education division the college should consider reviewing the current EADA report to determine the head coaches of men's and women's teams and their part time and full time statue. By doing this, the college will avoid an imbalance in excellence of coaching for their male and female athletes.

Standard Eight: Fundraising

Key Topics:

- Institutional controls to insure accounting and distribution of funds raised.
- Individual or department that controls revenues.
- Written accounting processes and/or forms.
- Distribution of fundraising revenue.

Commendation:

- The fundraising procedures outlined in the report described in the visit appear to be appropriately supervised by the athletic administration and college.

Recommendations:

- At the recommendation of several department members and the current budgetary situation the possibility of some or all of the proceeds from the department golf tournament being used to supplement the athletic budget should be examined.

Standard Nine: Demographics

Key Topics:

- Number of student/athletes.
- Number of out-of-district athletes.
- First contact for out-of-district and out-of-state athletes.
- Percentage of out-of-district and out-of-state athletes compared to the general student population.

Commendations:

- The vast majority of the Santa Ana College student/athletes are recruited from both in-district and in-state.
- Of the 104 female athletes, less than 5% are from out-of-district, less than 3% are from out-of-state, and less than 1% are from out of country for a total of 9.6%. There is no centralization of sports where these out-of district, state and country are participating.
- Of the 231 males athletes, just over 13% are from out-of-district, just over 3% are from out-of-state, and only 3% are from out-of-country for a total of 20%. Of the out-of-district and out-of-state athletes, the majority of these 46 athletes are focused in the sports of football (13%), basketball (19%), and baseball (19%).
- The image of the campus as a "ghetto" is a stereotype that needs to be overcome by many sports. In contrast to these statements by the coaches

interviewed, the athletes all had very positive feelings about the environment and college experience at Santa Ana.

Considerations:

- The ethnic makeup of the student body is very much reflective of a diverse local population. The highest percentage of ethnicity is Latino (47%), with the second highest being Caucasian (29%) and Asian (12%). It is speculated that the Athletic Department would be a leader in broadening this diverse student population and expanding more under-represented minorities, particularly African-American.
- The gender makeup of the student body is very different than the percentages of the student/athletes. While the percentage of Santa Ana College female students is at 46%, the student/athlete percentage of female student/athletes is 31%. It is hoped that the Santa Ana College Athletic Department is working toward this and other areas reflective of diversifying its gender makeup.

Appendix

C

Santa Ana College

GENDER EQUITY FIVE-YEAR ACTION PLAN

4.1 (42)

Recommended Action	Proposed Timeline	Status
1. Hire an Athletic Director.	Fall 2002	Completed May 2002
2. Hire a Dean of Exercise Science.	Fall 2002	Completed July 2002
3. Develop a survey or method to determine interest and abilities.	Fall 2002	Completed Feb. 2003
4. Hire a full-time women's equipment manager.	Fall 2002	Completed July 2002
5. Develop a method for the replacement or purchase of equipment/supplies.	Summer 2002	Completed Aug. 2002
6. Construct women's locker room to provide equitable space for team room, equipment, and offices.	Fall 2004	Completed Feb. 2007
7. Deposit fund raised money into a general athletic account or supplement women's team accounts from district.	Fall 2003	In Review
8. Move volleyball competition into the main gym.	Fall 2002	Completed Fall 2002
9. Develop criteria for the equitable assignment of LHE and stipends.	Spring 2003	Completed Spring 2003
10. Renovate Cook Gymnasium to meet needs of the students for instruction and athletic programs (Training Room).	Spring 2007	Completed Spring 2007
11. Renovate East Gymnasium (lighting, floor paint logo).	Spring 2004	In Review
12. Re-Paint Track. (Re-surfaced)	Fall 2003	Completed Fall 2008
13. Re-Surface Football Field.	Spring 2005	Renovated Yearly
14. Improve Field Maintenance.	Fall 2002	Renovated Yearly
15. Additional seating for baseball.	Spring 2004	In Progress
16. Re-locate softball field and include bleachers, dugout, bullpen, press box, restrooms, portable backstop, pitching screen, snack bar, and fencing.	Fall 2005	Completed Sp. 2008
17. Build dividing wall between coaches' offices in the women's locker room to provide privacy for student conferences.	Fall 2002	New Building 2008
18. Hold golf classes off campus.	Spring 2003	Completed Sp. 2003
19. Correct discrepancies in preparation and maintenance of facilities for practice or competitive events.	Fall 2002	On-going
20. Acknowledge women's equipment manager in media guides.	Fall 2002	Completed Fall 2002
21. Assign the cheer team to support women's events.	Fall 2002	Completed Fall 2003
22. Update regulations in coaches' manual including recruiting procedures.	Summer 2002	Completed Summer 2002
23. Add full-time coaching staff to the women's sport program.	Fall 2003	Hired WBB Fall 2004
24. Add sports for women develop plan to increase participants on current teams.	Fall 2003	In Review
25. Ensure no conflict of interest in the duties of assistant coaches and other college assignments.	Fall 2002	On-going

Section One: INTRODUCTION

This is a resource guide to assist California community colleges with the review of their athletic programs and to implement any needed changes in compliance with Title IX and the principles of gender equity.

The information gathered in a self-review will allow member colleges an opportunity to assess the extent to which equivalent opportunities for men and women are provided in their athletic program.

This manual is divided into three sections:

Section One:

Introduction and 2003-04 Goals of COA Gender Equity Committee

Section Two:

Laws and interpretations that define gender equity, sex discrimination, and the criteria for compliance.

Section Three:

Description of a self-review with compliance related information and charts.

The Commission on Athletics Gender Equity Committee has updated this manual. The original manual was published in May 1995. The Gender Equity Committee completed updates during the 2002-03 academic year.

This working document is simply a guideline. Further clarification of Title IX policy can be obtained through the Office of Civil Rights. College staff, governing boards, and legal counsel should review all Gender Equity/Title IX studies.

THE CALIFORNIA COMMUNITY COLLEGES COMMISSION ON ATHLETICS

Since the 1950s, the Commission on Athletics (COA) has provided a model of excellence for the administration of community college intercollegiate athletics. The COA is committed to the preamble of the California community colleges, which calls for intellectual development, critical thinking, self-direction, social responsibility, and cultural appreciation on the part of its students.

In the late 1970s, the COA established statewide regulations for both men and women students and became the first postsecondary institution in the United States to bring together men's and women's athletics under the same governance structure.

The COA established a research committee in the late 1980s to investigate the status of women's athletic programs. That committee suggested several recommendations for the continued advancement of women's athletics.

During the 1994 academic year, the COA established a task force on gender equity in athletics that created a vision statement and advised member colleges on meeting gender equity goals.

In 2001, the COA Gender Equity Committee was reconstituted to provide leadership on this topic to its member colleges. The COA Gender Equity Committee is the steward of the manual.

CONSTITUTION INTRODUCTION...

The COA is committed to the value of gender equity for both men and women in intercollegiate athletics through its structures, policies, and procedures. The Commission and its colleges shall act affirmatively to assure gender equity in the quality and quantity of participation in athletics.

*January 1995
Commission on Athletics*

Since the 1950's, the COA has strived to provide opportunities to participate in intercollegiate athletics that effectively accommodate the interests and abilities of students of both sexes. The COA has strongly advocated that overall allocation of all benefits, opportunities, and treatment afforded student athletes of each sex be equivalent.

*May 2002
Commission on Athletics*

COA GENDER EQUITY GOALS...

The COA established a standing committee on gender equity in January 1995 and reconstituted the committee in January 2001 as a result of the COA Board Strategic Planning retreat. The reconstituted committee approved five gender equity goals at its September 2003 meeting. The goals comprise an action plan to guide the work of the committee in the 2003-04 academic year.

Goal 1

Acquire the necessary data and annually publish an updated version of the COA's five-year sport comparison chart.

Goal 2

Development of a formalized process to ensure adherence to gender equity practices within the conference-driven program review process.

Goal 3

Promotion of committee members as gender equity experts and central advocates for gender equity issues to COA member colleges

Goal 4

Act as resource and referral contacts to outside entities (CA NOW) and those colleges seeking assistance in complying with the Gender Equity self-study, the CPEC study on Title IX compliance, and U.S. Department of Education Equity in Athletics Disclosure Act (EADA) requirements.

Goal 5

Develop specific strategies and tactics aimed at increasing the usage of the manual with COA member colleges.

Constitution Section 2.5.1

Areas of focus of the Gender Equity Committee include, but not are limited to, providing leadership on gender equity issues through the development of programs and services that benefit COA member colleges, providing oversight of the Gender Equity Self-Review Manual, serving as a resource and referral committee, and coordinating regular workshops and seminars on the topic of gender equity and diversity.

TITLE IX HISTORICAL REVIEW...

Title IX of the Education Amendments of 1972, 20 U.S.C. Sect. 1681 (20 United State Code section 1681) et sep. (Title IX), is a Federal statute that was created to prohibit sex discrimination in education programs that receive Federal funding assistance. Nearly every educational institution is a recipient of Federal funds and, thus, is required to comply with Title IX. The regulation implementing the Title IX statute is at 34 C.F.R (34 Code of Federal Regulations) Part 106.

The Office of Civil Rights (OCR) of the U.S. Department of Education enforces Title IX. OCR has authority to develop policy on the regulations it enforces. In regard to athletics programs, OCR developed an Intercollegiate Athletics Policy Interpretation that was issued December 11, 1979, 44 Fed. Reg 71413 et seq (1979). The 1979 Policy Interpretation remains current policy. In general, courts defer to the policies of the agencies with enforcement authority.

The Title IX statute does not reference athletics programs. Athletics program requirements are specifically addressed at 34 C.F.R. Sect. 106.41 of the Title IX regulation. The following is a brief chronology:

Title IX Statute – enacted June 23, 1972 (20 U.S.C. Sect. 1681 seq.); statute makes no reference to athletics or athletics programs.

Title IX Regulation – effective July 21, 1975 (34 C.F.R Part 106)

Specific requirements for athletics – 34 C.F.R. Sect. 106.41; specific requirements for athletic scholarships (34 C.F.R. Sect. 106.37 (c)).

Proposed regulation published June 20, 1974, in Federal Register for comment; nearly 10,000 comments were received during comment period, most on athletics; Congress passed Section 844 of the Education Amendments of 1984, also known as the Javits amendment, which required inclusion in the Title IX regulation 'with respect to intercollegiate athletics activities reasonable provisions considering the nature of particular sports[;]'. Conference committee deleted a Senate floor amendment that would have exempted revenue-producing sports from Title IX jurisdiction.

September 1975 – Elimination of Sex Discrimination in Athletics Programs

Issued to Chief State School Officers and others; published in Federal Register in November 1975, provides general guidance on Title IX athletics requirements.

Intercollegiate Athletics Policy Interpretation

Issued in Federal Register December 11, 1979, after nationwide consultation with institutions and athletics organizations; proposed Policy Interpretation was published for comment on December 11, 1978, in Federal Register. Over 700 comments were received, and certain of these comments were incorporated in final Policy Interpretation.

Title IX Athletics Interim Manual issued July 28, 1980

Issued by the Office for Civil Rights to its ten regional offices to provide guidance on conducting investigations of alleged sex discrimination in intercollegiate athletics programs.

Grove City College v. Bell (465 U.S. 555 – 1984)

U.S. Supreme Court decision ruled February 28, 1984, that Title IX applied only to programs that directly benefit from Federal funds, and thereby, significantly limited OCR's jurisdiction in athletic programs.

Civil Rights Restoration Act of 1987

Passed by Congress March 22, 1988, effectively overturned the Grove City ruling, directing that Title IX applies to all operations of a recipient of Federal funds and thereby restored OCR's jurisdiction over athletics programs.

Title IX Athletics Investigator's Manual, issued April 2, 1990

Issued by OCR to its ten regional offices providing guidance to OCR investigators; supersedes 1980 interim manual.

Clarification of Intercollegiate Athletics Policy Guidance; The Three-Part Test

Issued by OCR in final on January 16, 1996; the Clarification explains the three-part test used to analyze compliance in the accommodation of students' athletics interests and abilities, one of 13 program areas reviewed for compliance under Title IX. The accommodation of interests and abilities has been the main subject of Federal court cases in the early 1990's and beyond.

Further Clarification of Intercollegiate Athletics Policy Guidance Regarding Title IX Compliance – the Commission on Opportunities in Athletics

Issued by Gerald Reynolds, Assistant Secretary for Civil Rights and in response to numerous requests for additional guidance on Department of Education's enforcement standards since its last written guidance on Title IX in 1996, the Department's Office of Civil Rights (OCR) and Secretary of Education Rod Paige created the Secretary's Commission on Opportunities in Athletics. The commission charge was to report back with recommendations on how to improve the application of the current standards for measuring equal opportunity to participate in athletics under Title IX. In February 2003, the Commission presented Secretary Paige with its final report, "Open to All: Title IX at Thirty." The Commission found very broad support throughout the country for the goals and spirit of Title IX. Key, select findings included:

- **OCR encourages colleges to take advantage of the flexibility of the so-called three-part test and to consider which of the three prongs best suits their individual situations**
- **OCR will undertake an education campaign to help educational institutions appreciate the flexibility of the law, to explain that each prong of the test is a viable and separate means of compliance, to give practical examples of the ways in which colleges can comply, and to provide schools with technical assistance as they try to comply with Title IX.**
- **Encouraged colleges to request individualized assistance from OCR staff as they consider ways to meet the requirements of Title IX.**
- **Clarified that nothing in Title IX requires the cutting or reduction of teams in order to demonstrate compliance with Title IX, and that the elimination of teams is a disfavored practice and contrary to the spirit of Title IX.**
- **Advised colleges that it will aggressively enforce Title IX standards, including implementing sanctions for institutions that do not comply.**
- **Affirmed that private sponsorship of athletic teams will continue to be allowed but does not in any way change or diminish a college's obligations under Title IX.**

TITLE IX'S 13 PROGRAM COMPONENTS OF ATHLETICS...

- 1. Athletic Financial Assistance**
- 2. Accommodation of Interests and Abilities**
- 3. Equipment and Supplies**
- 4. Scheduling of Games and Practice Times**
- 5. Travel and Per Diem Allowance**
- 6. Tutors**
- 7. Coaches**
- 8. Locker Rooms, Practice, and Competitive Facilities**
- 9. Medical and Training Facilities and Services**
- 10. Housing and Dining Facilities and Services**
- 11. Publicity**
- 12. Support Services**
- 13. Recruitment of Student Athletes**

All thirteen program areas as delineated in OCR Policy Interpretations Section 106.41 (c) apply to intercollegiate athletics. Although some areas don't apply as directly to community college athletics, such as item 1 –Athletic Financial Assistance; however, the part of this section on booster groups and fund raising efforts may be applicable to your program.

Section Two: ATHLETIC EQUITY STANDARDS

WHAT THE LAW REQUIRES...

Title IX prohibits sex-based discrimination in educational institutions receiving federal financial assistance. The intercollegiate athletic requirements of Title IX address three aspects of college and university sports programs—the participation opportunities provided to male and female students; the athletic financial aid allocated to male and female participants in intercollegiate athletics; and all other benefits, opportunities, and treatment afforded participants of each sex.

Simply stated, current interpretation of Title IX requires higher education institutions to provide opportunities to participate in intercollegiate athletics that effectively accommodate the interests and abilities of students of both sexes. The overall allocation of athletic financial aid to students of each sex must be proportionate to the numbers of male and female participants in an institution's intercollegiate sports program. All other benefits, opportunities, and treatment afforded student athletes of each sex must be equivalent.

The Title IX compliance assessment is made on a program-wide basis. Neither football nor revenue-producing sports as a class are exempt from Title IX, nor are these sports treated separately from other parts of the intercollegiate athletic program.

The requirement that both sexes' interests and abilities be accommodated includes the obligation to provide a sufficient number of participation opportunities for individuals of each sex. "Participation opportunities" are defined as the numbers of slots on teams as determined by the number of athletes on each team. A three-part OCR test is used in determining whether the required number of participation opportunities is being provided. An institution must show:

- that intercollegiate participation opportunities for its students of each sex are substantially proportionate to its male and female undergraduate enrollments, or
- a history and continuing practice of program expansion responsive to developing interests and abilities of members of the "underrepresented sex," or
- that the interests and abilities of the "underrepresented sex" are "fully and effectively accommodated" by the existing program.

Compliance is established by satisfying any one of these three tests:

The first test is a "safe harbor." If a college or university can show that the numbers of male and female participants in its intercollegiate sports program are substantially proportionate to its male and female undergraduate enrollments, the institution will be found in compliance without further inquiry. How closely participation and enrollment rates must be aligned is unclear. The courts have found that differences of 10.5 and approximately 12 percentage points between participation and enrollment rates do not constitute substantial proportionality. Further development of the law will be necessary before the permissible percentage variation will be known. However, it

appears that with current female participation and enrollment rates, few institutions can meet this first test.

Many institutions also will have difficulty in meeting the second test. Most colleges and universities have greatly increased the size of their women's programs, but many have not added women's teams for a number of years. Financial constraints are forcing institutions to cut, rather than add, programs. Thus, the third test often will determine whether or not an institution will be found to be providing enough participation opportunities to comply with Title IX.

The third test, by its literal terms, requires a college or university to show that its existing intercollegiate athletic program "fully and effectively" accommodates the interests and abilities of members of the underrepresented sex—normally women. Throughout the history of the development and application of this test by OCR, it has been interpreted as requiring a showing that the interests and abilities of women are equally effectively accommodated, i.e., are accommodated to the same degree as the interests and abilities of men. However, recent court decisions have interpreted this third test more stringently.

These decisions were issued in cases in which women's varsity teams had been cut or reduced in status. Further, the courts found that the institutions had not demonstrated a continuing history of program expansion. In these circumstances, the courts held that so long as female participation is not proportionate to female enrollment, an institution must sponsor a varsity intercollegiate team for women when there are a sufficient number of interested and qualified female athletes to sustain such a team, and there is a reasonable expectation of competition for that team. The previous existence of a varsity team was considered compelling evidence of the existence of sufficient interest and ability to require a team to be maintained.

As stated, this interpretation would require varsity teams to be sponsored for students of one sex without regard to whether varsity teams are provided for similarly situated students of the other sex. It also would require such teams to be offered without any examination of the relative levels of interest and ability of an institution's students of each sex, until participation by sex is aligned with enrollment. It has been challenged as granting a gender-based preference contrary to the express language of Title IX, longstanding OCR interpretation of the third test, and the Equal Protection Clause of the Constitution, and cases in which it has been adopted have been appealed.

However, while the validity of this interpretation is being contested, any college or university faces a serious risk of being found in violation of Title IX if it:

- does not have a breakdown of participation in its intercollegiate sports program by sex substantially proportionate to its enrollment breakdown by sex;
- cannot demonstrate a continuing practice of expanding its women's program; and
- has cut any women's team (regardless of whether it has cut equivalent or larger numbers of men's slots) or has not established a women's intercollegiate team when interested and qualified athletes and competition are available for such a team.

Section Three: CONDUCTING A SELF-REVIEW

OVERVIEW OF THE SELF-REVIEW PROCESS...

The following steps are suggested as you develop procedures for collecting and analyzing information. The Self-Review should determine the extent to which athletic opportunities are provided on an equal basis. An action plan to correct areas where equal opportunities are not provided will help your college move towards Title IX compliance. We urge you to put together an action plan with the appropriate persons on your campus should your self-review indicate there are inequities.

Initial Steps

- Review the commitment and responsibilities of your college to provide gender equity in athletics.
- Discuss with the Board, administration, and community members the importance of gender equity in athletics. Include in your discussion the requirements of Title IX.
- Identify and meet with staff members who will be responsible for examining each Athletic Equity Component. Clarify staff assignments.
- Develop a timetable for conducting the Self-Review and preparing an Action Plan.
- Decide on the workgroup structure (e.g., staff assignment, committee).
- Notify the workgroup members of the timetables and schedules. The workgroup to conduct the Self-Review should include gender and minority representation, which reflects the demographics of your student population.

Conducting the Self-Review

- Develop the forms for collecting information and data. Disseminate to all staff with responsibility for collecting and evaluating data and information.
- Collect, tabulate, and evaluate information.
- Evaluate each Athletic Equity Component. The same data may be required to evaluate different Athletic Equity Components. Complete the appropriate summary charts from "Data Collection and Summary Report Forms." Determine if you need to add the Athletic Equity Component to the Action Plan.
- File all records and identified remedial steps for monitoring purposes. This file will provide supporting evidence should the Office of Civil Rights or any other agency or individual inquire as to the gender equity of your program.

Suggestions for the Action Plan

Work with the appropriate persons on your campus to:

- Determine the modifications and remedial steps necessary for each Athletic Equity Component. Specify the corrective action schedule, staff accountable for accomplishing the action, and the date for completion. Include this information in the Action Plan.
- Establish timelines for periodic reviews and progress reports to ensure corrective action is taking place as scheduled.
- Select an office to monitor the implementation of modifications and corrective actions by conducting periodic reviews with individuals assigned responsibility for implementation.
- Maintain records of all progress; progress reports are often requested over three-year periods.

CHAPTER 1**ACCOMMODATION OF INTERESTS AND ABILITIES**

The participation standard requires that athletic participation for male and female students be provided in numbers substantially proportionate to enrollment in the institution.

For postsecondary institutions, the intercollegiate "participation opportunities" should include all varsity male and female participants in the athletic programs, but should not include club and intramural opportunities.

A. FACTORS TO EVALUATE

Compliance for this Athletic Equity Component relies on a two-part analysis:

1. Equal opportunities to compete; and
2. Levels of competition.

Equal Opportunities to Compete

Title IX Policy Interpretations and judicial decisions outline **three factors** to be considered consecutively when evaluating the opportunity for both sexes to compete in athletic programs:

- Are intercollegiate/interscholastic participation opportunities for male and female students provided in numbers substantially proportionate to their respective enrollments? If this factor is met, there is no need to evaluate the next two factors.
- when the members of one sex have been and still are underrepresented among intercollegiate/interscholastic athletes, can the institution show a history and continuing practice of program expansion for the underrepresented gender?
- if members of one sex have been underrepresented among intercollegiate/interscholastic athletes and the institution cannot show a continuing practice of program expansion for the underrepresented gender, can the institution demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program?

Levels of Competition

According to Title IX Policy Interpretations and court findings, **two factors** must be considered when evaluating whether the quality of competition provided male and female athletes equally reflects their abilities.

- Do the competition schedules for men's and women's teams on a program-wide basis provide proportionately similar numbers of male and female athletes with equivalently advanced opportunities to compete?
- if schedules for one gender do not afford equivalently advanced competition, can the institution demonstrate a history and continuing practice of upgrading the competitive opportunities available to the historically disadvantaged gender?

For intercollegiate athletics, levels of competition refer to the quality of competition as evidenced by whether a team competes against other teams at the same division level.

B. INFORMATION TO COLLECT

Members of the Self-Review workgroup should collect the following information for each school or campus.

1. Information necessary to determine participation opportunities, including a copy of the eligibility or squad lists for the current year and the previous year for men and women for each team.
2. A list of all male, female, and co-ed teams (varsity, junior varsity) by sport; include the competitive/division level at which each team competes.
3. The total number of students enrolled in the institution by gender.
4. The competitive schedules for each team for the previous two seasons.
5. Copies of written policies, procedures, and criteria for determining how and whether sports will be added to the men's and women's athletic programs; include information about the growth of the athletic program and copies of any surveys or assessments of student interest and abilities.

Sample Interview Questions

1. When did each team enter intercollegiate competition? How did each team start? For example, which teams started as club sports; did any team begin through the interest of a staff member who desired to teach the sport; which teams started as a result of a student interest survey?
2. What are the practices and policies for determining when new sports are added? Are there plans to add new sports; if so, which sports and when? What are the reasons for the new sports?
3. Have there been any unsuccessful attempts to add a sport; if so, why were the attempts unsuccessful?
4. Have any sports been eliminated? If so, which sports and when? If the sport was eliminated within the last three years, how many male athletes were affected by that decision? How many female athletes?
5. Does the current program fully and effectively accommodate the interests and abilities of both male and female students? If so, what evidence supports your position?
6. Verify the number of male and female participants on each team.

C. ANALYSIS/EVALUATION

Equal Opportunities to Compete

Compare the percentage of male and female athletes at each level of competition with the percentage of students enrolled in the institution. Use the following calculation:

Calculation of Female Athlete Participant Goal:

Step 1: Obtain total full-time (12 units or more) enrollment of male and female students for the semester and calculate percentage of females.

Example: Total FT = 5000
 Total Female = 3200 (Percentage is calculated by dividing
 Percentage female = 64% Total Female by Total FT Students)

Step 2: Obtain number of athletes participating in the college's athletic program for the year and calculate the percentage of females. (This number should be obtained from Form 3s submitted at the fourth week of semester.)

Example: Total Athletes = 200 (Percentage is calculated by dividing
 Total Females = 70 Total Female Participants by Total
 Percentage Females = 35% Number of All Athletes)

Step 3: The gender equity goal is to be within 8% of total FT female enrollment in 12 units or more. Obtain difference between actual percentage of females and goal percentage of athletes.

Example: Current Percentage of Females Enrolled 64%
 Subtract 8% Margin - 8%
 Goal Percentage of Female Athletes 56%

Step 4: Determine the number of additional female athletes you would need to comprise your goal by using the following formula.

Example:	Current number of male athletes 130	Cross Multiplied	100% minus Goal Number Percentage (56%) = 44%
	<hr style="width: 100%; border: 0.5px solid black;"/>		<hr style="width: 100%; border: 0.5px solid black;"/>
	X		Goal Percentage of Female Athletes (56% see Step 3)
	(X is the number of female athletes needed to be within 8% margin)		

The result is $44X = 72.80$. Now divide 72.80 by 44.

**X = 165 Female Athletes Needed To Be Within 8% Margin, OR
 To Comprise 56% Of The Total Number Of Athletes Currently
 Participating In Intercollegiate Athletics.**

When participation rate by gender does not equal enrollment by gender, the institution must go to steps two and three to determine whether disparities can be explained. It is the goal of the COA that by the year 2000, colleges will achieve within an 8 percent margin, a percentage of intercollegiate women athletes as indicated by the initial fall and spring eligibility reports that is proportional to the number of women enrolled in twelve (12) units in the college districts.

Finally, REVIEW how the institution met the developing interests and abilities of the over represented sex.

Once this additional review has been completed, DETERMINE whether the current program equally effectively accommodates the current interests and abilities of male and female athletes. NOTE whether a survey or other method of assessing interests and abilities has been conducted. If so, document a description of the methodology, the date of the survey, and the results. If surveys and other assessment methods are to be conducted periodically, DETERMINE how these are to be conducted and establish a monitoring procedure. If an assessment of interests and abilities has not been conducted, DETERMINE the origin of men's and women's sports and the method used for determining interests and abilities. DETERMINE if the method used accommodates both men and women equally effective.

If this cannot be supported, the institution must develop corrective actions for the Athletic Equity Component.

D. CAUTIONS

OCR's experience indicates that when sports are eliminated, there is frequently a violation of this component. OCR cites a tendency for institutions to eliminate a sport previously offered to females who are already underrepresented in the school's athletic programs.

OCR also notes that in eliminating both male and female teams, some institutions further reduce the proportion of female athletes. In these situations, schools will be in violation of this component.

Title IX regulations specify that when an institution operates or sponsors a team in a particular sport for members of one sex but does not operate or sponsor such a team for members of the other sex, and the athletic opportunities for that sex have previously been limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a bodily contact sport. Bodily contact sports include boxing, wrestling, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

Equipment and supplies include uniforms, shoes, other apparel, sport-specific equipment and supplies, instructional devices, and weight training equipment. The equipment and supplies for each sport must be comparable for both males and females.

A. FACTORS TO EVALUATE

The following five factors should be included in the Self-Review for this component:

1. quality;
2. suitability;
3. amount;
4. maintenance and replacement; and
5. availability of equipment and supplies.

Quality: condition, age, durability, top-of-the-line or cut-rate.

Suitability: regulation, officially sanctioned, meets specifications of athletic associations for balls, rackets, uniforms, nets, gymnastics equipment.

Amount: number, i.e., too many, adequate, too few; same number for each gender in similar sports. Count all types of equipment such as bats, balls, shoes, uniforms, pads, wrist weights. This component includes consideration of shared equipment and equipment provided by the athletes.

Maintenance: maintenance services such as laundry, equipment storage, upkeep, and repair.

Replacement: schedules for replacement of uniforms, shoes, bats, balls, i.e., is replacement semiannual, annual, or every two, three, or four years; are old uniforms and equipment given to another team, if so, which and under what conditions.

Availability: amount of time that equipment and supplies are accessible to athletes in each sport, i.e., always, not on Sundays, restricted to hours not used by particular team.

For each sport, the factors should be applied to the following types of equipment and supplies:

1. UNIFORMS AND OTHER APPAREL:

Includes home and away game uniforms, practice uniforms, shoes, rain gear, warm-up suits.

2. SPORT-SPECIFIC EQUIPMENT

Bats, balls, tennis rackets, and wrestling equipment; equipment set up and take down for practices. Stationary equipment such as basketball hoops, tennis nets, and soccer goals should be evaluated under the facilities component.

3. GENERAL EQUIPMENT

Ankle and wrist weights, water bottles, sweatbands, knee braces. Major conditioning equipment (such as nautilus, whirlpool, universal) should be evaluated in the medical and training component.

B. INFORMATION TO COLLECT

REQUEST budget information regarding the previous year's expenditures and the current year's budget for equipment and supplies.

INSPECT the equipment and supplies provided each team. This inspection should be conducted with an individual knowledgeable about the equipment such as the coach, athletic director, or equipment manager.

INSPECT the storage area for equipment and supplies provided each team. **NOTE** the proximity of the storage area to the practice and competitive areas and the locker rooms. **NOTE** any inconsistencies between personal observation of the equipment and supplies and the opinions of coaches and athletes, and ask appropriate individuals about the conflicts before concluding the evaluation.

Sample Interview Questions

1. What equipment and supplies are provided to the athletes (i.e., home and away competitive uniforms, practice uniforms, warm-ups, shoes, socks, sport-specific, and general equipment)?
2. Do athletes furnish any equipment or supplies? If so, what? Do athletes pay an equipment fee? If so, how much and what does it purchase?
3. What is the source of funding for each team's equipment and supplies? Must the team or coach sponsor or participate in fundraisers?
4. What is the quality (substandard, standard, excellent) and quantity (extra, enough, limited) of the equipment and supplies provided the team?
5. Are there any problems with equipment and supplies? If so, be specific.
6. Verify the number of equipment managers and determine their specific responsibilities (i.e., handles equipment and supplies for practices or games, launders uniforms, orders new equipment, repairs equipment).
7. What arrangements are made for laundering uniforms? (Include both practice and competitive uniforms, note any problems.)
8. Is there a replacement schedule for uniforms or any other equipment and supplies? If not, how is it determined when something must be replaced (i.e., shoes, uniforms, balls, bats)?
9. Are expenditures and budgets adequate? If not, why? How much was requested?
10. Are there expenditure differences between male and female teams in similar sports? Note differences.

C. ANALYSIS/EVALUATION

DETERMINE (1) quality, (2) amount, (3) suitability, (4) maintenance, (5) replacement, and (6) availability of equipment and supplies provided for each team. **NOTE** any budget concerns identified through interviews or information. **SUMMARIZE** the significant points of the evaluation.

COMPARE the extent to which male teams are provided with equipment and supplies with the extent to which female teams are provided with equipment and supplies. **SUMMARIZE** any disparities.

DETERMINE whether any disparities constitute a significant disparity.

EXAMPLE: OCR Letter of Finding

Facts. Three male teams (football, basketball, and wrestling) are provided with all the necessary equipment and supplies, with the exception of shoes, but only one female team (basketball) is provided with all the necessary equipment and supplies. The male soccer team was furnished a new set of home and away jerseys in the 1991-92 school year, while the female team continued to use the old jerseys. The females practiced and competed with the older soccer balls, because the males had first choice of the equipment. The football participants launder their own practice uniforms and the assistant coach arranges for the laundering of the competitive uniforms. The participants in all other sports launder their own competitive and practice uniforms. Male and female teams have similar storage with the exception of the female basketball team. In this case, the basketball rack does not fit in the locked cabinet in the gym storage area and the PE classes use the team's balls.

OCR Conclusion: Because of the disparity affecting the amount and replacement of equipment and supplies for the female teams and the lack of a locked storage area for the women's basketball equipment, OCR concluded that equivalent benefits, opportunities, and treatment are not being provided female athletes in violation of Title IX at 34 C.F.R. 106.41(c)(3).

D. CAUTIONS

Compliance in this component does not require equal expenditures for each team or program. There may be nondiscriminatory differences based on the unique aspects of particular sports.

The amount of sport specific equipment will often determine which teams need equipment managers. Sports such as football, baseball, and softball are more likely to need equipment managers than sports such as swimming and cross country.

Team size, the differences inherent in the nature of the particular sport, and whether a sport is new with start-up costs will often affect the budgetary needs and equipment and supply needs.

The analysis of the budget information is especially important when disparities exist in the provision of equipment and supplies.

Disparities that cannot be justified by a nondiscriminatory explanation should be addressed in your college's action plan.

A. FACTORS TO EVALUATE

The following five factors should be included in the Self-Review for this component:

1. number of competitive events per sport;
2. number and length of practice opportunities;
3. time of day competitive events are scheduled;
4. time of day practice opportunities are scheduled;
5. opportunities for postconference competition.

The season of the sport and the length of season may also be a factor to be assessed depending upon the specific fact situation.

B. INFORMATION TO COLLECT

Scheduling is an Athletic Equity Component where comparing female and male teams in the same sport is especially useful since the number of games may vary greatly by sport.

REQUEST the following information:

1. Copies of written policies, procedures, and criteria affecting game schedules, practice schedules, pre-season and post-season competition.
2. The competition and practice schedules for each team, including the date practice begins; ask for previous year schedules if current year schedules are not available.
3. A list of teams that competed in postconference competition; a list of teams for which these opportunities were available but the team did not compete.
4. A list of teams that competed in tournaments; a list of teams for which tournament opportunities were available but the team did not compete.

These data provide the following information for each team:

- The number of games in regular season
- Number of pre-season and postconference competition events
- List of teams not competing in pre-season or postconference competition when opportunities were available.
- Number of tournament events
- A list of teams not competing in tournaments when opportunities were available
- Which days of the week games are played
- What times of day games are played
- The number of practice sessions per week
- Which days of the week practices are held
- The time of day and length of practices

Using the five factors listed above, DETERMINE any differences between male and female teams at each level of play. In particular, COMPARE this information for male and female teams competing in the same or similar sports.

Sample Interview Questions

1. Who does the scheduling? If a difference exists in proportion of home games and away games, determine the reasons. If differences exist in the distances traveled to away games, determine the reasons.
2. Do certain teams have priority in scheduling? If so, which ones?
3. How are scheduling conflicts resolved?
4. Are practice and game schedules convenient? Do they conflict with classes, meal times, other scheduled activities?
5. What days of the week and what times of the day are considered "prime time" for games? How often does your team compete during prime time? Do game schedules permit reasonable opportunities to compete before an audience?

C. ANALYSIS/EVALUATION

COMPARE the following information for female and male teams of the same or similar sport and at the same levels (varsity, junior varsity): the number of games, the days and times of the games, the amount of practice time, and the days and times of practices. NOTE any differences.

DETERMINE if the differences constitute a significant disparity.

EXAMPLE: OCR Letter of Finding

Facts. In evaluating the number of competitive events per sport, OCR reported the following violation. Set forth below is the number of regular season competitive events provided for each team:

SAMPLE OCR NUMBERS

<i>Sport</i>	<i>Women</i>	<i>Men</i>
Football	0	10 + 2 exhibition
Volleyball	13 + 2 tournaments	0
Basketball	19	19 + 1 tournament
Baseball	0	19
Softball	19 + 2 tournaments	0
Soccer	12	13 + 1 tournament
Wrestling	0	13 + 2 tournaments
Track	11	12
Tennis	13	13
Golf	9	9
Swimming	13	13
Cross Country	8	8
TOTAL	117 + 4	129 + 6

OCR Conclusion: The number of competitive events for males and females are not comparable.

D. CAUTIONS

Nondiscriminatory differences may exist due to unique aspects of a sport. For example, a game schedule may be limited by a lack of competition for that sport in the normal competitive area. Fewer competitive contests may in turn affect practice schedules as well as pre-season and post-season competitive opportunities. The Self-Review workgroup must assure that, under these justifications, the same constraints are placed on all teams.

Competitive and practice schedules are often affected by the availability of facilities. When schedules for teams of one sex are adversely affected by the availability of facilities, a disparity may occur in at least two Athletic Equity Components: #3. Scheduling and #6. Provision of Locker Rooms, Practice, and Competitive Facilities.

An institution is not required to schedule the same number of games and practices for male and female teams of the same or similar sport; however, any differences favoring one gender must be offset by differences favoring the other gender in other sports.

Disparities that cannot be justified by a nondiscriminatory explanation should be addressed in your college's action plan.

Scheduling of Games and Practice Time—Team Chart

Team: _____ Number of Participants: _____

Number of regular season games	Home: Away: Total:	
Number of pre-season games		
Number of post-season games		
Days of week and times of day games are played		
Date practice begins and days of week and times of day when practices are held		
Any pre-season or post-season competition denied		
Comments:		

SUMMARY _____

Scheduling of Games and Practice Times – Program Comparison

SIMILAR SPORTS	Number of Conference Games Home/Away	Number of Pre-Season Games/ Number of Post-Season Games	Qualified But Did Not Play Pre-Season/ Post-Season	Days of Week and Times of Day Games are Played	Days of Week and Times of Day Practices are Held
1.	M: W:	M: W:	M: W:	M: W:	M: W:
2.	M: W:	M: W:	M: W:	M: W:	M: W:
3.	M: W:	M: W:	M: W:	M: W:	M: W:
4.	M: W:	M: W:	M: W:	M: W:	M: W:
5.	M: W:	M: W:	M: W:	M: W:	M: W:

SUMMARY:

A. FACTORS TO EVALUATE

The following five factors should be included in the Self-Review for this component.

1. modes of transportation;
2. housing furnished during travel;
3. length of stay before and after competitive events;
4. per diem allowances; and
5. dining arrangements.

B. INFORMATION TO COLLECT

OBTAIN a map of your college's competitive area that will assist in making comparisons of the modes of transportation used for male and female teams traveling the same distances.

REQUEST the following information:

1. Copies of written policies, procedures, and criteria for providing travel arrangements, housing during travel, and meal or per diem allowances.
2. Travel expenditures and budgets for each team for the current year and last year.
3. Method of transportation used by each team for each away game (privately-owned car, van, bus, or plane; school owned car, van, bus, or plane; or commercial car, van, bus, train, or plane).
4. The meal or per diem allowance for each team.
5. For each team, a list of persons traveling to away games including players, coaches, trainers, sports information staff, managers, cheerleaders, mascots, band.
6. A copy of the competitive schedule for each team (this has probably been collected for other component areas and you should make it a practice to collect the needed information only once).

COMPARE the information collected and **NOTE** any differences between the female and male programs.

Sample Interview Questions

1. What kind of transportation is used for away games? What distances are traveled?
2. What are the meal arrangements? (For example, does the team eat as a group and coach pays the bill? Are athletes given money to eat wherever they wish?)
3. What is the per diem allowance or how much money per meal?
4. Is the team provided a pre-game meal? Is the team provided a post-game meal? If so, what type of meal?
5. If a team stays overnight, what kind of housing is furnished; how many athletes are assigned to each room?

6. Who prepares the travel budget? Is the budget adequate? If not, what's needed?

C. ANALYSIS/EVALUATION

INCORPORATE the interview information on the charts with the responses to the data request questions.

TRAVEL

- COMPARE the type of transportation used by males and females where teams traveled similar distances. Refer to the scheduling information and use a map to make determination.
- DETERMINE whether the number of athletes, others traveling with the team, and/or the amount of equipment to be transported may explain any differences in the type of transportation used by male and female teams traveling the same distances.

HOUSING

- COMPARE the housing furnished during travel to male teams with the housing provided to female teams. NOTE whether teams of one sex stay at better quality motels than team of the other sex; or do teams of one sex stay at motels while teams of the other sex stay in less desirable facilities.
- COMPARE whether teams of one sex have more athletes assigned to a room than teams of the other sex.
- COMPARE whether teams of one sex arrive at away games earlier and/or leave later than teams of the other sex, thus allowing more time for meals or practices.
- DETERMINE whether there is a pattern favoring teams of one sex.

PER DIEM ALLOWANCES/MEALS

- COMPARE the per diem allowances for male and female teams. (Per diem allowances usually refer to meal expenses only. If otherwise, clarify as necessary.) NOTE any differences in the amounts provided. Use the amounts actually given or spent on athletes since this may be different from the "standard" per diem rate that the school may set or may have been provided from boosters or other sources. If "per diem" amounts are not used, use total costs per meal and divide by the number of participants traveling with the team to obtain figure for comparison purposes. NOTE any differences in the method of payment, i.e., cash advances to coaches or athletes vs. institution credit card.
- DETERMINE whether any differences in payment methods have a negative impact on teams of one sex.
- COMPARE the dining arrangements during travel for male and female teams. NOTE any differences in quality such as whether teams of one sex eat at restaurants while teams of the other sex eat at the institution's cafeteria.
- COMPARE the total and average travel and per diem budgets for female and male teams; per athlete. (Use the number of athletes on the travel squad, which is often less than the total number of athletes on the team.) NOTE differences between female and male athletes. NOTE whether coaches indicated that the number of athletes traveling with the team was limited because of inadequate travel and per diem budget.
- DETERMINE whether any differences result in a disparity which is significant.

EXAMPLE: OCR Letter of Finding

Facts. Women's and men's teams travel by the same means. When teams travel they stay in moderately priced housing. Four women's teams and one men's team stayed overnight during the past season. When the women's softball team was required to travel four hours to and from a tournament the decision was explained by the fact that games were scheduled at 3:00 p.m. on one day and 8:00 p.m. on the next day and had athletes stayed overnight they would have had to check out by noon and there were no scheduled activities until 8:00. Dining arrangements are the same for all teams, except the football team which receives a pre-game meal paid by the Booster Club. It was explained that a number of the football players are bused and that if they did not stay they would have no transportation back for the event. The football team is the only team required to stay after school from 2:30 p.m. until their evening event.

OCR Conclusion: The provision of the meal to the football team creates a disparity because there is no pre-game meal provided to any women's team. No disparity existed in methods of transportation or housing arrangements.

D. CAUTIONS

Nondiscriminatory differences may be based on the unique aspects of particular sports. The transportation for teams traveling the same distances may vary because the size of the team, the number of staff traveling to the competition (for example, coaches, trainers, sports information personnel), and/or the amount of equipment that must be transported may vary.

Disparities that cannot be justified by a nondiscriminatory explanation should be addressed in your college's action plan.

Travel and Per Diem—Team Chart

Team: _____ Number of Participants: _____

Number of Athletes on Form 3/ Number of Other Individuals = Total	
Modes of Transportation	
Housing Furnished During Travel	
Per Diem Allowances	
Dining Arrangements	
Other (budget, etc.)	

SUMMARY _____

Travel and Per Diem—Summary Program Comparison

MEN'S PROGRAM TEAMS	Number of Athletes on Form 3/ Others	Modes of Trans- portation	Housing During Travel	Per Diem Allowance	Dining Arrangements	Other
WOMEN'S PROGRAM TEAMS						

SUMMARY _____

A. FACTORS TO EVALUATE

The following three factors should be included in the Self-Review for this component:

1. availability of coaches;
2. assignment of coaches; and
3. compensation of coaches.

Evaluation factors for AVAILABILITY

1. relative availability of full-time coaches;
2. relative availability of part-time assistant coaches; and
3. relative availability of volunteer assistants.

Evaluation factors for ASSIGNMENT.

1. training, experience, and other professional qualifications of coaches;
2. professional standing of coaches.

Evaluation factors for COMPENSATION

1. rate of compensation per sport, per season;
2. duration of contracts;
3. conditions relating to contract renewal;
4. experience;
5. nature of coaching duties performed;
6. working conditions; and,
7. other terms and conditions of employment.

B. INFORMATION TO COLLECT

Coaching pay in community colleges is often made by stipend or released time from teaching or administrative duties. In some cases, the amount of the stipend is set for a specific coaching position with no relationship to the coach's background or experience. The data request and interview questions are designed to determine how the particular institution assigns and compensates coaches for the athletic program, in addition to clarifying the availability of coaches.

REQUEST the following information:

1. A list of the coaching staff for each team and each individual's status as head, assistant, or volunteer coach; the salary or stipend for coaching duties; each coach's other job duties during the season of sport; length of contract or assignment for coaching; background and experience related to each individual's selection as coach; and a copy of the job contract for each coach. NOTE if coaching is not the full-time job, specify teaching or other assignments, including the title and number of classes taught, and the student load in each class.
2. A description of the policies, procedures, and criteria for selecting coaches and determining coaches' salaries or stipends.
3. The number of coaches, assistant coaches, and volunteer coaches for each team.
4. The number of athletes on each team.

Sample Interview Questions

1. What are the salaries or stipends for each coach?
2. Are salaries or stipends based on the coaching position or on a coach's qualifications?
3. Is any coach paid a salary that is significantly higher than salaries of other coaches? If so, why?
4. How do you determine when a coach is needed? How do you determine whether a coach will be hired full- or part-time? Describe the hiring procedures.
5. What are the duties and responsibilities of each coach, assistant coach, and volunteer coach?
6. Are all coaches always available for practice and competition and other times (e.g., counseling, specialized training)?

C. ANALYSIS/EVALUATION

The primary focus of this evaluation is the *availability* of coaches for student athletes.

EXAMINE *qualifications* of coaches to DETERMINE if there is a pattern of assigning less qualified coaches to male or female teams. It is important to examine the pattern rather than comparing individual coach's qualification since a coach with five years experience may be as effective as a coach with 15 years experience.

Inequities in the *compensation* of coaches may indicate a violation of the Equal Pay Act or may reflect a pattern of assigning less qualified persons to coach female teams.

In some cases, coaches of combined teams or coed teams can be excluded from this three-part analysis. "Combined teams" refers to sports where male and female teams share coaches as well as practice and compete at the same or similar times. This situation is most likely to occur in swimming, track, and cross country. Coaches of combined teams may be excluded from the analysis unless the investigation reveals that more coaching time is spent with athletes of one sex. In this case, a breakdown of the percentage of time spent with each team and the corresponding percentage of salary must be obtained and calculated, and included in the analysis.

AVAILABILITY OF COACHES

- DETERMINE the number of coaches available to each team (varsity, junior varsity) in the male and female programs.
- DETERMINE the ratio of coaches to athletes for male and female teams at each level of competition. Compare the ratios.
- DETERMINE the number of assistant coaches available to each team at each level of competition. Compare the number of female teams that have assistant coaches to the number of male teams having assistant coaches. NOTE any differences in the number of assistant coaches for each team in the male and female programs and the number of teams in each program that have assistant coaches.

CHAPTER 6

LOCKER ROOMS, PRACTICE AND COMPETITIVE FACILITIES

A. FACTORS TO EVALUATE

There are **six** factors to evaluate for this component:

1. quality and availability of the practice facilities and competition facilities;
2. exclusivity of use of facilities provided for practice and competitive events;
3. availability of locker rooms;
4. quality of locker rooms;
5. maintenance of practice and competitive facilities; and
6. preparation of facilities for practice and competitive events.

B. INFORMATION TO COLLECT

REQUEST the following information:

1. Copies of written policies, procedures, and criteria regarding the use and availability of locker rooms, practice, and competitive facilities.
2. A list of all facilities used by an athletic team. For each facility, include the name, age, location, owner, other uses for the facility, the period of time that each team has exclusive use of the facility, and the period of time for which lockers are assigned.
3. A map showing the facilities and their locations.

COMPARE the information provided and **NOTE** any differences between the male and female programs.

INSPECT the facilities used by each team. **NOTE** the general condition and sufficiency of the locker rooms and related facilities; the proximity of the locker rooms to practice and competitive facilities; the types of services offered at the various facilities (e.g., laundry room food, bathrooms); and the condition and sufficiency of practice and competitive facilities. **NOTE** any difference between the facilities provided to the women's program and those provided to the men's program.

Sample Interview Questions

1. Verify the location of practice and competitive facilities and the locker rooms for each team (male and female—varsity, junior varsity). If the practice facility is different from the competitive facility, ask why and whether this poses any problems.
2. Who maintains the facilities? Are the facilities maintained adequately?
3. Who prepares the facilities for competitive events? Are they prepared adequately and on time?
4. Do the facilities require preparation for practice; if so, who prepares the facilities, and are they prepared adequately and on time?

5. Do athletes have exclusive use of the locker rooms or are other teams or groups using the locker room at the same time?
6. What is the quality of the practice and competitive facilities (e.g., excellent, adequate, poor)? Are they regulation? Is there a renovation schedule for the facilities?
7. What is the quality of the locker room facilities (excellent, adequate, poor)?
8. What special features are available at the facilities (laundry service, weight training, trainers available in locker room area; accommodations for visiting teams; concession facilities, spectator capacity, public address system, electronic score boards, special lighting for television coverage at competition or practice facilities, multimedia equipment for training and coaching)?

C. ANALYSIS/EVALUATION

DETERMINE whether any policies, procedures, or criteria used for allocating locker rooms, practice and competitive facilities differ for male and female teams.

COMPARE the quality and availability of practice and competitive facilities for males and females. **NOTE** the differences between the male and female programs.

COMPARE the quality and availability of locker room facilities for males and females, and **DETERMINE** if there are differences between the male and female programs.

COMPARE the number of men's teams that have exclusive use of practice or competitive facilities with the number of women's teams that have exclusive use of practice or competitive facilities. Is the exclusivity for the entire year, for the season, or during competition or practice?

COMPARE the number of female teams that have exclusive use of locker room facilities with the number of male teams that have exclusive use of locker room facilities. Is the exclusivity for the entire year, for the season, or during competition or practice?

COMPARE the maintenance and preparation of practice and competitive facilities for the men's program with the maintenance and preparation of practice and competitive facilities for the women's program. **NOTE** the differences and note whether coaches must do their own maintenance or preparation.

DETERMINE whether any differences result in a significant disparity.

D. CAUTIONS

Nondiscriminatory differences are permitted based on the unique aspects of particular sports such as the number of athletes who need to use the facility at one time. Differences in the provision of locker rooms, practice, and competitive facilities may be the direct result of the scheduling of games and practices for each team.

If there are disparities favoring teams of one sex that are not balanced by disparities favoring teams of the other sex, develop corrective action steps and include them in your college's action plan.

Facility Chart—Locker Room Facilities

Name of Facility	
Location & Proximity to Practice/ Competitive Facilities	
Schedule of Teams Using Facility	
Others Who Use Facility	
Number and Type of Lockers	
General Size	
Quality	
Cleanliness	
Number and Quality of Showers/Restrooms	
Special Features	
Other	

COMMENTS _____

Facility Chart—Practice and Competitive Facilities

Name and Type of Facility	
Location	
Schedule of Teams Using Facility	
Others Who Use Facility	
Quality	
Age	
Seating Capacity	
General Size	
Special Features	
Other	

COMMENTS _____

A. FACTORS TO EVALUATE

The following five factors should be included in the evaluation for this component.

1. availability of medical personnel and assistance;
2. health, accident, and injury insurance coverage;
3. availability and quality of weight and training facilities;
4. availability and quality of conditioning facilities; and
5. availability and qualifications of athletic trainers.

B. INFORMATION TO COLLECT

REQUEST the following information:

1. A list of all weight training and conditioning facilities used by an athletic team. For each facility, identify the age, location, owner, times that each team uses each facility and the numbers of each type of equipment in each facility.
2. Titles of the trainers and medical personnel assigned to each team (varsity, junior varsity); the certification of each trainer and medical personnel; identify student trainers; indicate which trainers accompany teams to away games.
3. Copies of any insurance policies covering the athletes; the cost of the policy to the athlete, if any. General insurance policies available to all students at the institution need not be examined.

REVIEW the insurance policy. DETERMINE whether coverage is equivalent for females and males.

Any institution that provides full coverage health service must provide gynecological care. Generally, institutions that provide special insurance for athletes cover injuries or health problems related to the athletes' participation in the athletic program. Under such a policy, gynecological care must be covered where such health problems are the result of participation in the athletic program.

INSPECT the facilities used by each team (varsity, junior varsity). Verify condition of facilities. Verify available equipment.

DETERMINE what services and treatments are provided at each facility.

INSPECT any medical or training equipment that may be stored away and not readily visible (including ultrasound, heat, or ice treatment equipment).

DETERMINE the general condition, size, efficiency, and services available at each facility. NOTE the proximity of these medical and training facilities to locker rooms, practice, and competitive facilities.

DETERMINE any differences between the facilities and services provided the women's program as compared to the men's program.

INTERVIEW coaches and athletes from each team (varsity, junior varsity) and full-time trainers.

INTERVIEW the athletic directors and other personnel.

Sample Interview Questions

1. What is your professional background and certification? What is the professional background and certification of each trainer?
2. How much experience do you have in treating female athletes; male athletes?
3. How many people do you supervise? How many student trainers do you supervise? How are student trainers allocated to each team?
4. Are physical exams given to each team member each year? How is this arranged? Who conducts the exams for each team?
5. What teams do physicians work with on a regular basis? What is the schedule? Which teams have physicians present for home games and practices?
6. What equipment is contained in the training facilities? What equipment is contained in weight and conditioning rooms? What teams have access to which training facilities?
7. Do athletes use the training rooms on a scheduled or drop-in basis? If scheduled, what is the schedule?
8. Who is responsible for the training facilities, weight, and conditioning rooms?
9. What is your opinion of the quality of the training facilities? What is your opinion of the quality of the weight and conditioning facilities?
10. When trainers accompany a team to away events, how are expenses paid? Are there differences for different teams, and, if so, which teams?

C. ANALYSIS/EVALUATION

DETERMINE whether any policies, including insurance, differ on the basis of gender equity.

DETERMINE the quality and availability of medical personnel (including doctors, physiotherapists, nurses, and paramedics) to women's and men's teams.

COMPARE quality and availability of medical personnel for women's and men's teams.

DETERMINE the quality and availability of weight and conditioning facilities for female and male teams. Also examine which teams have exclusive use of certain facilities, which teams have priority use of these facilities, which teams must share these facilities, and which teams have use of any special facilities.

COMPARE the quality and availability of weight and conditioning facilities for female and male programs.

DETERMINE the quality and availability of training facilities for male and female teams, including which teams have exclusive use of a facility; which teams have priority use of a facility; which teams share facilities; and which teams have use of any special facilities.

COMPARE whether the quality and availability of training facilities differ between the men's and women's programs.

DETERMINE the quality and availability of trainers for the men's and women's teams, including which teams are assigned professional as opposed to student trainers, and which trainers are full-time or part-time.

COMPARE the quality and availability of trainers for female and male teams.

D. CAUTIONS

Comparing male and female teams of the same or similar sport can be beneficial in this Athletic Equity Component. For example, the need for professional as opposed to student trainers, or access to equally available weight, conditioning, and training facilities of similar quality is not likely to vary significantly between men's and women's basketball teams. However, some variations may be justified by different numbers of athletes on the teams, or injuries or conditions of specific athletes who may require more intense conditioning or training services.

The unique aspect of a sport, including the number of participants on a team, the injury rate, and the rate for severe injuries may justify the assignment of more qualified and more frequently available medical and training personnel, and the scheduling of more frequent conditioning and training to a particular team. The injury rates in particular sports may justify more comprehensive insurance coverage for a particular team.

If there are disparities favoring teams of one sex that are not balanced by disparities favoring teams of the other sex, develop corrective action steps and include them in your college's action plan.

Facility Chart—Medical and Training Facilities

Name and Type of Facility	
Number and Type of Machines/Equipment	
Schedule of Teams Using Facility	
Others Who Use Facility	
Quality	
General Size or Capacity	
Cleanliness/Maintenance	
Proximity to Lockers, Practice and Competitive Facilities	
Supervision	
Other	

COMMENTS _____

Locker Rooms, Practice and Competitive Facilities—Team Chart

Team: _____ Number of Participants: _____

Competitive Facility

Name:

**Maintained and
Prepared by:**

Schedule:

Shared With:

Quality:

Other:

Practice Facility

Name:

**Maintained and
Prepared by:**

Schedule:

Shared With:

Quality:

Other:

Locker Rooms

Name:

Quality:

**Availability —
locker assignment:
room shared with:**

**Proximity to Practice/
Competitive Facilities:**

Other:

SUMMARY _____

A. FACTORS TO EVALUATE

The following three factors should be included in the evaluation of this component:

1. Availability and quality of sports information personnel;
2. Access to other publicity resources for male and female programs;
3. Quantity and quality of publications and other promotional devices featuring male and female teams.

B. INFORMATION TO COLLECT

REQUEST the following information:

1. Copies of written policies, procedures, and criteria regarding publicity services to the male and female athletic programs, including samples of all publicity documents made available to the male and female programs; or example press guides, recruitment brochures, schedule cards, game programs.
2. A description of all publicity and promotional services made available to the men's and women's athletic programs.
3. Titles of sports information personnel and the teams to which each person is assigned.

COMPARE samples of publicity documents with the description of publicity and promotional services to ensure that either a sample or list has been provided of every publicity service available.

COMPARE the information provided for women's and men's programs and note the differences.

IDENTIFY the sports information personnel who should be interviewed. Some institutions may assign publicity duties to the athletic director or assistant athletic director, or to coaches as part of their overall duties.

Sample Interview Questions

1. How is sports information handled? What is done to promote women's sports? What is done to promote men's sports?
2. Does the department have a sports information person assigned to athletics? Is this person present at all home games? Who pays the expenses of the sports information person? What responsibilities does the sports information person handle; are they the same for home and away games?
3. What are the publicity and promotional services provided the team (e.g., pocket schedules, posters, press guides, mail to alumnae, booster mailings, programs for home events)?
4. How many spectators usually attend home events of each team?

5. How would you rate the publicity provided your team? (Include the quantity, quality, and availability of sports information personnel and the quantity and quality of publications and promotional devices). Are there any problems? Be specific. What do you think would remedy your problems?

C. ANALYSIS/EVALUATION

COMPARE the policies, procedures, and criteria for providing publicity services to the men's program and the women's program.

COMPARE the quality of sports information personnel (background, experience, etc.) assigned to male and female teams.

COMPARE the number of sports information personnel assigned to the men's and women's teams.

COMPARE the amount of time sports information personnel spend on men's teams and women's teams.

COMPARE the availability of other sports information services to the men's and women's teams.

COMPARE the quality and quantity of sports information publications and promotional services provided to the men's teams with the quality and quantity of publications and promotional services and devices provided the women's teams.

D. CAUTIONS

Nondiscriminatory differences based on the unique aspects of a particular sport are permitted. The unique circumstances of a particular team, competitive event, or particular athlete (e.g., state champion or Olympic hopeful) may create unique demands or temporary imbalances in particular program components, including publicity. Such imbalances are permissible to the extent that opportunities for teams of the other sex are not limited.

Newspapers, TV, and other media are not required to be equally responsive to an institution's efforts to provide equivalent publicity services to its male and female programs. The examination by the Self-Review workgroup must be based on the institution's efforts to provide equivalent publicity services.

If there are disparities favoring teams of one sex that are not balanced by disparities favoring teams of the other sex, develop corrective action steps and include them in the your college's action plan.

CHAPTER 9

The administrative and clerical support provided to an athletic program can affect the overall provision of opportunity to male and female athletes, particularly to the extent that the provided services enable coaches to better perform their coaching functions.

A. FACTORS TO EVALUATE

The following two factors should be included in the evaluation of this component:

1. the amount of administrative assistance provided to male and female programs;
2. the amount of clerical assistance provided to the male and female programs.

B. INFORMATION TO COLLECT

REQUEST the following information:

1. Copies of written policies, procedures, and criteria for providing administrative, secretarial, and clerical support services to the male and female athletic programs.
2. An organization chart showing lines of authority for all persons in the athletic program indicating the administrative, secretarial, and clerical support personnel and the unit to which they are assigned.

On-Site

INSPECT the facilities available for use by support services staff.

INSPECT each administrator's and coach's office. This inspection should include offices provided for sports information personnel, even though the institution may not consider certain sports information personnel to be "administrators." During the inspection of offices, note the size of the office; its location; the location of telephones; secretarial assistance in the area; the type and proximity of office machines (ask where they are if they are not obvious); with whom the office is shared, if anyone. NOTE any differences between the office space, equipment, and supplies and support personnel provided the female program as compared to the male program.

INTERVIEW all administrators and coaches from each team regarding the provision of administrative, secretarial, and clerical support.

Sample Interview Questions (Administrators)

1. What are your athletic duties and responsibilities? What percentage of time do you spend on each? Be as specific as possible.
2. What secretarial, clerical, and receptionist assistance is available to you for your athletic duties? Do these people perform secretarial, clerical, or receptionist work for others? If so, who? Approximately what percentage of time do they work for you on athletics?
3. Where is your office located? To whom do you report? Who do you supervise?

C. ANALYSIS/EVALUATION

COMPARE the policies, procedures, and criteria for providing support services to the male program and the female program.

COMPARE the number of administrators assigned to, and the percentage of time they spend working for, the women's program with the number of administrators assigned to, and the percentage of time they spend working for, the men's program.

COMPARE the types of administrative services available to the men's program with the types of administrative services available to the women's program (e.g., athletic directors and assistants, business managers, facilities managers, fundraisers, team managers).

COMPARE the number of secretarial and clerical staff assigned to, and the percentage of time they spend working for, the women's athletic program with the number of secretarial and clerical staff assigned to, and the percentage of time they spend working for, the men's athletic program.

D. CAUTIONS

The need for administrative, secretarial, and clerical support services may vary from team to team. The relevant determination is whether this need is met to the same extent for the male and female programs.

Where shared offices are larger than single person offices, the amount of office space may be the same per staff person. The relevant determination is the convenience or inconvenience of sharing an office, which may affect, for example, a coach's ability to counsel athletes.

If there are disparities favoring teams of one sex that are not balanced by disparities favoring teams of the other sex, develop corrective action steps and include them in the your college's action plan.

Support Services—Administrative and Clerical Staff Chart

Administrator (Name and Title)	
Duties	
Office Space and Location	
Office Equipment and Supplies	
Secretarial/Clerical Assistance	
Duties of Secretarial/Clerical Assistance	
Office Space and Location	
Office Equipment and Supplies	
Other	

COMMENTS _____

A. FACTORS TO EVALUATE

The following three factors should be included in the evaluation for this component:

1. Whether coaches and other professional athletic personnel in the programs serving male and female athletes are provided with substantially equal opportunities to recruit;
2. Whether the financial and other resources made available for recruitment in male and female athletic programs are equivalently adequate to meet the needs of each program; and
3. Whether the differences in benefits, opportunities, and treatment afforded prospective student athletes of each sex have a limiting effect upon the recruitment of students of either sex.

B. INFORMATION TO COLLECT

REQUEST the following information:

1. Copies of written policies, procedures, and criteria regarding recruitment of student athletes (including any differences in recruiting male and female athletes).

The budget and expenditure information is central to determining equity. Media guides often list the home towns of participants; this will provide some indication of the recruitment efforts for a particular team. Media guides and related publicity materials may also be used in mailing in recruitment of athletes.

Nearly all coaches have some recruiting duties. Therefore, the number of coaches for each team is important in determining the number of recruitment personnel for each team and the opportunity each coach has to recruit athletes.

Sample Interview Questions

1. What recruitment methods are used for each team?
2. How many prospective student athletes visited the campus for each team?
3. What percentage of your time is spent on recruiting?

C. ANALYSIS/EVALUATION

COMPARE the policies, procedures, and criteria for the recruitment of student athletes in the men's and women's program. DETERMINE any differences.

D. CAUTIONS

Nondiscriminatory differences based on the unique aspects of a particular sport are permitted. Variations in team needs, such as an unusually large number of students graduating in a particular year, may result in unusually large recruitment budgets for a particular year. Conversely, a large number of returning athletes to a particular team may result in decreased expenditures for recruiting.

If there are disparities favoring teams of one sex that are not balanced by disparities favoring teams of the other sex, develop corrective action steps and include them in the your college's action plan.

Appendix

D

DONS

SANTA ANA COLLEGE



Coaches' Manual

**Intercollegiate Athletics
2009-2010**

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INTRODUCTION

This handbook is provided to the Santa Ana College coaching staff to furnish them with the specific information as to the organization, philosophy, policies and procedures of the Athletic Department. It is not meant to stand alone, but must be used in conjunction with the Santa Ana College Faculty Handbook, Board Policy Manual, the Athletic Code of the California Association of Community Colleges, and the Athletic Code of the Orange Empire Conference.

Persons using this handbook should be familiar with the above publications, which are available in the Office of the Athletic Director. Ignorance of the rules is not an excuse for violations. All coaches are expected to make themselves familiar with State, Conference, and College rules and regulations and use them in performance of their duties and responsibilities.

As the Athletic Department is an integral part of the total educational program, it is important that personnel conduct themselves in a professional manner. Each coach should also inform athletes that they are representatives of the college, and that their behavior should reflect the standards of a first-class athletic program. The favorable actions of these young men and women, both in and out of athletics, will do much to foster goodwill and acceptance of the athletic program within the college and community.

Material for the Handbook has been obtained from adopted policies and procedures of the State of California Education Code, The Rancho Santiago Community College District Board of Trustees, and Administrative Regulations. Changes and revisions will be made available as they are developed.

FUNCTION

The purpose of the Santa Ana College Athletic Department is to provide an athletic program for the students of the college. The program should strive to earn the support and respect of the College Administration, faculty, staff, student athletes, alumni, and general public. The department will provide the student-athlete an opportunity for the best possible education and athletic experience.

AFFILIATIONS

Santa Ana College is a member of the Community College League of California. The CCLC, through its Commission on Athletics it is authorized by the California Education Code to supervise the administration of men and women's intercollegiate athletic programs. The State Athletic Code includes policies and procedures guiding the administration of California community college athletic programs. Conferences may set up rules and regulations for them, which are more stringent than those, set up by the State Athletic Committee, but not less stringent.

The Orange Empire Conference is the Conference for which we are a member for all sports except football and wrestling. These sports are hosted into the Southern California Football Association and the South Coast Conference..

PHILOSOPHY

Santa Ana College subscribes to the philosophy that intercollegiate athletics plays an integral role in the total educational experience. Athletics promotes social growth, leadership qualities, individual character, physical fitness, and the development of life-long learning practices. The college also believes that an exemplary Exercise Science program, including Health and Fitness courses, provides a sound basis for an intercollegiate athletic program and meets student-interest needs through the offering of a variety of activities and levels of competition.

The college encourages the development of programs for the highly skilled student-athlete and will provide a variety of programs, support services, and activities necessary to meet the needs of these men and women. The college is also aware of and supportive of the concepts of gender equity and Title IX and will exhibit equal opportunity in athletics.

The basic philosophy of Santa Ana College is to accomplish and fulfill the goals of wholesome and desirable experiences for all student-athletes. The Board of Trustees, Administrative and Support Staff and Coaches coordinate and control Intercollegiate Athletics competition so that the result will be compatible with the State Athletic Code, Conference Athletic Code, and the highest standards of student-athlete conduct. The college's aim is for the experience of all participants to reflect dignity and exemplify competition at its finest. It is with this basic philosophy that Santa Ana College operates to best accomplish and fulfill the goals of wholesome and desirable experiences for all participants and to offer the opportunity for students of the College to reach their full athletic potential.

ATHLETIC DEPARTMENT GOALS

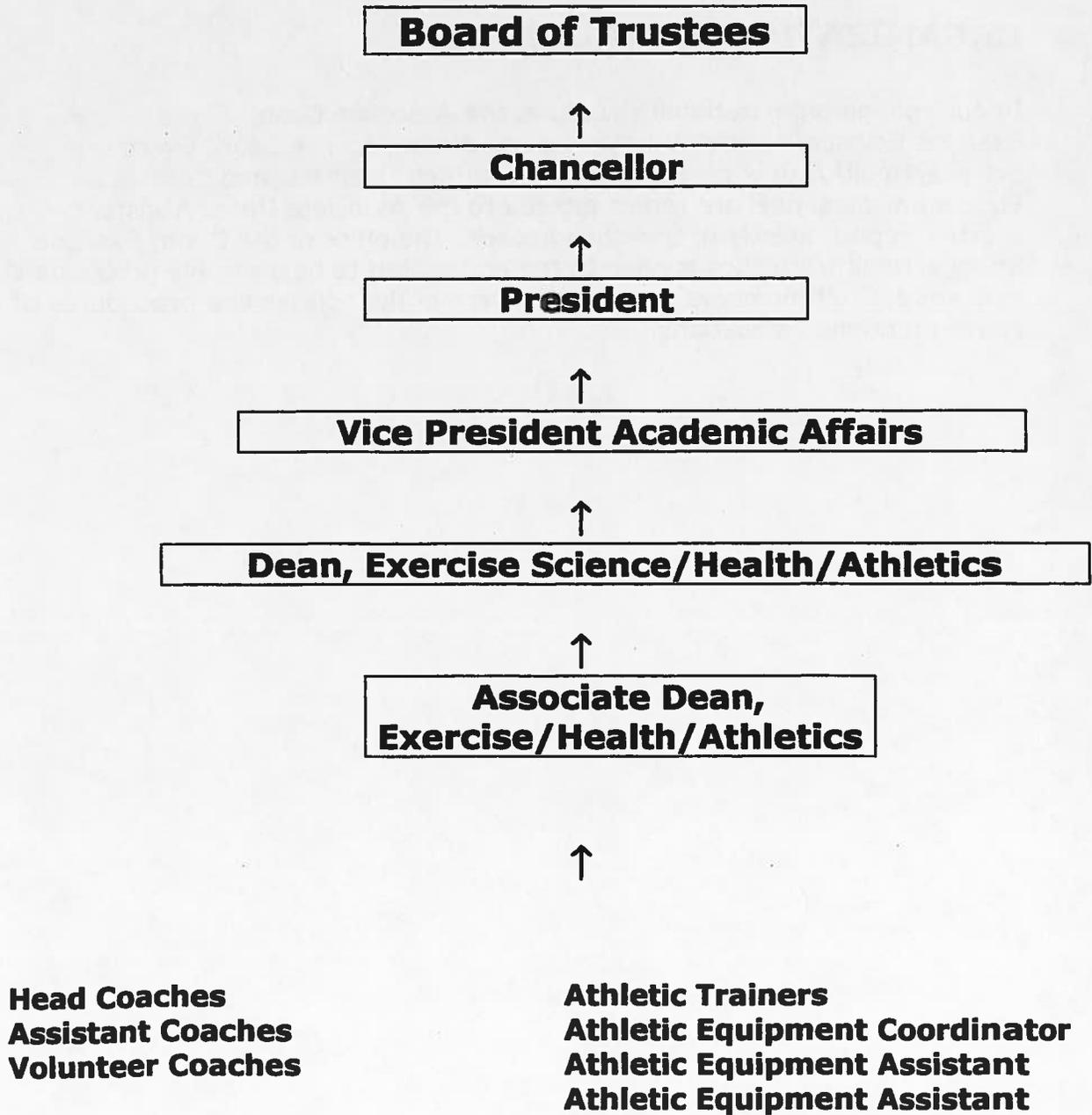
1. Have as its primary concern the safety and welfare of the students.
2. Be recognized as an extension of the College's total educational program.
3. Be characterized by the highest levels of professional instruction and supervision.
4. Provide opportunities for individual growth and development.
5. Provide equal opportunity to all members of the College community.
6. Insure an opportunity to achieve excellence.
7. Maximize opportunities for participation by the maximum number of students.
8. Aspire to achieve and maintain high levels of athletic performance, within a moral and ethical framework.

9. Have its many parts work cooperatively toward a single goal, while coaches and athletes from all sports support the efforts of their peers and colleagues.
10. Provide the best possible equipment and facilities.
11. Involve community, parents, faculty, friends, and other students, as well as the coaches and athletes themselves.
12. Strive to make each student's athletic participation a positive, healthful, and enjoyable part of his/her college experience.

ORGANIZATIONAL STRUCTURE

In our college organizational structure, the Associate Dean, Exercise Science/Health/Athletics reports directly to The Dean, Exercise Science/Health/Athletics. Head coaches, athletic trainers, and Equipment personnel are report directly to the Associate Dean. Assistant coaches report directly to their head coach. The office of the Dean, Exercise Science/Health/Athletics is open to the entire staff to help resolve problems that may arise. Staff members need to be aware of the policies and procedures of the above mentioned affiliations.

Santa Ana College Athletic Department Organizational Chart



ADMINISTRATIVE PROCEDURES

The "Chain of Command"

The Associate Dean is responsible for all phases of the athletic program. Coaches will relate all business relative to athletics to the Associate Dean, who, in turn, will inform the Dean, Exercise Science/Health/Athletics.

Communication

Written communication shall be submitted to the Associate Dean. Reports, when required, shall be submitted to the Associate Dean who will forward them to the people involved. Put it in writing, verbal requests are to be eliminated as much as possible in order to save time and reduce errors. Instructions put on paper and dated leave no question as to what is to be done. In order to save time and prevent mistakes - put it in writing

The Associate Dean maintains an "open door" policy. However, if you would like to ensure the opportunity to meet with the Associate Dean appointments can be made with the athletic administrative clerk.

Correspondence

Coaches should maintain files of correspondence when such correspondence contains business of the Athletic Department. Coaches will be responsible for material contained in the following bulletins and communications:

- Athletic Department Memos
- Minutes of Meetings
- Department Notices
- Conference Notices, Minutes, Bulletins
- Sport Coaches Meetings

GENERAL DUTIES AND RESPONSIBILITIES

A. Responsibilities of the Athletic Department

It is the responsibility of the Athletic Department to operate in a way that is consistent with the college's mission and goal.

The Athletic Department will:

1. Provide an atmosphere conducive to the academic success of the student athlete;
2. provide quality coaching in all sports offerings;
3. Create a competitive philosophy which will fit within the guidelines of good sportsmanship and fair play;
4. Operate within the principles, objectives, rules and regulations of the Commission on Athletics (COA) and conference with which the college is affiliated.

B. General Coaching Staff Responsibilities

It is the responsibility of the coaching staff to:

1. Take a genuine interest in both the athletic and academic development and success of each student athlete.
2. Conduct all programs within the rules and regulations of the COA, conference, and college.
3. Represent the college, athletic department, and community in a positive manner; one that will promote the philosophy of the athletic department.
4. Provide a quality program for all student athletes;
5. Emphasize to the student athlete the importance of good citizenship and proper conduct on the campus, which fits within the college's Student Code of Conduct.

C. General Student Athlete Responsibilities

The right to participate in athletics is derived from the college and its designated staff. Through their participation, student athletes agree to:

1. Meet all COA, conference, and college rules pertaining to eligibility and conduct;
2. Comply with established team and department regulations;
3. Meet all academic and athletic appointments and obligations promptly and regularly;
4. Make progress toward educational or vocational goals;
5. Avoid the use of drugs, alcohol and steroids;
6. Conduct himself/herself in a positive manner both on and off the field;
7. Demonstrate loyalty to his/her teammates, teachers, and coaches, as well as the college and community;
8. Demonstrate respect for personnel, equipment, and facilities.

SUPERVISION OF ATHLETIC TEAMS

Practice

No athletic team, class, group or individual is allowed to practice, use facilities or equipment unless properly supervised by a coach or instructor. No one is allowed to practice unless they are enrolled in the appropriate class.

Games

The coach is responsible for the action of athletes during contests. Players who exhibit unsportsmanlike characteristics should not be allowed to participate in the contests. It is the responsibility of every head coach to assure that their team and staff adhere to the decorum policy of the California Commission on Athletics at all times.

Trips

Coaches are responsible for athletes on trips and should inform athletes that they are representing the college. A high standard of behavior should be demanded at all times. Coaches and athletes should dress appropriately for travel. Coaches are to travel with teams and are to be present when buses or vans are used. The head coach must be present with their team on all overnight trips.

Appearance

It is the responsibility of each individual coach to enforce acceptable standards in regard to the appearance of athletes. Failure of coaches to enforce acceptable regulations are to be called to the attention of the Associate Dean, who will take appropriate action. It is the desire of the Athletic Department that high standards of appearance be maintained at all times.

Conduct on Campus

The Athletic Department's policy is that there is ZERO Tolerance for Student-athletes who are disrespectful to other students, staff, or faculty, or who disrupt the peaceful campus atmosphere that we all expect. It is the head coach's responsibility to make this policy perfectly clear to all their athletes, and to continually remind them of it's importance. Student athletes who get into physical confrontations or are verbally abusive will immediately be suspended from athletic participation. Student athletes are also subject to the College's Student Code of Conduct and its penalties when violated.

RECRUITING RESPONSIBILITIES

Each coach is expected to actively recruit athletes within the Rancho Santiago Community College recruiting area. Coaches must Adhere to the recruiting guidelines established by the COA, the Conference and the College's Administration. It is further expected that all coaches and representatives associated with Santa Ana College will use ethical and professional recruiting techniques. Coaches are expected to attempt to establish good rapport with the high school coaches in the District and with parents of prospective athletes.

SCHEDULING GUIDELINES AND POLICIES

It shall be the responsibility of each Head Coach to prepare a tentative schedule for approval by the Associate Dean. Currently there is a limitation of a 110 mile radius for away contests.

- A. Check the COA constitution for maximum number of contests and beginning dates.

- B. Schedule proposals should not exceed budget allotments.**
- C. Schedules that cause students' excessive absences from classes, should not be attempted.**
- D. Conference scheduled contest will have priority. Especially in regards to a facility conflict.**
- E. Fall and Winter sports schedules are to be submitted to the Athletic Office for approval by May 15. Spring sport schedules are due by October 15.**
- F. Schedules, once adopted, should not be changed without just cause and the approval of the Associate Dean. Final schedules will be distributed from the Athletic Office.**
- G. No changes in conference contest dates, times, or place may be made without approval of the conference commissioner and consent of both Athletic Directors of the colleges involved.**
- H. Coaches' responsibilities for game or match cancellation. Inform Associate Dean for approval.**
 - 1) Athletic Administrative Clerk**
 - 2) Notify Equipment Personnel**
 - 3) Notify Athletic Trainers**
 - 4) Notify Sports Information Coordinator**
 - 5) Notify the office of transportation**
 - 6) The Associate Dean will notify officials**
- I. Coaches should notify the following individuals of any change in their practice schedule.**
 - 1) Associate Dean**
 - 2) Athletic Administrative Clerk**
 - 3) Equipment Personnel**
 - 4) Athletic Trainers**

ATHLETIC BUDGET

Budget Responsibility

The Associate Dean will be the administrative head and is responsible for the development of the athletic budget. The Dean, Exercise Science/Health/Athletics will have final budget approval.

Budget Preparation

Budget preparation begins immediately after the season. The budget should be taken into consideration in scheduling. Coaches should estimate meals, lodging, entry fees, officials, and any other estimated expenditure for the planned schedule. Coaches are responsible for making sure their sport stays within the budget parameters.

District Budget (T-16)

The District provides a budget that can be used for the purchase of uniforms, shoes, other athletic gear, supplies and awards. Coaches should assume that their budget will remain the same unless otherwise informed.

Associated Student's Diversified Account

Provides funds for meals, lodging, entry fees, game personnel and officials. It can also be used for video taping contests, memberships, award banquets, and contracted personnel services.

PURCHASING

The Athletic Equipment Coordinator with direction and approval from the Associate Dean is in charge of the purchase of equipment for the department. A purchase order requisition is required for the purchase of all supplies/equipment. All purchases must be approved by the Associate Dean. There will be NO reimbursement of purchases. Staff and Faculty members who ignore purchasing procedures and commit the district to financial obligations without proper authority are personally liable for those commitments and subject to disciplinary action.

RECEIVING

All items are to be received at the college through normal channels of delivery. No items should be received at a personal address. The Athletic Equipment Coordinator shall check-in all items as to the amount and items specified on the purchase order. The Athletic Equipment Coordinator will then submit the invoice to accounts payable for processing.

PROCUREMENT OF FUNDS

All monies requested and received by the coach for athletic trips shall be accounted for on the proper forms obtained from the Athletic Office. Requests should be submitted prior to the beginning of the season.

All monies not used are to be returned with receipts to the Student Business Office.

In the event that contests are cancelled, all monies (checks) are to be returned to the Student Business Office. Under No circumstances are funds to be retained and applied to another contest or trip.

Whenever possible, checks should be drawn in favor of the vendor, rather than the coach or person in charge of the expenditure or event.

Receipts for meals and lodging on a team basis must accompany the report of expenditures.

The coach shall include a team roster with the amounts of money disbursed to team personnel when they eat individually. Students shall sign off by the amount. Allow two weeks for processing requisitions.

MEALS

Funds can be provided for meals when the event causes the student to miss a normal meal. The following guidelines will be used:

Breakfast	=	\$4.00
Lunch	=	\$5.00
Dinner	=	\$7.00

Students may be allowed to supplement the price limits with their own funds. Funds for meals are to be requested for away (off-campus) events only.

LODGING

Reservations must be made in advance for any overnight trip. The Athletic Office keeps a file on hotels. Athletic office personnel can assist coaches in making arrangement.

A travel itinerary must be filed with the Athletic Office and the Associate Dean at least one day prior to teams departing for overnight trips. It shall include:

- A. Name and location of event
- B. Competition times and site.
- C. Members of the traveling party (list faculty, staff, and student-athletes). These are the only individuals who can travel in District Vehicles.
- D. Departure and arrival times to and from campus. If traveling by air, please list airline name and flight numbers.
- E. Lodging information (hotel name, address, and telephone number).

TRANSPORTATION AND TRAVEL POLICIES

The welfare and safety of coaches and athletes being transported to and from athletic events is of primary importance to all concerned. Coaches are to insure that the highest standards of behavior are observed by their players and coaches while representing Santa Ana college away from campus.

TEAM TRAVEL

The following policies are in effect for Santa Ana College team travel:

- A. Coaches and athletes are required to travel together to and from all athletic events.
- B. Athletes are to travel via transportation provided by the college; Only in an emergency situation will students be allowed to travel on their own to an event. Students who need to travel on their own must sign the Student Voluntary Transportation Agreement prior to the event (sample attached). This form must be signed by the Associate Dean and on file in the Athletic Office before the team departs campus.
- C. Under no circumstances is an athlete allowed to transport other athletes to or from an event. There are no exceptions to this policy.

USE OF COLLEGE VEHICLES

- A. It is the responsibility of the Head Coach to complete two forms in order to secure campus vehicles for their team's travel. (1) The Request for Use of College Vehicle form and the more specific (2) Vehicle Request Form (detailing date needed, number of vehicles needed, time of departure/return, etc.) are attached. Copies of these forms are available in the Athletic Office. They are to be filled out and turned in to the Division Secretary for the Associate Dean's signature.
- B. Once completed, the forms are sent to Administrative Services where they are processed. Notification will be made by that office of any

problems concerning the request. Vehicle keys and credit cards are issued from the Administrative Services office on the date requested.

- C. The college has several modes of transportation available. Vans, or private bus leasing arrangements can be made in order to accommodate team travel. Teams with 25 or more passengers may be eligible to travel in a bus or mini-bus.
- D. Vehicles are to be returned to their respective places in a clean condition and locked.

CANCELLATION OF EVENTS AND TRANSPORTATION

- A. If an event is cancelled, the coach is to contact the Associate Dean immediately.
- B. The head coach is responsible for canceling the transportation request through the office of Administrative Services.

FACILITY USAGE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT RULES & REGULATIONS FOR USE OF COLLEGE PROPERTIES

1. All individuals, groups or organizations in their use of occupancy of college property shall comply with all laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group or organization from further use thereof.
2. No use or occupancy of any college property will be permitted if the Rancho Santiago Community College District Board of Trustees in the exercise of its discretion determines that such use or occupancy is prohibited by law, or that such use or occupancy will interfere with the use of the property for college purposes.
3. There shall be No Intoxicants or Narcotics in or about college buildings and premises.
4. There shall be no smoking, food or beverages in classrooms at any time.

OFFICIALS

Officials will be assigned as per the Conference constitution. Upon receipt of the list of assigned officials from the Commissioners Office, the Athletic Office will forward the approved list and appropriate forms to the Student Business Office. The Student Business Office will issue the checks to the Associate Dean.

FUND RAISING

Any activity to generate outside funds using the Santa Ana College name or resources must receive prior approval of the Associate Dean. All outside donations or monies generated by fund raising must be processed through the Athletic Office and deposited with the Student Business Office. Each team should have a designated "team" account for this purpose. Deposit forms (pink), with the team account number, must accompany checks being deposited with the Student Business Office. Be sure to give a copy of the deposit slip and the check(s) to the Division Administrative Clerk.

ACCOUNTING FOR MONIES COLLECTED

Monies collected by district employees and by student organizations shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for as directed without delay to the proper location for deposit.

RECRUITING

Athletic recruiting is defined as any solicitation of an individual, a member of their family, legal guardian, or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation. The following are allowable activities for:

Recruiting Within a College's Recruiting Area

- A. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- B. Providing transportation to the campus.
- C. Visiting a prospect, family member or legal guardian.
- D. Providing information regarding employment opportunities, matriculation, housing, financial aid, etc.

- E. Any form of correspondence sent to a prospect, family member, or legal guardian, such as e-mail, letters, memos, news releases, or newspaper articles.
- F. Arranging or providing for a meal or meals during a campus visit.

Contact from Outside a District's Recruiting Area

If a student from outside a district's recruiting area makes an unsolicited inquiry (first contact) with a college regarding athletic participation, Form C, Out-of-Recruiting Area Student Contact Record, is to be filled out on the first person-to-person visit within a district's recruiting area. This Form C will be kept on file in the Athletic Office.

The only permissible response to an inquiry from a student living outside a district's recruiting area is to provide information. Any aspect of the college's programs, including athletics, as well as any other pertinent information, such as housing, employment opportunities, financial aid, registration procedures, etc., may be provided to the prospect. Continuing communications, by phone or mail, may exist between the college staff and the prospect. Person-to-person dialog may only take place within the district's recruiting area.

At no time may athletic recruiting activities take place outside a district's recruiting area. If an "incidental contact" initiated by the student athlete occurs, the coach or representative shall:

- A. Be courteous
- B. Provide only his/her name and the college address and office phone number of the head coach.
- C. Request the athlete to make contact during business hours.
- D. Inform the colleges of the district of residence of the contact using Form C.

None of the recruiting activities allowed for prospects in a district's recruiting area are permitted for students living outside a district's recruiting area with the exception of the normal process of providing information by way of the telephone or by correspondence.

ATHLETIC ELIGIBILITY

In order to be eligible for athletic competition at Santa Ana College, an athlete must qualify by meeting the following requirements:

1. Abide by the standards set forth in the State Athletic Code and Santa Ana College athletic policies.
2. Complete a Health Screening Examination, complete the Insurance and Information forms, and be declared fit for athletic practices and competitions.
3. Enroll in 12 units for the semester(s) of competition. Of these 12 units at least 9 shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog.
4. Second-year participants must complete 24 units with a 2.0 GPA from season-to-season. 18 of the 24 units must be courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog.

Eligibility Check List

1. Prospective student-athlete completes Form # 1 (green) under Associate Dean or Coaches supervision. Coaches are responsible for the accuracy and completeness of these forms. Pay attention to time periods, other colleges attended, and signatures.
- _____ 2. Coach submits form to the athletic secretary to begin the Eligibility process. Coaches should sign the form prior to submitting them to the Athletic Secretary.
- _____ 3. If the student-athlete has attended another collegiate institution, the coach has the athlete complete Form # 2 (blue) for each college attended. At this time, coaches should inform athletes to have transcripts sent to Santa Ana College Admissions.
- _____ 4. If the athlete graduated from high school outside the recruiting area, then he/she should complete Form C (yellow).
- _____ 5. An alphabetical team roster is submitted to the Athletic Secretary by the coach so that she can determine that all athletes have completed Form #1 and do not get left out of the process. Rosters should also be given to the Men's/Women's Equipment Staff and the Training Room Staff.

_____ 6. The student-athlete will meet with a counselor to complete their Individual Education Plan.

_____ 7. The Associate Dean checks on units enrolled, units completed, GPA, etc. and will notify the coach of any problems.

_____ 8. The Associate Dean will submit, prior to a team's first official contest, the Form #3 (Participation Eligibility List). Coaches may not allow an athlete to participate in a contest whose name is not on the list. If an athlete's name does not appear on the list, it is up to the coach to check with the Associate Dean to determine the reason it has been omitted.

_____ 9. It is recommended that each athlete initial beside his or her name on the Form #3 so that there is no error regarding participation.

OUT-OF-SEASON

No college may schedule any varsity or separate squad scrimmages, practices, games, meets, matches, or tournaments outside the established sport seasons without the express written consent of the COA Board.

No college or district resources may be used to support any official or unofficial team, individual, club, or other athletic organization in any practice, competition, or other activity that takes place outside the COA season of sport.

The following are examples of college or district resources that may not be used to support out-of-season teams:

- A. Name. The college name, logo or mascot cannot be used to identify the out-of-season team or individual.
- B. Funds. College/district funds and funds raised under the college name may not be used.
- C. Equipment. No equipment purchased with college or district funds may be used by an out-of-season team, unless the equipment is part of a facility (i.e. bases on a softball or baseball field, or nets or poles for volleyball), and is equipment that is available for any non-college group that uses the facility. This includes equipment that might be discarded as new equipment is purchased.
- D. Uniforms. No uniforms, practice gear, or matching clothing with the college name, nickname, or logo that was purchased by the college may be used, regardless of the condition of the clothing.
- E. Supplies. No supplies of any type purchased by the college may be used. This includes athletic training supplies.

- F. **Transportation.** No college vehicles or coaches' personal vehicles (if reimbursed) may be used to transport athletes to practices or competitions outside the season of sport.
- G. **Insurance.** No insurance purchased by the college may be used for injuries that occur to individuals on out-of-season teams.
- H. **Personnel.** College support personnel shall not be utilized by out-of-season teams or groups. This includes secretaries, custodians, athletic trainers, grounds people, and business services, unless the individuals are compensated with non-college or district funds and the services are available to any outside group at the same rate.
- I. **Facilities.** College facilities shall not be used for out-of-season practice or competition unless the appropriate college office has approved the use, according to college policy. The teams approval, including facility and staff charges, must be identical to any other outside group.
- J. **Coaches.** Coaches shall not be involved in out-of-season activities, as part of their teaching load, nor shall they receive a stipend, reimbursement or other form of payment for these activities.

TRAINING ROOM POLICIES AND PROCEDURES

INSURANCE AND INJURIES

Athletes of Santa Ana College are insured by the Student Insurance Agency. The policy is for excess coverage (secondary) and should pay the balance of medical fees after the student athlete's private insurance (primary) has paid. In the case that the athlete has no private insurance through parents or work, etc., the policy may provide full coverage to \$25,000 and \$1,500 dental; athletes covered by this section of the policy will pay a \$100 deductible which is the responsibility of the athlete. This insurance package is provided at no cost to the athlete.

Each student-athlete must complete a health screening exam and the accompanying insurance and medical information forms in order to be eligible to practice and compete. The medical insurance policy and information form is addressed to the parents of the student-athlete and is on buff-colored paper. The white form is to be completed by the student athlete and contains his/her medical history and assumption of risk information. Coaches should be familiar with these forms and have them available to their student-athletes early on so as to insure accuracy and completion. Insurance coverage is only provided when athletes are practicing or playing under the supervision of the coach.

- A. No injury will be covered by SAC insurance:
 - 1. If not reported to the trainer within 30 days
 - 2. If the physician is not seen within 120 days of injury

3. After 365 days from date of injury

B. Benefits are not provided for the following:

1. Orthopedic appliances unless prescribed by the physician
2. Out-patient physical therapy
3. Pre-existing conditions
4. Illnesses in general
5. Injuries occurring during transportation to event except while being transported in a school vehicle. Only injuries to sound, natural teeth are covered, orthodontics will not be covered.

HEALTH SCREENING

- ◆ Completed paperwork must be turned into the Training Room one week prior to health screenings examination.
- ◆ Athletes who arrive at the health screening without paperwork will not be seen by the physician.
- ◆ A coach must accompany his/her team to the health screening.
- ◆ If an athlete does not keep a scheduled appointment, he/she will have to make arrangements for a health screening at their own expense.
- ◆ An Athlete who has been participating in physical activity immediately prior to the health screening will not be seen.
- ◆ Health screenings will be provided in the summer for the fall sports, the start of the fall semester for the winter sports and during January for the spring sports.

ATHLETIC INJURY PROCEDURES

- ◆ The student athlete is responsible for reporting an injury to his/her coach or to the Athletic Trainer.
- ◆ When an injury occurs during a game or practice which is attended by an athletic trainer, the athletic trainer will give appropriate attention and on-site care. Further medical attention, if required will be recommended by the athletic trainer.
- ◆ If an injury occurs at an away game which is not attended by a SAC athletic trainer, the injury and treatment information must be reported to the SAC Training Room as soon as possible.

PLEASE NOTE: Injured athletes **MUST** be referred to the SAC Training Room. Do not send an injured athlete directly to a doctor unless it is an emergency. Our insurance may not cover the athlete if he/she is not referred through the Training Room.

- ◆ Whenever an athlete sees a physician for any reason, the athlete must present a written release from the physician in order to be cleared to return to practice and/or competition. A written recommendation from SAC's Team Physician will override a release from a non-specialized Physician.

COACHES ATHLETIC TRAINING RESPONSIBILITIES

- ◆ Please notify the Training Room of any changes in your practice or game schedule.
- ◆ Please turn in a roster to the Training Room ASAP.
- ◆ During the fall semester, in season athletes must plan to be seen in the Training Room between 10:00 am and 12:30 pm for evaluation of new injuries. For ongoing physical therapy treatments, athletes need to sign-up daily for an appointment time.
- ◆ Coaches are responsible for their athlete's behavior in the Training Room
- ◆ The Athletic Training Staff is not responsible for treating out-of-season athletes.
- ◆ Equipment is not to be used or borrowed from the Training Room (coolers, supplies, etc) without prior clearance from the Athletic Training Staff. If approved, please return anything borrowed from the Training Room in the same condition it was in when received.

TRAINING ROOM GUIDELINES

Student athletes should obey the following rules:

1. Check with the trainer on duty before receiving any treatment or taping.
2. No shoes allowed.
3. Please leave shoes at the door when receiving treatment.
4. Please shower before receiving any treatment following practices or games.
5. Shave ankle or knees before being taped.
6. Leave books, bags, jackets, etc. in your locker.
7. Stay out of the ice machine.
8. We will not tolerate any inappropriate behavior in the Training Room. This includes:
 - No profanity
 - No tobacco use of any kind
 - No food or drink
 - No horseplay
9. The telephone is not to be used by the athletes or students. There is a pay phone in the front of the gym or in your coach's office.

10. Appropriate clothing must be worn at all times.
11. All modalities are to be operated by trainer only. Do not use modalities unless instructed by a Certified Athletic Trainer.
12. Tape is to be removed in the locker room (cutters are available there). Do not remove tape in the Training Room.
13. You are responsible for all equipment checked out to you. Please return it in good condition. A hold will be placed on your transcripts for any equipment that is not returned.

Appendix

E

Santa Ana College College Intercollegiate Athletic Interest Survey

Santa Ana College is interested in meeting the needs of all students who wish to compete at the intercollegiate level. This survey is just one of the ways we are researching sports to be considered for inclusion at Santa Ana College.

Please check all sports that you would be willing to maintain 12 units to participate in intercollegiate competition.

Female

Male

Basketball -----

Badminton -----

Cross Country -----

Football -----

Golf -----

Soccer -----

Swimming -----

Tennis -----

Track -----

Volleyball -----

Water Polo -----

Wrestling -----

Other _____

Please have a Coach contact me: (phone) _____

Address: _____

Appendix

F

Equipment and Supplies – Summary Program Comparison

WOMEN'S PROGRAM TEAMS	Equipment Provided to Athletes	Equipment Provided by Athletes	Quality & Suitability	Amount, Maintenance, Replacement	Availability	Budget
Basketball	*14 home uniforms *14 away *18 warm ups *6 Basketball	shoes/socks practice; t-shirts; shorts	* Fair *Good *Good *Fair	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$1,968.92
Golf	*1 case balls *8 golf balls *8 polo shirts		*Good *Good *Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$2,247.80
Soccer	*28 home *28 away *28 warm-ups *15 balls	shoes/socks practice; t-shirts; shorts	*Good *Good *Good *Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$2,689.94
Softball	*18 home *18 away	shoes/socks practice; t-shirts; shorts	*Good *Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$1,112.68
Volleyball	*12 home *12 away *12 warm-ups	shoes/socks practice; t-shirts; shorts	*Good *Good *Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$1355.19
Water Polo	*12 suits *12 caps *12 parkas		*Good *Fair	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$1,509.79
*Track * X Country	*24 uniforms *13 uniforms	shoes/socks	* Good * Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$500.00
Swim	*12 swim suits		* Good	Laundered and maintained by Equipment Coordinator	Distributed by Equipment Coordinator	\$ 0

SUMMARY _____

Equipment and Supplies – Summary Program Comparison

MEN'S PROGRAM TEAMS	Equipment Provided to Athletes	Equipment Provided by Athletes	Quality & Suitability	Amount, Maintenance, Replacement	Availability	Budget
Football	*103 home uniforms *103 away uniforms *120 helmets *120 shoulder pads *mouth pieces *pads	*shoes/socks *practice t-shirts/short *sweats	* Good * Fair	same	same	\$5,803.39
Golf	*12 polo shirts *12 pants *12 wind breakers *1 case balls	shoes/socks				\$2,247.80
Soccer	*30 home uniforms *30 away uniforms *30 warm-ups	*shoes/socks *practice t-shirts/short	* Poor * Fair * Fair	same	same	\$2,709.76
Water Polo	*18 suits *18 caps *18 parkas		* Good * Good * Fair	same	same	\$1,509.79
Wrestling	* 20 uniforms *25 warm-ups	shoes	* Good * Good	same	same	\$1,656.21
Baseball	*Balls, helmets, etc. *20 dozen balls					\$8,030.84
Basketball	*20 home uniforms *18 away uniforms *18 warm ups	*shoes/socks *practice/t-shirts and shorts	* Good * Fair * Good	same	same	\$839.52

SUMMARY

Appendix

G

Scheduling of Games and Practice Times – Program Comparison

SIMILAR SPORTS	Number of Conference Games Home/Away	Number of Pre-Season Games/Number of Post-Season Games	Qualified But Did Not Play Pre-Season/Post Season	Days of Week and Times of Day Games are Played	Days of Wee and Times of Day Practices are Held
1. Basketball	M: 12	M: 13	M: 06	M: M, F 5:30 or 7:30	M: M, T, W, Th, F Rotate
	W: 12	W: 12	W: 06	W: W, F 5:30 or 7:30	W: M, T, W, Th, F Rotate
2. Soccer	M: 14	M: 07	M: 08	M: 3:00	M: M, T, W, Th, F 4:00 – 6:00
	W: 16	W: 05	W: 08	W: 3:00	W: M, T, W, Th, F 2:00 – 4:00
3. Water Polo	M: 06	M: 10	M: 07	M: Wed 4:00 it alternates	M: M, T, W, Th, F 4:00 – 6:00
	W: 06	W: 09	W: 07	W: Wed 3:00	W: M, T, W, Th, F 2:00 – 4:00
4. Baseball	M: 21	M: 14	M: 09	M: T, Th, S 2:00 p.m.	M: M, T, W, Th, F 2:00 – 4:00
	W: 20	W: 15	W: 06	W: M, W, F 3:00	W: M, T, W, Th, F 1:00 – 3:00
5. Golf	M: 10	M: 08	M: 03	M: M, W Vary	M: M, W, F 1:00 – 3:20
	W: 10	W: 02	W: 03	W: M, W	W: M, T, W, Th, F 1:20 – 4:40

Appendix

H

Travel and Per Diem- Summary Program Comparison

MEN'S PROGRAM TEAMS	Number of Athletes on Form 3/Others	Modes of Transportation	Housing during travel	Per Diem Allowance	Dining Arrangements	Other
Baseball	34	Bus	None	\$16 /day	Fast Food	
M Basketball	18	Vans	None	\$16/day	Fast Food	
Football	105	Bus	None	\$16/day	Fast Food	
M. Golf	7	Vans	None	16/day	Fast Food	
M. Soccer	32	Mini Bus	None	16/day	Fast Food	
M. Water Polo	19	Vans/Mini Bus	None	16/day	Fast Food	
Wrestling	17	Vans	None	16/day	Fast Food	
WOMEN'S PROGRAM TEAMS						
W. Basketball	18	Vans	None	\$16/day	Fast Food	
W X Country	8	Vans	None	\$16/day	Fast Food	
W. Golf	6	Vans	None	16/day	Fast Food	
W. Soccer	30	Mini-Bus	None	16/day	Fast Food	
Softball	18	Vans	None	\$16/day	Fast Food	
W. Swim	4	Vans	None	\$16/day	Fast Food	
W Track/Field	19	Vans	None	\$16/day	Fast Food	
W Volleyball	12	Vans	None	\$16 day	Fast Food	
W. Water Polo	7	Vans	None	\$16/day	Fast Food	

SUMMARY

2009/10

Account Number	Dept Number	Account Name	2009/10 Budget	1/31/2010 10% Reduction Expenses	
DIVERSIFIED FUND - ATHLETICS					
Old IEAS	Datatel	SAC - PROGRAMS			
7652	7010	AWARDS	1,000.00	0	900
7641	7020	BADMINTON	0	0	0
7654	7030	BASEBALL	6,120.00	0	5,508.00
7655	7040	BASKETBALL-M	3,660.00	2,950.00	3,294.00
7656	7050	BASKETBALL-W	3,660.00	3,194.00	3,294.00
7659	7060	CHAMPIONSHIPS	6,000.00	6,000.00	5,400.00
7665	7080	CONTINGENCY-ATHLETICS	0	0	0
7666	7090	CROSS COUNTRY (M)	0	0	0
7653	7110	CROSS COUNTRY (W)	2,070.00	777.78	1,863.00
7670	7120	FOOTBALL	6,930.00	6,808.31	6,237.00
7671	7130	GOLF (M)	1,800.00	450	1,620.00
7798	7140	GOLF (W)	1,800.00	1,431.81	1,620.00
7679	7150	PRINTING	1,000.00	187	900
7682	7160	SOCCER (M)	3,870.00	2,589.48	3,483.00
7697	7170	SOCCER (W)	3,870.00	1,153.74	3,483.00
7683	7180	SOFTBALL	4,050.00	2,083.72	3,645.00
7676	7190	SPORTS INFORMATION	900	521.74	810
7601	7210	OFFICIALS	30,542.00	22,252.00	27,488.00
7684	7220	SWIMMING (M)	0	0	0
7688	7230	SWIMMING (W)	1,830.00	0	1,647.00
7686	7250	TENNIS	0	0	0
7687	7260	TRACK (M)	0	0	0
7694	7270	TRACK (W)	2,880.00	0	2,592.00
7691	7290	VOLLEYBALL-W	2,700.00	1,559.00	2,430.00
7692	7310	WATER POLO (M)	2,070.00	1,875.00	1,863.00
7699	7320	WATER POLO (W)	2,070.00	700	1,863.00
7693	7330	WRESTLING	4,050.00	3,047.42	3,645.00
	7620	ATHLETIC PERFORMANCES	4,140.00	0	3,726.00
TOTAL ATHLETICS		SAC - PROGRAMS	97,012.00		87,311.00

4.1 (125)



Santa Ana College
Administrative Services
Administration Building - S-203
714.564.6303

The Mission of Santa Ana College Administrative Services is to provide a variety of resources and professional services in support of student success and the operations of the college in a cooperative, convenient, and expeditious manner.

Vehicle Request Procedures

The following are instructions to request the use of college vehicle or outside rentals. To insure that we are able to accommodate your needs within your timelines, it is strongly encouraged that all vehicle requests are made at the beginning of each semester. Vehicle requests are approved only for Santa Ana College field trips or college athletic events.

Requesting a vehicle:

- ◆ Fill out a vehicle request form completely. The forms are available online at http://www.insidesac.net/support_services/adm_svr/default.asp
- ◆ Please be advised that there are two sheets to the form and both forms must be completed in order for your request to be considered. License number along with expiration dates are required.
- ◆ Make sure the form has the required signatures from the Administrator/Dean (Trip approved by) and requestor (Person responsible for trip).
- ◆ Request the number of vehicles needed. (7 & 8 passenger vans are available)
- ◆ Only authorized drivers are allowed to drive district/rented vehicles. In order to be considered as an authorized driver you must be either Faculty, staff or a registered RSCCD student.
 - Faculty or staff must submit a completed DMV form to the RSCCD Risk Management office.
 - Registered RSCCD students must also complete the DMV form along with an Application and Authorization Student Driver Form and submit the completed documents to the RSCCD Risk Management office.

You must wait to be approved by Risk Management before you are allowed to drive a college vehicle or rental. You may contact the RSCCD Risk Management office at (714) 480-7570 for more information regarding this process or to check and see if you were approved.

Returning the vehicles:

- ◆ Please remove all items and trash from the vehicle.
- ◆ Report any damage and/or mechanical difficulties you experienced.
- ◆ Return vehicle back to the assigned area. (The District vehicles are to be returned behind the Maintenance area & the rented vehicles are returned to lot #3 in front of the Administration building.
- ◆ Make sure that all windows are up and the vehicle is lock. District keys need to be returned to S-203 or in the drop box located on the maintenance yard door across from the staff parking lot #6. Keys for rented vehicles need to be returned to the Security Office.

Important items to remember:

- ◆ **Keys will be released only to the person who has requested the vehicle.**
- ◆ **The vehicle will be used strictly for official business. You are only allowed to drive to your approved destination.**
- ◆ **Please make all cancellations as far in advance as possible in order for the vehicle to be re-scheduled for another event.**
- ◆ **Requestor/Department will be responsible for the rental fee when a vehicle is rented and not used.**
- ◆ **All district vehicle keys will be issued in an envelope and included a vehicle driver's report form. Please complete the form being sure to fill in all shaded areas (including beginning and ending mileage). The form is to be returned with your keys.**
- ◆ **If you are going any distance and feel you may need fuel you can request a credit card. If one is not available, bring your receipt to Administrative Services and we will request a reimbursement check.**
- ◆ **The key/credit card will be returned when the van is returned.**
- ◆ **District vehicle keys can be picked up in S-203 Monday-Friday from 8:00a.m. to 12:00p.m. and from 1:00p.m. to 4:30p.m. After hours you may pick up keys in the Security Office. District vehicles are located in the back of the Maintenance Building.**
- ◆ **Rented vehicle keys are in the Security Office. The vehicles are located in lot #3 (in front of the Administration Building).**

If you require further assistance, please contact DeAnne Quiggle at (714) 564-6303. Office hours are 8:00 a.m. – 4:30 p.m. Monday through Friday.

Vehicle Pick Up & Return Procedure

Picking up a District vehicle

The vehicles are located in the new Maintenance & Operations yard. You may park your personal vehicle in lot 12 (north side of Maintenance & Operations building). You will need to scan your Fob (the Fob Reader is located on the east side of the north gate). The gate will take 30 seconds to fully open and will remain open for 2 minutes (if you enter before the gate is fully opened your 2 minutes will restart). Pick up your scheduled vehicle and drive to the north gate. Stop the vehicle in front of the gate and walk up to the Fob Reader to scan your fob (the Fob Reader is located on the west side of the north gate). Do not leave until the gate is completely opened. The gate will remain opened for 2 minutes. Exit the gate and make sure the gate closes before you leave.

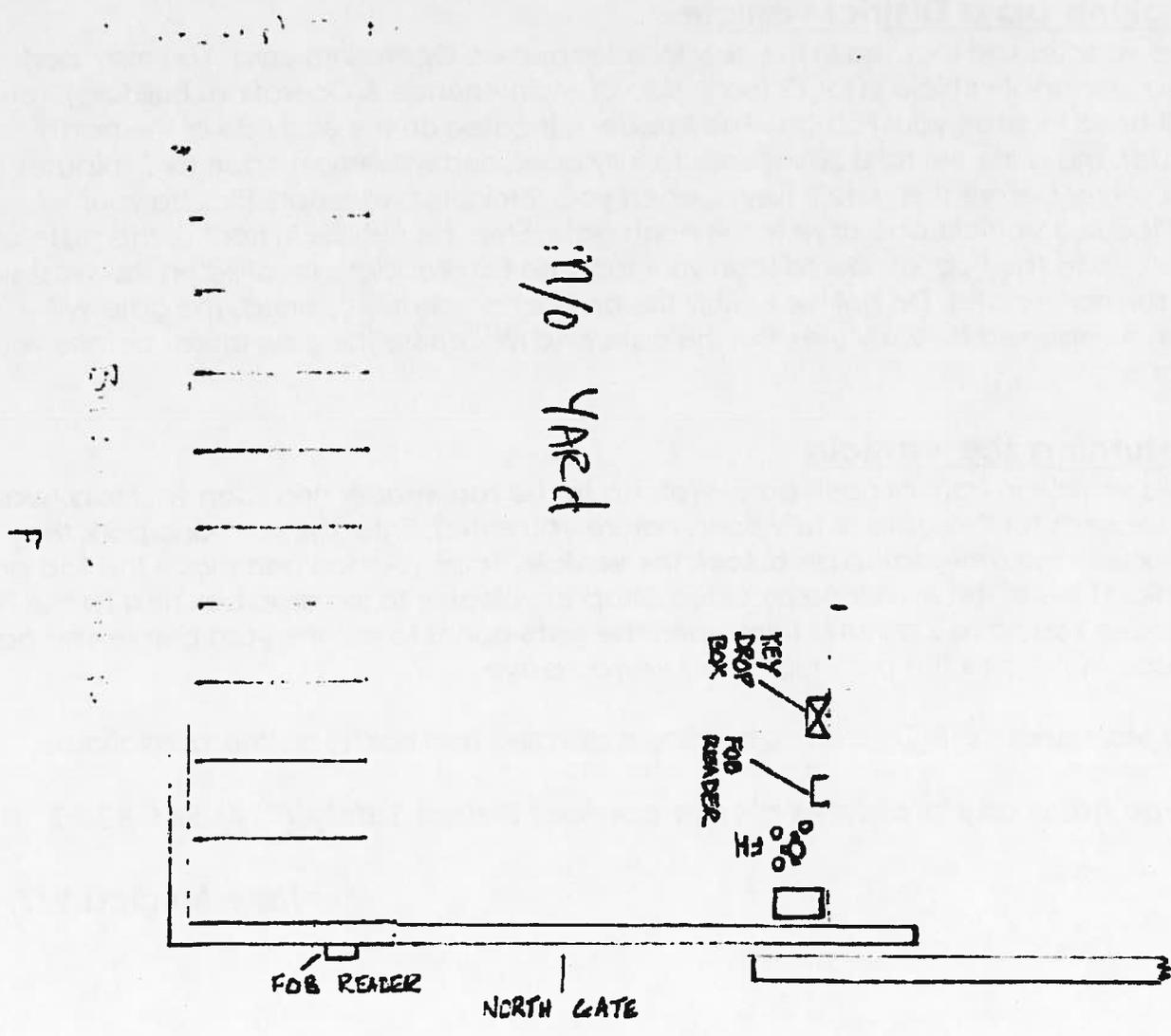
Returning the vehicle

Stop vehicle in front of north gate. Walk up to the Fob Reader and scan your fob (wait 30 seconds for the gate to fully open before you enter). Enter the yard and park the vehicle in the designated area. **Lock the vehicle.** Scan your fob and place the fob and vehicle keys in the envelope provided. Drop envelope into the drop box next to the Fob Reader. You have 2 minutes from when the gate opens to exit the yard before the gate closes. Make sure the gate closes before you leave.

The Maintenance & Operations building is alarmed and has no restrooms available.

If you have any problems please contact District Safety (714) 564-6330

Per Mike Mugica 9/7/09



Rancho Santiago Community College District

DMV Pull Program

Risk Management Services

Return this form with a clear copy of your driver's license to:

Leslie M. Piazza
Risk Manager/District Office
(714) 480-7570 (office #)

*Please note: this request will take approximately 5 working days to process.
All signatures must be originals. Faxed copies are not accepted.*

• **Driver's Name as it Appears on Driver's License:**

(please print).

Driving for the District as: Staff Student

1. Department driving for: _____
2. Supervisor's Name: _____ ext _____
3. Supervisor's Signature: _____
4. Dean's Signature: _____ ext _____

As the above name driver, I am aware that in order to drive a district vehicle (rented or owned), Risk Management must review my driving record through a DMV Pull Program. By signing this form, I give permission to Risk Management to obtain my driving records.

I also acknowledge and give permission of periodic DMV checks as a condition of employment.

I promise to drive in a safe manner, and also drive according to the District's policies and the State's driving laws.

I will notify Risk Management of any changes that pertain to my driving record, if any should occur, after this date (i.e. Moving violations, accidents, etc.)

Driver's Signature: _____ Date: _____

REQUESTS FOR:

Fall _____
Spring _____
Summer _____

FOR OFFICE USE ONLY

No. _____
Date Received _____

**Rancho Santiago Community College District
Request for use of College Vehicle(s)**

Please submit all copies except the goldenrod, which is to be kept by the requestor. Upon approval a copy will be returned for your files. The first priority for our vehicles are programs and activities directly tied to instruction and student services. Requests are accepted one semester in advance. Please put a complete semester's request on one form.

PASSENGER LIMIT:

Vans - 7 plus Driver (8 max)
Vans - 6 plus Driver (7 max)

*No one other than currently enrolled
RSCCD students or staff are allowed
to be in or drive district vehicles.*

(NO EXCEPTIONS!)

Today's Date: _____

The purpose of the trip is _____

Event or Sport: _____

Requested by: _____

(Authorized District Employee)

Driver's Name

(Must be an RSCCD approved employee driver or an approved student driver)

Valid Calif. Operator's License No.

Exp. Date

Driver's Name

(Only AUTHORIZED and APPROVED drivers are allowed to drive district vehicles)

Valid Calif. Operator's License No.

Exp. Date

If you have additional drivers, please type the information on a separate sheet and attach to this form.

Person responsible for trip: _____ RSCCD extension number _____

Trip approved by: * _____ Date: _____
(Must be signed by your Dean, Supervisor or Director of Student Services)

****Vehicle Request will be returned/denied without the approved signature***

**APPROVAL OF VEHICLE USE IS NOT GRANTED
UNTIL YELLOW COPY INDICATING APPROVAL
IS RETURNED TO REQUESTOR**

DISTRIBUTION:

Administrative Services - white
Approved copy - yellow
Dean's copy - pink

****Requestor-Please keep a copy of your submitted request.***

Gold Coast Tours

Charter Request from Santa Ana College

1530 WEST 17TH STREET
SANTA ANA, CA 92706

REQUEST SUBMITTED BY GENI LUSK - (714) 564-6128
lusk_geni@sac.edu

PHONE: (714) 564-6303 FAX: (714) 564-6309

Trip Confirmation # (Gold Coast Tours ONLY) _____

Confirmed by (Gold Coast Tours) _____

TODAY'S DATE: _____ COACH RESPONSIBLE FOR TRIP: _____

ADMINISTRATOR'S SIGNATURE: _____

EMAIL: _____ CELL: _____

PASSENGER COUNT: _____ GROUP NAME: _____

DATE (S)	DEPART TIME (FROM PICK UP POINT)	ARRIVE TIME (AT DESTINATION)	DEPARTURE TIME (BACK TO ORIGINAL LOCATION)

* one sheet per trip

SPECIFIC PICK UP POINT: _____

DROP OFF ADDRESS: _____

LUXBUS AMERICA

Charter Request from Santa Ana College

1530 WEST 17TH STREET
SANTA ANA, CA 92706

REQUEST SUBMITTED BY GENI LUSK - (714) 564-6128
lusk_geni@sac.edu

PHONE: (714) 564-6303 FAX: (714) 564-6309

Trip Confirmation # (LUXBUS ONLY) _____

Confirmed by (LUXBUS) _____

TODAY'S DATE: _____ COACH RESPONSIBLE FOR TRIP: _____

ADMINISTRATOR'S SIGNATURE: _____

EMAIL: _____ CELL: _____

PASSENGER COUNT: _____ GROUP NAME: _____

DATE (S)	DEPART TIME (FROM PICK UP POINT)	ARRIVE TIME (AT DESTINATION)	DEPARTURE TIME (BACK TO ORIGINAL LOCATION)

* one sheet per month

SPECIFIC PICK UP POINT: _____

DROP OFF ADDRESS: _____

Appendix

I

SANTA ANA COLLEGE
Athletic Coaching Assignments
2009/2010

ASSIGNMENT	COACH	FALL 09	SPRING 10	SUMMER 10	STIPEND
BADMINTON (W)					
Head	No Team 08/09		8.5		\$1,750
BASEBALL					
Co-Head	Don Sneddon	5	7.5		\$1,750
Co-Head	John Bryant	2.5	\$4,660	\$500	
Assistant	Don Popovich	\$500	\$4,160	\$500	
Assistant (classified)	Ivan Ramirez	\$500	\$4,160	\$500	
Assistant		\$500	\$4,160	\$500	
BASKETBALL (M)					
Head	David Breig	7.5	7.5		\$1,750
Chief Assistant (c)	Darius Rutledge	\$1,500	\$500	\$500	
Chief Assistant % (c)		\$1,000	\$500	\$500	
Chief Assistant % (c)	Edward Fisher	\$1,000	\$500	\$500	
BASKETBALL (W)					
Head	Flo Luppani	7.5	7.5		\$1,750
Chief Assistant 50%	Loriessa Randle	\$2,250	\$500	\$500	
Chief Assistant 50%	Kristin DeSimone	\$2,250	\$500	\$500	
CHEER & SONG					
Head	No team 08/09	\$2,250	\$2,250	\$2,000	
Assistant 25% (classified)	No team 08/09	\$1,000		\$500	
CROSS COUNTRY (M)					
Head	No Team 09/10	8.5			\$1,750
Assistant 50% (classified)		\$2,250	\$500	\$500	
CROSS COUNTRY (W)					
Head	Miriam Mitzel	8.5			\$1,750
Assistant 50%	Eric Dixon	\$2,250	\$500	\$500	
FOOTBALL					
Head	Geoff Jones	7.5	7.5		\$1,750
Assistant	Dick Gorrie	8.5			\$1,250
Assistant	Dave Ogas	7.5			\$1,250
Assistant	Benny Rapp	7.5			\$1,250
Chief Assistant	Joe Jacobs	\$4,500	\$1,000	\$1,000	
Chief Assistant	Casey Shine	\$4,500	\$1,000	\$1,000	
Assistant (classified)	Jeremy Nicholson	\$3,000	\$750	\$750	
Assistant	Simon Fuentes	\$3,000	\$750	\$750	
Assistant (classified)	Kelly Akridge	\$3,000	\$750	\$750	
Assistant	Mike Ogas	\$3,000	\$750	\$750	
GOLF (M)					
Head	Dick Gorrie		8.5		\$1,750
GOLF (W)					
Head	Kris Olsen	7.5	7.5		\$1,750
SOCCER (M)					
Head	Jose Vasquez	7.5	7.5		\$1,750 (F)
Chief Assistant	Andres Rico	\$4,500	\$1,000	\$1,000	
Assistant (classified)	Hector Navarro	\$3,000	\$750	\$750	

ASSIGNMENT	COACH	FALL 09	SPRING 10	SUMMER 10	STIPEND
SOCCER (W)					
Head	Jodi Coffman	7.5	7.5		\$1,750 (F)
Chief Assistant (classified) 75%	Trey Scharlin	\$3,375	\$750	\$750	
Assistant (classified) 50%	Ryan Gay	\$2,062	\$500	\$500	
Assistant (classified) 50%	Brandon Rocke	\$2,062	\$500	\$500	
SOFTBALL					
Head	Kim Nutter	4.5	4.5		
Chief Assistant	Jessica Rapoza	\$4,500 (3)	\$2,750 (3)	\$1,000	
Assistant (classified)		\$1,000	\$2,500	\$1,000	
SWIMMING (M)					
Head	No Team 09/10		8.5 (7.5)		\$1,750 (S)
Chief Assistant		\$1,000	\$4,500	\$1,000	
SWIMMING (W)					
Head	John Wright		8.5 (7.5)		\$1,750 (S)
Chief Assistant	Robin Beauregard	\$1,000		\$1,000	
Chief Assistant	Joe Billish		\$4,500		
TENNIS (W)					
Head	No Team 09/10	7.5	7.5		\$1,750 (S)
TRACK (M)					
Head	No Team 09/10		8.5		\$1,750
Chief Assistant		\$1,000	\$4,500	\$1,000	
Assistant		\$750	\$3,000	\$750	
Assistant		\$1,000	\$2,500	\$1,000	
TRACK (W)					
Head	Miriam Mitzel		8.5		\$1,750 (S)
Chief Assistant	Eric Dixon	\$1,000	\$4,500	\$1,000	
Assistant		\$750	\$3,000	\$750	
Assistant 50%		\$500	\$1,250	\$500	
Assistant 50%	Vacant	\$500	\$1,250	\$500	
VOLLEYBALL (W)					
Head	Abbey, Troy	7.5	7.5		\$1,750
Chief Assistant 50%(classified)	Christine Richie	\$2,250	\$500	\$500	
Chief Assistant 25%(classified)	Liliana Cabrera	\$1,125	\$250	\$250	
Chief Assistant 25% (classified)	Diana Quezada	\$1,125	\$250	\$250	
WATER POLO (W)					
Head	John Wright	8.5 (7.5)			\$1,750 (F)
Assistant	Robin Beauregard	\$4,500	\$1,000	\$1,000	
WATER POLO (M)					
Head	Joe Billish	7.5			\$1,750 (F)
Assistant	John Wright	\$4,500	\$1,000	\$1,000	
WRESTLING					
Head	Vince Silva	7.5	7.5		\$1,750 (F)
Chief Assistant (classified)	Jose Becerra	\$4,500	\$1,000	\$1,000	
Assistant	Frank Gonzales	\$3,000	\$750	\$750	

Athletic Assignments 2009-10 – 8/5/09

Coaching – Summary Program Comparison

4.1 (138)

MEN'S PROGRAM TEAMS	Availability of Head Coach	Qualifications, Experience of Head Coach	Head Coach Pay, Contract Terms, Work Conditions	Availability of Assistant Coaches	Qualifications, Experience of Assistant Coaches	Assistant Coaches Pay, Contract, Work Conditions
Football	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*3 Full-time *6 Part-time instructional assistants	Must meet minimum qualifications of instructional assistant	*Full time 7.5 LHE in semester of sport *2 chief assistants at \$6,500 *4 assistants at \$4,500
Baseball	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*3 part time instructional assistants	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500 *2 assistants at \$4,500
Basketball	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 part time instructional assistants	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500
Golf	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	No assistant	Must meet minimum qualifications of instructional assistant	
Soccer	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*2 assistants	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500
Wrestling	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*2 assistants	Must meet minimum qualifications of instructional assistant	*1 assistant at \$4,500
Water Polo	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500

Summary: _____

Coaching – Summary Program Comparison

WOMEN'S PROGRAM TEAMS	Availability of Head Coach	Qualifications, Experience of Head Coach	Head Coach Pay, Contract Terms, Work Conditions	Availability of Assistant Coaches	Qualifications, Experience of Assistant Coaches	Assistant Coaches Pay, Contract, Work Conditions
Basketball	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant *Stipends	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500
Soccer	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*3 assistants *Stipends	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500 *1 assistant at \$4,500
Softball	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*2 assistants	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500 *1 assistant at \$4,500
Volleyball	Full-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500
Cross Country	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant	Must meet minimum qualifications of instructional assistant	*1 50% chief at \$3,00
Track/Field	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*3 assistants	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500 *2 assistants at \$4,500
Golf	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	No assistants	Must meet minimum qualifications of instructional assistant	No assistant
Water Polo	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500
Swim	Part-time	Must meet minimum qualifications as required by district	*7.5 LHE per semester *\$1,750 stipend	*1 assistant	Must meet minimum qualifications of instructional assistant	*1 chief at \$6,500

Summary: _____

Appendix

J

Locker Rooms, Practice and Competitive Facilities – Summary Program Comparison

MEN'S PROGRAM TEAMS	Quality and Availability of Competitive Facilities	Quality and Availability of Practice Facilities	Exclusive Use of Practice/Competitive Facilities	Quality and Availability of Locker Rooms	Maintenance and Preparation of Practice/Competitive Facilities	Other
Basketball	Good	Good	No	Good	Good	
Football	Good	Good	No	Good	Good	
Wrestling	Good	Good	No	Good	Good	
Baseball	Good	Good	Yes	Good	Good	
Water Polo	Good/Fair	Good/Fair	No	Good	Good	
Soccer	Good	Good	No	Good	Good	
Golf	Good	Good/Fair	No	Good	Good	
WOMENS PROGRAM TEAMS						
Basketball	Good	No	Good	Good	Good	
X-Country/Track	Good	Good	No	Good	Good	
Softball	Good	Good	Yes	Good	Good	
Swim/Water Polo	Good/Fair	Good/Fair	No	Good	Good	
Soccer	Good	Good	No	Good	Good	
Golf	Fair	Good/Fair	No	Good	Good	
Volleyball	Good	Good	No	Good	Good	

Summary: _____

Appendix

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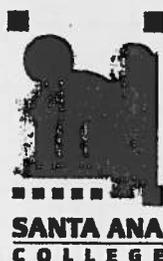
DONS

SANTA ANA COLLEGE



**Student Athlete
Handbook**

**Intercollegiate Athletics
2009-2010**



STUDENT ATHLETE HANDBOOK INTERCOLLEGIATE ATHLETICS

1530 W. 17th Street, Santa Ana, CA 92706-3398 • (714) 564-6900

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Santa Ana College ATHLETICS STAFF DIRECTORY

Dean, Exercise Science Health & Athletics	Avie Bridges..... (714) 564-6900 W-102-1
Administrative Clerk	Reyes Vazquez..... (714) 564-6902 W-102
Athletic Counselor	Frank Gonzales (714) 564-6944 E-101
Athletic Counselor	Rey Robledo..... (714) 564-6126 E-101
Athletic Trainers	Gary Kinney (714) 564-6940 G-108
	Nora Schug..... (714) 564-6940 G-108
Equipment Manager	Casey Shine (714) 564-6942 F-114
	Kristen DeSimone (714) 564-6942 F-114
Sports Information	Jason Kehler..... (714) 564-6934 E-103

SPORT	COACH	PHONE	OFFICE
Baseball	Don Sneddon	(714) 564-6911	G-115-13/Baseball Field
Basketball–Men	David Breig	(714) 564-6923	F-105
Basketball–Women	Flo Luppani	(714) 564-6912	F-123
Cross-Country/Track–Women	Miriam Mitzel	(714) 564-6935	F-101
Fastpitch (Softball)	Jessica Rapoza	(714) 564-6914	F-101
Football	Geoff Jones	(714) 564-6926	F-116
Golf–Men	Dick Gorrie	(714) 564-6913	W-102-5
Golf–Women	Kris Olsen	(714) 564-6938	F-125
Soccer–Men	Jose Vasquez	(714) 564-6949	F-104
Soccer–Women	Jodi Coffman	(714) 564-6924	F-125
Swimming–Women	John Wright	(714) 564-6928	F-122
Track & Field–Women	Miriam Mitzel	(714) 564-6935	F-101
Volleyball–Women	Troy Abbey	(714) 564-6916	F-121
Water Polo–Men	Joe Billish	(714) 564-6927	F-122
Water Polo–Women	John Wright	(714) 564-6928	F-122
Wrestling–Men	Vince Silva	(714) 564-6919	W-112



SAC IS TOBACCO-FREE

Use of tobacco-related products is allowed only in parking lots.

Santa Ana College RULES AND REGULATIONS

ATHLETIC ELIGIBILITY REQUIREMENTS

Each student-athlete who competes at any community college in California must adhere to the eligibility requirements set by the state's Commission on Athletics (COA). Your eligibility, based on the requirements listed below, is checked thoroughly throughout your entire community college athletic career. Any violation of the rules will result in your immediate ineligibility. Please follow the steps below:

At Santa Ana College

1. You must fill out all necessary eligibility forms so the department can determine your eligibility. This usually occurs at each team's specific eligibility meeting conducted early in the semester of your sport season. If you want to play, you must complete these forms.
2. If you have never competed in college athletics, you are eligible for your first season.
3. All student-athletes must be **enrolled in, and attending**, 12 semester units at Santa Ana College, Santiago Canyon College or in combination at both institutions. A student attending one college may participate in a sport offered by another college in the same district if his/her college does not have that sport, provided the student is **enrolled in the course for that sport at the college of participation**. For eligibility purposes (with the exception of the transfer rule), multi-college district students **may count units from any of the colleges in that district**.
4. Mini-courses (less than a semester in length) will only count toward the 12 units, if the student-athlete is attending or has completed the course during the season of sport.
5. Multi-college district students **shall be exempt from the transfer rule** only for the sport(s) not offered at the college of previous participation. Multi-college students **shall not use units earned while participating at a second college in the district to satisfy the transfer rule**.
6. Each Monday, a check of your currently enrolled units is made, and anyone not having 12 units becomes immediately ineligible until a 12 unit load is re-established. Any short-term classes that begin in the second half of the semester may not be used for eligibility until you actually begin attending a class.
7. Before you can participate in your second season, each student-athlete must pass 24 semester units between seasons of competition. Of these 24 units, 18 must be in course work that counts toward a certificate or associate degree, remediation, and/or transfer to a 4-year school. The courses must also be in line with the goal stated on your educational plan you have on file in the Athletic Academic Counselor's Office.
8. Student-athletes must maintain a 2.00 GPA to remain eligible for your second season of competition.
9. A physical examination must be completed and the student-athlete cleared for competition by a doctor before he/she will be allowed to participate. (See the athletic trainers for more information.)

TRANSFER STUDENTS FROM ANOTHER CALIFORNIA COMMUNITY COLLEGE

10. Any individual transferring from another California community college where you **PARTICIPATED** in athletics must complete 12 units in residence at Santa Ana College or Santiago Canyon College before becoming eligible to compete at Santa Ana College. If you plan on participating in a Fall sport, you can only take a **MAXIMUM** 8 units in the summer to meet the residency requirement. You are also responsible for completing 24 units and a 2.00 GPA since you last competed. Lastly, **OFFICIAL TRANSCRIPTS** must be sent to the Admissions and Records office from all other colleges attended since you became a competitive college athlete.

NOTE: ALL TRANSFER STUDENTS COMING TO SANTA ANA COLLEGE MUST FILL OUT A TRACER FORM AS SOON AS POSSIBLE. SEE YOUR COACH AND/OR ATHLETIC DIRECTOR IMMEDIATELY.

SEASON OF PARTICIPATION

A season of participation will count when you have actually played in a scheduled game, meet or match. The minute you step on the playing field, a season of eligibility will be used. The conference **may** make exceptions through a formal appeal process if all the following are true: you have incapacitating injury or illness the injury or illness occurs **before you participate in more than 20% of the sport contests** the injury or illness is specifically defined and validated by a licensed physician who treated the athlete at the time of the injury or illness, and it happened before a **specified cut off date for your particular sport.** (Medical Redshirt)

If you experience an injury or an illness, contact the Athletic Director immediately for further information on exceptions to a season of participation.

AMATEURISM

You will endanger your eligibility if you become a professional athlete. You are considered a professional athlete if:

You are PAID or accept a promise of pay for participating in an athletic contest;

You sign a professional sports contract or verbally commit to an agreement with an agent or a professional sports organization;

You request that your name be placed on a professional league's draft list;

You use your athletic skills for pay in any form (i.e. TV, commercials, etc.);

You compete on a professional athletic team;

You participate on an amateur sports team and receive, directly or indirectly, any salary, incentive payment, award, gratuity, educational expenses or expenses allowance (*other than actual and necessary travel, and room and board expenses for practice and games.).

AGENTS

During your two-year college enrollment, you might be contacted by a player agent. Agents may have contacted you in high school in an attempt to gain an advantage over other individuals who may wish to represent you once your collegiate eligibility has expired.

While the NCAA does not prohibit meetings or discussions with an agent, you will jeopardize your collegiate eligibility in a sport if you agree (*orally or in writing) to be represented by an agent while in high school or college, regardless of whether the agreement becomes effective immediately or after your last season of collegiate eligibility. Additionally, the receipt of any benefits or gifts by you, your family or friends from such an individual would jeopardize your intercollegiate eligibility in that sport.

Be careful with sports agents. If you have concerns regarding a sports agent, please contact your two-year college coach, director of athletics, athletic advisor or the NCAA national office for assistance. The number for the NCAA is (913) 339-1906.

DECORUM POLICY

4.3 CALIFORNIA COMMUNITY COLLEGE STATE DECORUM POLICY

Conditions for Contests 4.3 – Punishment for Assaulting Officials 4.7

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT – is a player, coach, team member, team attendant, official, or college staff member.
- B. DISQUALIFICATION – is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc., and is not under the jurisdiction of this policy.
- C. EJECTION – is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
- D. VERBAL OR ABUSIVE BEHAVIOR – is defined as, but not limited to: un-sportsman like tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. PHYSICAL ABUSE – is defined as any physical act that results in ejection.
- F. EVENT – is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

4.3.2 Where official playing rules and states decorum rules differ, the most stringent rules shall be enforced.

4.4 PUNISHMENT OF EJECTION

4.4.1 FIRST OFFENSE: In addition to immediate ejection from the contest, the individual shall be **suspended from the following contest.**

4.4.2 SECOND OFFENSE (SAME INDIVIDUAL): In addition to immediate ejection from the contest, the individual shall be **suspended from all remaining contests.**

4.5 PUNISHMENT FOR ASSAULTING OFFICIALS

Assaulting or attempting to assault an official shall result in immediate ejection and the individual shall be **disqualified from participation in California community college athletic activities for a period of sixty (60) months.**

4.6 PUNISHMENT FOR LEAVING BENCH AREA

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.4. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.7 PUNISHMENT FOR VIOLATION OF THE TOBACCO AND SUBSTANCE ABUSE POLICY

4.7.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.7.2 Ejection for violation of Bylaw 4.7 shall be the same as those outlined in Bylaw 4.4.

STANDARDS OF STUDENT CONDUCT - BP5201

Revised March 23, 2009

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

I. GUIDELINES FOR STUDENT CONDUCT

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

- P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.
- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;
- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.
- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
 - (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
 - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
 - (c) Using or causing to be used, computer services without permission.
 - (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
 - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
 - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - (g) Using any account or password without authorization.
 - (h) Allowing or causing an account number or password to be used by any other person without authorization.
 - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
 - (j) Use of systems or networks for personal commercial purposes.
 - (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

II. DISCIPLINARY ACTIONS FOR STUDENTS

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

- A. **WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.
- B. **REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.
- C. **PROBATION** - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.
- D. **RESTITUTION** - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).
- E. **REMOVAL**

An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

F. **SUSPENSION**

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. **EXPULSION**

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

III. DUE PROCESS

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

IV. DUE PROCESS HEARING

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.
2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:
 - 1 RSCCD Student
 - 1 Administrator
 - 1 Faculty Member
 - 1 Classified Staff
3. The student shall be notified in writing at least two school days before the hearing of the following:
 - (a) The time, date, and place set for the hearing;
 - (b) The charges to be brought;
 - (c) Documentary evidence that will be introduced at the hearing;
 - (d) The right of the student to appear in person and present his or her position;
 - (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
 - (f) The right to present evidence or witness(es) on own behalf.
 - (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.
4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
 - (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.
5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.
 6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.
 7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Legal references: Education Codes 66300, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

STUDENT ATHLETE CODE OF CONDUCT - BP5201.5

Adopted July 27, 2009

Membership on athletic teams at Santa Ana and Santiago Canyon Colleges is considered a privilege, not a right. Student athletes are representatives of their colleges and the District and are among the most visible students on campus and in the community. As such, student athletes are expected to demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on campus, in the classroom, and in the community.

Therefore, the Chancellor will ensure the creation of a Student Code of Conduct with appropriate disciplinary actions. Student athletes will acknowledge that compliance with the Student Athlete Code of Conduct is required for participation in athletics at Santa Ana and Santiago Canyon Colleges.

SANTA ANA COLLEGE STUDENT ATHLETE CODE OF CONDUCT

The California Community College Athletic Association Commission on Athletics Decorum Policy (page 5) regulates student athlete conduct during intercollegiate competition. Student athletes are to follow the District Student Code of Conduct as stated in BP5201 outside of intercollegiate competition.



NCAA FRESHMAN – ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

KNOW THE RULES:

Core Courses

NCAA Division I requires 16 core courses as of August 1, 2008. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.

NCAA Division II requires 14 core courses. See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

Test Scores

Division I has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.

Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, mathematics, reading and science.

All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

Grade-Point Average

Only core courses are used in the calculation of the grade-point average.

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is www.ncaaclearinghouse.net.

Division I grade-point-average requirements are listed on page two of this sheet.

The Division II grade-point-average requirement is a minimum of 2.000.

DIVISION I 16 Core-Course Rule

16 Core Courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

DIVISION II 14 Core-Course Rule

14 Core Courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

4.1 (154)

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

NCAA DIVISION I ELIGIBILITY REQUIREMENTS

On the following pages you will find a brief summary of the requirements for eligibility at NCAA Division I, Division II, Division III and NAIA colleges. If you plan on transferring and competing at a four year institution, be sure you meet the NCAA's requirements.

These rules are subject to change, so please contact your coach and/or organizations directly. Important contact numbers are on page 18.

ARE YOU A QUALIFIER OR NON-QUALIFIER?

This is the best information we can provide at this time, the rules for a qualifier and non-qualifier are being litigated in court. NCAA requirements for eligibility start with your status as a qualifier or a non-qualifier. Answer the following questions to determine your status.

The determining factors are:

1. Did you graduate from high school?

If NO, stop. You are a non-qualifier.

If YES, continue.

2. Did you take the SAT or ACT before you enrolled in college as a full-time student (usually 12 units)?

SAT minimum score needed is 820.

ACT minimum score needed is 68.

You can, however, still be considered a qualifier even if your test score was below the minimum requirement but your GPA was higher than 2.50.

3. Did you meet the NCAA Clearinghouse 14 core course requirements from High School:

at least 4 years of English.

at least 2 years of Math: 1 year of algebra and 1 year of geometry.

at least 2 years Social Science.

at least 2 years Natural and Physical Science (including 1 lab course, if offered by your high school).

at least 1 year of additional courses in English, Math or Natural or Physical Science: AND 2 additional academic courses in any of the above OR Foreign Language, Computer Science, Philosophy or Comparative Religion.

If NO, stop, you are a Non-Qualifier.

If YES, was your GPA from this core 2.50 or higher?

If YES, you are a Qualifier, continue to #4.

An additional core course in any of the areas.

4. Did you register with the NCAA Initial Eligibility Clearinghouse?

If you have met all of the requirements of a qualifier and **have not** registered with the NCAA Initial Eligibility Clearinghouse **see the academic counselor or athletic advisor immediately.**

If you have met all of the requirements of a qualifier and **have registered** with the NCAA Initial Eligibility Clearinghouse, **please bring your certification letter to the academic counselor or athletic advisor.**

OTHER IMPORTANT INFORMATION

Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.

14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.

16 core courses are required for Division I.

The SAT combined score is based on the verbal and math sections only. The writing section will not be used.

SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.

Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to www.ncaa.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at www.ncaaclearinghouse.net.

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/TEST SCORE New Core GPA/Test Score Index		
Core GPA	SAT <small>Verbal and Math ONLY</small>	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

SUMMARY OF THE NEW DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS

(Note: This is intended as a summary only and does not include significant detail.)

Year of Initial Collegiate Enrollment	Initial-Eligibility Standard	Entering Second Year of Collegiate Enrollment	Entering Third Year of Collegiate Enrollment	Entering Fourth Year of Collegiate Enrollment	Entering Fifth Year of Collegiate Enrollment
2003 and 2004	Current or new standard	<ul style="list-style-type: none"> • 24 semester/36 quarter credits • 18/27 credits earned during academic year 	<ul style="list-style-type: none"> • 40% of degree requirements • 18/27 credits earned during academic year 	<ul style="list-style-type: none"> • 60% of degree requirements • 18/27 credits earned during academic year 	<ul style="list-style-type: none"> • 80% of degree requirements • 18/27 credits earned during academic year
2005	New standard (partial-qualifier status eliminated)	<ul style="list-style-type: none"> • 90% of GPA for graduation • Six credits/term • A maximum of six semester/nine quarter hours of remedial courses may be used in the first year 	<ul style="list-style-type: none"> • 95% of GPA for graduation • Six credits/term • Declaration of degree program 	<ul style="list-style-type: none"> • 100% of GPA for graduation • Six credits/term 	<ul style="list-style-type: none"> • 100% of GPA for graduation • Six credits/term
2008	16 core courses*				

*[Note: The NCAA Division I Board of Directors adopted Proposal No. 03-26 which increases the number of core course to 16 (i.e., one additional math and one additional in any core area) for student-athletes first entering a collegiate institution on or after August 1, 2008.]

†[Note: The NCAA Division I Board of Directors adopted Proposal No. 03-25 which requires institutions to certify the grade-point average requirement on a term-by-term basis.]

CONTINUING ELIGIBILITY

Transfers

- A midyear transfer is subject to the above requirements and is able to use transferable degree credits to satisfy the requirements.
- A transfer student-athlete (foreign or domestic) who initially enrolls as a full-time student in any collegiate institution's regular academic term on or after August 1, 2003, will be subject to the academic requirements set forth above.

Part-Time Enrollment

- A student-athlete is responsible to earn 18 semester/27 quarter credit hours in any academic year in which the student-athlete was full-time during one or more terms. Part-time hours may be used to fulfill this requirement.
- **Exception:** A student-athlete who enrolls in his or her first full-time term of collegiate enrollment following the fall term will not be responsible for earning 18/27 credit hours until he or she has spent a full academic year at the institution.

Averaging Methods

- The averaging method for determining eligibility may not be used with the new academic requirements.

Summer Credit Hours

- Summer credit hours may be used to satisfy the 24-credit-hour requirement when certifying a student-athlete entering his or her second year of collegiate enrollment. Summer hours may also be used to meet the 40/60/80-percent-of-degree requirements

Remedial, Tutorial or Noncredit Courses

- A student-athlete may use remedial, tutorial or noncredit courses earned during his or her first year of collegiate enrollment and when certifying a student-athlete entering his or her second year of collegiate enrollment. These courses may be used to meet the 24-semester/36-quarter credit-hour requirement, but may not exceed six semester/nine quarter total credit hours.

Six Credit Hours

- All student-athletes, including those currently enrolled, must successfully compete at least six (6) semester or quarter hours in the previous regular academic term of full-time enrollment to be eligible to participate in the next regular academic term (pursuant to the adoption of Proposal Nos. 2002-66 and 2002-70).

NCAA DIVISION I, ELIGIBILITY REQUIREMENTS FOR 2-YEAR COLLEGE TRANSFERS:

NCAA TIME CLOCK:

If you transfer from a two-year college to a Division I school, you must complete all of your seasons of competition within five calendar years from your original date of full-time enrollment in any collegiate institution, including a two-year college. This "five-year clock" does not stop except under special circumstances (i.e., time spent in the armed services, an official church mission). This "five-year rule" begins the first time you enroll in 12 units and attend the first day of class. If you are unsure of this rule, contact your coach or athletic advisor BEFORE enrolling as a full-time student.

If you are a Qualifier:

You need 24 transferable degree units and a 2.00 GPA.

Spend a minimum of two semesters or three quarters at the two-year college (excluding summer sessions).

Average 12 hours of transferable degree credit for each semester or quarter attended.

If you are a Non-Qualifier:

Graduate from the two-year college.

Need a minimum of 48 transferable units of degree credit.

Need a minimum GPA of 2.00 in transferable units.

Need to attend a two-year college as a full-time student for at least three semesters or four quarters (excluding summer terms).

****NOTE—Summer School Limitation!!**

Students entering a Division I college on or after August 1, 1997, may not earn more than 18 semester units of transferable coursework during the summer and only 9 units of transferable degree credit may be earned during the summer immediately before transfer.

Non-Qualifiers entering a Division I FOOTBALL or MEN'S BASKETBALL program (40-60-80 Rule):

In order to be eligible for competition during your first year at a Division I college, you must meet the requirements listed above AND successfully complete at least 35% of the course requirements in your specific baccalaureate degree program at the Division I college.

Forexample, you are a non-qualifier and are offered a scholarship to Big-Time University after playing at Santa Ana College for 2 seasons: 2000-2001 and 2001-2002. You have chosen to major in Business at "Big-Time U" which is a 128 unit major. To be eligible at the beginning of your 3rd year in school (2002-2003), you will need 45 units (35%) towards your business degree. (*Note: Each four-year institution varies on the amount of GE and elective units they take.)

DEGREE PROGRESS RULE

The 40-60-80 Rule for degree progress at an NCAA Division I school means that you need to be making progress towards your bachelor's degree even if you are attending a two-year college. You need to meet the following percentage of degree requirements before you will become eligible. Based on 120 units to graduate.

Beginning of your:

3rd year—40%	Approximately 48-49 units toward Bachelor's degree
4th year—60%	Approximately 72-74 units toward Bachelor's degree
5th year—80%	Approximately 96-99 units toward Bachelor's degree

GRADE POINT AVERAGE REQUIREMENTS

If you are entering your third year of collegiate enrollment, you must have a minimum grade-point average that equals at least 90 percent of the grade-point average required for graduation at that school. If you are entering your fourth year, you need a GPA that equals 95% of the minimum GPA required for graduation at that school.

REDSHIRT

Your five-year clock has started and is moving, but you do not participate in a given season. A student may use this option if he/she gets injured or runs into academic difficulty. See your coach or athletic advisor for more

NCAA DIVISION II (10 Semester Rule)

This rule requires you to complete your seasons of competition during your first 10 semesters of full-time enrollment. This allows you more flexibility in completing your seasons of competition.

To be eligible:

If you were a Qualifier out of high school, you need to:

OPTION 1:

Graduate from the two-year college.

OR

OPTION 2:

Complete a minimum of 24 semester or 36 quarter hours of transferable degree credit.

Have a minimum GPA of 2.00 in transferable degree credit hours.

Spend at least two semesters or three quarters in residence at the two-year college (excluding summer sessions).

If you were a **Non-Qualifier** out of high school, you need to:

Graduate from the two-year college with an A.A. or A.S. degree.

OR

Complete a minimum of 24 semester or 36 quarter hours of transferable degree credit.

A minimum GPA of 2.00 in transferable credit hours.

AND if you are first entering a two-year college on or after August 1, 1996, you must satisfactorily complete an **AVERAGE of 12 semester** or quarter hours of transferable degree credit acceptable towards any baccalaureate degree program at the Division II college for each term in which you are enrolled full-time.

DIVISION III

OPTION 1:

Students interested in these schools must have not previously participated in intercollegiate athletics

OR

OPTION 2:

You have participated in intercollegiate athletics and you would have been eligible academically if you had remained at the two-year college.

****See your athletic advisor or the NCM Guide for Two Year College Transfers for more information.**

NAIA SCHOOLS

As a transfer student from a two-year college, you must have 24 units and a 2.00 GPA during the two immediately previous terms of attendance.

You may not count repeat courses towards the 24 unit requirement.

You must be within your first 10 semesters or 15 quarters of attendance as a regularly enrolled student.

***See your athletic advisor of the NAIA Eligibility Handbook for more information.*

4-2-4 TRANSFER STUDENTS

(Four-year college students coming to Santa Ana College)

If you originally enroll at a four-year college, transfer to a two-year college and then wish to transfer to Division I or II NCAA school, there is a separate set of rules you must meet in order to compete immediately at the Division I or II school. You must meet **ALL** of the conditions of one of the four options below before you transfer:

OPTION 1:

You must have completed 24 semester or 36 quarter hours of transferable degree credit with a minimum GPA of 2.00.

One calendar year must have lapsed since your transfer from the four-year college.

You must have graduated from the two-year college. (If you attend more than one two-year college, at least 25% of your degree requirements must be earned at the two-year college that awards the degree).

OR

OPTION 2:

You return to the NCAA school from which you transferred to the two-year college, provided that you did not have an unfulfilled residence requirement at the time you left the NCM school; and you passed 24 transferable units and a 2.00 GPA.

OR

OPTION 3:

The original college you attended did not sponsor the sport in which you compete (and you did not attend any other college that did sponsor the sport).

You were a qualifier based on your high school record.

You completed 24 semester or 36 quarter hours of transferable degree credit with a minimum GPA of 2.00 in your transferable credit hours.

You completed 12 semester or quarters hours of transferable degree credit for each term you were a full-time student at the two-year college.

You spent at least two semesters or three quarters as a full-time student at the two-year college.

OR

OPTION 4:

If you are transferring to a Division II college and, for a consecutive two-year period immediately before you begin practice or competition, you have not practiced or competed in intercollegiate competition or in an organized non-collegiate competition while enrolled as a full-time student at a college. This two-year period would not include any time before your first full-time enrollment at any two- or four-year college.

THE RECRUITING PROCESS TO A FOUR-YEAR SCHOOL

Official Visits

If you are a non-qualifier, you can not visit a Division I institution during your first year at the two-year college. When you make a visit during your second or third year, you will need to provide a college transcript.

If you are a qualifier and will visit a four year college during your first year at Santa Ana College, you will need to present a high school transcript because your college course work may not be completed.

Unofficial Visits

You are permitted to visit any campus at any time (except for dead periods) at your own expense. Contact the NCAA, your coach or athletic advisor for dead period times.

Some questions to ask on your visit:

- What is included in the scholarship?
- What kind of academic support program do you have?
- Where do I stand academically towards my degree?
- What kind of jobs are available when I graduate?
- Can I look at your academic and athletic facilities?
- What are the main attractions in your city?

National Letter of Intent

This is a **binding contract** indicating that you are committing to a particular institution. Make sure you are solid in your decision before you sign. Make sure you know the appropriate dates for signing the Letter of Intent.

Contact your coach or athletic advisor for further information. If you have questions about the National Letter of Intent, contact the conference office (e.g. PAC 10, Big Sky, etc.) of the college you are interested in attending.

For more information on the recruiting process, contact the NCAA, your coach, athletic director or athletic advisor.

Important Address, Telephone Numbers and Websites

NCAA	P.O. Box 6222 Indianapolis, IN 46206-6222 (317) 917-6222 Website: www.ncaa.org
Initial Eligibility Clearinghouse	2255 North Dubuque Road P.O. Box 4044 Iowa City, IA 52243-4044 (800) 638-3731 or (319) 337-1492 Fax: (319) 337-1556 Website: www.ncaa.org/cbsa/clearinghouse.html
NAIA	6120 South Yale Avenue, Suite 1450 Tulsa, OK 74136 (918) 494-8828 Website: www.naia.org

ATHLETIC COUNSELORS

Drop-by Hours for Student-Athletes

FRANK GONZALES

2:00 p.m. – 6:00 p.m.

Monday – Friday

REY ROBLEDO

Monday & Wednesday: 8:00 a.m. – 12:00 p.m.

Tuesday: 11:30 p.m. – 3:30 p.m.

Room: E-101

Phone: 714-564-6944

714-564-6126

FAX: 714-564-6969

SANTA ANA COLLEGE ATHLETICS

NCAA ATHLETIC ELIGIBILITY TIME CLOCK

I, _____, have been presented with the rules and regulations set forth by the National Collegiate Athletic Association (NCAA) in Divisions I, II, III and the NAIA. I understand that if I choose to enroll in 12 units or more and attend one day of class in my first semester of college, my time clock is activated and I have five years to complete my athletic eligibility. I understand that once the time clock starts, it cannot be stopped unless I meet specific provisions as noted in Bylaw 14 in the NCAA Manual. I understand that if I have already attended college full-time, my time clock has begun.

Additionally, I am aware of the 10 semesters rule for NCAA Division II institutions.

I assume full responsibility for my athletic eligibility and understand completely the eligibility rules stated above.

Student/Athlete

Witness

Date

Sport

TIMECLOCK 8/88

STUDENT/ATHLETE RELEASE OF ACADEMIC INFORMATION

You have the right to privacy regarding your grades and academic standing at any educational institution you attend. Under the Buckley Amendment and The Family Rights to Privacy Act, your records are protected by Federal Law and will not be disclosed without your consent.

The Santa Ana College Athletic Department will be in contact with recruiters from NCAA and NAIA institutions, your current community college coaches, and parents. Under Buckley Amendment and the Family Rights to Privacy Act, we cannot and will not disclose any academic information unless you authorize us to do so by signing below.

By signing this release form, you are granting us permission to release and/or discuss your academic records with recruiting coaches from four-year institutions, coaches and parents.

_____	_____
Student/Athlete	Date
_____	_____
Athletic Advisor/Counselor/A.D./Coach	Date
_____	_____
Sport	

ACADINFO/7/98

QUESTIONS AND ANSWERS



HOW LONG WILL IT TAKE TO FINISH COLLEGE?

The length of time required to finish college depends on several things such as your goal or degree, if you are attending full time or part time, etc. See page 17 or 18 for an explanation of various certificate and degree programs. In general, **if you wish to complete two years of college (60 units) in:**

- 2 years - take an average of 15 units each semester
- 3 years - take an average of 10 units each semester

MAY I TAKE AS LONG AS I WISH?

There is no time limit for completing college; however, some majors do have time restrictions. Some students graduate with an Associate Degree in three semesters and some take several years. To complete sooner, take courses during summer, weekends or quick study.

WHAT IS THE LEAST NUMBER OF UNITS AND THE MOST NUMBER OF UNITS I CAN TAKE?

During the regular fall and/or spring semester, students may take as few as one-half unit or as many as 18 units. Special permission from a counselor is required if you wish to take more than 18 units a semester. Enrollment in 12 units is considered full-time.

WHAT DO COURSE NUMBERS MEAN?

Each course is designated by a number. A descriptive title and the units allowed for the course follow the course number.

Courses numbered 100 and above are university parallel courses and are offered for transfer to colleges and universities.

Students should check with a counselor regarding courses accepted by the UC system, and private or out-of-state institutions.

Courses numbered 100 and above followed by the letter "H" are university parallel courses for transfer to colleges and universities and are offered as part of the RSCCD Honors Transfer Program. Students enrolling in these courses must meet the designated prerequisites.

Courses numbered less than 100 are not designed for transfer. Since these courses are not ordinarily offered at universities and four-year colleges, they are not always applicable to the requirements for the bachelor of arts or bachelor of science degrees; however, courses numbered below 100 are applicable to the associate degree unless preceded by the letter "N".

Courses preceded by the letter "N" are not applicable to the associate degree and do not count toward graduation; however, they do count toward course load, financial aid, etc.

HOW DO I ADD A CLASS?

There are two options. You can put your name on the "Wait List" for a class if it is full. Attend the first meeting of the class. If there is space the instructor will add students from the list in numerical order. Take the signed add card to admissions to be officially enrolled.

Follow the regular procedure outlined in the class schedule. Please keep in mind that students on the "Wait List" have priority over other petitioners. After the term has started, you must pick up an **Add/Drop Petition** form in the Admissions office or the Counseling office. Fill out the specific information in the add portion of the form then **take the form to the class you want to add** and ask the instructor to add you into the class. If the instructor agrees, he/she must sign the petition. Then **turn in the add/drop petition to the Admissions office**. This must be done during the first 2-3 weeks of the fall or spring semester and within the first week of the summer session.

HOW DO I DROP A CLASS?

It is the student's responsibility to drop or withdraw from a course if he or she decides not to attend class. At the beginning of the semester, follow the procedure outlined in the class schedule to drop by telephone or use the same **Add/Drop Petition** described in the paragraph above. Fill out the specific information in the drop portion of the form and submit the form to Admissions & Records. Permission from instructors or instructors' signatures are not required. **Students should check the class schedule for deadline dates to withdraw and receive a "W" as well as deadline dates regarding fee refunds. Students who do not attend class and who do not withdraw are still held responsible for enrollment fees.**

WHERE CAN I FIND OUT ABOUT PROBATION, REPEATING COURSES, GRADING POLICIES, ETC.?

All such policies are explained in the college catalog under Academic Policies. Please feel free to call the Counseling Center at Santa Ana College, 714-564-6100, or the Santiago Canyon College, 628-4800, for a counseling appointment or to ask about a specific policy. Our staff will be pleased to assist you. The college catalog is available at the college's website: www.sac.edu.

ARE THERE WAYS OF EARNING CREDIT FOR A COURSE WITHOUT ACTUALLY TAKING THE COURSE?

Yes. Check with your counselor and/or the college catalog regarding Credit by Examination, Advanced Placement, or CLEP (College Level Examination Program).

ABOUT COMMUNITY COLLEGE

WILL COURSES TAKEN AT ANOTHER COLLEGE BE ACCEPTED AT SAC/SCC?

Students should submit official transcripts of courses taken at other colleges to the Admissions Office and request an evaluation of the courses toward graduation/transfer requirements.

HOW DO I GET A COPY OF MY TRANSCRIPT?

A transcript is a complete list of all courses taken and grades received. Transcripts are kept in the Admissions and Records Office and are considered confidential. Copies of transcripts may be released to another school only by the request of the student. Students can also request transcript online at the following website: http://www.sac.edu/students/admissions/transcript_requests.htm. REQUESTS SHOULD BE SUBMITTED TO ADMISSIONS. Request forms are available in counseling or admissions.

HOW CAN I BE SURE THAT I HAVE COMPLETED ALL THE GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE?

Complete a **Petition for Graduation** form and turn it in to the Graduation Office at least a full semester before you intend to be graduated. (See Academic Calendar for deadlines.) If you need assistance to complete the petition, make an appointment with a counselor.

WILL I BE ALLOWED TO CONTINUE ATTENDING COMMUNITY COLLEGE AFTER COMPLETING A DEGREE?

Yes. There is no limit to the number of units you may accumulate. There are some limitations regarding post degree attendance for students planning to receive financial assistance, veteran's benefits, or transfer. Check with your counselor.

DOES A VOCATIONAL CERTIFICATE PREPARE ME TO TRANSFER TO A FOUR-YEAR UNIVERSITY?

Generally not. The courses required for a vocational certificate program are designed to prepare students for immediate employment. Many of the courses may not be transferable to a four-year university.

CAN I TRANSFER TO A FOUR-YEAR UNIVERSITY WITHOUT AN ASSOCIATE DEGREE?

Yes. However, by taking courses required for transfer, you will more than likely meet the requirements for an Associate Degree as well. Check with a counselor and be certain to turn in a petition to graduate.

HOW DO I GO ABOUT APPLYING FOR A TRANSFER TO A FOUR-YEAR SCHOOL?

Applications for transfer are available in the Counseling Centers and Transfer Centers. Plan to submit your application **during the month of November for the following fall term**. **Note: Certain majors at various campuses may be impacted or closed.** Check with your counselor regarding special requirements for impacted programs and other application deadlines. **Application workshops and transfer university tours are available through the Transfer Centers.**

IF I PLAN TO TRANSFER, WHERE CAN I FIND OUT WHAT COURSES TO TAKE FOR MY MAJOR?

The Counseling and Transfer Centers have major articulation Transfer Guides and articulation agreements for many majors at different colleges. If the Counseling Centers do not have an articulation agreement for a particular major at a particular college, a counselor can help you interpret those requirements from the four-year university catalog. This information can be found through the college's website.

IF I PLAN TO TRANSFER, IS IT BEST TO CONCENTRATE ON MY MAJOR OR GENERAL EDUCATION?

Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all G.E. lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these and filling in with as many G.E. courses as possible. **BE CERTAIN TO ASK YOUR COUNSELOR ABOUT CSU GENERAL EDUCATION-BREADTH CERTIFICATION OR INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) CERTIFICATION IF YOU ARE PLANNING TO TRANSFER TO ONE OF THE CSU's or UC's.**

HOW MANY UNITS MUST I HAVE TO TRANSFER TO A FOUR-YEAR COLLEGE?

There is no specific number. The CSU and UC systems will accept a maximum of 70 transferable units. **If you were not eligible to enter the CSU or UC system as a freshman because of low GPA/SUBJECT AREA DEFICIENCIES, you MUST complete at least 60 transferable units before transferring to the CSU or UC system. Check with your counselor regarding low GPA/subject area deficiencies as well as current requirements.**

WHAT IS GENERAL EDUCATION CERTIFICATION?

All California State University and University of California campuses require students to complete general education. If you complete the entire patterns as listed on **page 26 or 27 prior to transferring to one of the state universities in California**, you may request general education certification. All state universities in California will honor certification; that is, **you will not be required to take additional lower division general education courses in those areas certified as already completed at RSCCD.** Check with your counselor regarding a **Petition for General Education Certification** for the CSU system and/or the UC system.

TIPS FOR ACADEMIC SUCCESS

We are pleased that you have chosen to participate in intercollegiate athletics at Santa Ana College but your primary mission here is EDUCATION. We will do everything we can to insure that you have a successful educational and athletic experience, but the responsibility for academic success remains with you. The following suggestions may help you in your studies and your athletics.

1. **GO TO CLASS!!!! BE ON TIME!!!**
2. Be sure to have the course overview for each class and the instructors grading procedures.
3. **Keep your personal grade check sheet up to date.**
4. Be sure you have a catalog and a current class schedule.
5. Know important dates and deadlines in the class schedule, such as the last day to add/drop classes, the last day to apply for Credit/No Credit, etc.
6. Get to know your instructors.
7. Tell your instructors well ahead of time if you have to miss class because of competition, and make arrangements to do any work or tests you might miss before you leave.
8. **Sit near the front of the classroom – Be Attentive – Take good Notes!**
9. Use the support services available to you on campus. The Learning Resource Center, the Tutoring Center, the Counseling Office, and the Student Support Services Office all provide resources that can help you.
10. Get your textbooks.
11. Try your best to eat properly and get enough rest.
12. Grade cards are due twice a semester. This is a good indicator of your current academic standing in class. If you delay, it could effect your eligibility and could jeopardize your academic success.

GENERAL EDUCATION REQUIREMENTS

FOR THE ASSOCIATE DEGREE

PLAN A

2009-2010

NOTE: See current SAC/SCC catalog for specific requirements regarding units, grade point average, residency, and majors.

A. Reading

1. Satisfactory score on the SAC/SCC Reading Placement Test at the time of initial placement testing, OR
2. Satisfactory score on a Reading Department Test, OR
3. Successful completion of any Reading course at the 100 level or above, OR
4. A "C" grade, or better in 9 units of general education courses for the Associate Degree in Areas A (Natural Sciences) - 3 units; B (Social and Behavioral Sciences) - 3 units each in B1 and B2.

B. Mathematics

1. Completion of Mathematics 080 or any other 3 unit mathematics course numbered above the level of 080, OR
2. Score on the SAC/SCC mathematics placement test indicating placement in a mathematics course numbered above the level of 080.

C. Oral Communication Requirement

Completion of 3 units with a grade of "C" or better from the following: Speech Communication 101 or 101H (Interpersonal Communication), Speech Communication 102 (Public Speaking), Speech Communication 140 (Argumentation and Debate), Speech Communication 145 (Group Dynamics), Speech Communication 152 (Oral Interpretation).

D. Computer Skills and Applications Requirement

Courses meeting the computer skills and applications requirement include the theories and concepts of computer technology and/or the applied technology of computers in various disciplines. Such courses will either focus on computer technology as a discipline or will focus on computer application programs as a major component of the course. This requirement is met by completing one of the following:

- A. Completion of any of the following majors or programs, which require courses in computer technology and/or applied technology: Automotive Technology; Communications - Journalism Option Degree A-Print Journalism; Communications - Journalism Option Degree B-Broadcast Journalism; Diesel; Electronics; Engineering; Fashion Design Merchandising; Human Development; Library Technology; Manufacturing Technology; Music Degree; Nursing; Pharmacy Technology; TV/Video Communications Degree
- B. Completion of one of the following courses with a grade of C or better: Art 195; Business 150; Business Applications 178; Computer Science 100; Education 204, 205; Paralegal 120
- C. Students may challenge courses under "B" above, through Credit by Examination. Students should plan to schedule a credit by examination test at least one semester prior to anticipated graduation. This will allow students to enroll in a course if the exam is not passed. Students are to follow the Credit by Examination procedure listed in the catalog.

Note: See the current class schedule for requirements, dates and times proficiency exams are scheduled.

GENERAL EDUCATION

Note: A single course may be used to meet only one general education requirement.

A. Natural Sciences (minimum 3 units)

Anthropology 101, 101L
Astronomy 109, 110 or 110H, 140, 150
Biology 108 or 108H/109L, 115, 149, 159, 177, 200, 211, 239, 259
Chemistry 109, 119, 209, 210, 219 or 218H
Earth Science 110 or 110H, 115, 150 or 150H
Environmental Studies 140, 200, 259
Geography 101, 101L
Geology 101, 101L, 140, 150 or 150H, 201
Physical Science 117, 118
Physics 109, 210, 217, 279
Science 200

B. Social and Behavioral Sciences (minimum 6 units)

1. American Institutions (minimum 3 units)
History 118, 120 or 120H, 121 or 121H, 122
Political Science 101 or 101H
2. Social Science Elective (minimum 3 units)
Anthropology 100 or 100H
Criminal Justice 101
Economics 120, 121
Geography 100 or 100H, 102 or 102H
History 101 or 101H, 102 or 102H
Human Development 107, 110
Political Science 101 or 101H
Psychology 100 or 100H
Sociology 100 or 100H

C. Humanities (minimum 3 units)

Anthropology 104 or 104H
Art 100 or 100H, 101, 102, 105, 110
Dance 100 or 100H, 105
English 104 or 104H
Foreign Language:
Chinese 101, 102
French 101, 102, 201 or 201H, 202 or 202H
Japanese 101, 102
Spanish 101 or 101H, 102 or 102H, 201 or 201H, 202 or 202H
Vietnamese 101, 102
Interdisciplinary Studies 121, 200
Literature:
English 102 or 102H, 231, 232, 233ABCD, 241, 242, 270, 271, 272
Music 101 or 101H, 102 or 102H, 104, 110, 211
Philosophy 108 or 108H, 108, 112, 118
Sign Language 110, 111, 112, 116
Television/Video Communications 101, 103, 104, 105 or 105H
Theatre Arts 100, 103, 104, 105, 233ABCD

D. Cultural Breadth

(Three units required from D1 or D2)
D1: Ethnic Studies/Women's Studies
Anthropology 104 or 104H, 125
Art 103, 104, 108
Asian American Studies 101
Black Studies 101
Chicano Studies 101
English 104 or 104H
E.S. Health Education 102
Ethnic Studies 101 or 101H, 102 or 102H
History 123, 124 or 124H, 125, 127, 146, 150, 151, 153, 163, 181
Human Development 221
Literature:
English 245, 246, 278
Music 103
Nutrition & Food 118
Psychology 170
Sign Language 116
Speech Communication 103 or 103H, 206 or 206H
Women's Studies 101, 102, 201

D2: International Perspective

Anthropology 100 or 100H
Business 106 or 106H
Criminal Justice 209
Dance 105
English 271, 272
E.S. Professional 150
Geography 100 or 100H, 102 or 102H
Interdisciplinary Studies 117H
Music 102 or 102H
Philosophy 112
Theatre Arts 105

E. Language and Rationality (minimum 6 units)

1. English Composition (minimum 3 units)
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by completing English 101 or 101H with a grade of "C" or better.
2. Communication and Analytical Thinking (minimum 3 units)
Includes mathematics, logic, statistics, computer languages and programming and related disciplines. Computer Science 100, 105, 111
Counseling 144
English 103 or 103H
Interdisciplinary Studies 111
Mathematics 080, 105, 140, 145, 150, 160, 170, 180 or 180H, 185, 219 or 219H, 270, 275, 280, 290, 295
Philosophy 110 or 110H, 111, 144
Reading 102, 150
Social Science 219 or 219H
Speech Communication 102, 140, 145

F. Lifelong Understanding and Self-Development (minimum 3 units)

NOTE: Take one course from each group. No more than one unit may be counted from F2.

1. Completion of one of the following:

Business 130
Counseling 100, 101, 116, 120, 124, 125, 128
E.S. Health Education 101, 102, 104, 120
E.S. Professional 125, 140
Family & Consumer Studies 120
Fashion Design Merchandising 103
Human Development 102, 107
Interdisciplinary Studies 111, 155
Library & Information Studies 100
Mathematics 030
Nutrition & Food 115 or 115H
Philosophy 111
Psychology 140, 230
Sociology 112

2. Completion of one of the following:

Dance 102, 201A, 201B, 206A, 206B, 219A, 219B
E.S. Activities 107, 130, 132, 140, 150, 155, 160, 169, 170, 180, 185, 200, 210, 220, 226, 235, 240, 245, 260, 265, 270, 280, 290, 292
E.S. Adapted Activities 201, 202, 205, 206, 208, 211, 220
E.S. Aerobic Fitness 140, 143, 144, 150, 155, 156, 158, 160
E.S. Aquatics 201, 204
E.S. Fitness 100, 101, 102, 108, 109, 110, 115, 116, 119, 120, 145, 147
E.S. Intercollegiate Athletics 124, 125, 126, 127, 128, 201, 202, 203, 204, 205, 206, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222
E.S. Off Season Activities 130, 169, 226, 230, 261, 262, 280, 290

This requirement (F) is met for Fire Technology (as long as Fire Technology 121 is taken as part of their program), Nursing, Occupational Therapy Assistant and by completion of their major.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES (CSU)

PLAN B 2009-2010

NOTE: These requirements apply to all students. Students planning to graduate from one of the 23 campuses of the California State University must complete 48 semester units in general education breadth courses. A student may complete 39 units of general education at either college in the Rancho Santiago Community College District prior to transfer. Nine semester units of general education coursework must be completed at the upper division level after transfer.

CERTIFICATION OF GENERAL EDUCATION

1. Santa Ana College is authorized to certify a maximum of 39 general education units.
2. No more than 30 semester units may be certified for areas B through D combined which are described in the next section.
3. Credit/No Credit grades are accepted for certification in all areas however they are not recommended for transfer credit in basic skill areas. (A. Communication in the English Language and Critical Thinking, A1, A2, and A3; and B. The Physical Universe and its Life Forms, B4.) In addition, letter grades may be recommended or required for specific courses in a given major. Each CSU campus may also limit the total number of units graded Credit.
4. A single course may not meet more than one general education requirement.
5. Requests for certification should be made to the Office of Admissions and Records at either college during the semester prior to the last term of attendance. Please consult the Class Schedule or Counseling for deadline information.
6. Certification of coursework from other colleges will be granted to students whose last community college of attendance prior to transfer is Santa Ana.
7. Courses taken at other California Community Colleges will be applied to the subject areas in which they were listed by the institution where the course was completed.
8. Courses taken at other regionally accredited private/out of state institutions (which do not maintain a CSU certification list) will be placed in the subject areas for which Santa Ana College has equivalent courses. In some cases non-equivalent courses may also be considered. Consult a counselor for additional information. Courses completed at foreign institutions are not acceptable for certification.

IMPORTANT NOTE: The list of certifiable courses will be subject to change year by year, but students are assured that courses taken to meet General Education-Breadth requirements will be honored if they are approved for the academic year in which they are taken. Courses on this list are approved beginning Fall 2008 and are valid through Summer 2009.

TRANSFER CREDIT

1. Students may transfer up to 70 semester units to the CSU system. Sixty transferable units are needed for junior standing.
 2. All courses used for CSU transfer credit must be numbered 100 or above in the Santa Ana College catalog.
- A. Communication in the English Language and Critical Thinking**
(minimum 9 units)
The 9 units selected from this area must include at least one course each from A1, A2, and A3. Each course must be completed with a grade of "C" or better. (C minus is not acceptable.)
- A1: Oral Communication**
Speech Communication 101 or 101H, 102, 103 or 103H, 140, 145
- A2: Written Communication**
English 101 or 101H
- A3: Critical Thinking**
Counseling 144
English 103 or 103H
Interdisciplinary Studies 111
Philosophy 110 or 110H, 111, 144
Reading 150
Speech Communication 140

B. The Physical Universe and its Life Forms

(minimum 9 units)

The 9 units selected from this area must include at least one course each from B1, B2, and B4. The 9 units must also include a corresponding lab component. (Lab classes are in bold.) Courses in B4 must be completed with a grade of "C" or better. (C minus is not acceptable.)

B1: Physical Sciences

Astronomy 109, 110 or 110H, 116H, 140
Chemistry 109, 119, 209, 219 or 219H
Earth Science 110 or 110H, 115, 150 or 150H
Environmental Studies 109, 140
Geography 101, 101L
Geology 101, 101L, 140, 150 or 150H, 201
Physical Science 115, 117, 118
Physics 109, 210, 211, 217, 279

B2: Life Science

Anthropology 101, 101L
Biology 109 or 109H, 109L, 139, 149, 159, 177, 211, 212, 214, 229, 239, 259
Environmental Studies 259

B3: Laboratory Activities

Anthropology 101L
Astronomy 140
Biology 109L, 139, 149, 211, 212, 214, 229, 239, 259
Chemistry 109, 119, 209, 219 or 219H
Earth Science 115
Environmental Studies 109, 259
Geography 101L
Geology 101L, 201
Physics 109, 210, 211, 217, 279
Physical Science 115, 118

B4: Mathematical/Quantitative Reasoning

Courses must be completed with a grade of "C" or better.
Mathematics 105, 140, 145, 150, 160, 170, 180 or 180H, 219 or 219H
Social Science 219 or 219H

C. Arts, Literature, Philosophy, and Foreign Language

(minimum 9 units)

This area must include one course from C1 and one course from C2.

C1: Arts (Art, Dance, Music, Theatre)

Art 100 or 100H, 101, 102, 103, 104, 105, 106, 108
Dance 100 or 100H, 102, 105
English 233A, 233B, 233C, 233D
Interdisciplinary Studies 121
Music 101 or 101H, 102 or 102H, 103, 104, 211
Photography 150
Television/Video Communications 103, 104
Theatre Arts 100, 101, 103, 104, 105, 106, 233A, 233B, 233C, 233D

C2: Humanities

Chinese 101, 102
English 102 or 102H, 206, 220, 231, 232, 233A, 233B, 233C, 233D, 241, 242, 243, 245, 246, 270, 271, 272, 278
French 101, 102, 201 or 201H, 202 or 202H
History 101 or 101H, 102 or 102H, 150, 151, 153, 160, 161
Interdisciplinary Studies 200
Japanese 101, 102
Philosophy 109 or 109H, 108, 112, 118
Sign Language 110, 111, 112, 116
Spanish 101 or 101H, 102 or 102H, 195A, 195B, 201 or 201H, 202 or 202H
Theatre Arts 233A, 233B, 233C, 233D
Vietnamese 101, 102

D. Social, Political, and Economic Institutions and Behavior; Historical Background

(minimum 9 units)

The 9 units selected from this area must include courses from at least 2 different disciplines.

D1: Anthropology and Archeology

Anthropology 100 or 100H, 103, 104 or 104H, 105, 125
English 104 or 104H
History 105, 125

D2: Economics

Economics 120, 121

D3: Ethnic Studies

Anthropology 125
Asian American Studies 101
Black Studies 101
Chicano Studies 101
English 245, 278
Ethnic Studies 101 or 101H, 102 or 102H
History 123, 124 or 124H, 125, 146
Psychology 170
D4: Gender Studies
English 245, 278
History 127, 181
Speech Communication 208 or 208H
Women's Studies 101, 102, 201
D5: Geography
Geography 100 or 100H, 102 or 102H
D6: History
Anthropology 105, 125
History 101 or 101H, 102 or 102H, 105, 118, 120 or 120H, 121 or 121H, 122, 123, 124 or 124H, 125, 127, 133, 146, 150, 151, 153

D7: Interdisciplinary Social or Behavioral Science

Biology 200
Computer Science 100
Counseling 150
Environmental Studies 200
E.S. Professional 150
Human Development 107, 110
Interdisciplinary Studies 117H, 155
Science 200
Speech Communication 103 or 103H
Television/Video Communications 105 or 105H

D8: Political Science, Government, and Legal Institutions

Political Science 101 or 101H, 200 or 200H, 220

D9: Psychology

Human Development 107
Psychology 100 or 100H, 140, 157, 170, 200, 219, 230, 240, 250

D10: Sociology and Criminology

Criminal Justice 101
Sociology 100 or 100H, 112, 140 or 140H

NOTE: The CSU graduation requirement in **UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS** may be met by completing Political Science 101 or 101H and one U.S. History course from the following: History 118, 120 or 120H, 121 or 121H, 122, 123, 124 or 124H, 127, 146. These courses (in bold above) may also be used to meet 6 of the 9 Area D unit requirements.

E. Lifelong Understanding and Self-Development

(minimum 3 units)

Three units should be selected from below with no more than one unit from E2. One unit of credit is allowed in E2 for former military personnel with a DD-214.

E1:

Counseling 100, 116, 120, 124, 125, 128
E.S. Health Education 101, 102, 104, 120
E.S. Professional 125
Family & Consumer Studies 120
Human Development 107, 229
Interdisciplinary Studies 155
Nutrition and Food 115 or 115H
Psychology 140, 157, 230
Sociology 112
Speech Communication 104

E2:

E.S. Activities 107, 127, 130, 132, 140, 150, 155, 160, 169, 180, 185, 200, 210, 220, 226, 230, 235, 240, 245, 260, 265, 270, 280, 290, 292
E.S. Adapted Activities 201, 202, 205, 206, 208, 211, 220
E.S. Aerobic Fitness 140, 143, 144, 150, 152, 155, 156, 158, 160
E.S. Aquatics 201, 204, 205, 206, 209
E.S. Fitness 100, 101, 102, 110, 115, 116, 120, 145, 147, 170
E.S. Intercollegiate Athletics 124, 125, 126, 127, 128, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

PLAN C 2009-2010

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Santa Ana College to a campus in either the CALIFORNIA STATE UNIVERSITY or the UNIVERSITY OF CALIFORNIA system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

- It is generally recommended that students complete all the listed requirements for IGETC prior to transferring. Students may obtain partial certification however by completing all but 1-2 courses. Consult a counselor for additional information.
- Complete all courses used for IGETC certification with a minimum grade of C (C minus is not acceptable). A "credit" is acceptable providing it is equivalent to a grade of C or higher. The catalog must reflect this policy.
- Request certification from the last California community college you attend prior to transfer to CSU or UC. Requests should be made to the Office of Admissions and Records during the semester prior to the last term of attendance. Please consult the class schedule or Counseling for deadline information.
- Prior to requesting certification, have all official transcripts on file from every high school and college you have attended.
- Courses taken at other California community colleges will be applied to the subject areas in which they are listed by the institution where the work was completed.
- Courses taken at other regionally accredited private/out of state institutions (which do not maintain an IGETC certification list) will be placed in the subject areas for which Santa Ana College has equivalent courses. Equivalency is determined by Santa Ana College faculty teaching the course. Petitions are available from Counseling and must be accompanied by the appropriate documentation. In some cases non-equivalent courses may also be considered. Consult a counselor for additional information.
- Courses completed at foreign institutions (without US regional accreditation) are not acceptable except for certification of competence in a language other than English.

IMPORTANT NOTE: The list of certifiable courses will be subject to change year by year, but students are assured that courses taken to meet IGETC requirements will be honored if they are approved for the academic year in which they are taken. Courses on this list are approved beginning Fall 2009 and are valid through Summer 2010.

AREA 1 - ENGLISH COMMUNICATION

C.S.U.: 3 courses required, one from each group.
U.C.: 2 courses required, one each from Group A and B.

Group A: English Composition

1 course, minimum 3 units.
English 101** or 101H**

Group B: Critical Thinking-English Composition

1 course, 3 semester units.
English 103** or 103H**; Philosophy 110** or 110H**

Group C: Oral Communication (CSU ONLY)

1 course, 3 semester units.
Speech Communication 102, 103** or 103H**, 140, 145

AREA 2A - MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING

1 course, 3 semester units.
Math 105, 140**, 145, 150**, 170**, 180** or 180H**, 185, 219** or 219H**, 280; Social Science 219** or 219H**

AREA 3 - ARTS & HUMANITIES

3 courses, 9 semester units, with at least one course from Group A and one course from Group B.

Group A: Arts (minimum 3 units)

Art 100** or 100H**, 101, 102, 103, 104, 105, 106, 108; Dance 100** or 100H**, 102, 105; Music 101** or 101H**, 102** or 102H**, 103, 104, 111, 211; Photography 150, Television/Video Communications 103, 104; Theatre Arts 100, 101, 103, 104, 105, 106.

Group B: Humanities (minimum 3 units)

Chinese 102; English 102** or 102H**, 206, 220, 231, 232, 233A or 233B or 233C or 233D, 241, 242, 243, 245, 246, 271, 272, 276; French 102, 201** or 201H**, 202** or 202H**; History 101** or 101H**, 102** or 102H**, 150, 151, 153, 163; Interdisciplinary Studies 200; Japanese 102; Philosophy 106** or 106H**, 108, 112, 118; Sign Language 111, 112, 116; Spanish 102** or 102H**, 195A, 195B, 201** or 201H**, 202** or 202H**; Theatre Arts 233A or 233B or 233C or 233D; Vietnamese 102.

AREA 4 - SOCIAL & BEHAVIORAL SCIENCES

3 courses, 9 semester units from at least 2 disciplines or an interdisciplinary sequence.

Anthropology 100** or 100H**, 103, 104** or 104H**, 105, 125; Asian American Studies 101; Biology 200; Black Studies 101; Chicano Studies 101; Criminal Justice 101; Economics 120, 121; English 104** or 104H**, Environmental Studies 200; Ethnic Studies 101** or 101H**, 102** or 102H**, Geography 100** or 100H**, 102** or 102H**, History 105, 118, 120** or 120H**, 121** or 121H**, 122**, 123, 124** or 124H**, 125, 127, 133, 146, 163*, 181; Human Development 107**, Interdisciplinary Studies 117H, 155; Political Science 101** or 101H**, 200** or 200H**, 201, 220; Psychology 100** or 100H**, 140, 157**, 170, 200, 219, 230, 240, 250; Science 200; Sociology 100** or 100H**, 140** or 140H**, 240; Speech Communication 206** or 206H**, TV/Video Communications 105** or 105H**; Women's Studies 101**, 102, 201**

AREA 5 - PHYSICAL & BIOLOGICAL SCIENCES

2 courses, 7-9 semester units with one Physical Science course and one Biological Science course; at least one must include a corresponding laboratory (indicated by "L" in parentheses).

Group A: Physical Science (3 units)

Astronomy 109, 110** or 110H**, 140(L); Chemistry 109(L)**, 119(L)**, 209(L)**, 210(L), 219(L)** or 219H(L)**, 229(L); Earth Science 110** or 110H**, 115(L), 150** or 150H**, Environmental Studies 140; Geography 101**, 101(L); Geology 101**, 101(L), 140, 150** or 150H**, 201(L); Physical Science 115(L), 117**, 118(L)**; Physics 109(L)**, 210(L)**, 211(L)**, 217(L)**, 227(L)**, 237(L)**, 279(L)**, 289(L)**

Group B: Biological Science (3 units)

Anthropology 101, 101(L); Biology 109** or 109H**, 109(L), 115(L), 139(L), 177, 211(L), 212(L), 214(L), 229(L), 239(L), 249(L), 259(L); Environmental Studies 259(L).

AREA 6A - LANGUAGE OTHER THAN ENGLISH (U.C. ONLY)

Satisfactory completion of two years of high school coursework in one language other than English with grades of "C-" or better**;

OR

completion of one of the following: Chinese 101, French 101, Japanese 101, Sign Language 110, Spanish 101** or 101H**, or Vietnamese 101;

OR

satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English;

OR

satisfactory score in examinations of languages other than English;

3 or higher on College Board Advanced Placement Examination, 5 or higher on International Baccalaureate Higher Level Examination; SAT II: Subject Tests (see counselor for required scores); A, B, or C on "O" Level exam; 5, 6, or 7 on "A" Level exam;

OR

satisfactory completion of an achievement test administered by a college in language other than English equivalent to two years of high school language. If an achievement test is not available a SAC faculty member may verify competency.

AMERICAN INSTITUTIONS REQUIREMENT

(Not part of IGETC. May be completed prior to transfer.)

CSU has an American Institutions graduation requirement that is separate from IGETC. Courses used to meet the CSU requirement can also be used in Area 3 or 4. To meet the CSU requirement, students should take Political Science 101** or 101H** AND one of the following courses: History 118, 120**, 120H**, 121**, 121H**, 122**, 123, 124**, 124H**, 127, 146.

UC requires the completion of a college course or courses with a grade of "C" or better OR a one-year course in high school in U.S. History or a half-year course in U.S. History and a half-year course in American Government with grades of "C" or better (UCLA requires grades of "B"). UCSB requires the completion of a college course. If you are using college coursework to satisfy this requirement, check the appropriate UC catalog to determine which course(s) to take.

* Courses designated with an asterisk may be counted in one area only.

** Indicates that transfer credit may be limited by either UC or CSU or both.

Please consult with a counselor for additional information.

*** High School transcript must be on file in the admissions office. Please consult with a counselor for additional information.

(L) Designates courses with a laboratory.

SANTA ANA COLLEGE

University Transfer Center

Resources

In-state college and university catalog library.
(Many catalogs are available for check-out).

Transfer reference books and materials.

Copies of university "articulation agreements"
and transfer admission agreements.

College and university applications,
brochures and announcements.

Periodic college fairs.

Field trips to various California
colleges and universities.

Various workshops covering topics
such as filling out admission and scholarship
applications what you need to do in order to
transfer, and how to decide where to go.

Additional Services

Events

Students can arrange for appointments with representatives from the
local colleges and universities to talk with them about transfer planning.

A calendar of events is published each month.
Students may arrange to have this mailed directly to their home.

Hours Open

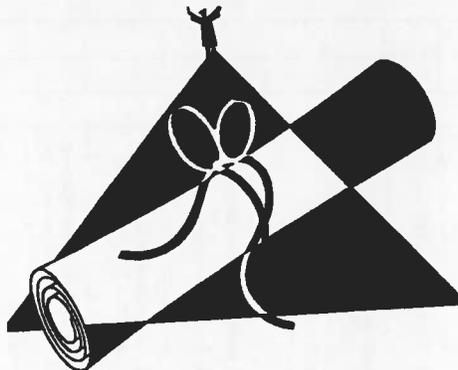
8:00 a.m. - 7:00 p.m.

Monday - Thursday

8:00 a.m. - 4:00 p.m.

Friday

Make a commitment to your education!



Call (714) 564-6165 or visit our office, S-110.

LIBRARY HANDBOOK

Rancho Santiago Community College District has two library facilities for your use. You can check out material at either facility and return material to either facility.

DAYS AND HOURS OF SERVICE

NEALLEY LIBRARY

Santa Ana College

1530 W. 17th St., Building L

<http://www.sac.edu/students/library/nealley>

FALL AND SPRING SEMESTERS

Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 3:00 p.m.
Sunday	Closed

SUMMER SESSION

Monday - Thursday	8:00 a.m. - 8:00 p.m. (hours may vary)
Friday	9:00 a.m. - 3:00 p.m. (hours may vary)
Saturday-Sunday	Closed

Telephone Numbers

Circulation/Reserve Desk	(714) 564-6700
Reference Desk	(714) 564-6708
FAX	(714) 564-6729

SANTIAGO CANYON COLLEGE LIBRARY

8045 E. Chapman Ave.

<http://www.sccollege.edu/library>

FALL AND SPRING SEMESTERS

Monday - Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 2:00 p.m.
Saturday	9:00 a.m. - 2:00 p.m.
Sunday	Closed

SUMMER SESSION

Monday - Thursday	7:30 a.m. - 7:00 p.m.
Friday - Sunday	Closed

Telephone Numbers

Circulation/Reserve Desk	(714) 628-5000
Reference Desk	(714) 628-5005

Intersession and Summer have limited service. Call for details.

Library hours are subject to change without notice.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

WHAT IS FINANCIAL AID AND HOW DO I APPLY?

Financial aid comes from both the federal government and the State of California. It consists of grants, work study, and loans. To apply, you must complete the FAFSA (Free Application for Federal Student Aid). You are required to file your FAFSA on the web: www.FAFSA.ed.gov. After you have completed and submitted your application, the Financial Aid Office will contact you to submit additional required paperwork.

The Board of Governor's Waiver (Fee Waiver) is designed to assist students in waiving their community college enrollment fees. The Board of Governors Waiver (BOGW) application is available in the Financial Aid Office. **You do not have to file a FAFSA to be eligible for the BOGW.** However, if you do not meet the requirements on the BOGW application under Method A or B, **you must complete the FAFSA, as there is a better chance that you will qualify under Method C.**

WHO CAN APPLY FOR FINANCIAL AID?

Students must be legal U.S. residents to apply for federal and state Financial Aid. Undocumented students or students on foreign visas are not eligible for federal or state Financial Aid programs, however they may apply for certain scholarships.

HOW LONG DOES IT TAKE?

You may receive a Student Aid Report within 3 days if you filed your FAFSA online—within two weeks if you mailed a paper form. The amount of time that it takes the financial aid office to determine if you will receive grant money, and how much, depends on when you file the FAFSA. Apply early and check with the financial aid office.

HOW MUCH FINANCIAL AID CAN I RECEIVE?

For one year students can receive from \$400 to \$4,050 for a Pell grant, up to \$3,500 for college work-study and up to \$7,500 in loans. However, each student's award is different depending upon the need for financial assistance.

WHAT IS THE DIFFERENCE: GRANTS, WORK STUDY, LOANS AND SCHOLARSHIPS?

- Grants:** Money you do not have to pay back. Grants available include: Pell, Cal Grant, and Federal Supplemental Educational Opportunity Grant.
- Work Study:** You are placed in a job on campus to work from 10 to 15 hours per week. You will receive a paycheck based on the number of hours that you work each month.
- Loans:** You must repay all loans with interest. There are different types of loans. Students should use great caution in accepting loans. Available loans include: Federal Perkins, Federal Stafford, and the Federal Parents Loan (PLUS).
- Scholarships:** Money you do not have to pay back. Students receive their scholarship checks if they remain in good standing and meet eligibility criteria.

WHAT ARE SCHOLARSHIPS AND HOW DO I APPLY?

Scholarships are awards provided by independent donors to SAC students based on criteria such as grades, major, transfer or occupational goal, financial need, leadership and campus involvement. Scholarships range from \$100 to \$5,000. **Applications are available beginning in November and are due in March for the traditional scholarship program.** At the beginning of each semester, Buy A Book Society Scholarships and Rolling Scholarships are available. For SAC scholarship information contact the SAC Scholarship office at (714) 564-6478 or stop by room S-201.

WHO CAN QUALIFY FOR SCHOLARSHIPS?

Any student who is currently enrolled at SAC or any high school senior applying to SAC from a designated feeder high school may apply. Scholarship awards are based on SAC units and a variety of criteria established by scholarship donors.

Rancho Santiago Community College District–Santa Ana College
FINANCIAL AID OFFICE HOURS, U-221
(714) 564-6242

OFFICE HOURS

MONDAY	8:00 a.m.	-	7:00 p.m.
TUESDAY	8:00 a.m.	-	7:00 p.m.
WEDNESDAY	8:00 a.m.	-	7:00 p.m.
THURSDAY	8:00 a.m.	-	7:00 p.m.
FRIDAY	8:00 a.m.	-	12 noon

IF YOU ARE GOING TO TURN IN YOUR FINANCIAL AID PACKET, PLEASE PLAN TO ARRIVE
 AT LEAST 30 MINUTES PRIOR TO CLOSING TIME TO ENSURE WE CAN SERVE YOU.

DROP-IN HOURS TO SEE A FINANCIAL AID ADVISOR WITHOUT AN APPOINTMENT:

TUESDAY

8:00 a.m. – 11:30 a.m. (Break for Lunch) 1:30 p.m.–4:00 p.m.

To make an appointment with a financial aid advisor, call the Financial Aid Office at (714) 564-6242
(Hours are subject to change without notice)

Financial Aid Advisors

TAI BANH	DOROTHY NACITA
FRANCYNE BRYANT	KATHY PONCE
ROBERT DOMINICK	DENISE SCOLARO
MICHAEL MARTINEZ	GLENDA WELCH

Quick Reference Numbers and Links

FAFSA—FAFSA Application Help & Changes When applying, the school code for Santa Ana College is 001284.	1 (800) 433-3243 1 (319) 337-5685 www.fafsa.ed.gov
Federal PIN—Apply for a PIN or update PIN information	www.pin.ed.gov
California Student Aid Commission For CalGrants A, B & C, Chafee Grants	1(888) 224-7268 www.csac.ca.gov
WebGrants Check status of CalGrants & Chafee Grants	mygrantinfo.csac.ca.gov
Selective Service Registration	1(847) 688-8888 www.sss.gov
Social Security Administration	1 (800) 772-1213 www.ssa.gov
Internal Revenue Service IRS Tax Forms & Tax Transcripts	1(800) 829-1040 www.irs.gov
NSLDS For all Student Loan, Pell Grant, ACG History Information	1 (800) 433-3243 www.nsls.ed.gov
SAC Financial Aid Office (for Office Info) Click on "Financial Assistance" then "Financial Aid"	www.sac.edu

Rancho Santiago Community College District

Financial Aid

Santa Ana College

PLEASE READ this insert before completing the FAFSA Application Information 2008-2009

What is Financial Aid?

Financial aid consists of a variety of programs to assist you in meeting the cost of attendance at Santa Ana College.

How Do I Apply?

Complete the Free Application for Federal Student Aid (FAFSA) online @ www.fafsa.ed.gov or by mail using the paper application

By completing the FAFSA you may be considered for:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Work Study (FWS)*
- Federal Perkins Loan*
- Federal Supplemental Educational Opportunity Grant (FSEOG)*
- Federal Stafford Student Loan programs
- Board of Governor's Waiver—Method C

Submission Online:

Please allow approximately 2 to 5 business days for federal processing

Submission by Mail:

Please allow approximately 2 to 4 weeks for federal processing

FEDERAL SCHOOL CODE

Is # 001284

Santa Ana College.

Complete the FAFSA on the web!

Applying for Financial Aid has never been easier...

www.fafsa.ed.gov

To apply online:

- You'll need a PIN # to electronically sign your FAFSA.
- If you don't already have a PIN #, apply for one first at:
www.pin.ed.gov
- If you are a dependent student, your parents also need to apply for a PIN # (so that they may also electronically sign your FAFSA on the web).
- You can also apply for your PIN # while completing your FAFSA online.

Your PIN # will be e-mailed to you within 1-3 days.

If you didn't provide an e-mail address, it will be mailed to your permanent mailing address within 5-10 days.

- You can also submit your FAFSA online, print the signature page, sign, and mail it in after you submit the FAFSA online.

Apply by March 3rd (first deadline) or September 2nd (second deadline) to meet the Cal Grant deadline!

Note: You may complete the FAFSA after the March 3rd/September 2nd deadlines and still be considered for federal financial aid; however, September 2nd is the deadline to be considered for the Cal Grant programs.

What happens after I submit my FAFSA?

1. The central processing center will process your application. Allow 2 to 4 weeks if you mailed your FAFSA or 5 business days if you filed it in online.
2. Once your FAFSA has been processed, the central processing center will mail (or email if you applied online) you a SAR (Student Aid Report).
If you do not receive a paper SAR or email acknowledgement, call the processing center at:
(800) 433-3243
3. You should review your SAR to make sure everything is correct.

If corrections need to be sent:

On the paper SAR: be sure to sign the SAR (a parent must also sign if you are a dependent student). Mail your corrected SAR to the address indicated on the last page of the SAR.

Online: remember to sign electronically using your Pin # (and your parents Pin # if you are a dependent student).

If no corrections are needed:

Keep your SAR for your records

4. Once your FAFSA has been processed the Financial Aid Office will download your information electronically from the federal processing center. We will then mail you a letter along with a supplemental packet (see page 2 for expected dates of mailing).
5. You must complete the forms included in your packet and return them (along with any other requested documents) to SAC financial aid office.
6. After you submit your packet to the Financial Aid Office, allow 2-3 weeks for your file to be processed.
7. Once your file has been processed, you will receive an Award Letter by mail indicating your eligibility for financial aid and the dates the funds will be disbursed to you.



www.rscdd.org

Select Santa Ana College and then click on Financial Aid.

Many of your questions may be answered by visiting our website!

Prior to completing the FAFSA...

It is recommended that you have the following:

Your (& your parents' if you're a dependent) 2007 W2s, 2007 federal income tax returns & records of untaxed income received during 2007, including income paid in cash.

General Eligibility Requirements

Students must meet minimum general eligibility requirements to be eligible to receive financial aid. A student must:

- For most programs, be a U.S. citizen or eligible non-citizen (state programs may have different requirements).
- Have a high school diploma, GED, or California Proficiency Exam certificate or pass the Ability to Benefit examination requirements.
- Have a valid Social Security number.
- Be enrolled in an eligible program of study for completing an AA/AS degree, transfer requirements, or certificate program.
- May not be in default on any federal student loan or owe a refund on any federal grants.
- Register with Selective Service if required.
- Meet satisfactory academic progress requirements for financial aid.
- Demonstrate financial need according to the federal formula.
- Must submit all requested documents.
- Use financial aid funds for educational purposes.

Note: Students who have convictions for the sale or possession of illegal drugs may not be eligible for financial aid depending on when the conviction occurred; however, eligibility can be reinstated after certain conditions have been met. Contact Financial Aid or call 1-800-433-3243 for information.

CAL GRANT

Complete the FAFSA and the Cal Grant GPA Verification form by March 3 (first deadline) or September 2 (second deadline)

- ⇒ You must have your GPA verified by your college (or high school depending on the amount of units you have completed).
- ⇒ Before completing the GPA Verification form, check with your college or high school because many schools send the GPA Verification electronically; therefore, you would not have to complete the form.
- ⇒ If you have not finished submitting the FAFSA it must also be completed (online or by mail) by September 2, 2008, because the California Student Aid Commission uses information from your FAFSA to determine your Cal Grant eligibility.
- ⇒ **Income Reduction:** The income information you must provide on the FAFSA is for the 2007 calendar year; however, if your income information for 2007 changes significantly from 2007 due to loss of job, decreased working hours, divorce, disability or other circumstances, you may complete the Special Circumstances Form available in the Financial Aid Office. Your special circumstances may be considered in calculating your eligibility, but you must first complete the 2008-09 FAFSA with your 2007 income information before any corrections or reconsideration can be processed.
- ⇒ **Dependency Override:** This is available to students who are technically dependent, but are able to document unique and extenuating circumstances relating to adverse home conditions; thereby making them independent. The request form should be completed prior to filing your FAFSA. On approval, the FAFSA must be signed by the Financial Aid Office BEFORE it is mailed to the federal processing center.

Application Calendar

➤ January 2008

The Free Application for Federal Student Aid (FAFSA) becomes available at your high school, college, or online.

Continuing financial aid recipients may complete the Renewal FAFSA. A renewal will either be mailed to your home or be available online.

➤ March 2008

Meet the first Cal Grant DEADLINE! Submit your FAFSA & GPA Verification by March 3rd to be considered for a Cal Grant.

You may apply for financial aid after this date and still be considered for Federal Student Aid programs.

If you missed the deadline to submit the GPA Verification, you can still try to submit it by the second deadline on September 2.

➤ April & May 2008

Students who applied by March 2nd begin receiving their packets from the Financial Aid Office.

➤ June 2008

Students who applied between March & June begin receiving their packets from the Financial Aid Office.

➤ July & August 2008

Students who applied between July & August begin receiving their packets from the Financial Aid Office.

➤ September 2008

Meet the second Cal Grant **DEADLINE!**

Submit your FAFSA & GPA Verification by September 2nd to be considered for a Cal Grant.

§ You may apply for financial aid after this date and still be considered for Federal Student Aid programs.

Students who applied after August will begin receiving their packets from the Financial Aid Office.

➤ October 2008-June 2009

Students who applied during the school year receive their packets within approximately 3 - 4 weeks after receiving their SAR from the Federal Processing Center.

(J:/finaid/2008-2009/fafsaansert)

BOARD OF GOVERNORS GRANT WAIVER (BOGW)

The Board of Governors Grant which pays for enrollment fees, is available to **California residents** who qualify in one of the following ways:

1. You or your parents, if you are dependent, receive **CalWORKs/TANF**, or **SSI/SSP**, or **GA/GR** (General Assistance/General Relief)
2. Your total family's income, (adjusted gross income and/or untaxed income), was

FOR FAMILY OF	INCOME FOR YEAR 2007
1	\$15,315 or less
2	\$20,535 or less
3	\$25,755 or less
4	\$30,975 or less
5	\$36,195 or less
6	\$41,415 or less
7	\$46,635 or less
8	\$51,855 or less
Each Additional Family Member	\$5,220

3. You have applied for federal financial aid and have demonstrated financial need as certified by the Financial Aid Office.

These standards are for the 2008-09 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2008.

COMMUNITY COLLEGE FEES

RESIDENT STUDENTS:

1. Enrollment Fees	\$20.00 per unit	\$20 x units	=	
2. Health Fee	\$14.00 (\$8.50 summer)	\$14.00	=	
3. Student Services Fee	\$ 7.50 (\$3.00 summer)	\$ 7.50	=	
4. Parking Permit	\$16.00 (optional) (\$8.00 summer)	\$16.00	=	
5. Material Fees	As listed with courses in class schedule	\$	=	
			TOTAL	= <input style="width: 80px; height: 20px;" type="text"/>

NON-RESIDENT STUDENTS

Any questions regarding residency may be directed to the admissions office.

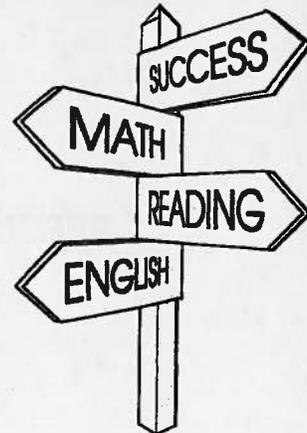
1. Tuition	\$183.00 per unit	\$183 x units	=	
2. Health Fee	\$ 14.00 (\$8.50 summer)	\$14.00	=	
3. Student Services Fee	\$ 7.50 (\$3.00 summer)	\$ 7.50	=	
4. Parking Permit	\$ 16.00 (optional) (\$8.00 summer)	\$16.00	=	
5. Material Fees	As listed with courses in class schedule	\$	=	
			TOTAL	= <input style="width: 80px; height: 20px;" type="text"/>

NOTE: Fees are due when you register. You must pay fees before the start of the semester to reserve your place in the classes. Classes must be dropped by the 14th calendar day of the semester start (for semester-length classes) to avoid enrollment fee charges or to receive a refund. Visa/Mastercard are accepted for payment.

- * All fees and tuition are subject to change by the State Legislature or Community College Board of Governors.

ON THE ROAD TO SUCCESS!

*Do your students need
help in English grammar,
reading, writing or math skills?*



THE SUCCESS CENTER:

- Helps your students build their basic skills:
 - Improve basic arithmetic skills.
 - Improve pronunciation.
 - Build their vocabulary and comprehension skills.
- Students set their own hours.
- Students work at their own pace.
- A variety of basic skills are provided through the use of computer-aided individual instruction.

REFERRALS ARE WELCOME!

Interdisciplinary Studies N04, Essential Basic Skills, 0 units,
Ticket # 5200401, open entry/open exit.

FOR MORE INFORMATION

CONTACT THE: **SUCCESS CENTER**
 Library Building L-206
 (714) 564-5420

HOURS: MONDAY - THURSDAY..... 8:00 a.m. - 8:00 p.m.
 FRIDAY..... 8:00 a.m. - 2:00 p.m.

SANTA ANA COLLEGE
1530 W. 17TH Street
Santa Ana, CA 92707

PERSONAL COUNSELING SERVICES FOR STUDENTS
FALL SEMESTER 2008

INDIVIDUAL APPOINTMENTS:

STUDENT HEALTH & WELLNESS CENTER (JOHNSON CENTER 1ST FLOOR), U-120

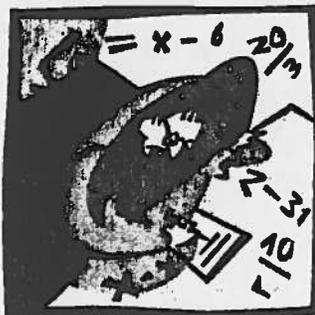
MONDAY – THURSDAY 9 AM - 7 PM
Phone (714) 564-6216

SPECIAL INTEREST / SKILLS WORKSHOPS – NO APPOINTMENTS NECESSARY

***STRESS LAB:** MONDAY-THURSDAY, 9 AM - 7 PM, STUDENT HEALTH CENTER AVAILABLE TO ALL STAFF AND STUDENTS.

*ALL STUDENTS INTERESTED IN SUPPORT SERVICES DEALING WITH EATING DISORDERS, DRUG AND ALCOHOL ISSUES, AND SEXUAL ASSAULT ARE TO CONTACT DR. CHARLENE WILHOVSKY, HEALTH CENTER (714) 564-6216 OR VOICE MAIL (714) 564-6116.

MATH STUDY CENTER



The Santa Ana College Math Study Center (L-204) is a drop-in center where students can come to do math homework and get questions answered. Math instructors and tutors are available to assist, encourage, and support. There are TI-85, TI-86 and TI-83 graphing calculators available for student use as well as textbooks, computer tutorial programs, and video tapes for viewing in the Math Study Center.

HOURS:

Monday - Thursday: 8:00 am - 8:50 pm

PHONE:

(714) 564-6677

We also administer the proficiency test.

**SANTA ANA COLLEGE
STUDENT SERVICES DIRECTORY**

NAME	LOCATION	NUMBER
Admissions & Records	S-101	(714) 564-6005
Associated Students	U-121	(714) 564-6208
Athletics	W-102	(714) 564-6900
Bookstore	Johnson Center	(714) 564-6434
Campus Safety & Security	X-101	(714) 564-6330
Career/Job Resource Center	L-225	(714) 564-6254
Career Planning Center	L-225	(714) 564-6113
Child Development Center	1720 W. 17th St.	(714) 564-6894
Computer Lab	A-104, A-106, A-108	(714) 564-6731
Counseling	Administration	(714) 564-6100
Disabled Student Center	R-101	(714) 564-6295
EOPS Center	U-101	(714) 564-6232
Financial Aid Office	U-221	(714) 564-6242
Graduation Office	S-105-1	(714) 564-6052
Health & Wellness Center	U-120	(714) 564-6216
Information Switchboard	S-101	(714) 564-6000
Learning Disabilities Center	U-103	(714) 564-6260
Library	L Building	(714) 564-6700
Marketplace Education Center	201 E. 4th St.	(714) 564-5760
Scholarships	S-201	(714) 564-6478
Student Activities Office	U-121	(714) 564-6320
Student Support Services (TRIO)	L-222	(714) 564-6843
Success Center	L-206	(714) 564-5420
Testing Center	L-221	(714) 564-6147
Tutorial Learning Center	U-103	(714) 564-6260
University Transfer Center	S-110	(714) 564-6165
Veteran Affairs	S-105	(714) 564-6050
Writing Center	D-110	(714) 564-6578

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Santa Ana College Community Services Program – Summer 2010	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these programs are offered to the general public for educational, cultural, social and recreational purposes for a fee. These brief programs often serve as exposure and entry to college programs. The Community Services Program serves as a recruitment tool for Santa Ana College credit program often providing pilot courses that introduce a more in-depth and complete offering through college classes. Its inherent flexibility allows the addition or replacement of classes that have the most cost-effective impact on our program and the community.

ANALYSIS

The Summer 2010 course offering aims to provide 170 inclusive education and recreation course for adults and children in the Santa Ana College service area. This comprehensive menu of courses seeks to meet the demographic and diverse service needs in our community while generating revenue to ensure the continued expansion of the Community Services Program.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Summer 2010.

Fiscal Impact:	\$25,000 (estimated net income after expenses)	Board Date: March 22, 2010
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Affairs Lilia Tanakeyowma, Ph.D., Dean of Student Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

COMMUNITY SERVICES – SUMMER 2010 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Animal Care			
Puppy Kindergarten	Dog Services Unlimited	\$69	50/50
Dog Obedience	Dog Services Unlimited	\$82	50/50
Around The Home			
Decorating with Feng Shui	Kathy Zimmerman	\$49	60/40
Interior Design	Raquel Harlak	\$69	60/40
Residential Landscape Design	Metropolitan Water District	\$10	N/A
Houseplants for Healthy Living	Barb Sobel	\$28	60/40
Arts & Crafts			
Floral Design	Pat Gosnell	\$28	70/30
Jewelry Design	Brigette Burns	\$29	60/40
Card Making	Brigette Burns	\$29	60/40
Soap Making	Quayum Abdul	\$29	60/40
Candle Making	Quayum Abdul	\$29	60/40
Silk Designs	Beverly Hicks	\$69	60/40
Mosaic Designs	Charlene Blackford	\$89	60/40
Automotive			
BAR Update 2009	Douglas Wilkes	\$295	60/40
CDET Smoke Inspection Program	Tom Hogue	\$175	60/40
EPA Certification	Tom Hogue	\$215	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
ASE Prep	Jim Manning	\$85	60/40
Motorcycle Safety	Rich Greger	\$250	60/40
Business & Careers			
Become A Notary Public	Carrie Christensen	\$85	60/40
Become A Certified Loan Signing Agent	Carrie Christensen	\$89	60/40
Small Business Bookkeeping & Taxes	Phil Famolaro	\$89	60/40
How to Start a Non-Profit	Lisa Hill	\$59	60/40
Plan Your Next Event	Rusti Kennedy	\$39	60/40
Moneymaking Using Your Computer	Nancy Miller	\$39	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
Next American Inventor	Nancy Miller	\$39	60/40
How to Become A Mystery Shopper	Elaine Moran	\$39	60/40
Grant Writing Fundamentals	John Drew	\$69	60/40
How To Sell on eBay	Francis Greenspan	\$79	60/40
Private Investigator	Jim Harriger	\$35	60/40
How To Become A Substitute Teacher	Charles Prosper	\$44	60/40
How Start An In Home Family Care	Elisha Valentine	\$79	60/40
Publicity 101	Allison Queen	\$39	60/40
You're On the Air	James Chapman	\$29	60/40
Citizenship Preparation Exam	Thuy-Huong Nguyen	\$15	50/50
Effective Supervision Series	Greg Ledbetter	\$189	60/40
Human Resource Series I & II	Allison Pratt	\$189	60/40
Sexual Harassment Avoidance Training	Allison Pratt	\$89	60/40
How to Manage Rental Properties	Pat Larkin	\$39	60/40
The Secrets of the Hiring Process	Michael Maiocco	\$89	60/40
CSI: Beyond the Yellow Tape	Michael Maiocco	\$89	60/40
NASBITE/CGBP Prep	Madeline Grant	\$89	60/40
Medical Insurance Billing	CCI	\$1899	80/20
EKG Technician Certification	CCI	\$999	80/20

COMMUNITY SERVICES – SUMMER 2010 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Medical Manger Program	CCI	\$599	80/20
How To Teach A Class	Barb Sobel	\$39	60/40
Barter to Save Ca\$h	Barb Sobel	\$29	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Cash In With A Home-Based Business	LeeAnne Krusemark	\$29	60/40
Word Processing Business	LeeAnne Krusemark	\$15	60/40
How to Become a Real Estate Appraiser	Les Levitan	\$29	60/40
College For Kids			
Piano For Kids	Randilyn Rossignol	\$69	\$35/hour
English Composition	Phyllis Neal	\$59	\$35/hour
SAT Prep	Joel Sheldon & Lauren Holley	\$115	\$30/hour
Seriously Awesome Sitters	Sabrina Bradley	\$44	60/40
Spanish For Kids	Alicia Migliarini	\$69	60/40
Youth Theater Camp	Chama Felthous	\$69	60/40
Aquatic Academy	Briana Blackford	\$59	60/40
Reading Development	Readwrite Education	\$89	\$35/hr
Math Development	Readwrite Education	\$89	\$35/hr
Speed Reading & Vocabulary Building	Readwrite Education	\$69	\$35/hour
Study Skills & Test Taking	Readwrite Education	\$59	\$35/hour
Horse Camp For Kids	Cheryl Skidmore	\$59	60/40
Taekwondo	Victorino Rosete	\$29	60/40
Singing For Youth	Gabriella Castellini-Guercci	\$69	\$35/hour
Beginning Guitar	Sharan Sacks	\$79	60/40
Movie Maker	Debra Crowley	\$59	\$35/hr
Natural "A's"	Curtis Adney	\$49	60/40
Basic Math I & II	Maria Lopez-Sheldon	\$99	\$35/hour
Pre-Algebra	Maria Lopez-Sheldon	\$99	\$35/hour
Algebra	Maria Lopez-Sheldon	\$99	\$35/hour
Math Word Problems	Maria Lopez-Sheldon	\$99	\$35/hour
Hip Hop Dance	Brooke Blackford	\$59	\$25/hour
Keyboarding For Kids	Nancy Haugen	\$79	\$35/hour
Computers For Kids	Nancy Haugen	\$79	\$35/hour
Web Design For Kids	Nancy Haugen	\$79	\$35/hour
Photoshop For Kids	Nancy Haugen	\$79	\$35/hour
Digital Photography	Debra Crowley	\$79	\$35/hour
Creative Artist Camp I & II	Miguel Bahena	\$49/\$74	60/40
Watercolor	Miguel Bahena	\$49/\$74	60/40
Acrylic Painting	Miguel Bahena	\$49/\$74	60/40
Quick Sketch	Miguel Bahena	\$49/\$74	60/40
Forensic Science	Discovery Science	\$69/\$99	\$40/pp
Elementary Engineering	Michigan Learning	\$129	\$99/pp
Vehicle Engineering	Michigan Learning	\$129	\$99/pp
Battle Bots	Michigan Learning	\$129	\$99/pp
Video Game Making	Michigan Learning	\$129	\$99/pp
Youth Basketball Camp	Kristen DeSimone	\$89	60/40
Kid's In the Kitchen	Alicia Drozd	\$29	60/40
Mini Chefs	Sumati Ratanjee	\$29	60/40
Tennis Academy	Robert Manuel	\$99	\$35/hr
Teen Makeover	Michelle Jackson	\$29	60/40
Day At the Point	Brigitte Burns	\$89	\$150/flat
Day At Los Angeles/San Diego Zoo	Brigitte Burns	\$89	\$150/flat

COMMUNITY SERVICES – SUMMER 2010 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Day At Wild Animal Park	Brigitte Burns	\$89	\$150/flat
Day At the Aquarium	Brigitte Burns	\$89	\$150/flat
Day At Sea World	Brigitte Burns	\$89	\$150/flat
California Science Center	Brigitte Burns	\$89	\$150/flat
Rock City Climbing Center	Brigitte Burns	\$89	\$150/flat
Day At the Movies	Brigitte Burns	\$29	\$150/flat
LA Tar Pits	Brigitte Burns	\$89	\$150/flat
Sign Language	Cindy Larsen	\$69	60/40
Singing For Youth	Lori Ma	\$69	60/40
Golf Camp	OC Jr. Academy	\$129	\$99/pp
Navigate Scholarship	Stephanie Adams	\$39	60/40
Online Driver's Education	Safety Driver's Education	\$55	50/50
Computers			
PC Troubleshooting	David Westerfield	\$49	60/40
Computers for Beginners	Dori Dumon	\$79	\$35/hour
Managing Windows	Dori Dumon	\$79	\$35/hour
Microsoft Office Applications	Debbie Crowley	\$79	\$35/hour
Web Design Fundamentals	Nancy Haugen	\$79	\$35/hour
Introduction to Photoshop	Nancy Haugen	\$79	\$35/hour
Marketing Your Business Online	John Gibson	\$79	\$35/hour
Culinary Arts			
Gluten Free Summer Cooking	Stephanie Georgieff	\$29	60/40
Allergy Free	Stephanie Georgieff	\$29	60/40
Sushi	Dave Sobel	\$29	60/40
Indian Cuisine	Sumona Vohra	\$29	60/40
Italian Sausage & Chorizo	Dave Sobel	\$29	60/40
99 cent Gourmet	Mike Rounds	\$29	60/40
Dance			
Belly Dance	JoEllen Maddox	\$59	60/40
Salsa	Salomon Rivera	\$59	60/40
Ballroom Dance	Phil Famoloaro	\$59	60/40
Night Club Dance	Amber Stapleton	\$59	60/40
Swing Dance	Amber Stapleton	\$59	60/40
Health, Fitness & Beauty			
Beauty Makeover	Michelle Jackson	\$29	60/40
Basic First Aid & CPR	Sabrina Bradley	\$29	60/40
Yoga	Pamela Buonanotte	\$79	60/40
Body by Bootcamp	Kaja Donikowski	\$79	60/40
An Evening of Massage	Barb Sobel	\$39/\$59	60/40
Aromatherapy	Barb Sobel	\$39	60/40
Open Court Badminton	Bang Nguyen	\$30	60/40
Fitness Conditioning	Staff	\$10/\$15	50/50
Football Conditioning	Geoff Jones	\$10	50/50
An Evening of Massage	Lincoln Institute	\$39/\$59	60/40
Head & Foot Massage	Lincoln Institute	\$39/\$59	60/40
Raindrop Therapy	Lincoln Institute	\$39/\$59	60/40
Adult Double Tennis League	Robert Manual	\$69	60/40
Language			
Conversation Spanish	Alicia Migliarini	\$69	\$45/hr

COMMUNITY SERVICES – SUMMER 2010 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Money Matters			
Retirement Planning	John Robbins	\$39/\$59	60/40
Annuities	John Robins	\$39/\$59	60/40
What's A Living Trust?	Neal Rogers	\$39/\$59	60/40
Master Your Money	Jalon O'Connell	\$39/\$59	60/40
Online Class Categories			
Internet & Basic Computer Literacy	Education To Go	\$79	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$79	\$52
Computer Troubleshooting & Networking	Education To Go	\$79	\$52
Computer Programming	Education To Go	\$79	\$52
Digital Photography & Digital Video	Education To Go	\$79	\$52
Languages	Education To Go	\$79	\$52
Writing Courses	Education To Go	\$79	\$52
Entertainment Industry	Education To Go	\$79	\$52
Business Planning & Sales	Education To Go	\$79	\$52
Business Marketing & Accounting	Education To Go	\$79	\$52
Finance, Wealth & Career Building	Education To Go	\$79	\$52
Family, Parenting & Child Care	Education To Go	\$79	\$52
Personal Enrichment	Education To Go	\$79	\$52
Personal Development			
Finding Mr. Right	Mark Aguirre	\$29	60/40
Mastering Self-Confidence	Mark Aguirre	\$29	60/40
Finding Your Purpose	Rusti Kennedy	\$29	60/40
What Where You Born To Do?	Curtis Adney	\$49	60/40
5 Threats to Your Brain	Debbi Harper	\$29	60/40
Real Estate			
REO & Foreclosures	Marshall Reddick	\$54/\$81	60/40
Buying A Home in Today's Market	Alana Gates	\$25	60/40
Buying & Selling Real Estate Tax Deferred	Jim Wigen	\$39/\$59	60/40
Solicitar, Procesar Y Negociar Una Modificacion	Sandy Flores	\$10	50/50
Special Interest			
Alcohol & Drug Awareness	DMS	\$40	85/15
14601 Suspended License	Barry Reid	\$150	50/50
Travel			
Griffith Park Observatory	Brigitte Burns	\$69	\$150
Salsa Oxnard Festival	Brigitte Burns	\$69	\$150
Pageant of the Masters	Brigitte Burns	\$89	\$150

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
Community Services Program

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Santiago Canyon College - Community Services Program – Summer 2010	
Action:	Request For Approval	

BACKGROUND

The summer 2010 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational and recreational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational and recreational program by offering more than 130 cost effective classes in the SCC service area.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the proposed Community Services Program for summer 2010.

Fiscal Impact:	\$25,000 Revenue	Board Date: March 22, 2010
Prepared by:	Jose Vargas, Vice President of Continuing Education	
Submitted by:	Juan Vázquez, President	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2010

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Animal Care			
Dog Obedience	Dog Services Unlimited	\$72	60/40
Around the Home & Garden			
Interior Design for the Homeowner	Cynthia Albert	\$69	60/40
Arts & Crafts			
Summer Plants & Floral Design	Pat Gosnell	\$28	70/30
Intermediate Floral Design	Pat Gosnell	\$28	70/30
Jewelry Design/Stringing Techniques	Phuong Nguyen	\$35	50/50
Jewelry Design/Wire Techniques	Phuong Nguyen	\$35	50/50
Pastel Drawings	Oriena Onstot	\$79	30/40
Business & Careers			
Introduction to Voiceovers	Voices for All	\$29	60/40
Become A Notary Public	Notary Public Seminars	\$85	60/40
Renew Your Notary	Notary Public Seminars	\$50	60/40
How To Be Your Own Private Investigator	Jim Harriger	\$39	60/40
How to Become a Mystery Shopper	Elaine Moran	\$39	60/40
Writing for Kids	Garrett Hicks	\$59	60/40
Writing Your 1 st Book	Bobbie Christensen	\$29	60/40
Publishing Your 1 st Book	Bobbie Christensen	\$29	60/40
Screen Writing	Robert Conrad	\$69	60/40
Starting Your Own Business	Diana Woo Sullivan	\$59	60/40
Supervisor Certificate Series	Irv Gamal	\$141	60/40
• Building Leadership Skills	Irv Gamal	\$47	60/40
• Assessing Your Strengths & Personality	Irv Gamal	\$47	60/40
• Communication Skills for Supervisors	Irv Gamal	\$47	60/40
• Training Employees on the Job	Irv Gamal	\$47	60/40
Backflow Prevention Device Repair	Gary Blackmore	\$200	\$50/hour
Operation Management Certificate	Searchtec	\$975	50/50
• Forecasting, Resource Planning	Searchtec	\$195	50/50
• Inventory & Supply Chain Management	Searchtec	\$195	50/50
• Project Management	Searchtec	\$195	50/50
• Principles of Lean Manufacturing	Searchtec	\$195	50/50
• Principles of Quality Management	Searchtec	\$195	50/50
• Six Sigma and DMAIC	Searchtec	\$195	50/50
• Work Measurements & Work Systems	Searchtec	\$195	50/50
• Value-Stream & Metric Based Mapping	Searchtec	\$195	50/50
• Supply Chain Logistics Management	Searchtec	\$195	50/50
• Maintenance Management	Searchtec	\$195	50/50
HR 2010 Compliance Certification	Allison Pratt	\$199	60/40
Personal Trainer Certificate	World Instructor Training	\$524	\$424/person
Solar Photovoltaic Training	Burt Price	\$1295	\$1095/person

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2010

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Business & Careers (continued)			
Online-Medical Transcription	Career Step	\$2300	\$1750/person
College For Kids			
Basic Math (Grades 3/4)(Grades 5/6)	Mathnasium	\$98	\$40/hour
Pre-Algebra	Mathnasium	\$98	\$40/hour
Algebra	Mathnasimm	\$98	\$40/hour
Musical Theater	Carol Roman	\$89	\$40/hour
Hip Hop	Brenda Torres	\$59	60/40
Natural A's	Curtis Adney	\$49	60/40
Keyboarding For Kids	Taylor Parker	\$79	\$40/hour
Computers For Kids	Taylor Parker	\$79	\$40/hour
Website Design	Renee Levine	\$89	\$45/hour
Digital Photography for Kids	Renee Levine	\$89	\$45/hour
Photoshop For Kids	Renee Levine	\$78	\$45/hour
Spanish For Kids	Alicia Migliarini	\$69	\$40/hour
Because Manners Matter	Margaret Frazier	\$59	60/40
Instant Manners for Teen & Tweens	Margaret Frazier	\$59	60/40
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Pre-Engineering (Legos ®)	Play-Well	\$135	\$96/person
Engineering Fundamentals (Legos ®)	Play-Well	\$135	\$96/person
Space & Rocketry	Science Adventures	\$140/\$217	\$115/\$177
Mad Machines & Red Hot Robots	Mad Science	\$120	\$80/person
Get S.M.A..R.T. with Mad Science	Mad Science	\$120	\$80/person
Forensic Science Academy	Charles Fanning	\$129	\$45/hour
Bio-Technology	Charles Fanning/Paul Heller	\$129	\$45/hour
Study Skills & Test Taking	Readwrite Education	\$59	\$40/hour
Reading Development	Readwrite Education	\$89	\$40/hour
Speed Reading & Vocabulary	Readwrite Education	\$69	\$40/hour
Reading Academy (Grades 2-5)	Advanced Tutoring	\$59	50/50
Writing Academy (Grades 2-8)	Advanced Tutoring	\$59	50/50
Math Academy (Grades 2-8)	Advanced Tutoring	\$59	50/50
Science Academy (2-6)	Advanced Tutoring	\$59	50/50
Public Speaking (2-6)	Advanced Tutoring	\$59	50/50
Spanish for Kids	Alicia Migliarini	\$79	40/hour
English Composition & Writing Skills	Phyllis Neal	\$59	60/40
Cartooning	Jeffrey Schumerth	\$59	60/40
Comic Book Art	Jeffrey Schumerth	\$59	60/40
Catapult Games	Jeffrey Schumerth	\$59	60/40
Professional Magic Made Easy	John Fedko	\$69	60/40
Fabulous Magic Tricks	John Fedko	\$69	60/40
Classics of Magic	John Fedko	\$69	60/40
How to Write a College Essay	Jayne Munoz	\$59	\$40/hour
Guitar for Kids	Ron Gorman	\$69	50/50

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2010

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids (continued)			
Sew Simple	Carla Buchanan	\$69	60/40
Fashion Design	Carla Buchanan	\$69	60/40
Modeling for Girls & Teens	Acting Express/Tara Myer	\$69	60/40
Theater Games	Acting Express/Tara Myer	\$69	60/40
Leadership Development	Derek Marshall	\$59	\$40/hour
Chess	Jim Bullock	\$79	60/40
Spanish For Early Preschool	Alicia Migliarini	\$49	40/hour
Art Camp-Drawing Across Egypt	Young Rembrandts	\$89	60/40
Anime Cartoon Camp	Young Rembrandts	\$89	60/40
Parent & Me Preschool	Tina Cosmakos	\$50	60/40
Film Camp	Freshi Films LLC	\$159	\$104/person
Video Game Design	Freshi Films LLC	\$159	\$104/person
Computers			
Computers for Beginners	Dori Dumon	\$89	\$35-45/hour
Managing Your Computer Files	Dori Dumon	\$44	\$35-\$45/hour
Become a Windows Wizard	Dori Dumon	\$44	\$35-45/hour
Introduction To Photoshop	Dori Dumon	\$89	\$35-45/hour
Microsoft Word - Part I	Karen Harris	\$89	\$35-45/hour
Introduction to MS Excel	Karen Harris	\$89	\$35-45/hour
Improving PC Performance	Robert Cohen	\$29	60/40
On-Line Courses	Education To Go	\$79-\$199	\$52-\$151
Dance			
Salsa	Salomon Rivera	\$59	60/40
Belly Dance	JoEllen Larsen	\$59	60/40
Strictly Ballroom	John Potter	\$59	\$40/hour
Smooth Style Lindy	John Potter	\$59	\$40/hour
Dance at Your Wedding	John Potter	\$59	\$40/hour
Health, Beauty & Fitness			
Tai Chi Chuan	Karen Mack	\$59	60/40
Yoga	Pamela Buonanotte	\$59	60/40
Head, Neck & Shoulder Massage	Barbara Sobel	\$39/\$69	60/40
Evening of Massage	Barbara Sobel	\$39/\$69	60/40
Aromatherapy	Barbara Sobel	\$39	60/40
Blueprint for Brain Fitness	Debbie Harper	\$29	60/40
Total Fitness @ OEC	Jeffrey Nolasco	\$29	55/45
Yoga for Everybody @ OEC	Bobby Glicksir	\$29	55/45
Language			
Spanish	CALINK Institute	\$59	60/40
Fast Fun French	Katherine Watson	\$59	60/40
Italian	Alpine Tutoring	\$69	60/40

SANTIAGO CANYON COLLEGE
Community Services Program - Summer 2010

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
Money Matters			
Women and Investing	Jalon O'Connell	\$39/\$59	60/40
Master Your Money	Jalon O'Connell	\$39/\$59	60/40
Investment Bootcamp	Jalon O'Connell	\$39/\$59	60/40
Mutual Funds/Annuities/ 401K	Wall Street University	\$49/\$69	60/40
Music			
Keyboards Kool & Kwik	Patrick Hardman	\$39	60/40
Beginning Guitar	Ron Gorman	\$89	50/50
Intermediate Guitar	Ron Gorman	\$89	50/50
Personal Enrichment			
What Were You Born To Do	Curtis Adney	\$49	60/40
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	60/40
Assertiveness Skills for Success	Nick Lazaris	\$29	60/40
Special Interest			
Digital Photography	Julie Diebolt Price	\$69	60/40
Fly Fishing for Fun	Eric Christensen	\$39	60/40
CPR	Sabrina Bradley	\$29	60/40
Basic First Aid	Sabrina Bradley	\$29	60/40
Naturalist-Docent Training	Brian Hughes	\$89	\$40/hour
Intro to Creative Writing	Kathleen Gunton	\$69	60/40
Test Preparation			
SAT Preparation	Randy Scott & Jayne Munoz	\$94	\$40/Hour
Online Driver's Education	Safety Drivers Ed	\$59	50/50
Travel			
Oxnard Salsa Festival	Brigitte Burns	\$69	\$175
Pageant of the Masters	Brigitte Burns	\$89	\$175
Griffith Observatory	Brigitte Burns	\$69	\$175

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Proposed Revisions for 2010-2011 Santa Ana College Catalog	
Action:	Request for Approval	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council. It includes policy changes, course revisions and deletions, as well as new courses; all of which are reflected in the catalog.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2010-2011 Santa Ana College catalog.

Fiscal Impact:	None	Board Date: March 22, 2010
Prepared by:	Norm Fujimoto, Vice President of Academic Affairs	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: March 22, 2010
TO: Erlinda J. Martinez, Ed. D., President
FROM: Bonnie Jaros/Chair
RE: Proposed Revisions for 2010/2011 Catalog

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

The Curriculum & Instruction Council was chaired by Bonnie Jaros, Designee, Academic Senate President. Membership included two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Support Services Assistant.

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

The following academic policies have been reviewed, revised, and are now recommended by the Curriculum and Instruction Council:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

Category F2 Lifelong Understanding and Self-Development

Deleted Exercise Science Off Season Activities 132AB.

Added Exercise Science Off Season Activities 132.

Added Exercise Science Fitness 103.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITIES – PLAN B

Categories E2 – Lifelong Understanding and Self – Development
Exercise Science Fitness 207 was removed.

NEW PROGRAMS/OPTIONS

Twelve certificates were added.* (See Attachment #1)

REVISED PROGRAMS/OPTIONS

Due to changes in Title 5, changes in required or elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies, forty-eight programs/options were revised.* (See Attachment #2)

NEW COURSES

Fifty-five new courses were approved because of new and/or expanded programs or major changes in the discipline.* (See Attachment #3)

REVISED COURSES

The council approved 437 course revisions which were updated to reflect changes in title, units, hours, or content.* (See Attachment #4)

DELETED COURSES

Forty-three courses which had become outdated and/or not offered at SAC were removed from the catalog.* (See Attachment #5)

*Listings are attached.

NEW PROGRAMS

Catalog 2010-2011

3D Modeling and Animation Certificate C-Video Game & Interactive Media Art Emphasis
3D Modeling and Animation Certificate D – Visual Emphasis
Energy Analysis Degree & Certificate
General Management Certificate
Global Entrepreneurship and Innovation Degree & Certificate
Mechanical 3D Solid Modeling CAD Degree & Certificate
Microsoft Dynamics for Financial Accounting Certificate
Microsoft Dynamics for Managerial Accounting and Business Planning Certificate

CONTINUING EDUCATION

ESL Beginning A Certificate of Completion
ESL Beginning B Certificate of Completion
ESL Intermediate A Job Skills Certificate of Completion
ESL Intermediate B Job Skills Certificate of Completion

REVISED PROGRAMS/CERTIFICATESCatalog 2010-2011

3D Modeling and Animation Cert A – Art Emphasis 2195
Accounting Degree & Certificate
Art Degree 0304
Art Graphic Design Degree 0354
Automotive Technology Degree (0272)
Automotive Technology Degree (0272) (2009/2010)
Business Applications and Technology Degree & Certificate
Business Management Degree
Certificate in Communications and Media Studies
Crafts Cert C-Glass Vocational Emphasis Cert
Criminal Justice – Corrections Officer Certificate Program (1696)
Criminal Justice, Law Enforcement Advanced Officer Option Certificate (0098)
Dance Cert 1099
Degree Program A-Communications and Media Studies
Degree Program A-Dance
Degree Program B-Dance/Music Theatre 0347
Diesel and Heavy Equipment Technology Degree (0274) and Certificate (0295) (2009/2010)
Diesel and Heavy Equipment Technology Degree and Certificate
Dressmaking and Alterations Option Certificate (1092)
DSL & Heavy Equip Tech - Transport Refrigeration/Temperature Control Option Cert (2296)
Early Childhood Options Degree and Certificate
Elementary Education Degree (Pre-Professional)
Engineering Degree
Entertainment Lighting Technology Cert
Exercise Science Degree (0459)
Fashion Design & Custom Clothing Degree (0891) & Certificate (0596)
Fashion Merchandising Degree (0556) and Certificate (0397)
Fire Technology – Hazardous Materials Option Degree (0103)
Infant-Toddler Option Degree/Certificate
Liberal Arts Degree 0314
Management Degree & Certificate
Manufacturing Technology – CAD/CAM Option Degree and Certificate
Music Degree 0316
Music Digital Production Cert 2390
Nursing-Registered Nursing (0853)
Occupational Therapy Assistant
Paralegal Degree & Certificate
Pharmacy Technology Degree (SAC 0555) and Advanced Certificate Option (SAC 2791)
Photography Cert 0396
Photography Degree 0355
Speech-Language Pathology Assistant Degree (1510)
Television/Video Communications Certificate A-Television Production (SAC 1191)
Television/Video Communications Certificate B-Broadcast Journalism (SAC 1297)

Television/Video Communications Certificate C-Television Scriptwriting (SAC 1298)
Television/Video Communications Certificate D-Computer Graphics and Animation for
Video(SAC 1597)
Television/Video Communications Degree (SAC 0343)
Theatre Arts Degree
Welding Technology Degree (0181) and Certificate (0991) (2009/2010)

NEW COURSES**Catalog 2010-2011**

Accounting 116, Money, Finance and Accounting for Entrepreneurs
 Accounting 170, Microsoft Dynamics for Financial Accounting – Core Modules
 Accounting 171, Microsoft Dynamics for Financial Accounting – Operations and Analysis
 Accounting 173, Microsoft Dynamics for Managerial Accounting
 Accounting 174, Microsoft Dynamics for Business Planning and Management
 Art 180, Video Game & Interactive Media Art
 Automotive Technology 003, Introduction to Diesel/Hybrid Vehicles
 Business 183, Customs Broker License Class
 Business 184, Customs Broker Exam Prep Class
 Business Applications 177, Microsoft OneNote
 Business Seminar 019B, Managing Emotional intelligence: Self Awareness
 Business Seminar 019C, Managing Emotional Intelligence: Social Awareness
 Business Seminar 020B, Workplace Boundaries: Personal Exploration
 Business Seminar 031B, Learning to Listen: Practical Application
 Business Seminar 047B, Memory Skills: Practical Application
 Communications and Media Studies 103, Visual Communications
 Communications and Media Studies 110, Introduction to Narrative Nonfiction
 Computer Science 134C, Microsoft Windows 7 Operating System
 Criminal Justice Academies 010C, Explorer Academy
 Criminal Justice Academies 069B, Corrections Officer CORE Course
 Criminal Justice Academies 100A, Basic Police Academy
 Diesel 003, Introduction to Diesel/Hybrid Vehicles
 Engineering 165, Introduction to Energy
 Engineering 175, Introduction to Energy Analysis
 Entrepreneurship 100, Introduction to Innovation and Entrepreneurship
 Entrepreneurship 101, Entrepreneurs and Success
 Entrepreneurship 102, Entrepreneurial Ideas and Creativity
 Entrepreneurship 103, Innovations and Opportunities
 Entrepreneurship 104, Business Models
 Entrepreneurship 105, Market Validation and Bootstrap Marketing
 Entrepreneurship 106, Building an Entrepreneurial Team
 Entrepreneurship 107, Money, Finance and Accounting for Entrepreneurs
 Entrepreneurship 108, Business Plans for Entrepreneurs
 Entrepreneurship 109, Powerful Presentations
 Entrepreneurship 110, Capstone Business Simulations
 Entrepreneurship 111, Capstone Entrepreneurial Case Studies
 Entrepreneurship 174, Microsoft Dynamics for Business Planning and Management
 Exercise Science Aquatics 207, Water Polo
 Exercise Science Fitness 103, Performance Evaluation for Athletics
 Fire Officer Training 100, Fire Service EMT-1
 Manufacturing Technology 130A, CATIA Solid Modeling I
 Manufacturing Technology 130B, CATIA Solid Modeling II
 Mathematics 061, Elementary Algebra with Lab

Mathematics 081, Intermediate Algebra with Lab
Photography 181B, The Zone System
Photography 182B, Alternative Processes
Photography 183B, Photo Graphics
Photography 185B, Landscape Photography
Photography 201, Professional Digital Photography Methods
Television/Video Communications 010, Television/Video Communications Advance Laboratory
Theatre Arts 152, Tour Ensemble

CONTINUING EDUCATION

Secondary Subjects High School Subjects 095, Basic Skills Supervised Tutoring
Secondary Subjects High School Subjects – Natural Science 198, Human Anatomy & Phys II
Voc Business 340, Introduction to Basic Keyboarding
Voc Business 350, Introduction to Microsoft Office Outlook

REVISED COURSES**Catalog 2010-2011**

Accounting 010, Accounting Procedures
Accounting 032, Payroll Accounting
Accounting 105, Intermediate Federal and California Taxes
Accounting 198, Topics
Art 009, Art Lab
Art 121A, Fundamentals of Typography
Art 121B, Advanced Typography
Art 122, Graphic Design I
Art 154, Ceramics Summer Workshop
Art 159A, Ceramic Color Decoration: Low Temperature
Art 159B, Ceramic Color Decoration: High Temperature
Art 163, Digital Design with Photoshop II
Art 164, Web Design with FLASH
Art 168, Digital Media: Portfolio and Business Strategies
Art 187, Glass Slumping and Fusing
Art 188A, Glass Exploration I
Art 188B, Glass Exploration II
Art 191A, Digital Publishing with InDesign
Art 192A, Digital Illustration with Illustrator
Art 221, Graphic Design II
Art 241, Intermediate Painting
Art 253, Electric Kiln Ceramics
Astronomy 109, Introduction to the Solar System
Astronomy 110, Introduction to Stars and Galaxies
Astronomy 110H, Honors Introduction to Stars and Galaxies
Astronomy 140, Astronomy Laboratory
Biology 109H, Honors Fundamentals of Biology
Biology 239, General Human Anatomy
Biology 249, Human Physiology
Business 150, Introduction to Computing and Application Software
Business Applications 166, Adobe Illustrator
Business Applications 170, Adobe InDesign
Business Applications 179, Introduction to Microsoft Office
Business Applications 184, Advanced Microsoft Word for the Workplace
Business Applications 185, Real World Microsoft Office Projects
Business Seminar 001, Time Management
Business Seminar 002, Coping with Negative People
Business Seminar 003, Understanding Personal Workstyles
Business Seminar 004, Goal Setting on the Job
Business Seminar 005, How to Delegate Effectively
Business Seminar 006, Improving Employee Performance
Business Seminar 007, Preparing for Supervision
Business Seminar 008, Elements of Supervision

Business Seminar 009, Problem Solving and Decision Making
Business Seminar 010, Motivating Your Employees
Business Seminar 011, Coaching Your Employees
Business Seminar 012, Managing Conflict on the Job
Business Seminar 013, Avoiding Burn-out
Business Seminar 014, Situational Leadership
Business Seminar 015, Applied Supervision
Business Seminar 016, Managing Change
Business Seminar 017, Employee Relations for Supervisors
Business Seminar 018, Team Building Skills
Business Seminar 019A, Managing Emotional Intelligence (EQ)
Business Seminar 020A, Workplace Boundaries
Business Seminar 031A, Learning to Listen
Business Seminar 046, Stress Reduction Techniques
Business Seminar 047A, Memory Skills
Business Seminar 048, Assertion Training
Business Seminar 049, Building Interpersonal Skills
Business Seminar 050, Overcoming Procrastination
Business Seminar 051, Personal and Financial Success
Business Seminar 052, Getting the Life and Job Satisfaction You Want
Business Seminar 060, Proofreading Skills
Business Seminar 061, Telephone Techniques
Business Seminar 062, Organizing Files and Records
Communications and Media Studies 102, Multimedia Storytelling
Communications and Media Studies 121, Writing and Reporting for Media
Communications and Media Studies 122, Editing for Print and Digital Media
Communications and Media Studies 123, News Media Production
Communications and Media Studies 124, Magazine Writing for Print and Digital Media
Communications and Media Studies 125, Media Editing Workshop
Communications and Media Studies 130, Principles of Broadcast News
Communications and Media Studies 201, Visual Reporting
Communications and Media Studies 222, Writing Across Media
Communications and Media Studies 230A, Broadcast News Production
Communications and Media Studies 230B, Broadcast News Production
Communications and Media Studies 230C, Broadcast News Production
Communications and Media Studies 230D, Broadcast News Productions
Communications and Media Studies 298, Designing for Print and Digital Media
Computer Science 100, The Computer and Society
Computer Science 105, Visual BASIC Programming
Computer Science 111, Introduction to Computer Organization
Computer Science 112, Java Programming
Computer Science 117, Perl Programming and CGI
Computer Science 118, JavaScript Programming
Computer Science 119, Fundamentals of Assembly Programming

Computer Science 120, Introduction to Programming
Computer Science 121, Programming Concepts
Computer Science 124A, MCDST Preparation
Computer Science 125, Help Desk Skills
Computer Science 131, Data Structures Concepts
Computer Science 134A, Windows XP Operating System
Computer Science 134B, Windows Vista Operating System
Computer Science 135, Software Deployment Mechanisms
Computer Science 136, Building a Small Office/Home Office Network
Computer Science 137, Personal Computer Troubleshooting
Computer Science 138, Foundations of Interactive Game Design
Computer Science 139, Configuration and Administration of Local Area Networks
Computer Science 141, UNIX Operating System
Computer Science 142, Advanced UNIX
Computer Science 152, HTML
Computer Science 163, Microsoft Excel
Computer Science 167, Microsoft Access
Computer Science 168, Advanced Microsoft Access
Computer Science 169, Structured Query Language (SQL)
Computer Science 173, Introduction to Networking Technology
Computer Science 186, Internet Security
Computer Science 198, Topics
Computer Science 205, Advanced Visual Basic
Computer Science 206, Visual Basic for Web Development
Computer Science 213, C# Programming
Computer Science 214, XML Programming
Computer Science 243, UNIX System Programming
Computer Science 244, Microsoft Exchange Server
Computer Science 247A, Windows Server 2003
Computer Science 247B, Windows Server 2008
Computer Science 248, Microsoft SQL Server
Computer Science 249, Microsoft Internet Information Server (IIS)
Counseling 150, Introduction to Human Services
Criminal Justice 111B, Supervised Internship Work Experience
Dance 105, World Dance and Cultures
Dance 106A, Introduction to Modern Dance
Dance 106B, Introduction to Modern Dance
Dance 107, Dance Concert Performance
Dance 108A, Introduction to Ballet
Dance 108B, Introduction to Ballet
Dance 110, Beginning Mexican Folk Dance
Dance 111, Intermediate Mexican Folk Dance
Dance 112, Ethnic Dance
Dance 113A, Flamenco Dance I
Dance 113B, Flamenco Dance II

Dance 115A, Introduction to Tap Dance
Dance 115B, Introduction to Tap Dance
Dance 120, Introduction to Hip-Hop Dance
Dance 121, Intermediate to Hip-Hop Dance
Dance 122, Commercial Jazz Dance
Dance 202A, Choreography
Dance 202B, Choreography for Dance Majors
Dance 210, Modern Dance IV
Dance 216, Tap Dance III
Dance 298, Special Studies in Dance
Economics 120, Principles/Macro
Economics 121, Principles/Micro
Emergency Medical Technician 105, Clinical EMT Skills Laboratory
Engineering 051, Basic Technical Drawing
Engineering 122, Engineering Drawing
Engineering 124, Advanced Drawing
Engineering 125, Engineering Graphics
Engineering 130A, CATIA Solid Modeling I
Engineering 130B, CATIA Solid Modeling II
Engineering 132, Introduction to Robotics
Engineering 140A, ProEngineer Solid Modeling I
Engineering 140B, ProEngineer Solid Modeling II
Engineering 235, Statics
English 101, Freshman Composition
English 101H, Honors Freshman Composition
English 103, Critical Thinking and Writing
English 103H, Honors Critical Thinking and Writing
English as a Second Language N40A, Introduction to Academic ESL I
English as a Second Language N40B, Introduction to Academic ESL II
English as a Second Language N88, Verb Tenses
English as a Second Language N89, Two-Word Verbs and Idioms
English as a Second Language N92, Practical Use of Gerunds and Infinitives
English as a Second Language N93, Practical Use of Prepositions and Two-Word Verbs
English as a Second Language N94, Idioms of American English
English as a Second Language N95, Vocabulary Development Through Word Forms
English as a Second Language N97, Combining and Punctuating Sentences
English for Multilingual Students 055, Writing, Grammar and Reading I
English for Multilingual Students 107, Reading, Writing and Grammar III
English for Multilingual Students 109, Reading, Writing and Grammar IV
English for Multilingual Students 112, Advanced Composition
English N50, Introduction to Written Communication
Environmental Studies 200, Environment of Man
Ethnic Studies 198, Topics
Exercise Science Activities 107 05, Badminton
Exercise Science Activities 107, Badminton

Exercise Science Activities 130 05, Golf
Exercise Science Activities 130, Golf
Exercise Science Activities 150 05, Hatha Yoga
Exercise Science Activities 150, Hatha Yoga
Exercise Science Activities 185 05, Aikido
Exercise Science Activities 185, Aikido
Exercise Science Activities 220 05, Basketball
Exercise Science Activities 220, Basketball
Exercise Science Activities 235 05, Speed and Ability
Exercise Science Activities 235, Speed and Ability
Exercise Science Activities 265 05, Indoor Soccer
Exercise Science Activities 265, Indoor Soccer
Exercise Science Activities N70, Basic Activities
Exercise Science Aerobic Fitness 143 05, Extreme Fitness
Exercise Science Aerobic Fitness 143, Extreme Fitness
Exercise Science Aerobic Fitness 144 05, Cross Training
Exercise Science Aerobic Fitness 144, Cross Training
Exercise Science Aerobic Fitness 146 05, Stability Ball Training for Fitness
Exercise Science Aerobic Fitness 146, Stability Ball Training for Fitness
Exercise Science Aerobic Fitness 198, Topics
Exercise Science Aquatics 201 05, Swimming
Exercise Science Aquatics 201, Swimming
Exercise Science Health Education 104, Nutrition and Fitness
Exercise Science Health Education 105, First Aid and Personal Safety
Exercise Science Health Education 107, Cardiopulmonary Resuscitation
Exercise Science Intercollegiate Athletics 125, Conditioning for Football, Defense
Exercise Science Intercollegiate Athletics 128 05, Conditioning for Athletics-Women
Exercise Science Intercollegiate Athletics 128, Conditioning for Athletics-Women
Exercise Science Intercollegiate Athletics 160, Theory of Softball
Exercise Science Intercollegiate Athletics 170, Theory of Football
Exercise Science Intercollegiate Athletics 180, Theory of Track and Field
Exercise Science Intercollegiate Athletics 201, Baseball
Exercise Science Intercollegiate Athletics 202, Basketball-Men
Exercise Science Intercollegiate Athletics 202, Basketball-Men
Exercise Science Intercollegiate Athletics 203, Cross Country-Men
Exercise Science Intercollegiate Athletics 204, Football-Men
Exercise Science Intercollegiate Athletics 205, Golf-Men
Exercise Science Intercollegiate Athletics 206, Swimming-Men
Exercise Science Intercollegiate Athletics 208, Track-Men
Exercise Science Intercollegiate Athletics 209, Water Polo-Men
Exercise Science Intercollegiate Athletics 210, Wrestling-Men
Exercise Science Intercollegiate Athletics 211, Softball-Women
Exercise Science Intercollegiate Athletics 212, Basketball-Women
Exercise Science Intercollegiate Athletics 213, Volleyball-Women
Exercise Science Intercollegiate Athletics 214, Golf-Women

Exercise Science Intercollegiate Athletics 215, Tennis-Women
 Exercise Science Intercollegiate Athletics 216, Soccer-Men
 Exercise Science Intercollegiate Athletics 217, Swimming-Women
 Exercise Science Intercollegiate Athletics 218, Track-Women
 Exercise Science Intercollegiate Athletics 219 Cross Country-Women
 Exercise Science Intercollegiate Athletics 220, Soccer-Women
 Exercise Science Intercollegiate Athletics 221, Water Polo-Women
 Exercise Science Intercollegiate Athletics 222, Badminton-Women
 Exercise Science Intercollegiate Athletics 231, Football Fall Camp
 Exercise Science Intercollegiate Athletics 235, Advanced Baseball Game Skills
 Exercise Science Off Season Activities 130, Off Season Swimming
 Exercise Science Off Season Activities 132
 Exercise Science Off Season Activities 132, Golf-Playing Lesson
 Exercise Science Off Season Activities 210, Baseball
 Exercise Science Off Season Activities 226, Waterpolo
 Exercise Science Off Season Activities 230, Football
 Exercise Science Off Season Activities 261 05, Soccer-Women
 Exercise Science Off Season Activities 261, Soccer-Women
 Exercise Science Off Season Activities 262 05, Soccer-Men
 Exercise Science Off Season Activities 262, Soccer-Men
 Exercise Science Professional 121, Sports Officiating-Fall Sports
 Exercise Science Professional 122, Sports Officiating-Spring and Summer Sports
 Exercise Science Professional 125, Sport Psychology
 Exercise Science Sports Medicine 101, Introduction to Sports Medicine
 Exercise Science Sports Medicine 150, Athletic Training Internship
 Fashion Design Merchandising 106, Advanced Sewing
 Fashion Design Merchandising 214, Manufacturing and Grading
 French 101, Elementary French I
 French 102, Elementary French II
 Geology 161, Geological Field Studies of the Southern San Andreas Fault
 Geology 163, Geological Field Studies of the Northern San Andreas Fault
 Geology 165, Geologic Field Studies of the Western Mojave Desert
 Geology 167, Geologic Field Studies of the Eastern Mojave Desert
 History 101, World Civilizations to the 16th Century
 History 101H, Honors World Civilization to the 16th Century
 History 102, World Civilizations Since the 16th Century
 History 102H, Honors World Civilizations Since the 16th Century
 History 120, The United States to 1865
 History 120H, Honors The United States to 1865
 History 121, The United States since 1965
 History 121H, Honors The United States since 1865
 History 128H, Honors America and the Quest for Global Reform
 History 153, History of Mexico
 Human Development 251, Mentor Seminar
 Interdisciplinary Studies 121, Humanities Through the Arts

Interdisciplinary Studies N04, Essential Basic Skills
Japanese 101, Elementary Japanese I
Japanese 102, Elementary Japanese II
Japanese N09A, Language Laboratory
Japanese N09B, Language Laboratory
Journalism 121, News Writing and Reporting
Journalism 122, Editing for Print and Digital Media
Journalism 123, Print and Digital News Production
Journalism 124, Magazine Writing for Print and Digital Media
Journalism 125, Media Editing Workshop
Journalism 298, Designing for Print and Digital Media
Manufacturing Technology 073, Mastercam - 2D Geometry, 2D Toolpaths
Manufacturing Technology 075, Mastercam - 3D Geometry, 3D Surfaces
Manufacturing Technology 078, Mastercam Lathe
Marketing 111, Principles of Retailing
Marketing 112, Principles of Advertising
Marketing 114, Professional Selling
Mathematics 165, Introduction to Math Tutoring
Mathematics 170, Pre-Calculus Mathematics
Mathematics 180H, Honors Analytic Geometry and Calculus
Music 047A, Beginning Electric Bass
Music 047B, Intermediate Electric Bass
Music 071, Symphonic Band
Music 104, Rock Music History and Appreciation
Music 109, Reading and Making Music
Music 115A, Applied Music (Private Instruction)
Music 115B, Applied Music (Private Instruction)
Music 115C, Applied Music (Private Instruction)
Music 115D, Applied Music (Private Instruction)
Music 132, The Jazz Singers
Music 134, Vocal Jazz Workshop
Music 135, Concert Chorale
Music 142, Creating Music with MIDI
Music 143, Intermediate Techniques of MIDI Sequencing
Music 148, Digital Music Synchronization to Multimedia
Music 149, The Business of Music
Music 161, Class Piano I
Music 165, Beginning Folk Guitar
Music 166A, Beginning Electric Bass
Music 166B, Intermediate Electric Bass
Music 168, Stylistic Interpretation of Piano Repertoire
Music 171, Concert Band
Music 175, Jazz Ensemble
Music 176, Jazz Band
Music 190, Introduction to ProTools

Music 211, Music History and Literature
Music 216, Advanced Harmony and Composition I
Music 217, Advanced Harmony and Composition II
Music 218, Music Notation Using Finale Software
Music 241, Chamber Music Ensemble
Music 271, Symphonic Band
Nursing-Registered 102, Nursing Process: Women, Parents, and Children
Nursing-Registered 103, Pharmacological Concepts of Nursing
Nursing-Registered 112, Nursing Concepts
Occupational Therapy Assistant 098, Topics
Paralegal 101, Law Office Management
Paralegal 120, Computers in the Law Office
Paralegal 121, Ethics and Professional Responsible
Paralegal 122, Elder Law
Paralegal 130, Legal Transactions
Paralegal 131, Alternate Dispute Resolution
Paralegal 132, Family Law and Procedure
Paralegal 133, Workers Compensation Law and Procedure
Paralegal 134, Probate Law and Procedure
Paralegal 135, Bankruptcy Law and Procedure
Paralegal 136, Real Property and Procedure
Paralegal 137, Tort and Insurance Law
Paralegal 138, Law of Business Organizations
Paralegal 139, Fundamentals of Labor Law
Paralegal 140, Immigration Law and Procedure
Paralegal 143, Civil Litigation Overview
Paralegal 144, Discovery Techniques
Paralegal 198, Topics
Paralegal 246, Legal Research and Analysis
Paralegal 248, Advanced Research and Writing
Pharmacy Technology 072, Pharmacy Technology Externship
Philosophy 110, Critical Thinking
Philosophy 110H, Honors Critical Thinking
Philosophy 111, Introductory Logic
Philosophy 112, World Religions
Photography 180, Beginning Photography
Photography 181A, The Zone System
Photography 182A, Alternative Processes
Photography 183A, Photo Graphics
Photography 185A, Landscape Photography
Photography 190, Introduction to Digital Photography
Photography 191, Intermediate Digital Photography
Photography 194, Professional Digital Photography Methods
Photography 200, The View Camera
Psychology 240, Introduction to Social Psychology

Psychology 250, Introduction Abnormal Psychology
Psychology N19, Psychology Laboratory
Reading 091, Reading for Meaning-U.S. History
Reading 098, Topics
Reading 198, Topics
Reading N49A, Reading for Non-Native Speakers of English – Part I
Reading N49B, Reading for Non-Native Speakers of English – Part I
Reading N50A, Reading for Non-Native Speakers of English – Part II
Reading N50B, Reading for Non-Native Speakers of English – Part II
Reading N80A, Fundamentals of Reading
Reading N80B, Fundamentals of Reading
Reading N90A, Individualized Reading
Reading N90B, Individualized Reading
Reading N98, Topics
Social Science 219, Statistics and Probability
Social Science 219H, Honor Statistics and Probability
Sociology 240, Introduction to Social Psychology
Spanish 101, Elementary Spanish I
Spanish 101H, Honors Elementary Spanish I
Spanish 102, Elementary Spanish II
Spanish 102H, Honor Elementary Spanish II
Speech Communication 103
Speech Communication 103H, Honors Introduction to Intercultural Communication
Speech Communication 170, Introduction to Phonetics
Speech Communication 206, Gender Communication
Speech Communication 206H, Honors Gender Communication
Television/Video Communications 009, Television/Video Communications Laboratory
Television/Video Communications 142, Acting for Television and Film
Television/Video Communications 190, Introduction to ProTools
Theatre Arts 110, Acting Fundamentals
Theatre Arts 111, Intermediate Acting
Theatre Arts 113, Acting for Television and Film
Theatre Arts 125, Summer Stock
Theatre Arts 131, Stagecraft
Theatre Arts 132, Stage Makeup
Theatre Arts 134, Lighting Design
Theatre Arts 135, Technical Production
Theatre Arts 150, Theatre Production
Theatre Arts 155, Children's Theatre Ensemble
Theatre Arts 235, Advanced Technical Production
Theatre Arts 250, Advanced Theatre Production
Vietnamese 101, Elementary Vietnamese I
Vietnamese 102, Elementary Vietnamese II
Vietnamese N09A, Language Laboratory
Vietnamese N09B, Language Laboratory

CONTINUING EDUCATION**Citizenship 020, Citizenship****ESL 460, Intermediate ESL 1****ESL 470, Intermediate ESL 2****ESL 480, Intermediate ESL 3****ESL 703, Academic ESL Beginning 3****ESL 711, Academic ESL Intermediate 1****ESL 712, Academic ESL Intermediate 2****ESL 713, Academic ESL Intermediate 3****Health & Safety 875, First Aid****Health & Safety 877, Health Issues and Concepts****Health & Safety 898, Substance Abuse****Health and Safety 878, Healthy Moves for Healthy Lives****Secondary Subject High School Subjects – Science 197, Human Anatomy and Physiology I****Secondary Subject High School Subjects 770, Orientation to College****Secondary Subjects GED Test Preparation 031, GED Test Preparation****Voc Bus 109, Introduction to Desktop Video Editing Using Adobe Premiere****Voc Bus 117, Introduction to Document Processing Using Adobe Acrobat****Voc Bus 118, Introduction to Windows****Voc Bus 122, Introduction to Keyboarding & Basic Windows****Voc Bus 123, Introduction to Computer Software Applications****Voc Bus 242, Introduction to Vector Graphics Using Adobe Illustrator****Voc Bus 245, Introduction to Desktop Publishing Using Microsoft Publisher****Voc Bus 258, Navigating the Internet****Voc Bus 259, Orientation to Computers****Voc Bus 260, Introduction to Word Processing Using MS Word****Voc Bus 261, Introduction to Databases Using MS Access****Voc Bus 262, Introduction to Spreadsheets Using MS Excel****Voc Bus 302, Introduction to Web Page Development Using HTML****Voc Bus 303, Introduction to Electronic Imaging Using Adobe Photoshop****Voc Bus 304, Introduction to Electronic Presentations Using PowerPoint****Voc Bus 400, Employability Skills****Voc Bus 450, Hardware & Software A+ Preparation, Review and Practice****Voc Bus 576, Computer Basics: Systems and Networking Essentials****Voc Bus 590, Introduction on How to Start a Small Business****Voc Bus 668, Introduction to Automotive Vehicle Maintenance**

COURSE DELETIONS**Catalog 2010-2011**

Art 030, Basic Drawing
Art 031A, Introduction to Life Drawing
Art 033, Drawing in Pastel
Art 040, Basic Watercolor
Art 041, Introduction to Painting
Art 043A, Introduction to Portraiture
Art 051, Ceramics-Basic Level
Astronomy 150, Introduction to Astronomy
Automotive Technology 095, Automotive Lab Experience
Business Applications 052, International Business Skills
Business Applications 053, Spanish Bilingual Interpreting for Legal, Medical, and General Off
Business Applications 054, Spanish Bilingual Computer Applications
Counseling N43, Vocational Assessment
Criminal Justice Academies 048, Pepper Spray Update
Criminal Justice Academy 006, Level III Reserved Academy
Dance 020, Dance Stretch
Dance 025, Jazz Dance Workshop
Diesel 051, Thermo King Truck & Trailer Unit Service
Diesel 052, Truck & Trailer Refrigerator Unit Preventive Maintenance
Education 101, Introduction to Education
English 199, Independent Study
Exercise Science Health Education 106, First-Aid Advanced
Fashion Design Merchandising 050, Sewing for Interiors
Fashion Design Merchandising 051, Sewing for Sergers
Fashion Design Merchandising 058A, Decorative Sewing: Beading
Fashion Design Merchandising 058B, Decorative Sewing: Quilting
Fashion Design Merchandising 058C, Decorative Sewing: Embroidery
Fashion Design Merchandising 058D, Decorative Sewing: Fabric Printing
Fire Academy 027L, Comprehensive Fire Training Modules
Human Development 077, Active Parenting Today
Human Development 199, Independent Study
Interdisciplinary Studies 111, Introductory Logic
Philosophy 199, Independent Study
Political Science 199, Independent Study
Psychology 199, Independent Study
Reading 092, Reading for Meaning: Multicultural Literature
Social Sciences 199, Independent Study
Special Services 072A, Learning Strategies
Special Services 072B, Learning Strategies
Study Skills 072A, Learning Strategies
Study Skills 072B, Learning Strategies
Study Skills N95, Supervised Tutoring
Television/Video Communication 180, Electronic Graphics for Television

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College

To: Board of Trustees	Date: March 22, 2010
Subject: Approval of Proposed Revisions for 2010-2011 Santiago Canyon College Catalog	
Action: Request for Approval	

BACKGROUND

The Santiago Canyon College Curriculum and Instruction Council approves all catalog revisions including general education requirements for the Associate Degree, general education breadth requirements for the California State Universities, Intersegmental Education Transfer Curriculum (IGETC), revised programs/options, new courses, revised and deleted courses.

ANALYSIS

The attached memo represents a summary of the Curriculum and Instruction Council's work and catalog revisions for the 2010-2011 academic year. Academic policies have been reviewed and revised, and are recommended for approval.

RECOMMENDATION

It is recommended that the Board approve the proposed revisions for the 2010-2011 Santiago Canyon College catalog as presented.

Fiscal Impact: None	Board Date: March 22, 2010
Item Prepared by: Mary Halvorson, Vice President, Academic Affairs	
Item Submitted by: Juan Vázquez, President	
Item Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

SANTIAGO CANYON COLLEGE

CURRICULUM AND INSTRUCTION COUNCIL

DATE: February 18, 2010
TO: Juan Vázquez, President of Santiago Canyon College
FROM: Craig Rutan, Chair of the Curriculum and Instruction Council
RE: **PROPOSED REVISIONS FOR THE 2010-2011 CATALOG**

The following changes to the 2010-2011 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Craig Rutan, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 14 faculty representatives, the Articulation Officer, a Support Services Assistant and a student representative.

Because we share our curriculum with Santa Ana College, all actions of the CIC at either college are shared on an on-going basis with the CIC at the other college. The CIC at Santiago Canyon College is aware of and concurs with all proposed catalog changes reported by the CIC at Santa Ana College. Also, the CIC at Santa Ana College has been informed of and concurs with all proposed catalog changes initiated at Santiago Canyon College. The changes initiated at Santiago Canyon College for the 2010-2011 catalog are:

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

The following options were added, deactivated or revised for course requirements:

Category E2 – Communication and Analytical Thinking

Mathematics 081 added.

Category F2 – Lifelong Understanding and Self-Development

Human Development 221, 102 deactivated.

Category VI - Computer Skills and Applications Requirement

Human Development 229 deactivated.

Category D1 - Cultural Breadth

Human Development 229 deactivated.

Category F1 – Lifelong Understanding and Self-Development

Human Development 229 deactivated.

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

The following options were added or deactivated for course requirements:

Category A3 – Critical Thinking

Philosophy 110 added.

Category E1 – Lifelong Understanding and Self-Development

Human Development 229 deactivated.

Category E2 – Lifelong Understanding and Self-Development

Exercise Science 113, 138 deactivated.

SANTIAGO CANYON COLLEGE**CURRICULUM AND INSTRUCTION COUNCIL**

DATE: February 18, 2010
TO: Juan Vázquez, President of Santiago Canyon College
FROM: Craig Rutan, Chair of the Curriculum and Instruction Council
RE: **PROPOSED REVISIONS FOR THE 2010-2011 CATALOG**

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

The following options were added, deactivated or revised for course requirements:

Category E2 – Communication and Analytical Thinking

Mathematics 081 added.

Category F2 – Lifelong Understanding and Self-Development

Human Development 221, 102 deactivated.

Category VI - Computer Skills and Applications Requirement

Human Development 229 deactivated.

Category D1 - Cultural Breadth

Human Development 229 deactivated.

Category F1 – Lifelong Understanding and Self-Development

Human Development 229 deactivated.

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

The following options were added or deactivated for course requirements:

Category A3 – Critical Thinking

Philosophy 110H added.

Category E1 – Lifelong Understanding and Self-Development

Human Development 229 deactivated.

Category E2 – Lifelong Understanding and Self-Development

Exercise Science 113, 138 deactivated.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C):

The following areas were added or removed for course requirements:

Area 1, Group B – Critical Thinking – English Composition

Philosophy 110H added.

NEW PROGRAMS/OPTIONS/CERTIFICATES:

Twenty-Two (22) certificates were added to the academic year. *(See Attachment #1)

REVISED PROGRAMS/OPTIONS/CERTIFICATES:

Twenty-two (22) programs/options/certificates were revised because of changes in required or elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

*(See Attachment #2)

DEACTIVATED PROGRAMS/CERTIFICATES:

Five (5) certificates were deactivated and removed from the catalog. *(See Attachment #3)

NEW COURSES:

Twenty (20) new courses were approved because of new and/or expanded programs or major changes in the discipline.

*(See Attachment #4)

REVISED COURSES:

One-hundred fifty-six (156) course revisions were approved which reflected changes in title, units, hours, or content.

*(See Attachment #5)

REVISED COMMON COURSES:

One-hundred twenty-three (123) common course revisions were approved which reflected changes in title, units, hours, or content. *(See Attachment #6)

DISTANCE EDUCATION COURSES:

Twenty-three Distance Education Courses were approved. *(See Attachment #7)

STAND-ALONE COURSES:

Fourteen (14) Stand-Alone courses were approved. *(See Attachment #7)

DEACTIVATED COURSES:

Fifty-nine (59) courses were deactivated and removed from the catalog.* (See Attachment #8)

Cc: Morrie Barembaum, SCC Academic Senate President
John Zarske, SAC Academic Senate President
Mary Halvorson, Vice-President of Academic Affairs
John Hernandez, Vice-President of Student Services
Jose Vargas, Vice-President of Continuing Education, Orange Education Center
Araceli Mora, Dean of Arts, Humanities, and Social Sciences
Tricia Evans, Dean of Career Education
Ruth Babeshoff, Dean of Counseling and Student Support Services
John Weispenning, Dean of Library, Fine and Performing Arts, and Communication
Bonnie Jaros, Chair of the Curriculum and Instruction Council, Santa Ana College
Erlinda Martinez, President of Santa Ana College
Norman Fujimoto, Vice-President of Academic Affairs, Santa Ana College
Dr. Edward Hernandez Jr., Chancellor

NEW PROGRAMS/OPTIONS/CERTIFICATES

2010-2011 Catalog

Credit

Public Works Green - Sustainable Building Code Option Certificate

Non-Credit

- Carpenter Certificate of Completion
- Commercial and Institutional Food Preparation Certificate of Completion
- Commercial Textile Worker Certificate of Completion
- Construction Laborer Certificate of Completion
- ESL Beginning 1 Certificate of Completion
- ESL Beginning 2 Certificate of Completion
- ESL Beginning 3 Certificate of Completion
- ESL Beginning Communication Certificate of Completion
- ESL Beginning Multilevel Certificate of Completion
- ESL Civics Certificate of Completion
- ESL Intermediate 1 Certificate of Completion
- ESL Intermediate 2 Certificate of Completion
- ESL Intermediate 3 Certificate of Completion
- ESL Intermediate Communication Certificate of Completion
- ESL Intermediate Multilevel Certificate of Completion
- ESL Intermediate Writing Certificate of Completion
- ESL Literacy Certificate of Completion
- ESL Transition Certificate of Completion
- Landscape and Grounds Keeping Worker Certificate of Completion
- Vocational ESL Certificate of Completion
- Vocational ESL Employability Certificate of Completion

REVISED PROGRAMS/DEGREES/CERTIFICATES

2010-2011 Catalog

Credit

Acoustical Tile Option Degree and Certificate
Drywall Finisher Option Degree and Certificate of Achievement
Drywall/Lather Option Degree and Certificate of Achievement
Plastering Option Degree and Certificate
Power Lineman Option Degree and Certificate of Achievement
Plant Equipment/Rock, Sand and Gravel Option Degree and Certificate of Achievement
Chainman Option Degree and Certificate of Achievement
Communication Degree
Liberal Arts Degree - Area of Emphasis - Multi-Cultural Studies
Mathematics Degree
Philosophy Degree
Project Management Certificate
Survey/Mapping Sciences - Land Surveying Degree and Certificate of Achievement
Survey/Mapping Sciences - Land Surveying Technician Certificate
Wastewater/Environmental Sanitation Option Degree and Certificate

Non-Credit

ESL Beginning Certificate of Completion
ESL Intermediate Certificate of Completion
Executive Secretary/Administrative Assistant Certificate of Completion
Secondary Education Certificate of Competency
Secondary Education/GED Preparation Certificate of Completion
Secondary Subjects GED Test Preparation
Web Associate Certificate of Completion

DEACTIVATED PROGRAMS/CERTIFICATES

2010-2011 Catalog

Credit

Infant-Toddler Option Degree and Certificate
Preschool Child Option Degree and Certificate
Public Works Supervisor Certificate

Non-Credit

ESL Beginning Certificate of Completion
ESL Intermediate Certificate of Completion

NEW COURSES**Credit**

American College English	087	Culturally Speaking
Computer Science	157	Introduction to Robotics Programming
Exercise Science	129	CO-ED Circuit Training
Exercise Science	164	Golf Course Management
Exercise Science	221	Conditioning for Athletes-CO-ED
Exercise Science	224	Speed and Agility-Men
Exercise Science	226	Speed and Agility-Women
Mathematics	N48L	Pre-Algebra/Algebra Basics Math Lab
Mathematics	080L	Intermediate Algebra Math Lab
Mathematics	081	Intermediate Algebra with Lab
Philosophy	110H	Honors Critical Thinking
Public Works	076	Building Code Fundamentals - Non-Structural
Public Works	077	Green Building & Energy Code
Public Works	078	Building Code Administration and Code Enforcement Process
Public Works	079	Sustainable Living and Green Building Programs

Non-Credit

English As A Second Language	440	Beginning 1-3 Multi-Level
English As A Second Language	500	Intermediate 1-3 Multi-Level
Secondary Subjects High School Subjects-English	052	English Language Arts 1
Secondary Subjects High School Subjects-English	053	English Language Arts 2
Vocational Business	013	Introduction to Personal Management using Microsoft Outlook

REVISED COURSES

2010-2011 Catalog

Credit

American College English	N42	Developing Academic Writing and Reading
American College English	N43	Developing Academic Speaking Skills
American College English	052	Expanding Academic Writing and Reading
American College English	053	Expanding Academic Speaking Skills
American College English	081	Improving Pronunciation
American College English	082	Focus on the Verb
American College English	093	Refining Academic Speaking Skills
American College English	102	Refining Academic Writing and Reading
Art	041	Introduction to Painting
Apprenticeship Carpentry	061	Acoustical Ceilings
Apprenticeship Carpentry	062	Standard Acoustical Grids
Apprenticeship Carpentry	063	Suspended Ceilings
Apprenticeship Carpentry	064	Soffits
Apprenticeship Carpentry	065	Prefab/Sound Panels
Apprenticeship Carpentry	066	Concealed/Glue-up/Staple-up Systems
Apprenticeship Carpentry	067	Compasso
Apprenticeship Carpentry	068	Metal Pan and Security Systems
Apprenticeship Carpentry	071A	Orientation
Apprenticeship Carpentry	071B	Safety and Health Certifications
Apprenticeship Carpentry	072A	Basic Metal Framing
Apprenticeship Carpentry	072B	Basic Lathing
Apprenticeship Carpentry	073A	Framing Ceilings and Soffits
Apprenticeship Carpentry	073B	Framing Suspended Ceilings
Apprenticeship Carpentry	073C	Framing Curves and Arches
Apprenticeship Carpentry	074A	Printreading
Apprenticeship Carpentry	074B	Advanced Printreading
Apprenticeship Carpentry	075A	Light Gage Welding AWS
Apprenticeship Operating Engineers	021	Plant Equipment Operator 1
Apprenticeship Operating Engineers	022	Plant Equipment Operator 2
Apprenticeship Operating Engineers	023	Plant Equipment Operator 3
Apprenticeship Operating Engineers	024	Plant Equipment Operator 4
Apprenticeship Operating Engineers	025	Plant Equipment Operator 5
Apprenticeship Operating Engineers	026	Plant Equipment Operator 6
Apprenticeship Power Lineman	020	Orientation
Apprenticeship Power Lineman	021	Power Lineman Apprentice 1
Apprenticeship Power Lineman	022	Power Lineman Apprentice 2
Apprenticeship Power Lineman	023	Power Lineman Apprentice 3
Apprenticeship Power Lineman	024	Power Lineman Apprentice 4
Apprenticeship Power Lineman	025	Power Lineman Apprentice 5
Apprenticeship Power Lineman	026	Power Lineman Apprentice 6
Apprenticeship Power Lineman	027	Power Lineman Apprentice 7
Apprenticeship Power Lineman	028	Power Lineman Apprentice 8

Apprenticeship Power Lineman	031	Power Lineman Skills Development
Apprenticeship Power Lineman	041	Work Methods Training
Apprenticeship Power Lineman	042	Rubber Gloves Training
Apprenticeship Power Lineman	043	Hot Sticks Training
Apprenticeship Surveying	030	Labor Relations
Apprenticeship Surveying	031	Supplemental Math for Chainman Apprentices
Apprenticeship Surveying	040	Standard First Aid
Apprenticeship Surveying	041	Chainman Apprentice 1
Apprenticeship Surveying	042	Chainman Apprentice 2
Apprenticeship Surveying	043	Chainman Apprentice 3
Apprenticeship Surveying	044	Chainman Apprentice 4
Apprenticeship Surveying	045	Chainman Apprentice 5
Communication	100	Introduction to Interpersonal Communication
Communication	100H	Honors Introduction to Interpersonal Communication
Communication	101	Group Dynamics
Communication	102	Listening
Communication	110	Public Speaking
Communication	111	Argumentation and Debate
Communication	120	Introduction to Intercultural Communication
Communication	120H	Honors Introduction to Intercultural Communication
Communication	133	Voice and Diction for Effective Communication
Communication	134	Oral Interpretation
Communication	135	Readers Theatre
Communication	225	Gender Communication
Communication	225H	Honors Gender Communication
Computer Information Systems	101	Introduction to Microsoft Office
Computer Information Systems	103	Microsoft Word
Computer Information Systems	105	Introduction to Microsoft Excel
Computer Information Systems	106	Microsoft Excel
Computer Information Systems	108	Microsoft Access
Computer Information Systems	110	Introduction to Microsoft Project
Computer Information Systems	122	Dreamweaver
Computer Information Systems	124	Adobe Photoshop
Computer Information Systems	126	Web Site Development for Business
Computer Information Systems	128	Networking Technology
Computer Information Systems	130	HTML
Computer Information Systems	132	JavaScript
Computer Science	120	Introduction to Programming
Exercise Science	102	Nutrition and Fitness
Exercise Science	105	First Aid and Personal Safety
Exercise Science	106	Cardiopulmonary Resuscitation
Exercise Science	110	Women's Health Issues
Exercise Science	112	Exploring Concepts of Fitness & Wellness
Exercise Science	115	Personal Fitness Evaluation
Exercise Science	120	Aerobics
Exercise Science	121	Step Aerobics
Exercise Science	122	Aerobic Cross Training
Exercise Science	123	Stretch, Flex and Tone
Exercise Science	124	Walking/Jogging for Fitness
Exercise Science	125	Cardio Boxing
Exercise Science	130	Circuit Training
Exercise Science	132	Circuit Training for Summer Fitness
Exercise Science	134	Circuit Training for Seniors
Exercise Science	135	Cardiovascular Conditioning
Exercise Science	136	Cardio respiratory Conditioning for Seniors

Exercise Science	139	Strength Training
Exercise Science	140	Tai Chi
Exercise Science	141	Self Defense
Exercise Science	142	Tennis
Exercise Science	143	Yoga
Exercise Science	150	Coed Track and Field
Exercise Science	160	Golf Fundamentals
Exercise Science	161	Golf On-Course Strategies
Exercise Science	170	Co-ed Soccer
Exercise Science	173	Basketball
Exercise Science	175	Co-ed Bowling
Exercise Science	220	Conditioning for Athletes-Men
Exercise Science	222	Conditioning for Athletes-Women
Exercise Science	259	Track and Field Team-Off-Season
Exercise Science	269	Golf Team-Off Season
Exercise Science	278	Soccer Team Off Season-Men
Exercise Science	279	Soccer Team Off Season-Women
Exercise Science	289	Softball Team Off Season-Women
French	194	Conversation and Composition I
French	196	Conversation and Composition II
History	162	Asian Civilizations
Italian	101	Elementary Italian I
Italian	102	Elementary Italian II
Mathematics	061	Beginning Algebra
Music	131	Masterworks Chorale
Nutrition and Food	115	Nutrition
Public Works	083	Capstone Project
Real Estate	114	Appraisal Principles and Procedures
Survey/Mapping Sciences	118	Plane Surveying
Survey/Mapping Sciences	119	Advanced Plane Surveying
Survey/Mapping Sciences	205	Computer Aided Drafting Fundamentals for Surveyors
Survey/Mapping Sciences	206	Advanced Computer Aided Drafting for Surveyors
Survey/Mapping Sciences	221	Advanced Problems in Surveying I
Survey/Mapping Sciences	222	Advanced Problems in Surveying II
Survey/Mapping Sciences	229	Legal Aspects of Land Surveying I
Survey/Mapping Sciences	230	Legal Aspects of Land Surveying II
Survey/Mapping Sciences	248	Photogrammetry
Survey/Mapping Sciences	261	Introduction to GPS (Global Positioning System)
Water Utility Science	050	Water Mathematics and Hydraulics
Water Utility Science	101	Water Treatment Fundamentals
Water Utility Science	102	Advanced Water Treatment
Water Utility Science	107	California Water Resources
Water Utility Science	109	Water Distribution Systems
Water Utility Science	111	Wastewater Treatment Plant Operations
Water Utility Science	112	Wastewater Treatment Plant Processes
Water Utility Science	116	Collection Systems
Water Utility Science	210	Advanced Water Distribution

Non-Credit

Secondary Subjects High School Subjects-English	098	Building Vocabulary 3
Secondary Subjects High School Subjects	153	Supervised Tutoring

Vocational Business	010	Introduction to Web Design using Adobe Dreamweaver
Vocational Clothing	477	Fundamentals of Commercial Sewing
Vocational Clothing	483	Introduction to Commercial Sewing
Vocational Construction	608	Introduction to Welding, Pre-Apprentice
Vocational Construction	611	Fundamentals of Welding, Pre-Apprentice
Vocational Construction	857	Introduction to Construction Technology
Vocational Construction	859	Introduction to Cabinetry/Furniture Refinishing, Pre-Apprentice
Vocational Construction	860	Construction Technology
Vocational Construction	865	Introduction to Painting
Vocational Construction	953	Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice

REVISED COMMON COURSES

2009-2010 Catalog

Credit

Art	100	Introduction to Art Concepts
Art	100H	Honors Introduction to Art Concepts
Art	102	Survey of Western Art History II: Renaissance through the Twentieth Century
Art	140A	Watercolor Painting
Art	140B	Watercolor Painting
Art	141	Beginning Painting
Art	241	Intermediate Painting
Art	242	Advanced Painting
Astronomy	109	Introduction to the Solar System
Astronomy	110	Introduction to Stars and Galaxies
Astronomy	140	Astronomy Laboratory
Biology	109	Fundamentals of Biology
Biology	109H	Honors Fundamentals of Biology
Biology	109L	Fundamentals of Biology Laboratory
Biology	149	Human Anatomy and Physiology
Biology	177	Human Genetics
Biology	200	Environment of Man
Biology	211	Cellular and Molecular Biology
Biology	239	General Human Anatomy
Biology	249	Human Physiology
Biology	259	Environmental Biology
Business	150	Introduction to Computing and Application Software
Chemistry	119	Fundamentals-General and Organic
Chemistry	209	Introductory Chemistry
Chemistry	210	General, Organic, and Biochemistry
Chemistry	219	General Chemistry
Computer Science	100	The Computer and Society
Computer Science	105	Visual BASIC Programming
Computer Science	112	Java Programming
Computer Science	131	Data Structures Concepts
Computer Science	205	Advanced Visual Basic
Computer Science	206	Visual Basic for Web Development
Computer Science	213	C# Programming
Counseling	144	Reasoning and Problem Solving
Dance	100	Dance History and Appreciation
Dance	106A	Introduction to Modern Dance
Dance	106B	Introduction to Modern Dance
Dance	108A	Introduction to Ballet
Dance	108B	Introduction to Ballet
Dance	115A	Introduction to Tap Dance
Dance	115B	Introduction to Tap Dance
Dance	119A	Introduction to Jazz Dance
Dance	119B	Introduction to Jazz Dance
Economics	120	Principles/Macro
Economics	120	Principles/Macro
Economics	121	Principles/Micro

English	101	Freshman Composition
English	101H	Honors Freshman Composition
English	103	Critical Thinking and Writing
English	103H	Honors Critical Thinking and Writing
Environmental Studies	200	Environment of Man
Environmental Studies	259	Environmental Biology
French	101	Elementary French I
French	102	Elementary French II
History	101	World Civilization to the 16th Century
History	101H	Honors World Civilization to the 16th Century
History	102	World Civilization since the 16th Century
History	102H	Honors World Civilization since the 16th Century
History	124	Mexican-American History in the United States
History	127	Women in U.S. History
History	133	History of California
History	152	Latin American History
Interdisciplinary Studies	155	Human Sexuality
Mathematics	061	Elementary Algebra with Lab
Mathematics	070	Geometry
Mathematics	080	Intermediate Algebra
Mathematics	081	Intermediate Algebra With Lab
Mathematics	105	Mathematics for Liberal Arts Students
Mathematics	140	College Algebra
Mathematics	145	Finite Mathematics
Mathematics	160	Trigonometry
Mathematics	170	Pre-Calculus Mathematics
Mathematics	219	Statistics and Probability
Mathematics	219H	Honors Statistics & Probability
Music	034A	Song Writing Workshop
Music	034B	Song Writing Workshop
Music	061	Basic Piano Skills I
Music	101	Music Appreciation
Music	101H	Honors Music Appreciation
Music	102	World Music
Music	103	Jazz in America
Music	135	Concert Chorale
Music	136	Collegiate Choir
Music	137	Chamber Choir
Music	161	Class Piano I
Music	162	Class Piano II
Music	163	Class Piano III
Music	164A	Intermediate Piano Repertoire I
Music	164B	Intermediate Piano Repertoire II
Music	188	Advanced Classical Guitar Technique and Repertoire
Philosophy	110	Critical Thinking
Philosophy	112	World Religions
Philosophy	144	Reasoning and Problem Solving
Political Science	200H	Honors American Political Thought
Psychology	100	Introduction to Psychology
Psychology	100H	Honors Introduction to Psychology
Social Science	219	Statistics and Probability
Social Science	219H	Honors Statistics & Probability
Sociology	100	Introduction to Sociology
Sociology	100H	Honors Introduction to Sociology
Sociology	112	Relationships, Marriages, and Family Dynamics

Sociology	140	Analysis of Social Trends and Problems
Sociology	140H	Honors Analysis of Social Trends and Problems
Spanish	101	Elementary Spanish I
Spanish	101H	Honors Elementary Spanish I
Spanish	102	Elementary Spanish II
Spanish	102H	Honors Elementary Spanish II
Television/Video Communications	100	Introduction to Electronic Media: TV, Radio, Film, and the Internet
Television/Video Communications	121	Intermediate Writing for TV, Film, and Corporate Video
Television/Video Communications	123	Advanced Writing Projects for TV, Film, and Corporate Video
Theatre Arts	110	Acting Fundamentals
Theatre Arts	111	Intermediate Acting

Non-Credit

Citizenship	020	Citizenship
Counseling	303	Education and Career Assessment
English As A Second Language	460	Intermediate ESL 1
English As A Second Language	470	Intermediate ESL 2
English As A Second Language	480	Intermediate ESL 3
Health & Safety	875	First Aid
Health & Safety	877	Health Issues and Concepts
Health & Safety	898	Substance Abuse
Secondary Subjects High School Subjects	770	Orientation to College
Secondary Subjects GED Test Preparation	031	GED Test Preparation
Vocational Business	261	Introduction to Databases using MS Access

DISTANCE EDUCATION COURSES

Apprenticeship Surveying	042	Chainman Apprentice 2
Apprenticeship Surveying	043	Chainman Apprentice 3
Apprenticeship Surveying	044	Chainman Apprentice 4
Apprenticeship Surveying	045	Chainman Apprentice 5
Counseling	144	Reasoning and Problem Solving
Mathematics	081	Intermediate Algebra With Lab
Philosophy	144	Reasoning and Problem Solving
Psychology	100	Introduction to Psychology
Psychology	100H	Honors Introduction to Psychology
Public Works	076	Building Code Fundamentals - Non-Structural
Public Works	077	Green Building & Energy Code
Public Works	078	Building Code Administration and Code Enforcement Process
Public Works	079	Sustainable Living and Green Building Programs
Real Estate	114	Appraisal Principles and Procedures
Survey/Mapping Sciences	118	Plane Surveying
Survey/Mapping Sciences	119	Advanced Plane Surveying
Survey/Mapping Sciences	205	Computer Aided Drafting Fundamentals for Surveyors
Survey/Mapping Sciences	206	Computer Aided Design Fundamentals for Surveyors
Survey/Mapping Sciences	221	Advanced Problems in Surveying I
Survey/Mapping Sciences	222	Advanced Problems in Surveying II
Survey/Mapping Sciences	229	Legal Aspects of Land Surveying I
Survey/Mapping Sciences	230	Legal Aspects of Land Surveying II
Survey/Mapping Sciences	261	Introduction to (GPS), the Global Positioning System

STAND-ALONE COURSES

American College English	087	Culturally Speaking
Computer Science	157	Introduction to Robotics Programming
Human Development	108A	Observation and Assessment for Early Learning and Development
Human Development	111A	Principles and Practices of Teaching Young Children
Human Development	111B	Curriculum for Young Children
Human Development	116A	Infant/Toddler Growth and Development (DS4)
Human Development	116B	Programming for Infants and Toddlers (DS4)
Human Development	205	Exceptionality and Special Needs in Human Development
Human Development	208	Working with Families of Children with Special Needs
Management	123	Supervision
Mathematics	N48L	Pre-Algebra/Algebra Basics Math Lab
Mathematics	080L	Intermediate Algebra Math Lab
Public Works	076	Building Code Fundamentals Non-Structural
Public Works	077	Green Building and Energy Code

DEACTIVATED COURSES

2009-2010 Catalog

Credit

American College English	N09	ACE Laboratory
Apprenticeship Surveying	032	Computer Skills for Chainman Apprentices
Art	030	Basic Drawing
Art	033	Drawing in Pastel
Art	040	Basic Watercolor
Art	041	Introduction to Painting
Art	115	Art Forum: Issues in Contemporary Art
Art	124	Gallery Production
Art	132A	Beginning Pastel Drawing and Painting
Art	132B	Intermediate Pastel Drawing and Painting
Art	161	Sculpture
Art	165	3D Character Animation
Art	166	Creating Realism with Textures and Lights
Art	167	3D Commercial Applications
Art	168	Digital Media: Portfolio and Business Strategies
Art	234	Introduction to Mixed Media
Art	234H	Honors Advanced Mixed Media
Art	244	Introduction to Mural Painting and Design
Communication	097	American English Conversation Skills
Exercise Science	113	Exploring Concepts of Fitness and Wellness Lab
Exercise Science	116	Personal Fitness Evaluation
Exercise Science	131	Circuit Training
Exercise Science	133	Circuit Training for Summer Fitness
Exercise Science	138	Strength Training
Exercise Science	198	Coed Circuit Training
Exercise Science	198	Golf Advanced Course Management
Exercise Science	198	Speed and Agility-Men
Exercise Science	198	Speed and Agility-Women
Human Development	102	Exploring Parenting Processes
Human Development	112	Health, Safety, and Nutrition for Children
Human Development	113	Tutoring Reading in Elementary Schools
Human Development	120	Development of the School Age Child (DS5)
Human Development	121	School Age Child Care Activities (DS5)
Human Development	200	Computer Literacy for Early Childhood Educators
Human Development	210	Creative Music Experiences for Young Children
Human Development	214	Creative Art Experiences for Children
Human Development	215	Administration of Early Childhood Programs: Level I (DS6)
Human Development	216	Administration of Early Childhood Programs: Level II (DS6)
Human Development	220	The Child as Victim
Human Development	221	Teaching in a Diverse Society
Human Development	225	Introduction to Anti-Bias and Peace Curricula
Human Development	226	Developing Teaching Tools for the Preschool Class
Human Development	229	Brain Development and Learning
Human Development	230	Child Guidance and Classroom Management
Human Development	231	Developing Language and Literacy in Young

Human Development	232	Children Math and Science Methods for Early Learning Environments
Human Development	250	Adult Supervision/Mentor Teacher in Early Childhood Programs
Human Development	260	Mentoring Adolescents I
Human Development	298A	Practicum in Early Childhood Programs
Human Development	298B	Practicum in Infant/Toddler Programs
Human Development	299	Cooperative Work Experience Education
Study Skills	109	College Learning Skills

Non-Credit

English As A Second Language	020	ESL New-Student Orientation
English As A Second Language	038	Vocational ESL: Business Skills
English As A Second Language	060	Vocational ESL: Health Services
English As A Second Language	130	Topics
English As A Second Language	393	Introduction to ESL/Family Literacy
English As A Second Language	490	Advanced Grammar Review
Secondary Subjects High School	847	Drawing and Painting 3
Subjects - Fine Arts		

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

To: Board of Trustees	Date: March 22, 2010
Re: Approval of New Pharmacy Technology Agreement – Garden Grove Hospital and Medical Center	
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 Garden Grove Hospital and Medical Center in Garden Grove, California.

Fiscal Impact: None	Board Date: March 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 20th day of March 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 Garden Grove Hospital and Medical Center ("Clinical Facility"), located at 12601 Garden Grove Blvd, Garden Grove CA 92843-1959.

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 Garden Grove Hospital and Medical 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 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

4.6 (6)

hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. **Indemnification.** All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees or volunteers. The provision of the Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the no-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 March 20th 2010, and shall remain in effect until March 20th, 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:

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

By: _____
Printed Name: _____
Title: _____
Date: _____

PH

Rancho Santiago Community College District

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

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

To: Board of Trustees	Date: March 22, 2010
Re: Approval of Renewal of Nursing Program Agreement – Mission Hospital	
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 renewal with Mission Hospital, located in Mission Viejo, 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 two years.

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement renewal with Mission Hospital.

Fiscal Impact:	None	Board Date: March 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	

**CLINICAL TRAINING
AFFILIATION AGREEMENT
(With School Instructor On Hospital Premises)**

This Clinical Training Affiliation Agreement ("Agreement") is entered into and effective on April 1, 2010 ("Effective Date") by and between Mission Hospital ("Hospital") and Rancho Santiago Community College District ("School").

RECITALS

A. Hospital is a California nonprofit public benefit corporation that operates a general acute care hospital accredited in accordance with the standards of the Joint Commission and licensed by the Department of Health Services.

B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

C. Hospital operates clinical facilities within Hospital which are suitable for School's clinical training programs ("the Program(s)") in the area of nursing. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Hospital desires to support the Program(s) to assist in training students of School.

D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. RESPONSIBILITIES OF SCHOOL

1.1 Academic Responsibility. School shall develop the Program(s) curriculum and shall be responsible for offering a health care education program eligible, if necessary, for accreditation and approval by any state board or agency.

1.2 Number of Students. School shall designate and notify Hospital of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and School. School and Hospital will also mutually agree to the dates and length of the Program(s).

1.3 Orientation. School shall provide orientation to all students and faculty and ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Hospital.

1.4 Supervision. School shall supervise all students in their clinical training at Hospital and provide the necessary qualified instructors for the Program(s) who must be satisfactory to Hospital. All such instructors shall be employees of School. School also shall be

responsible for instruction, counseling, control, discipline and all activities of students at Hospital.

1.5 **Documentation.** School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 **Health Clearance.** School shall ensure that each student and instructor complies with Hospital's requirements for immunizations and tests, including but not limited to an annual health examination, rubella and rubeola titre, mumps, DT, tuberculin skin test, influenza immunization (required annually) or declination statement and chest x-ray, if determined appropriate by Hospital. School shall also ensure that students and instructors follow Hospital's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions.

1.7 **Hospital Policies and Procedures.** School shall ensure that each student and instructor is aware of and understands all applicable Hospital policies and procedures and shall require each student and instructor to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Hospital in administering care to patients in the context of training.

1.8 **Supplies and Equipment.** School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Hospital and School, for the cost of travel expenses and transportation, if any, incurred by students or instructors as a result of the Program(s).

1.9 **Confidentiality.** School shall instruct students and instructors who supervise students regarding confidentiality of patient information. No student or instructor shall have access to or have the right to review any medical record or quality assurance or peer review information, except where necessary in the regular course of the Program(s). School shall ensure that all students and instructors maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students and instructors do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.10 **Insurance.** School shall ensure that all students and instructors maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except

that, with respect to students and instructors, such evidence will be provided prior to the date when any new student or instructor commences participation in the Program(s).

1.11 **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.

1.12 **Accreditation.** School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

2. RESPONSIBILITIES OF HOSPITAL

2.1 **Access.** Hospital shall permit nonexclusive access to the Program(s) to instructors and those students designated by School as eligible for participation in the Program(s) at Hospital, provided such access does not unreasonably interfere with the regular activities at Hospital. Hospital agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

2.2 **Implementation of Program(s).** Hospital agrees to cooperate with and assist in the planning and implementation of the Program(s) at Hospital for the benefit of students from School.

2.3 **Accreditation.** Hospital shall maintain Hospital so that it conforms to the requirements of the California Department of Health Services and the Joint Commission.

2.4 **Patient Care.** Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, School shall ensure its students and instructors conduct their activities in providing services hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

2.5 **Space and Storage.** Hospital agrees to provide students with classroom space within Hospital and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability.

2.6 **Removal of Students and Instructors.** Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student or instructor, in

the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that School withdraw the student or instructor from the Program(s). School shall comply with Hospital's request within five (5) days of receipt of notice from Hospital and with respect to instructors, School shall provide a replacement instructor acceptable to Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student or instructor represents a threat to patient safety or personnel, Hospital may immediately exclude any student or instructor from Hospital until final resolution of the matter with School.

2.7 **Documentation.** Hospital agrees to make available to instructors and qualified students of School a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review.

2.8 **First Aid.** Hospital shall be available to provide necessary emergency health care or first aid within its capacity to students and instructors participating in the Program(s). Any emergency health care or first aid provided by Hospital shall be billed to the student, instructor or School at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student or instructor.

2.9 **Statement of Adequate Staffing.** Hospital acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for nursing staff necessary for reasonable staffing coverage.

2.10 **Authority.** Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

3. RELATIONSHIP OF THE PARTIES

3.1 **Term.** This Agreement shall commence as of the Effective Date of this Agreement and shall remain in full force and effect for two (2) year(s) unless otherwise terminated as provided herein.

3.2 **Termination.** Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other party. To the extent reasonably possible, Hospital will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Hospital, was satisfactorily participating in the Program(s).

3.3 **Relationship of Parties.** In the performance of the obligations under this Agreement, it is mutually understood and agreed that School and School's instructors are at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and School or Hospital and School's instructors an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any student. Therefore, the parties understand and agree that Hospital is not responsible in any way, directly or indirectly, for any employment-related benefits

for students or School's instructors. Such benefits not covered include, but are not limited to salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Hospital is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement and School, instructors, and any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall not have any claim under this Agreement or otherwise against Hospital for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself, its instructors or its students and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School, its instructors or its students are determined to be employees of Hospital.

3.4 Role of Students and Instructors. It is not the intention of School or Hospital that any student or instructor occupies the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 Publicity. Neither School nor Hospital shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

3.6 Records. It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Hospital.

4. GENERAL PROVISIONS

4.1 Entire Agreement; Amendment. This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

4.2 Assignment. School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

4.3 Compliance. School acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by School and students of School who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by School and School's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and School hereby agrees, that any regulatory compliance concerns be promptly reported either to an appropriate Hospital manager or through the Hospital's Corporate

Responsibility Hotline (877-808-8133). Further, School represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of School shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

4.4 **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Orange County, California.

4.5 **Non-Discrimination.** Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

4.6 **Notices.** Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Hospital:
Mission Hospital
27700 Medical Center Road
Mission Viejo, CA 92691
Attn: Carol Muench, Director of Professional Education

If to School:
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Nursing Department

4.7 **Severability.** The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 **Waiver.** Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

4.9 **Non-Discrimination.** 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.

Signature page to follow.

4.7 (8)

SAC-10-007
Updated 100907

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

HOSPITAL:

By: _____
Its President and CEO
Date: _____

SCHOOL:

By: _____
Printed Name: Peter J. Hardash *PJH*
Title: Vice Chancellor, Fiscal Services and Business Operations
Date: _____

Check Registers Submitted for Approval
Checks Written for Period 03/01/10 thru 03/12/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46294	General Fund Unrestricted	1,186.23	0.00	1,186.23	92*0240670	92*0240670
46295	General Fund Unrestricted	2,737.37	0.00	2,737.37	92*0240671	92*0240677
46296	General Fund Unrestricted	2,289.95	0.00	2,289.95	92*0240679	92*0240682
46298	General Fund Unrestricted	77,085.24	0.00	77,085.24	92*0240686	92*0240688
46299	General Fund Unrestricted	61,307.73	0.00	61,307.73	92*0240689	92*0240691
46300	General Fund Unrestricted	1,044.97	0.00	1,044.97	92*0240693	92*0240696
46301	General Fund Unrestricted	1,166.51	0.00	1,166.51	92*0240698	92*0240701
46309	General Fund Unrestricted	444.40	0.00	444.40	92*0240727	92*0240732
46310	General Fund Unrestricted	77,124.04	0.00	77,124.04	92*0240733	92*0240735
46311	General Fund Unrestricted	1,344,588.16	0.00	1,344,588.16	92*0240736	92*0240737
Anthem Blue Cross						
46312	General Fund Unrestricted	14,606.62	0.00	14,606.62	92*0240738	92*0240738
46314	General Fund Unrestricted	8,086.89	0.00	8,086.89	92*0240744	92*0240751
46315	General Fund Unrestricted	980.00	0.00	980.00	92*0240753	92*0240754
46316	General Fund Unrestricted	28,438.88	0.00	28,438.88	92*0240757	92*0240757
46317	General Fund Unrestricted	1,567.83	0.00	1,567.83	92*0240758	92*0240763
46318	General Fund Unrestricted	12,655.95	0.00	12,655.95	92*0240765	92*0240765
46319	General Fund Unrestricted	31,914.09	0.00	31,914.09	92*0240766	92*0240766
46320	General Fund Unrestricted	5,185.36	0.00	5,185.36	92*0240767	92*0240769
46321	General Fund Unrestricted	19,810.99	0.00	19,810.99	92*0240770	92*0240774
46326	General Fund Unrestricted	2,025.00	0.00	2,025.00	92*0240783	92*0240791
46327	General Fund Unrestricted	20,495.42	0.00	20,495.42	92*0240792	92*0240792
46329	General Fund Unrestricted	489.57	0.00	489.57	92*0240797	92*0240805
46332	General Fund Unrestricted	1,332.02	0.00	1,332.02	92*0240815	92*0240816
46333	General Fund Unrestricted	1,537.15	0.00	1,537.15	92*0240817	92*0240821
46335	General Fund Unrestricted	266.94	0.00	266.94	92*0240828	92*0240831
46343	General Fund Unrestricted	2,883.00	0.00	2,883.00	92*0240856	92*0240858
46344	General Fund Unrestricted	13,814.00	0.00	13,814.00	92*0240860	92*0240860
46345	General Fund Unrestricted	10,597.95	0.00	10,597.95	92*0240861	92*0240863
46346	General Fund Unrestricted	1,352.18	0.00	1,352.18	92*0240864	92*0240867
46348	General Fund Unrestricted	8,556.52	0.00	8,556.52	92*0240873	92*0240878
46349	General Fund Unrestricted	344.38	0.00	344.38	92*0240880	92*0240881
46350	General Fund Unrestricted	866.03	0.00	866.03	92*0240883	92*0240887
46351	General Fund Unrestricted	1,930.64	0.00	1,930.64	92*0240888	92*0240891
46354	General Fund Unrestricted	3,636.00	0.00	3,636.00	92*0240898	92*0240901
46355	General Fund Unrestricted	898.00	0.00	898.00	92*0240902	92*0240906
46357	General Fund Unrestricted	3,235.07	0.00	3,235.07	92*0240909	92*0240918
46361	General Fund Unrestricted	468.00	0.00	468.00	92*0240935	92*0240935

5.1 (1)

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46362	General Fund Unrestricted	1,217.81	0.00	1,217.81	92*0240936	92*0240938
46363	General Fund Unrestricted	417.60	0.00	417.60	92*0240942	92*0240943
46364	General Fund Unrestricted	6,928.99	0.00	6,928.99	92*0240948	92*0240950
46370	General Fund Unrestricted	75.50	0.00	75.50	92*0240968	92*0240968
46371	General Fund Unrestricted	15,251.29	0.00	15,251.29	92*0240969	92*0240974
46372	General Fund Unrestricted	1,134.75	0.00	1,134.75	92*0240975	92*0240978
46375	General Fund Unrestricted	1,166.32	0.00	1,166.32	92*0240987	92*0240993
46377	General Fund Unrestricted	3,800.00	0.00	3,800.00	92*0240997	92*0240997
46381	General Fund Unrestricted	15,456.00	0.00	15,456.00	92*0241005	92*0241062
46417	General Fund Unrestricted	5,635.20	0.00	5,635.20	92*0242046	92*0242049
46419	General Fund Unrestricted	1,956.25	0.00	1,956.25	92*0242057	92*0242062
46420	General Fund Unrestricted	5,073.02	0.00	5,073.02	92*0242063	92*0242068
46421	General Fund Unrestricted	2,417.48	0.00	2,417.48	92*0242069	92*0242076
46422	General Fund Unrestricted	4,349.38	0.00	4,349.38	92*0242077	92*0242079
46427	General Fund Unrestricted	1,168.40	0.00	1,168.40	92*0242145	92*0242153
46429	General Fund Unrestricted	19,640.73	0.00	19,640.73	92*0242160	92*0242162
46430	General Fund Unrestricted	8,749.53	0.00	8,749.53	92*0242163	92*0242171
46432	General Fund Unrestricted	8,772.64	0.00	8,772.64	92*0242177	92*0242181
46433	General Fund Unrestricted	2,804.66	0.00	2,804.66	92*0242183	92*0242188
46434	General Fund Unrestricted	2,667.26	0.00	2,667.26	92*0242189	92*0242197
46436	General Fund Unrestricted	50,000.00	0.00	50,000.00	92*0242204	92*0242204
46437	General Fund Unrestricted	1,256.81	0.00	1,256.81	92*0242205	92*0242209
46444	General Fund Unrestricted	119.00	0.00	119.00	92*0242224	92*0242226
46445	General Fund Unrestricted	3,345.00	0.00	3,345.00	92*0242227	92*0242229
46446	General Fund Unrestricted	32,067.39	0.00	32,067.39	92*0242230	92*0242234
46447	General Fund Unrestricted	6,645.27	0.00	6,645.27	92*0242236	92*0242240
46448	General Fund Unrestricted	13,610.53	0.00	13,610.53	92*0242241	92*0242243
46450	General Fund Unrestricted	2,685.97	0.00	2,685.97	92*0242253	92*0242255
46452	General Fund Unrestricted	1,320.06	0.00	1,320.06	92*0242260	92*0242264
46453	General Fund Unrestricted	8,066.92	0.00	8,066.92	92*0242265	92*0242267
46454	General Fund Unrestricted	1,369.76	0.00	1,369.76	92*0242268	92*0242273
46455	General Fund Unrestricted	1,397.12	0.00	1,397.12	92*0242274	92*0242279
46459	General Fund Unrestricted	1,575.20	0.00	1,575.20	92*0242286	92*0242289
46460	General Fund Unrestricted	2,680.00	0.00	2,680.00	92*0242290	92*0242292
46461	General Fund Unrestricted	1,905.70	0.00	1,905.70	92*0242293	92*0242294
46462	General Fund Unrestricted	691.68	0.00	691.68	92*0242295	92*0242296
46465	General Fund Unrestricted	3,409.50	0.00	3,409.50	92*0242305	92*0242313

5.1 (2)

<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>
46467	General Fund Unrestricted	2,453.79	0.00	2,453.79	92*0242317	92*0242319
Total Fund 11 General Fund Unrestricted		<u><u>2,010,231.59</u></u>	<u><u>0.00</u></u>	<u><u>2,010,231.59</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46294	General Fund Restricted	7,032.76	0.00	7,032.76	92*0240669	92*0240669
46295	General Fund Restricted	58.29	0.00	58.29	92*0240678	92*0240678
46297	General Fund Restricted	1,766.64	0.00	1,766.64	92*0240683	92*0240685
46300	General Fund Restricted	763.63	0.00	763.63	92*0240692	92*0240694
46301	General Fund Restricted	427.00	0.00	427.00	92*0240697	92*0240697
46302	General Fund Restricted	9,884.75	0.00	9,884.75	92*0240702	92*0240706
46313	General Fund Restricted	2,699.53	0.00	2,699.53	92*0240739	92*0240743
46315	General Fund Restricted	19.99	0.00	19.99	92*0240752	92*0240752
46316	General Fund Restricted	6,729.26	0.00	6,729.26	92*0240755	92*0240756
46318	General Fund Restricted	2,477.33	0.00	2,477.33	92*0240764	92*0240764
46328	General Fund Restricted	1,634.23	0.00	1,634.23	92*0240793	92*0240796
46330	General Fund Restricted	1,967.19	0.00	1,967.19	92*0240806	92*0240810
46331	General Fund Restricted	17,193.15	0.00	17,193.15	92*0240811	92*0240814
46334	General Fund Restricted	2,333.64	0.00	2,333.64	92*0240822	92*0240826
46335	General Fund Restricted	184.13	0.00	184.13	92*0240827	92*0240829
46336	General Fund Restricted	1,779.33	0.00	1,779.33	92*0240832	92*0240835
46344	General Fund Restricted	49,810.63	0.00	49,810.63	92*0240859	92*0240859
46347	General Fund Restricted	1,639.33	0.00	1,639.33	92*0240868	92*0240872
46349	General Fund Restricted	102.41	0.00	102.41	92*0240879	92*0240879
46350	General Fund Restricted	1,359.49	0.00	1,359.49	92*0240882	92*0240886
46356	General Fund Restricted	7,832.80	0.00	7,832.80	92*0240907	92*0240908
46358	General Fund Restricted	1,775.18	0.00	1,775.18	92*0240919	92*0240924
46359	General Fund Restricted	2,895.60	0.00	2,895.60	92*0240925	92*0240927
46360	General Fund Restricted	12,165.35	0.00	12,165.35	92*0240928	92*0240933
46361	General Fund Restricted	44.50	0.00	44.50	92*0240934	92*0240934
46363	General Fund Restricted	1,566.73	0.00	1,566.73	92*0240939	92*0240946
46364	General Fund Restricted	4,986.75	0.00	4,986.75	92*0240947	92*0240951
46365	General Fund Restricted	632.12	0.00	632.12	92*0240952	92*0240960
46373	General Fund Restricted	3,021.68	0.00	3,021.68	92*0240979	92*0240983
46374	General Fund Restricted	9,522.43	0.00	9,522.43	92*0240984	92*0240986
46375	General Fund Restricted	341.10	0.00	341.10	92*0240992	92*0240992
46376	General Fund Restricted	12,249.29	0.00	12,249.29	92*0240994	92*0240996
46377	General Fund Restricted	8,267.65	0.00	8,267.65	92*0240998	92*0240998
46378	General Fund Restricted	13,784.48	0.00	13,784.48	92*0240999	92*0240999
46418	General Fund Restricted	4,575.96	0.00	4,575.96	92*0242050	92*0242056
46422	General Fund Restricted	1,484.56	0.00	1,484.56	92*0242078	92*0242078
46423	General Fund Restricted	1,979.37	0.00	1,979.37	92*0242080	92*0242081

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46428	General Fund Restricted	694.75	0.00	694.75	92*0242154	92*0242159
46431	General Fund Restricted	10,599.11	0.00	10,599.11	92*0242172	92*0242176
46432	General Fund Restricted	8,482.95	0.00	8,482.95	92*0242179	92*0242182
46435	General Fund Restricted	4,269.76	0.00	4,269.76	92*0242198	92*0242203
46437	General Fund Restricted	12.27	0.00	12.27	92*0242206	92*0242206
46438	General Fund Restricted	21,016.65	0.00	21,016.65	92*0242210	92*0242212
46447	General Fund Restricted	126.18	0.00	126.18	92*0242235	92*0242235
46449	General Fund Restricted	4,663.55	0.00	4,663.55	92*0242244	92*0242252
46451	General Fund Restricted	166.01	0.00	166.01	92*0242256	92*0242259
46452	General Fund Restricted	224.70	0.00	224.70	92*0242262	92*0242262
46454	General Fund Restricted	1,014.44	0.00	1,014.44	92*0242269	92*0242272
46463	General Fund Restricted	1,551.54	0.00	1,551.54	92*0242297	92*0242298
46464	General Fund Restricted	2,400.00	0.00	2,400.00	92*0242299	92*0242304
46466	General Fund Restricted	794.56	0.00	794.56	92*0242314	92*0242316
46468	General Fund Restricted	1,600.00	0.00	1,600.00	92*0242320	92*0242329
46469	General Fund Restricted	1,600.00	0.00	1,600.00	92*0242330	92*0242339
46470	General Fund Restricted	1,120.00	0.00	1,120.00	92*0242340	92*0242346
Total Fund 12 General Fund Restricted		257,324.73	0.00	257,324.73		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46303	Child Development Fund	657.68	0.00	657.68	92*0240707	92*0240710
46322	Child Development Fund	1,394.29	0.00	1,394.29	92*0240775	92*0240778
46323	Child Development Fund	388.16	0.00	388.16	92*0240779	92*0240779
46337	Child Development Fund	1,834.73	0.00	1,834.73	92*0240836	92*0240841
46353	Child Development Fund	1,592.54	0.00	1,592.54	92*0240894	92*0240897
46439	Child Development Fund	1,376.02	0.00	1,376.02	92*0242213	92*0242215
46456	Child Development Fund	186.42	0.00	186.42	92*0242280	92*0242281
46471	Child Development Fund	1,011.28	0.00	1,011.28	92*0242347	92*0242350
Total Fund 33 Child Development Fund		8,441.12	0.00	8,441.12		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46307	Capital Outlay Projects Fund	17,926.50	0.00	17,926.50	92*0240723	92*0240724
46308	Capital Outlay Projects Fund	86,501.03	0.00	86,501.03	92*0240725	92*0240726
46341	Capital Outlay Projects Fund	27,021.00	0.00	27,021.00	92*0240851	92*0240853
46368	Capital Outlay Projects Fund	19,340.00	0.00	19,340.00	92*0240965	92*0240966
46443	Capital Outlay Projects Fund	40,027.24	0.00	40,027.24	92*0242221	92*0242223
46458	Capital Outlay Projects Fund	47,445.00	0.00	47,445.00	92*0242285	92*0242285
46474	Capital Outlay Projects Fund	25,335.46	0.00	25,335.46	92*0242358	92*0242360
46475	Capital Outlay Projects Fund	123,628.50	0.00	123,628.50	92*0242361	92*0242361
Dow Diversified Inc						
Total Fund 41 Capital Outlay Projects Fu		387,224.73	0.00	387,224.73		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46304	Bond Fund, Measure E	16,801.25	0.00	16,801.25	92*0240711	92*0240713
46305	Bond Fund, Measure E	97,968.65	0.00	97,968.65	92*0240714	92*0240717
46306	Bond Fund, Measure E	198,571.81	0.00	198,571.81	92*0240718	92*0240722
Union Bank of Calif						
46324	Bond Fund, Measure E	8,666.09	0.00	8,666.09	92*0240780	92*0240781
46338	Bond Fund, Measure E	104,730.32	0.00	104,730.32	92*0240842	92*0240843
Seville Construction Svcs Inc						
46339	Bond Fund, Measure E	106,111.50	0.00	106,111.50	92*0240844	92*0240845
Seville Construction Svcs Inc						
46340	Bond Fund, Measure E	39,412.23	0.00	39,412.23	92*0240846	92*0240850
46352	Bond Fund, Measure E	4,710.29	0.00	4,710.29	92*0240892	92*0240893
46366	Bond Fund, Measure E	22,457.67	0.00	22,457.67	92*0240961	92*0240962
46367	Bond Fund, Measure E	14,286.24	0.00	14,286.24	92*0240963	92*0240964
46379	Bond Fund, Measure E	92,952.36	0.00	92,952.36	92*0241000	92*0241003
46380	Bond Fund, Measure E	43,378.82	0.00	43,378.82	92*0241004	92*0241004
46440	Bond Fund, Measure E	131,148.94	0.00	131,148.94	92*0242216	92*0242217
Seville Construction Svcs Inc						
46441	Bond Fund, Measure E	2,150.00	0.00	2,150.00	92*0242218	92*0242218
46442	Bond Fund, Measure E	91,098.57	0.00	91,098.57	92*0242219	92*0242220
46457	Bond Fund, Measure E	33,164.55	0.00	33,164.55	92*0242282	92*0242284
46472	Bond Fund, Measure E	25,577.00	0.00	25,577.00	92*0242351	92*0242352
46473	Bond Fund, Measure E	130,875.18	0.00	130,875.18	92*0242353	92*0242357
Dell Computer						
46476	Bond Fund, Measure E	29,997.00	0.00	29,997.00	92*0242362	92*0242363
Total Fund 42 Bond Fund, Measure E		1,194,058.47	0.00	1,194,058.47		

Check Registers Submitted for Approval
Checks Written for Period 03/01/10 thru 03/12/10

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
46369	Property and Liability Fund	3,498.39	0.00	3,498.39	92*0240967	92*0240967
Total Fund 61 Property and Liability Fund		<u>3,498.39</u>	<u>0.00</u>	<u>3,498.39</u>		

<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>
46325	Workers' Compensation Fund	2,125.71	0.00	2,125.71	92*0240782	92*0240782
46342	Workers' Compensation Fund	590.00	0.00	590.00	92*0240854	92*0240855
Total Fund 62 Workers' Compensation Fu		<u>2,715.71</u>	<u>0.00</u>	<u>2,715.71</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,010,231.59
Total Fund 12 General Fund Restricted	257,324.73
Total Fund 33 Child Development Fund	8,441.12
Total Fund 41 Capital Outlay Projects Fund	387,224.73
Total Fund 42 Bond Fund, Measure E	1,194,058.47
Total Fund 61 Property and Liability Fund	3,498.39
Total Fund 62 Workers' Compensation Fund	2,715.71
Grand Total:	<u><u>3,863,494.74</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

NO. 5.2

BOARD REPORT / BUDGET INCREASES AND DECREASES

From 02 / 05 / 2010 To 02 / 28 / 2010

Board Meeting on 03 / 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		\$65,621
2000	CLASSIFIED / OTHER NONACADEMIC		349,958
3000	EMPLOYEE BENEFITS		83,466
4000	SUPPLIES AND MATERIALS		21,682
5000	OPERATING EXPENSES & SERVICES		110,760
6000	CAPITAL OUTLAY		4,210
7000	OTHER OUTGO		6,000
	Total appropriation		\$641,697
	<u>Revenue Accounts</u>		
8100	FEDERAL REVENUE		\$646,096
8600	STATE REVENUE	\$8,399	
8800	LOCAL REVENUE		4,000
	Total revenues	\$8,399	\$650,096

RECOMMENDATION

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

Fund 12: General Fund Restricted

		2/5/2010	B005749	<u>Decreases</u>	<u>Increases</u>
bc09pn205a					
5000	OPERATING EXPENSES AND SERVICES			0	4,000
8800	LOCAL REVENUE			0	4,000
				<hr/>	<hr/>
				0	8,000

Reason: Special Project Adjustment
Description: Add 09/10 ENLACE interest inc

		2/8/2010	B005769	<u>Decreases</u>	<u>Increases</u>
bc09pn208q					
2000	CLASSIFIED/OTHER NONACADEMIC			0	5,763
3000	EMPLOYEE BENEFITS			10,673	0
5000	OPERATING EXPENSES AND SERVICES			197	0
8600	STATE REVENUE			5,107	0
				<hr/>	<hr/>
				15,977	5,763

Reason: Special Project Adjustment
Description: SP#2272 SBDC final reduction

		2/8/2010	B005770	<u>Decreases</u>	<u>Increases</u>
bc09pn208r					
2000	CLASSIFIED/OTHER NONACADEMIC			0	1,465
3000	EMPLOYEE BENEFITS			12,348	0
4000	SUPPLIES AND MATERIALS			0	500
5000	OPERATING EXPENSES AND SERVICES			0	3,403
8600	STATE REVENUE			6,980	0
				<hr/>	<hr/>
				19,328	5,368

Reason: Special Project Adjustment
Description: SP#2271 COE final reduction

		2/9/2010	B005776	<u>Decreases</u>	<u>Increases</u>
bc09pn209f					
2000	CLASSIFIED/OTHER NONACADEMIC			0	421,712
3000	EMPLOYEE BENEFITS			0	112,836
4000	SUPPLIES AND MATERIALS			0	6,000
5000	OPERATING EXPENSES AND SERVICES			0	61,158
6000	CAPITAL OUTLAY			0	3,000
8100	FEDERAL REVENUE			0	604,706
				<hr/>	<hr/>
				0	1,209,412

Reason: New Budget
Description: NEWB#1314 SBA/CSUF

		2/19/2010	B005824	<u>Decreases</u>	<u>Increases</u>
bc09pn219j					
1000	ACADEMIC SALARIES			0	60,321
2000	CLASSIFIED/OTHER NONACADEMIC			79,982	0
3000	EMPLOYEE BENEFITS			7,049	0
4000	SUPPLIES AND MATERIALS			0	9,482
5000	OPERATING EXPENSES AND SERVICES			0	14,916
7000	OTHER OUTGO			0	6,000
8600	STATE REVENUE			0	3,688
				<hr/>	<hr/>
				87,031	94,407

Reason: Special Project Adjustment
Description: SCC Credit Matriculation

Board of Trustees
SUMMARY OF BUDGET INCREASES AND DECREASES
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn226c		2/26/2010	B005873	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			0	1,200
5000	OPERATING EXPENSES AND SERVICES			20	0
6000	CAPITAL OUTLAY			0	1,210
8100	FEDERAL REVENUE			0	2,390
				<hr/>	<hr/>
	Reason: Special Project Adjustment			20	4,800
	Description: Incr admin allow in PELL Grant				

BC09KT022610A		2/26/2010	B005883	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES			0	5,300
2000	CLASSIFIED/OTHER NONACADEMIC			0	1,000
3000	EMPLOYEE BENEFITS			0	700
4000	SUPPLIES AND MATERIALS			0	500
5000	OPERATING EXPENSES AND SERVICES			0	7,500
8100	FEDERAL REVENUE			0	15,000
				<hr/>	<hr/>
	Reason: New Budget			0	30,000
	Description: NEWB 4 Tech Prep Regn'l Coordi				

BC09KT022610B		2/26/2010	B005884	<u>Decreases</u>	<u>Increases</u>
4000	SUPPLIES AND MATERIALS			0	4,000
5000	OPERATING EXPENSES AND SERVICES			0	20,000
8100	FEDERAL REVENUE			0	24,000
				<hr/>	<hr/>
	Reason: New Budget			0	48,000
	Description: NEWB 4 Gear Up Planning & Eval				

Summary by Major Object for Fund 12

	<u>Decreases</u>	<u>Increases</u>
1000 ACADEMIC SALARIES	0	65,621
2000 CLASSIFIED/OTHER NONACADEMIC	0	349,958
3000 EMPLOYEE BENEFITS	0	83,466
4000 SUPPLIES AND MATERIALS	0	21,682
5000 OPERATING EXPENSES AND SERVICES	0	110,760
6000 CAPITAL OUTLAY	0	4,210
7000 OTHER OUTGO	0	6,000
8100 FEDERAL REVENUE	0	646,096
8600 STATE REVENUE	8,399	0
8800 LOCAL REVENUE	0	4,000
	<hr/>	<hr/>
	8,399	1,291,793

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

**From 02/05/2010 To 02/28/2010
Board Meeting on 03/22/2010**

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		\$11,243
3000	EMPLOYEE BENEFITS		4,599
4000	SUPPLIES AND MATERIALS		8,197
5000	OPERATING EXPENSES & SERVICES		961
	Total appropriation		\$25,000
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		\$25,000
	Total revenue		\$25,000

RECOMMENDATION

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

Printed on 03/10/2010

Fund 33: Child Development Fund

BC09KT022610C	2/26/2010	B005885	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	11,243
3000	EMPLOYEE BENEFITS		0	4,599
4000	SUPPLIES AND MATERIALS		0	8,197
5000	OPERATING EXPENSES AND SERVICES		0	961
8800	LOCAL REVENUE		0	25,000
			<hr/>	<hr/>
Reason:	New Budget		0	50,000
Description:	NEWB Merage Foundation Kinder			

Summary by Major Object for Fund 33

		<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES	0	11,243
3000	EMPLOYEE BENEFITS	0	4,599
4000	SUPPLIES AND MATERIALS	0	8,197
5000	OPERATING EXPENSES AND SERVICES	0	961
8800	LOCAL REVENUE	0	25,000
		<hr/>	<hr/>
		0	50,000

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

From 02 / 05 / 2010 To 02 / 28 / 2010
Board Meeting on 03 / 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 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>		
7900	CONTINGENCY OR RESERVE		\$50,216
	Total appropriation		\$50,216
	<u>Revenue Account</u>		
8800	LOCAL REVENUE		\$50,216
	Total revenue		\$50,216

RECOMMENDATION

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

Fund 41: Capital Outlay Projects Fund

bc09pn222a	2/22/2010	B005825	<u>Decreases</u>	<u>Increases</u>
. 7900	CONTINGENCY OR RESERVE		0	50,216
8800	LOCAL REVENUE		0	50,216
			<hr/> 0	<hr/> 100,432

Reason: New Budget
Description: NDAPP redevelopment project

Summary by Major Object for Fund 41

		<u>Decreases</u>	<u>Increases</u>
7900	CONTINGENCY OR RESERVE	0	50,216
8800	LOCAL REVENUE	0	50,216
		<hr/> 0	<hr/> 100,432

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 05 / 2010 To 02 / 28 / 2010

Board Meeting on 03 / 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		\$2,577
2000	CLASSIFIED / OTHER NONACADEMIC	\$109,731	
3000	EMPLOYEE BENEFITS	50,420	
4000	SUPPLIES AND MATERIALS		28,194
5000	OPERATING EXPENSES AND SERVICES	160,926	
6000	CAPITAL OUTLAY		\$290,306
	Total Transfers	\$321,077	\$321,077

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 11:

bc09pn208a	2/8/2010	B005754	From	To
5000	OPERATING EXPENSES AND SERVICES		0	275
6000	CAPITAL OUTLAY		275	0
			<hr/>	<hr/>
			275	275
Reason:	Adjustment			
Description:	SAC ITS CISOA conf reg fee			
bc09pn208b	2/8/2010	B005755	From	To
4000	SUPPLIES AND MATERIALS		0	200
5000	OPERATING EXPENSES AND SERVICES		200	0
			<hr/>	<hr/>
			200	200
Reason:	Adjustment			
Description:	SAC FDM sewing repair/supplies			
bc09pn208g	2/8/2010	B005760	From	To
4000	SUPPLIES AND MATERIALS		0	450
6000	CAPITAL OUTLAY		450	0
			<hr/>	<hr/>
			450	450
Reason:	Special Project Adjustment			
Description:	SCC transcript req secry tape			
bc09pn208n	2/8/2010	B005767	From	To
4000	SUPPLIES AND MATERIALS		0	3,000
5000	OPERATING EXPENSES AND SERVICES		3,000	0
			<hr/>	<hr/>
			3,000	3,000
Reason:	Adjustment			
Description:	OEC custodial supplies			
bc09pn208q	2/8/2010	B005769	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		53,568	0
3000	EMPLOYEE BENEFITS		22,343	0
5000	OPERATING EXPENSES AND SERVICES		0	75,911
			<hr/>	<hr/>
			75,911	75,911
Reason:	Special Project Adjustment			
Description:	SP#2272 SBDC final reduction			
bc09pn208r	2/8/2010	B005770	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		0	2,343
3000	EMPLOYEE BENEFITS		0	270
5000	OPERATING EXPENSES AND SERVICES		2,613	0
			<hr/>	<hr/>
			2,613	2,613
Reason:	Special Project Adjustment			
Description:	SP#2271 COE final reduction			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 11: General Fund Unrestricted

bc09pn209b	2/9/2010	B005773	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		10	0
5000	OPERATING EXPENSES AND SERVICES		0	10
			<hr/>	<hr/>
			10	10
Reason:	Adjustment			
Description:	SAC Hum/Soc Sci shortages			
bc09pn209I	2/9/2010	B005782	<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	15,000
6000	CAPITAL OUTLAY		15,000	0
			<hr/>	<hr/>
			15,000	15,000
Reason:	Adjustment			
Description:	DO ITS install new AC in PC Rm			
bc09pn209m	2/9/2010	B005783	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		6,500	0
5000	OPERATING EXPENSES AND SERVICES		0	6,500
			<hr/>	<hr/>
			6,500	6,500
Reason:	Adjustment			
Description:	SAC Sci independent contr PR			
bc09pn210b	2/10/2010	B005787	<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		0	695
5000	OPERATING EXPENSES AND SERVICES		695	0
			<hr/>	<hr/>
			695	695
Reason:	Adjustment			
Description:	SAC M&O Powertron invoice			
bc09pn210c	2/10/2010	B005788	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		20,000	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	20,000
			<hr/>	<hr/>
			20,000	20,000
Reason:	Adjustment			
Description:	SCC Exercise Sci stipends			
bc09pn211e	2/11/2010	B005798	<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES		0	29,077
2000	CLASSIFIED/OTHER NONACADEMIC		80,206	0
3000	EMPLOYEE BENEFITS		28,347	0
5000	OPERATING EXPENSES AND SERVICES		0	79,476
			<hr/>	<hr/>
			108,553	108,553
Reason:	Special Project Adjustment			
Description:	Reduce SP#2061 CalWORKs SAC			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 11: General Fund Unrestricted

		2/17/2010	B005802	<u>From</u>	<u>To</u>
bc09pn217a					
2000	CLASSIFIFED/OTHER NONACADEMIC			0	1,700
4000	SUPPLIES AND MATERIALS			0	8,000
5000	OPERATING EXPENSES AND SERVICES			9,700	0
				<hr/>	<hr/>
				9,700	9,700

Reason: Adjustment
Description: SCC Job Placemnt new fuel tank

		2/17/2010	B005803	<u>From</u>	<u>To</u>
bc09pn217b					
4000	SUPPLIES AND MATERIALS			0	18,886
5000	OPERATING EXPENSES AND SERVICES			18,886	0
				<hr/>	<hr/>
				18,886	18,886

Reason: Adjustment
Description: SAC blood work reg fees/supply

		2/17/2010	B005807	<u>From</u>	<u>To</u>
bc09pn217f					
4000	SUPPLIES AND MATERIALS			0	2,198
5000	OPERATING EXPENSES AND SERVICES			1,518	0
6000	CAPITAL OUTLAY			680	0
				<hr/>	<hr/>
				2,198	2,198

Reason: Adjustment
Description: SAC SCE cust/maint supplies

		2/17/2010	B005809	<u>From</u>	<u>To</u>
bc09pn217h					
4000	SUPPLIES AND MATERIALS			0	43
5000	OPERATING EXPENSES AND SERVICES			43	0
				<hr/>	<hr/>
				43	43

Reason: Adjustment
Description: SAC Human Svcs instr supplies

		2/17/2010	B005811	<u>From</u>	<u>To</u>
bc09pn217j					
4000	SUPPLIES AND MATERIALS			0	110
5000	OPERATING EXPENSES AND SERVICES			110	0
				<hr/>	<hr/>
				110	110

Reason: Adjustment
Description: RSCCD ITS training course book

		2/18/2010	B005814	<u>From</u>	<u>To</u>
BC09KT021810A					
4000	SUPPLIES AND MATERIALS			4,235	0
5000	OPERATING EXPENSES AND SERVICES			0	4,235
				<hr/>	<hr/>
				4,235	4,235

Reason: Special Project Adjustment
Description: Fund Eberhard Equip 4 Athletic

Fund 11: General Fund Unrestricted

		<u>2/19/2010</u>	<u>B005815</u>	<u>From</u>	<u>To</u>
bc09pn219a					
4000	SUPPLIES AND MATERIALS			2,810	0
5000	OPERATING EXPENSES AND SERVICES			0	2,810
				<hr/> 2,810	<hr/> 2,810

Reason: Adjustment
Description: SAC Accreditation annual dues

		<u>2/19/2010</u>	<u>B005820</u>	<u>From</u>	<u>To</u>
bc09pn219f					
4000	SUPPLIES AND MATERIALS			200	0
5000	OPERATING EXPENSES AND SERVICES			0	200
				<hr/> 200	<hr/> 200

Reason: Special Project Adjustment
Description: OEC 3 Visio software licenses

		<u>2/19/2010</u>	<u>B005823</u>	<u>From</u>	<u>To</u>
bc09pn219i					
4000	SUPPLIES AND MATERIALS			1,011	0
5000	OPERATING EXPENSES AND SERVICES			739	0
6000	CAPITAL OUTLAY			0	1,750
				<hr/> 1,750	<hr/> 1,750

Reason: Adjustment
Description: SAC M&O PC upgrades/printer

		<u>2/23/2010</u>	<u>B005829</u>	<u>From</u>	<u>To</u>
bc09pn223c					
5000	OPERATING EXPENSES AND SERVICES			310,000	0
6000	CAPITAL OUTLAY			0	310,000
				<hr/> 310,000	<hr/> 310,000

Reason: Adjustment
Description: RSCCD ITS TAG purchases

		<u>2/23/2010</u>	<u>B005830</u>	<u>From</u>	<u>To</u>
bc09pn223d					
4000	SUPPLIES AND MATERIALS			716	0
5000	OPERATING EXPENSES AND SERVICES			0	716
				<hr/> 716	<hr/> 716

Reason: Adjustment
Description: SAC Microsoft IT Acad/mileage

		<u>2/23/2010</u>	<u>B005837</u>	<u>From</u>	<u>To</u>
bc09pn223k					
4000	SUPPLIES AND MATERIALS			0	310
5000	OPERATING EXPENSES AND SERVICES			310	0
				<hr/> 310	<hr/> 310

Reason: Adjustment
Description: SAC accreditation reimbursemnt

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 11: General Fund Unrestricted

bc09pn223n	2/23/2010	B005840		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	6,500
			6,500	0
			<hr/>	<hr/>
			6,500	6,500
Reason:	Adjustment			
Description:	RSCCD ITS Nth Generation			

bc09pn223p	2/23/2010	B005841		
5000	OPERATING EXPENSES AND SERVICES		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		500	0
			0	500
			<hr/>	<hr/>
			500	500
Reason:	Adjustment			
Description:	SCC ITS DELL equipment			

bc09pn226b	2/26/2010	B005872		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	500
			500	0
			<hr/>	<hr/>
			500	500
Reason:	Adjustment			
Description:	SAC Directories			

bc09pn226d	2/26/2010	B005874		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	419
6000	CAPITAL OUTLAY		400	0
			19	0
			<hr/>	<hr/>
			419	419
Reason:	Adjustment			
Description:	Media software/supplies			

bc09pn226i	2/26/2010	B005879		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		4,135	0
6000	CAPITAL OUTLAY		0	3,155
			0	980
			<hr/>	<hr/>
			4,135	4,135
Reason:	Special Project Adjustment			
Description:	SAC ACC lic,instr equip,supply			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Summary by Major Object for Fund 11

	<u>From</u>	<u>To</u>
1000 ACADEMIC SALARIES	0	2,577
2000 CLASSIFIED/OTHER NONACADEMIC	109,731	0
3000 EMPLOYEE BENEFITS	50,420	0
4000 SUPPLIES AND MATERIALS	0	28,194
5000 OPERATING EXPENSES AND SERVICES	160,926	0
6000 CAPITAL OUTLAY	0	290,306
	<hr/>	<hr/>
	321,077	321,077

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 05 / 2010 To 02 / 28 / 2010

Board Meeting on 03 / 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		\$19,362
2000	CLASSIFIED / OTHER NONACADEMIC		31,150
3000	EMPLOYEE BENEFITS	\$21,894	
4000	SUPPLIES AND MATERIALS		18,532
5000	OPERATING EXPENSES AND SERVICES	38,945	
6000	CAPITAL OUTLAY	13,734	
7000	OTHER OUTGO		5,529
	Total Transfers	\$74,573	\$74,573

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn205b	2/5/2010	B005750	From	To
1000	ACADEMIC SALARIES		200	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	200
			<hr/>	<hr/>
			200	200
Reason:	Special Project Adjustment			
Description:	OEC VTEA facility server setup			
bc09pn205d	2/5/2010	B005752	From	To
3000	EMPLOYEE BENEFITS		5	0
4000	SUPPLIES AND MATERIALS		0	5
			<hr/>	<hr/>
			5	5
Reason:	Special Project Adjustment			
Description:	SCC Career Ed instruction			
bc09pn208d	2/8/2010	B005757	From	To
4000	SUPPLIES AND MATERIALS		0	3,900
5000	OPERATING EXPENSES AND SERVICES		2,400	0
6000	CAPITAL OUTLAY		1,500	0
			<hr/>	<hr/>
			3,900	3,900
Reason:	Special Project Adjustment			
Description:	SAC welding instruct supplies			
bc09pn208e	2/8/2010	B005758	From	To
5000	OPERATING EXPENSES AND SERVICES		3,000	0
7000	OTHER OUTGO		0	3,000
			<hr/>	<hr/>
			3,000	3,000
Reason:	Special Project Adjustment			
Description:	SAC CTE textbook loan prog			
bc09pn208f	2/8/2010	B005759	From	To
4000	SUPPLIES AND MATERIALS		0	260
5000	OPERATING EXPENSES AND SERVICES		260	0
			<hr/>	<hr/>
			260	260
Reason:	Special Project Adjustment			
Description:	SAC Adm Svcs event buttons			
bc09pn208i	2/8/2010	B005762	From	To
1000	ACADEMIC SALARIES		0	9,373
2000	CLASSIFIED/OTHER NONACADEMIC		0	330
3000	EMPLOYEE BENEFITS		9,703	0
			<hr/>	<hr/>
			9,703	9,703
Reason:	Special Project Adjustment			
Description:	SAC Counsel salary shortages			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn208i		2/8/2010	B005765	From	To
1000	ACADEMIC SALARIES			0	659
3000	EMPLOYEE BENEFITS			225	0
5000	OPERATING EXPENSES AND SERVICES			434	0
				<hr/>	<hr/>
				659	659

Reason: Special Project Adjustment
Description: SAC salary/benefits overage

bc09pn208p		2/8/2010	B005768	From	To
4000	SUPPLIES AND MATERIALS			15,177	0
5000	OPERATING EXPENSES AND SERVICES			0	12,677
7000	OTHER OUTGO			0	2,500
				<hr/>	<hr/>
				15,177	15,177

Reason: Special Project Adjustment
Description: SAC Stu Svcs full exp prep

bc09pn209a		2/9/2010	B005772	From	To
1000	ACADEMIC SALARIES			3,038	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	2,089
3000	EMPLOYEE BENEFITS			843	0
4000	SUPPLIES AND MATERIALS			0	1,981
5000	OPERATING EXPENSES AND SERVICES			189	0
				<hr/>	<hr/>
				4,070	4,070

Reason: Special Project Adjustment
Description: OEC potential PR shortage

bc09pn209d		2/9/2010	B005774	From	To
5000	OPERATING EXPENSES AND SERVICES			29	0
7000	OTHER OUTGO			0	29
				<hr/>	<hr/>
				29	29

Reason: Special Project Adjustment
Description: SAC VP Student Svcs shortage

bc09pn209e		2/9/2010	B005775	From	To
1000	ACADEMIC SALARIES			0	4,348
5000	OPERATING EXPENSES AND SERVICES			4,348	0
				<hr/>	<hr/>
				4,348	4,348

Reason: Special Project Adjustment
Description: SAC Entre/Int Bus Beyond Contr

bc09pn209h		2/9/2010	B005778	From	To
1000	ACADEMIC SALARIES			0	4,000
5000	OPERATING EXPENSES AND SERVICES			4,000	0
				<hr/>	<hr/>
				4,000	4,000

Reason: Special Project Adjustment
Description: SAC Comp Sci Beyond Contr

Fund 12: General Fund Restricted

		2/9/2010	B005780	<u>From</u>	<u>To</u>
bc09pn209j					
4000	SUPPLIES AND MATERIALS			371	0
5000	OPERATING EXPENSES AND SERVICES			0	371
				<hr/>	<hr/>
				371	371

Reason: Special Project Adjustment
Description: SAC Pharm mbrshp ASHP, CSHP

		2/9/2010	B005781	<u>From</u>	<u>To</u>
bc09pn209k					
2000	CLASSIFIED/OTHER NONACADEMIC			0	14,000
5000	OPERATING EXPENSES AND SERVICES			14,000	0
				<hr/>	<hr/>
				14,000	14,000

Reason: Special Project Adjustment
Description: SAC instruct associates Sp'10

		2/9/2010	B005784	<u>From</u>	<u>To</u>
bc09pn209n					
1000	ACADEMIC SALARIES			0	13,361
2000	CLASSIFIED/OTHER NONACADEMIC			0	11,686
3000	EMPLOYEE BENEFITS			12,948	0
4000	SUPPLIES AND MATERIALS			0	4,190
5000	OPERATING EXPENSES AND SERVICES			17,249	0
6000	CAPITAL OUTLAY			0	960
				<hr/>	<hr/>
				30,197	30,197

Reason: Special Project Adjustment
Description: SP#2412,2417 SAC Matriculation

		2/10/2010	B005786	<u>From</u>	<u>To</u>
bc09pn210a					
1000	ACADEMIC SALARIES			25,250	0
2000	CLASSIFIED/OTHER NONACADEMIC			0	25,250
				<hr/>	<hr/>
				25,250	25,250

Reason: Special Project Adjustment
Description: OEC potential PR shortage

		2/10/2010	B005789	<u>From</u>	<u>To</u>
bc09pn210d					
4000	SUPPLIES AND MATERIALS			13,211	0
6000	CAPITAL OUTLAY			0	13,211
				<hr/>	<hr/>
				13,211	13,211

Reason: Special Project Adjustment
Description: SAC SCE software

		2/10/2010	B005790	<u>From</u>	<u>To</u>
bc09pn210e					
4000	SUPPLIES AND MATERIALS			0	517
5000	OPERATING EXPENSES AND SERVICES			517	0
				<hr/>	<hr/>
				517	517

Reason: Special Project Adjustment
Description: SAC Nursing Adjunct Fac Wrkshp

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn210f	2/10/2010	B005791		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	2,000
			2,000	0
			<hr/>	<hr/>
			2,000	2,000
Reason:	Special Project Adjustment			
Description:	SAC GEAR UP non-instr supplies			
bc09pn211b	2/11/2010	B005795		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	15,000
			15,000	0
			<hr/>	<hr/>
			15,000	15,000
Reason:	Special Project Adjustment			
Description:	SCC replace projector bulbs			
bc09pn217c	2/17/2010	B005804		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	3,234
			3,234	0
			<hr/>	<hr/>
			3,234	3,234
Reason:	Special Project Adjustment			
Description:	SAC Bus curriculum development			
bc09pn217g	2/17/2010	B005808		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	1,900
			1,900	0
			<hr/>	<hr/>
			1,900	1,900
Reason:	Special Project Adjustment			
Description:	SAC HS Welding PT instructor			
bc09pn219e	2/19/2010	B005819		
2000	CLASSIFIED/OTHER NONACADEMIC		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS		4,200	0
5000	OPERATING EXPENSES AND SERVICES		0	4,438
6000	CAPITAL OUTLAY		0	190
			428	0
			<hr/>	<hr/>
			4,628	4,628
Reason:	Special Project Adjustment			
Description:	SAC Pharm instr supp/software			
bc09pn219g	2/19/2010	B005821		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		20	0
4000	SUPPLIES AND MATERIALS		67	0
5000	OPERATING EXPENSES AND SERVICES		0	37
			0	50
			<hr/>	<hr/>
			87	87
Reason:	Special Project Adjustment			
Description:	SCC OASDHI/membrshp/supplies			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn223a	2/23/2010	B005827	From	To
1000	ACADEMIC SALARIES		950	0
5000	OPERATING EXPENSES AND SERVICES		0	950
			<hr/>	<hr/>
			950	950
Reason:	Special Project Adjustment			
Description:	SAC DELL software license			
bc09pn223e	2/23/2010	B005831	From	To
4000	SUPPLIES AND MATERIALS		0	300
6000	CAPITAL OUTLAY		300	0
			<hr/>	<hr/>
			300	300
Reason:	Special Project Adjustment			
Description:	SAC instructional equipment			
bc09pn223i	2/23/2010	B005835	From	To
4000	SUPPLIES AND MATERIALS		3,350	0
6000	CAPITAL OUTLAY		0	3,350
			<hr/>	<hr/>
			3,350	3,350
Reason:	Adjustment			
Description:	SAC Fine/Perf Arts equipment			
bc09pn223l	2/23/2010	B005838	From	To
4000	SUPPLIES AND MATERIALS		0	1,000
5000	OPERATING EXPENSES AND SERVICES		1,000	0
			<hr/>	<hr/>
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SAC NSF TEST Up Grant			
bc09pn223m	2/23/2010	B005839	From	To
4000	SUPPLIES AND MATERIALS		0	900
5000	OPERATING EXPENSES AND SERVICES		900	0
			<hr/>	<hr/>
			900	900
Reason:	Special Project Adjustment			
Description:	SAC NSF TEST Up Grant DVD set			
bc09pn223s	2/23/2010	B005844	From	To
4000	SUPPLIES AND MATERIALS		0	900
6000	CAPITAL OUTLAY		900	0
			<hr/>	<hr/>
			900	900
Reason:	Special Project Adjustment			
Description:	SCE Cengage Lrng book quote			
bc09pn223t	2/23/2010	B005845	From	To
4000	SUPPLIES AND MATERIALS		0	140
6000	CAPITAL OUTLAY		140	0
			<hr/>	<hr/>
			140	140
Reason:	Special Project Adjustment			
Description:	SAC Fine/Perf Arts supplies			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn223u		2/23/2010	B005846		
2000	CLASSIFIED/OTHER NONACADEMIC			<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS			6,172	0
4000	SUPPLIES AND MATERIALS			1,496	0
				0	7,668
				<hr/>	<hr/>
				7,668	7,668
Reason:	Special Project Adjustment				
Description:	SP#1109 SCE TOE reallocate				
BC09JP0223A		2/23/2010	B005847		
4000	SUPPLIES AND MATERIALS			<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY			0	931
				931	0
				<hr/>	<hr/>
				931	931
Reason:	Special Project Adjustment				
Description:	Trsnf funds to instrct supp				
bc09pn224e		2/24/2010	B005852		
4000	SUPPLIES AND MATERIALS			<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY			1,000	0
				0	1,000
				<hr/>	<hr/>
				1,000	1,000
Reason:	Special Project Adjustment				
Description:	SAC CTEA(Fed) class equipment				
bc09pn225b		2/25/2010	B005855		
4000	SUPPLIES AND MATERIALS			<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES			0	850
				850	0
				<hr/>	<hr/>
				850	850
Reason:	Special Project Adjustment				
Description:	OEC textbook purchase				
bc09pn225c		2/25/2010	B005856		
2000	CLASSIFIED/OTHER NONACADEMIC			<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS			13,218	0
4000	SUPPLIES AND MATERIALS			0	2,062
5000	OPERATING EXPENSES AND SERVICES			549	0
6000	CAPITAL OUTLAY			0	15,857
				4,152	0
				<hr/>	<hr/>
				17,919	17,919
Reason:	Special Project Adjustment				
Description:	SP#2550 SCC BFAP revised				
bc09pn225d		2/25/2010	B005857		
5000	OPERATING EXPENSES AND SERVICES			<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY			172	0
				0	172
				<hr/>	<hr/>
				172	172
Reason:	Special Project Adjustment				
Description:	SAC Bus Div/App equipment				

Fund 12: General Fund Restricted

		2/25/2010	B005858	<u>From</u>	<u>To</u>
bc09pn225e					
1000	ACADEMIC SALARIES			100	0
3000	EMPLOYEE BENEFITS			270	0
4000	SUPPLIES AND MATERIALS			0	370
				<hr/>	<hr/>
				370	370

Reason: Special Project Adjustment
Description: OEC VTEA instructional exps

		2/25/2010	B005859	<u>From</u>	<u>To</u>
bc09pn225f					
4000	SUPPLIES AND MATERIALS			159	0
5000	OPERATING EXPENSES AND SERVICES			0	1,632
6000	CAPITAL OUTLAY			1,473	0
				<hr/>	<hr/>
				1,632	1,632

Reason: Special Project Adjustment
Description: SAC Bus Div supplies/software

		2/25/2010	B005860	<u>From</u>	<u>To</u>
bc09pn225g					
4000	SUPPLIES AND MATERIALS			0	700
5000	OPERATING EXPENSES AND SERVICES			2,279	0
6000	CAPITAL OUTLAY			0	1,579
				<hr/>	<hr/>
				2,279	2,279

Reason: Special Project Adjustment
Description: SAC Bus Div equipment/supplies

		2/25/2010	B005869	<u>From</u>	<u>To</u>
bc09pn225p					
1000	ACADEMIC SALARIES			0	11,200
3000	EMPLOYEE BENEFITS			0	1,478
5000	OPERATING EXPENSES AND SERVICES			12,678	0
				<hr/>	<hr/>
				12,678	12,678

Reason: Special Project Adjustment
Description: SCC BSI salary expenditures

		2/25/2010	B005870	<u>From</u>	<u>To</u>
BC09KT022510A					
2000	CLASSIFIED/OTHER NONACADEMIC			0	185
4000	SUPPLIES AND MATERIALS			0	2,300
6000	CAPITAL OUTLAY			2,485	0
				<hr/>	<hr/>
				2,485	2,485

Reason: Special Project Adjustment
Description: Cover instr'l suppl and equip

		2/26/2010	B005871	<u>From</u>	<u>To</u>
bc09pn226a					
4000	SUPPLIES AND MATERIALS			0	714
6000	CAPITAL OUTLAY			714	0
				<hr/>	<hr/>
				714	714

Reason: Special Project Adjustment
Description: SAC TV/Video F&P Arts purchase

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 12: General Fund Restricted

bc09pn226g	2/26/2010	B005877		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	3,115
			3,115	0
			<hr/>	<hr/>
			3,115	3,115
Reason:	Special Project Adjustment			
Description:	SAC class instruct regulators			

bc09pn226h	2/26/2010	B005878		
1000	ACADEMIC SALARIES		<u>From</u>	<u>To</u>
3000	EMPLOYEE BENEFITS		0	845
6000	CAPITAL OUTLAY		0	123
			968	0
			<hr/>	<hr/>
			968	968
Reason:	Special Project Adjustment			
Description:	SAC PR/benefits neg bal			

bc09pn226i	2/26/2010	B005879		
4000	SUPPLIES AND MATERIALS		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	133
			133	0
			<hr/>	<hr/>
			133	133
Reason:	Special Project Adjustment			
Description:	SAC ACC lic,instr equip,supply			

bc09pn226k	2/26/2010	B005881		
2000	CLASSIFIED/OTHER NONACADEMIC		<u>From</u>	<u>To</u>
5000	OPERATING EXPENSES AND SERVICES		0	1,000
			1,000	0
			<hr/>	<hr/>
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SAC ABA Accredited clerical			

Summary by Major Object for Fund 12

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	0	19,362
2000	CLASSIFIED/OTHER NONACADEMIC	0	31,150
3000	EMPLOYEE BENEFITS	21,894	0
4000	SUPPLIES AND MATERIALS	0	18,532
5000	OPERATING EXPENSES AND SERVICES	38,945	0
6000	CAPITAL OUTLAY	13,734	0
7000	OTHER OUTGO	0	5,529
		<hr/>	<hr/>
		74,573	74,573

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 05 / 2010 To 02 / 28 / 2010

Board Meeting on 03 / 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	\$3,880	
5000	OPERATING EXPENSES & SERVICES		\$280
6000	CAPITAL OUTLAY		3,600
	Total Transfers	\$3,880	\$3,880

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 33: Child Development Fund

		2/24/2010	B005853	<u>From</u>	<u>To</u>
bc09pn224f	1000	ACADEMIC SALARIES		3,800	0
	5000	OPERATING EXPENSES AND SERVICES		0	200
	6000	CAPITAL OUTLAY		0	3,600
				<hr/>	<hr/>
Reason: Special Project Adjustment				3,800	3,800
Description: SCC CDS prntr/copier/maint					

		2/25/2010	B005861	<u>From</u>	<u>To</u>
bc09pn225h	1000	ACADEMIC SALARIES		80	0
	5000	OPERATING EXPENSES AND SERVICES		0	80
				<hr/>	<hr/>
Reason: Special Project Adjustment				80	80
Description: SCC CDS excess Xerox copies					

Summary by Major Object for Fund 33

		<u>From</u>	<u>To</u>
1000	ACADEMIC SALARIES	3,880	0
5000	OPERATING EXPENSES AND SERVICES	0	280
6000	CAPITAL OUTLAY	0	3,600
		<hr/>	<hr/>
		3,880	3,880

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 02 / 05 / 2010 To 02 / 28 / 2010

Board Meeting on 03 / 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		\$2,600
6000	CAPITAL OUTLAY		67,493
7900	CONTINGENCY OR RESERVE	\$70,093	
	Total Transfers	\$70,093	\$70,093

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
2/5/2010 - 2/28/2010

Fund 41: Capital Outlay Projects Fund

bc09pn211d	2/11/2010	B005797		
6000	CAPITAL OUTLAY		<u>From</u>	<u>To</u>
7900	CONTINGENCY OR RESERVE		2,007	0
			0	2,007
			<hr/>	<hr/>
Reason:	Special Project Adjustment		2,007	2,007
Description:	Return funds-SAC constr tests			

bc09pn219c	2/19/2010	B005817		
6000	CAPITAL OUTLAY		<u>From</u>	<u>To</u>
7900	CONTINGENCY OR RESERVE		0	19,500
			19,500	0
			<hr/>	<hr/>
Reason:	Special Project Adjustment		19,500	19,500
Description:	SAC L Bldg AC controllers			

bc09pn223f	2/23/2010	B005832		
5000	OPERATING EXPENSES AND SERVICES		<u>From</u>	<u>To</u>
7900	CONTINGENCY OR RESERVE		0	2,600
			2,600	0
			<hr/>	<hr/>
Reason:	Special Project Adjustment		2,600	2,600
Description:	CEC security system upgrade			

bc09pn224b	2/24/2010	B005849		
6000	CAPITAL OUTLAY		<u>From</u>	<u>To</u>
7900	CONTINGENCY OR RESERVE		0	50,000
			50,000	0
			<hr/>	<hr/>
Reason:	Special Project Adjustment		50,000	50,000
Description:	HMC Architects-2 bldg reviews			

Summary by Major Object for Fund 41

5000	OPERATING EXPENSES AND SERVICES		<u>From</u>	<u>To</u>
6000	CAPITAL OUTLAY		0	2,600
7900	CONTINGENCY OR RESERVE		0	67,493
			70,093	0
			<hr/>	<hr/>
			70,093	70,093

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

**From 02 / 05 / 2010 To 02 / 28 / 2010
Board Meeting on 03 / 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		\$2,636,000
7900	CONTINGENCY OR RESERVE	\$2,636,000	
	Total Transfers	\$2,636,000	\$2,636,000

RECOMMENDATION

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

Fund 42: Bond Fund, Measure E

bc09pn205e	2/5/2010	B005753	From	To
6000	CAPITAL OUTLAY		0	350,000
7900	CONTINGENCY OR RESERVE		350,000	0
			350,000	350,000
Reason:	Special Project Adjustment			
Description:	SCC new Sci Bldg PCs/tech equip			

bc09pn219b	2/19/2010	B005816	From	To
6000	CAPITAL OUTLAY		0	20,000
7900	CONTINGENCY OR RESERVE		20,000	0
			20,000	20,000
Reason:	Special Project Adjustment			
Description:	SCC Sci Bldg furn/equip move			

bc09pn224a	2/24/2010	B005848	From	To
6000	CAPITAL OUTLAY		0	2,225,000
7900	CONTINGENCY OR RESERVE		2,225,000	0
			2,225,000	2,225,000
Reason:	Special Project Adjustment			
Description:	SCC Hum Bldg construction mgmt			

bc09pn225k	2/25/2010	B005864	From	To
6000	CAPITAL OUTLAY		0	40,000
7900	CONTINGENCY OR RESERVE		40,000	0
			40,000	40,000
Reason:	Special Project Adjustment			
Description:	SAC Field ADA constr mgmt svcs			

bc09pn225l	2/25/2010	B005865	From	To
6000	CAPITAL OUTLAY		0	1,000
7900	CONTINGENCY OR RESERVE		1,000	0
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SAC Field ADA plans/specs			

Summary by Major Object for Fund 42

		From	To
6000	CAPITAL OUTLAY	0	2,636,000
7900	CONTINGENCY OR RESERVE	2,636,000	0
		2,636,000	2,636,000

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

To: Board of Trustees	Date: March 22, 2010
Re: Approval of Award of Bid #1134, Landscaping – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action: Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1134 for the Landscaping of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Monday, February 22, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Sierra Landscape with a bid of \$1,271,450. The estimated cost was \$2,984,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1134, Landscaping for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Sierra Landscape as presented.

Fiscal Impact:	\$1,271,450	Board Date: March 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	

BID RESULTS**BID # 1134****PROJECT: LANDSCAPING/Humanities Bldg., Athletic/Aquatic Center, Entry Roads****DUE DATE: Monday, February 22, 2010 @ 10:00 A. M.**

BIDDER	AMOUNT	BIDDER	AMOUNT
1 Sierra Landscape Michael Puma 75771 Dinah Shore Dr Palm Desert, CA 92211	\$1,271,450.00		
2 Elite Landscaping Inc Alfred Marquez 2972 Larkin Clovis, Ca 93612	\$1,335,700 00		
3 Nature Tech Landscaping Vincent Pinchard 1760 Marlborough Ave Riverside, Ca 92507	\$1,446,000 00		
4 Marina Nick Strand 1900 S Lewist St Anaheim, CA 92806	\$1,453,000 00		
5 DMA Greencare Contracting Nancy Ramirez 3000 East Coronado Anaheim, CA 92806	\$1,490,793 00		
6 Park West John Vieira 22421 Gilberto Ste A Rancho Santa Marg, CA 92866	\$1,511,674 00		
7 Great West Contractors Dan Hinojosa 4562 E Eisenhower Circle Anaheim, Ca 92807	\$1,543,000.00		
8 America West L/S Michael Bribiesca 15086 La Palma Dr Chino, Ca 91710	\$1,571,190 84		

Santiago Canyon College
 Rancho Santa Ana Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 Sanitago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1135	Earthwork	\$ 2,206,768	\$ 599,130	\$ 554,067	\$ 615,808	\$ 300,387	\$ 387,376	Re-Bid- All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fxtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$	174,800
Alternate 2: Array #2 additive cost	\$	117,400
Alternate 3: Array #3 additive cost	\$	132,200
Alternate 4: Array #4 additive cost	\$	173,500
Total	\$	597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting

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

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1136, Concrete – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1136 for the Concrete of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Monday, February 22, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Tidwell Concrete with a bid of \$3,921,621. The estimated cost was \$3,683,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1136, Concrete for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Tidwell Concrete as presented.

Fiscal Impact:	\$3,921,621	Board Date:	March 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		

BID RESULTS**BID # 1136****PROJECT: Concrete/Humanities Bldg., Athletic/Aquatic Center, Entry Roads****DUE DATE: Monday, February 22, 2010 @ 11:00 A. M.**

BIDDER		AMOUNT	BIDDER		AMOUNT
1	Tidwell Concrete Jamie Lockhart 81785 Trader Pl Indio, Ca 92201	\$3,921,621 00	9	Guy Yocom Construction Brian Hicks 3299 Horseless Carriage Ste H Norco, Ca 92860	\$5,997,368 00
2	Edge Develoment Rafael Ruiz 27368 Via Industria, Ste 101 Temecula, Ca 92590	\$4,339,738 00	10	RL Reeves Construction Co Shawn Tromp 14128 Paramount Blvd Paramount, Ca 90723	NON-RESPONSIVE <i>(Did not acknowledge addendums)</i>
3	Devries Construction Rodney Johnson 27992 Camino Capistrano, E Laguna Niguel, CA 92677	\$4,441,000 00			
4	RC Construction Services Tim Spencer 2223 N Locust Ave Rialto, Ca 92377	\$4,504,800.00			
5	Bomel Construction Co Inc Mike Buresh 8195 E Kaiser Blvd Anaheim Hills, Ca 92808	\$4,974,034 00			
6	Precision Concrete Rick Hobson 465 East Carmel St San Marcos, Ca 92078	\$4,987,000 00			
7	Plyco Corp Roberto Lambaren 5150 Etiwanda Ave Mira Loma, Ca 91752	\$5,170,000.00			
8	Jaynes Corp James Yo 111 Elm St 4th floor San Diego, Ca 92121	\$5,299,265 00			

Santiago Canyon College
 Rancho Santa Ana Community College District
Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 Sanitago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1136	Earthwork	\$ 2,206,768	\$ 598,130	\$ 554,067	\$ 615,908	\$ 300,287	\$ 337,376	Re-Bid- All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilities	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

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

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1137, Masonry – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1137 for the Masonry of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College, bids were opened on Monday, February 22, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Industrial Masonry, Inc. with a bid of \$2,990,000. The estimated cost was \$3,073,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1137, Masonry for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Industrial Masonry, Inc. as presented.

Fiscal Impact:	\$2,990,000	Board Date:	March 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		



5.5 (2)

BID RESULTS

BID #1137

PROJECT: Masonry/Humanities Bldg., Athletic/Aquatic Center, Entry Roads

DUE DATE: Monday, February 22, 2010 @ 11:00 A. M.

BIDDER		AMOUNT	BIDDER		AMOUNT
1	Industrial Masonry Inc Ken Lewis 1600 East Steel Rd Colton, CA 92324	\$2,990,000.00			
2	The Henson Co Inc Marty Gibbs 127 N 35th St Seattle, WA 98103	\$3,190,000.00			
3	Frazier Masonry Corp Ed Limpus 747 East Ave L-8 Lancaster, CA 93535	\$3,337,182.00			
4	Kretschmar & Smith Inc Bruce Smith 6293 Pedley Rd Riverside, CA 92509	\$3,449,429.00			
5	Bledsoe Masonry Inc Mike Bledsoe 4680 Felspar St Riverside, CA 92509	\$3,568,000.00			

San Diego Canyon College
 Rancho San Diego Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 San Diego Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 San Diego Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1135	Earthwork	\$ 2,206,768	\$ 599,130	\$ 554,067	\$ 615,908	\$ 300,287	\$ 237,376	Re-Bid- All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilities	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlaZCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1138, Structural Steel and Metals – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1138 for the Structural Steel and Metals of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Friday, February 26, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Blazing Industrial Steel, Inc. with a bid of \$4,298,000. The estimated cost was \$5,995,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1138, Structural Steel and Metals for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Blazing Industrial Steel, Inc. as presented.

Fiscal Impact:	\$4,298,000	Board Date: March 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	



5.6 (2)

BID RESULTS	
BID #1138	PROJECT: Structural Steel/Humanities Bldg., Athletic/Aquatic Center, Entry Roads
ESTIMATE: \$5,995,000	DUE DATE: Friday, February 26, 2010 @ 1:00 P. M.
BIDDER	AMOUNT
1 Blazing Industrial Steel Inc Hart Tan 9040 Jurupa Rd Riverside, CA	\$4,298,000 00
2 KCB Towers Miles Bogh 27260 Meines Street Highland, CA 92346	\$4,425,625 00
3 Columbia Steel Inc Gustavo Theisen 2175 North Linden Ave Rialto, CA 92377	\$4,676,000 00
4 ACSS Tom Robbins 353 Risco Beaumont, CA 92223	\$4,689,000 00
5 RND Contractors Inc Bob Davis 14796-A Jurupa Ave Fontana, CA 92337	\$4,700,000 00
6 McMahon Steel Co Inc Mario Cervantes 6795 Calle De Linea San Diego, CA 92154	NON-RESPONSIVE Did not acknowledge addendums
7	
8	

Santiago Canyon College

Rancho Santiago Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Sanitago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Sanitago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134 Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1135 Earthwork	\$ 1,306,768	\$ 588,180	\$ 554,067	\$ 615,808	\$ 300,287	\$ 337,275	Re-Bid: All bids non-responsive	22-Mar
2	1151 Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136 Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137 Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138 Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139 Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140 Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141 Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142 Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143 Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144 Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145 Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146 Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147 Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148 Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149 Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150 Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
	Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
	Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1139, Electrical – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1139 for the Electrical of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Friday, February 26, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Dynalectric with a Base bid of \$4,585,000 and \$174,800 for Additive Alternate #1 and \$117,400 for Additive Alternate #2 and \$132,200 for Additive Alternate #3 and \$173,500 for Additive Alternate #4 for a Total Bid of \$5,182,900. The estimated cost was \$6,221,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1139, Electrical for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Dynalectric as presented.

Fiscal Impact:	\$5,182,900	Board Date: March 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	

5.7(2)

BID RESULTS						
BID #1139	PROJECT: Electrical/Humanities Bldg., Athletic/Aquatic Center, Entry Roads					
	DUE DATE: Friday, February 26, 2010 @ 1:00 P. M.					
BIDDER	AMOUNT	Add Alternate One (1)	Add Alternate Two (2)	Add Alternate Three (3)	Add Alternate Four (4)	TOTAL
1 Dynalectric Chris Branen 4462 Corporate Centr Dr Los Alamitos, Ca 90720	\$4,585,000 00	\$174,800 00	\$117,400 00	\$132,200 00	\$173,500 00	\$5,182,900 00
2 RDM Electric Co Inc Sam Joanh 13867 Redwood Ave Chino, Ca 91710	\$4,616,400 00	\$201,075 00	\$315,735 00	\$456,855 00	\$650,055 00	\$6,240,120 00
3 Tri-Power Electric Inc Anthony Hestand 12832 Garden Grove Blvd E Gardena, Ca 90243	\$5,536,000 00	\$200,440 00	\$141,271 00	\$157,845 00	\$200,440 00	\$6,235,996 00
4 Mel Smith Electric Tag Roberts 10950 Dale St Stanton, Ca 90680	\$5,167,000 00	\$212,000 00	\$126,000 00	\$155,000 00	\$703,000 00	\$6,363,000 00
5 Dennison Electric Inc Bernie Laituri 10855 Portal Dr Los Alamitos, Ca 90720	Non-responsive Bid form was not completed correctly					\$0 00
6 Minco Construction John Farag 522 E Airline Way Gardena, Ca 90248	Non-responsive Bid form was not completed correctly					\$0 00
7						
8						

Santiago Canyon College

Rancho Santiago Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Sanitago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp .	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	1135	Earthwork	\$ 2,206,768	\$ 588,130	\$ 554,067	\$ 615,808	\$ 300,287	\$ 227,976	Re-Bid- All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

5.7 (3)

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1140, Plumbing – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1140 for the Plumbing of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Monday, February 22, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Interpipe with a bid of \$1,987,000. The estimated cost was \$3,051,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1140, Plumbing for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Interpipe as presented.

Fiscal Impact:	\$1,987,000	Board Date: March 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	

BID RESULTS			
BID # 1140		PROJECT: Plumbing & Site Utilities/Humanities Bldg., Athletic/Aquatic Center, Entry Roads	
		DUE DATE: Monday, February 22, 2010 @ 2:00 P. M.	
BIDDER	AMOUNT	BIDDER	AMOUNT
1 Interpipe Gary Hiebing 10870 Hartley Rd Santee, CA 92071	\$1,987,000 00	9 A O Reed & Co Bryan Fulgham 4777 Ruffner St San Diego, CA 92111	\$2,676,800 00
2 Temecula Mechanical, Inc 41715 Enterprise Circle N , 105 Temecula, CA 92590	\$2,092,220 00	10 HPS Mechanical Richard Denherder 3100 E. Belle Terrace Bakersfield, CA 93307	\$2,724,097 00
3 Advance Plumbing Co Mike Shrivaneck PO Box 1706 El Cajon, CA 92022	\$2,157,200 00	11 All Area Plumbing Richard Herrera 1560 W Industrial Park St Covina, CA 91722	\$2,796,565 00
4 JM Farnan Jeff Gaines 2705 Sierra Wy #5 La Verne, CA 91750	\$2,250,000 00	12 Magnum Plumbing Inc Richardo Valle 16654 Soledad Canyon Rd #389 Canyon Country, CA 91387	\$2,828,000 00
5 Continental Plumbing Inc Tim Wright 11165 Thurston Lane Mira Loma, CA 91752	\$2,413,648 00	13 Vernes Plumbing Tim Verne 8561 Whitaker St Buena Park, CA 90621	\$2,848,900 00
6 Kincaid Industries Inc Randy Kent 31-065 Plantation Dr Thousand Palms, CA 92276	\$2,523,909 00	14 Suttles Aaron Crowder 9421 Winnetka Ave Unit F Chatsworth, CA 91311	NON-RESPONSIVE (failed to acknowledge addendums)
7 JPI Development Group Bob Witte 41205 Golden Gate Circle Murrieta, Ca 92562	\$2,540,000 00	15 Nile Advanced Construction Inc Adel Hana 2820 Garvey Ave South Suite B West Covina, CA 91791	NON-RESPONSIVE (failed to acknowledge addendums)
8 Atlas Allied Inc Melissa Sicilliani 1210 N Las Brisas St Anaheim, CA 92806	\$2,672,000 00	16 Pro-Craft Plumbing Co Inc Gus Centeno 31597 Outer HWY 10 S Ste-B Redlands, CA 92373	\$4,598,141.00 Bidder withdrew bid mathematical error

San Diego Canyon College

Rancho San Diego Community College District

Bid Results and Budget Comparison

Humanities Building
 Athletic and Aquatics Complex
 San Diego Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 San Diego Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1135	Earthwork	\$ 1,206,768	\$ 588,130	\$ 554,067	\$ 615,908	\$ 300,287	\$ 137,376	Re-Bid- All bids non-responsive	23-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlasCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

5.8 (3)

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

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1141, HVAC – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1141 for the HVAC of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was West Tech Mechanical with a bid of \$2,965,500. The estimated cost was \$6,010,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1141, HVAC for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to West Tech Mechanical as presented.

Fiscal Impact:	\$2,965,500	Board Date:	March 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		

5.9(2)

BID RESULTS

BID # 1141

PROJECT: HVAC/Humanities Bldg., Athletic/Aquatic Center, Entry Roads

DUE DATE: Wednesday, February 24, 2010 @ 10:00 A. M.

BIDDER		AMOUNT	BIDDER		AMOUNT
1	West Tech Mechanical Vic Sabastian 5589 Brooks St Montclair, CA 91763	\$2,965,500 00	9	Acco Engineered Systems John Aguilar 2895 East Edinger Ave Tustin, Ca 92780	\$3,657,501 00
2	Sheldon Mech Eric Long	\$3,077,000 00	10	Air-Ex John O'Dell 157 Gentry St Pomona, CA 91767	NON-RESPONSIVE Did not acknowledge addendums
3	Couts Heating & Cooling Inc Tom Urich 1693 Rimpau Ave. Corona, CA 92881	\$3,146,800 00			
4	A.O Reed & Co Bryan Fulgham 4777 Ruffner St San Diego, CA 92111	\$3,183,800.00			
5	Athena Engineering Richard Chiera 456 E Foothill Blvd San Dimas, CA 91773	\$3,238,479 00			
6	Aire Masters AC Jerry Edwards 12556 McCann Dr Santa Fe Springs, CA 90670	\$3,300,000 00			
7	ACH Mech Craig Nicholson 411 Business Center Court Redlands, CA 92373	\$3,448,000 00			
8	LA Air Scott Owens 1714 Lindbergh Court La Verne, CA 91750	\$3,499,000.00			

San Diego Canyon College
 Rancho San Diego Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 Sanitago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Sanitago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
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2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
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7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
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9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlezCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th meeting.

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1142, Fire Suppression – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1142 for the Fire Suppression of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was JPI Development Group with a bid of \$414,000. The estimated cost was \$815,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1142, Fire Suppression for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to JPI Development Group as presented.

Fiscal Impact:	\$414,000	Board Date: March 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	



BID RESULTS				
BID #1142		PROJECT: Fire Suppression/Humanities Bldg., Athletic/Aquatic Center, Entry Roads		
		DUE DATE: Wednesday, February 24, 2010 @ 10:00 A. M.		
BIDDER	AMOUNT		BIDDER	AMOUNT
1 JPI Development Group Bob Witte 41205 Golden Gate Circle Murrieta, Ca 92562	\$414,000 00	9		
2 Simplex Grinnell John Breznau 1701 W Sequoia Ave Orange, CA 92868	\$415,000 00	10		
3 Kincaid Industries Inc Randy Kent 31-065 Plantation Dr Thousand Palms, CA 92276	\$605,788 00	11		
4 RLH Fire Protection Glen Holt 16735 Saticoy St #110 Van Nuys, CA 91406	Non responsive Did not acknowledge addendum	12		
5 Transbay Fire Protection Alan Price 411 Le Roy Dr Corona, CA 92879	Non responsive Did not acknowledge addendums			
6 Cosco Fire Protection Zach Caldwell 501 W Southern Ave Orange, CA 92865	Non responsive Did not acknowledge addendum			
7				
8				

San Diego Canyon College
 Rancho San Diego Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 San Diego Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 San Diego Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134 Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1135 Earthwork	\$ 2,306,768	\$ 589,130	\$ 554,067	\$ 615,908	\$ 300,287	\$ 337,376	Re-Bid- All bids non-responsive	22-Mar
2	1151 Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136 Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137 Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138 Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139 Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140 Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141 Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142 Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143 Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144 Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145 Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146 Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147 Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148 Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149 Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150 Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
	Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
	Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1144, Roofing, Waterproofing, and Composite Aluminum Panel System – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1144 for the Roofing Waterproofing and Composite Aluminum Panel System of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Troyer Contracting Co. with a bid of \$1,864,616. The estimated cost was \$2,70,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1144, Roofing, Waterproofing, and Composite Aluminum Panel System for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Troyer Contracting Co. as presented.

Fiscal Impact:	\$1,864,616	Board Date:	March 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		


BID RESULTS
BID #1144
PROJECT: Roofing, Waterproofing/Humanities Bldg., Athletic/Aquatic Center, Entry Roads
DUE DATE: Wednesday, February 24, 2010 @ 11:00 A. M.

BIDDER		AMOUNT		BIDDER		AMOUNT	
1	Troyer Contracting Co Marc Troyer 10122 Freeman Ave Santa Fe Springs, Ca 90670		\$1,864,616 00				
2	EMS Construction Jose Gomes 1040 S Andreasen Dr Ste 110 Escondido, ca 92029		\$2,036,638 00				
3	Best Contracting Tom Berger 19027 S Hamilton Ave Gardena, Ca 90248		\$2,198,739 00				
4	American Sheet Metal Able or Robert Burner 8710 Railroad Ave Santee, Ca 92071		\$2,235,000 00				
5	Harbor Construction Co		\$2,271,000.00				
6	Applied Roof Eng Jose Aleves 1678 N Maple St Corona, Ca 92880		\$2,246,800 00				
7							
8							

Santiago Canyon College

Rancho Santiago Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Santiago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	2022 Humanities Bid	2025 Athletics & Aquatics Complex	2004 Santiago Cyn Road Entry and Parking Lot	2004 Chapman Ave. Entry Roadway & LRC Parking Exp.	2004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	1135	Paintwork								
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,219,641	\$ 805,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,794,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,296,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynaletric	22-Mar
7	1140	Plumbing & Site Utilities	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlasCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,578	\$ 375,448	X	X	X	Continental Flooring	22-Mar
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

5.1.1 (3)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1145, Casework, Fixtures and Lab Equipment – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1145 for the Casework, Fixtures and Lab Equipment of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was K & Z Cabinets Co., Inc. with a bid of \$174,130. The estimated cost was \$372,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1145, Casework, Fixtures and Lab Equipment for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to K & Z Cabinets Co., Inc. as presented.

Fiscal Impact:	\$174,130	Board Date:	March 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		



BID RESULTS

BID #1145

PROJECT: Casework, Fixtures, Lab Equipment/Humanities Bldg., Athletic/Aquatic Center, Entry Road

DUE DATE: Wednesday, February 24, 2010 @ 2:00 P. M.

BIDDER	AMOUNT		BIDDER	AMOUNT
1 K&Z Cabinets Co Inc Troy Zerillo 1450 South Grove Ave Ontario, Ca 91761	\$174,130.00	9		
2 Lozano Caseworks Inc Steve Johnson 242 W Hanna St Colton, Ca 92324	\$202,000.00	10		
3 MAJ International Inc Sandra Rizk 1221 E 8th St #B Upland, Ca 91786	\$290,000.00	11		
4 Miller Wood Work	Non-responsive Incorrect Bid Form used			
5				
6				
7				
8				

San Diego Canyon College

Rancho San Diego Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Sanitago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Sanitago Cyn Road Entry and Parking Lot	3004 Chapman Ave. Entry Roadway & LRC Parking Exp.	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 339,900	\$ 83,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	1135	Photovoltaic Array								
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 303,332	\$ 562,733	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalocric	22-Mar
7	1140	Plumbing & Site Utilities	\$ 1,987,000	\$ 735,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlasCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,364,616	\$ 1,076,838	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,693,500	\$ 1,186,000	\$ 512,500	\$ 2,950	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 743,126	\$ 369,578	\$ 375,448	X	X	X	Continental Flooring	22-Mar
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 789,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date:	March 22, 2010
Re:	Approval of Award of Bid #1146, Framing and Elevators – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1146 for the Framing and Elevators of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Inland Building Construction Co. with a bid of \$3,074,000. The estimated cost was \$3,725,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1146, Framing and Elevators for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Inland Building Construction Co. as presented.

Fiscal Impact:	\$3,074,000	Board Date:	March 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		



5.13 (2)

BID RESULTS

BID #1146		PROJECT: Framing, Elevators/Humanities Bldg., Athletic/Aquatic Center, Entry Roads	
		DATE: Wednesday, February 24, 2010 @ 2:00 A. M.	
BIDDER	AMOUNT	BIDDER	AMOUNT
1 Inland Building Construction Co Jeremy Knight 323 S Sierra Way PO Box 5302 San Bernardino, Ca 92412	\$3,074,000 00	9 RVH Constructors Dan Rodriguez 1175 South Grove Ave Ste 102 Ontario, Ca 91761	\$3,740,000 00
2 JRH Construction Sharon Irary 1185 Warner Ave Tustin, Ca 92780	\$3,370,828 00	10 Southwest General Contracting Lauren Sheppard 1835A S Centre City Pky #422 Escondido, Ca 92025	\$3,743,049 00
3 Harbor Construction Isabel Cortez 15550 Rockfield Blvd B-100 Irvine, Ca 92618	\$3,432,000 00	11 Pre-Con Industries aka Premier Drywall	\$3,769,000 00
4 Plyco Corp Roberto Lambaren 5150 Etiwanda Ave Mira Loma, Ca 91752	\$3,497,000 00		
5 Angeles Contractor Darius Lee 8461 Commonwealth Ave Buena park, Ca 90621	\$3,563,980 00		
6 USS Cal Builders Veronica Lepe 8051 Main Street Stanton, Ca 90680	\$3,594,000 00		
7 Gonzales Construction Armand Gonzales 19531 Ventura Blvd Tarzana, Ca 91356	\$3,642,520 00		
8 Harik Construction Mike Forsman 175 W Arrow Hwy Glendora, Ca 91740	\$3,677,000 00		

San Diego Canyon College
 Rancho San Diego Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 Sanitago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparant Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	1135	Earthwork	\$ 2,205,768	\$ 599,130	\$ 554,067	\$ 615,908	\$ 200,287	\$ 237,376	Re-Bid - All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	KBZ Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,800
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 132,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1147, Interior Systems – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1147 for the Interior Systems of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Friday, February 26, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Inland Empire Architectural Specialties with a total bid of \$1,698,500. This bid amount includes add alternate number one -\$10,000 and add alternate number two \$38,500. The estimated cost was \$3,176,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1147, Interior Systems for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Inland Empire Architectural Specialties as presented.

Fiscal Impact:	\$1,698,500	Board Date: March 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	



5.14 (2)

BID RESULTS

BID #1147		PROJECT: Interior Systems/Humanities Bldg , Athletic/Aquatic Center, Entry Roads							
		DUE DATE: Friday, February 28, 2010 @ 10:00 A. M.							
BIDDER	AMOUNT	Add Alternate One (1)	Add Alternate Two (2)	TOTAL	BIDDER	AMOUNT	Add Alternate One (1)	Add Alternate Two (2)	TOTAL
1 Inland Empire Archit Specialties Blanca Limon 783 Palmyrita Ste B Riverside, Ca 92507	\$1,860,000 00	-\$10,000 00	\$38,500 00	\$1,898,500 00	9 LA Builders Alon Gamliel 15835 Saticoy St Ste H Van Nuys, Ca 91406	\$2,378,553 00	\$93,600 00	\$36,000 00	\$2,509,153 00
2 Inland Building Construction Co Jeremy Knight 323 S Sierra Way PO Box 5302 San Bernardino, Ca 92412	\$1,883,700 00	\$0 00	\$41,000 00	\$1,904,700 00					
3 Harbor Construction Isabel Cortez 15550 Rockfield Blvd B-100 Irvine, Ca 92618	\$1,988,000 00	\$1,500 00	\$50,000 00	\$2,039,500 00					
4 Tovey/Shultz Construction Kelly Roach 18281 Collier Ave Unit A Lake Elsinore, Ca 92530	\$2,096,000 00	-\$11,000 00	\$51,000 00	\$2,147,000 00					
5 Great West Contractors Dan Hinojosa 4582 E Eisenhower Circle Anaheim, Ca 92807	\$1,993,500 00	\$120,000 00	\$46,000 00	\$2,159,500 00					
6 JRH Construction Sharon Irany 1185 Warner Ave Tustin, Ca 92780	\$2,161,794 00	-\$11,038 00	\$40,400 00	\$2,191,156 00					
7 Angeles Contractor Darius Lee 8481 Commonwealth Ave Buena Park, Ca 90821	\$2,238,000 00	\$48,000 00	-\$10,700 00	\$2,275,300 00					
8 Phyco Corp Roberto Lambaren 5150 Etiwanda Ave Mira Loma, Ca 91752	\$2,320,800 00	-\$8,500 00	\$46,000 00	\$2,358,300 00					

San Diego Canyon College
 Rancho San Diego Community College District
Bid Results and Budget Comparison
 Humanities Building
 Athletic and Aquatics Complex
 Sanitago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134 Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1136 Earthwork	\$ 2,306,768	\$ 599,120	\$ 564,067	\$ 615,908	\$ 300,287	\$ 327,376	Re-Bid - All bids non-responsive	22-Mar
2	1151 Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136 Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137 Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138 Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139 Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140 Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141 Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142 Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143 Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144 Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145 Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146 Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147 Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148 Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149 Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150 Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
	Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
	Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$	174,800
Alternate 2: Array #2 additive cost	\$	117,400
Alternate 3: Array #3 additive cost	\$	132,200
Alternate 4: Array #4 additive cost	\$	173,500
Total	\$	597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

5.14 (3)

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

To: Board of Trustees	Date: March 22, 2010
Re: Approval of Award of Bid #1148, Flooring – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action: Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1148 for the Flooring of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Friday, February 26, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was Continental Flooring with a bid of \$745,126. The estimated cost was \$980,000.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1148, Flooring for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to Continental Flooring as presented.

Fiscal Impact:	\$745,126	Board Date:	March 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		

5.15 (2)

BID RESULTS

BID #1148

PROJECT: Flooring/Humanities Bldg., Athletic/Aquatic Center, Entry Roads

DUE DATE: Friday, February 26, 2010 @ 2:00 P. M.

BIDDER		AMOUNT	BIDDER		AMOUNT
1	Continental Flooring Todd Distelrath 10763 Bell Court Rancho Cucamonga, Ca	\$745,126 00			
2	Donald M Hoover Co Carissa Garcia 10130 Redwood Ave Fontana, Ca 92355	\$756,860 00			
3	Reliable Floor Covering Jon Rumkin 2304 Townsgate Rd Westlake Village, Ca 91361	\$830,706 00			
4	Floor Tech America Greg Carlton 125 Mercury Circle Pomona, Ca 91768	\$1,004,135 00			

Santiago Canyon College

Rancho Santiago Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Sanitago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Sanitago Cyn Road Entry and Parking Lot	3004 Chapman Ave Entry Roadway & LRC Parking Exp	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
3	1126	Earthwork	\$ 2,206,768	\$ 580,130	\$ 554,067	\$ 616,808	\$ 300,287	\$ 337,276	Re-Bid - All bids non-responsive	22-Mar
2	1151	Earthwork (re-bid)							Bids are due March 16, 2010	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlasCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 36,141,851	\$ 19,417,596	\$ 13,367,147	\$ 1,756,542	\$ 852,813	\$ 769,905		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$	174,800
Alternate 2: Array #2 additive cost	\$	117,400
Alternate 3: Array #3 additive cost	\$	132,200
Alternate 4: Array #4 additive cost	\$	173,500
Total	\$	597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting.

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

Page 1 of 2

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1151, Earthwork – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking, and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, the District advertised the sixteen (16) multiple prime trades associated with this project and opened bids on February 22, 24 and 26, 2010.

Bid #1135, Earthwork had only two (2) bidders, both of whom were declared non-responsive for not completing the required Bid Forms. All Bids were rejected in Bid Package #1135.

The Earthwork Package was Re-Bid as Bid #1151 and re-advertised on March 1st and 8th and a pre-bid job walk was held on March 9, 2010. Bids were opened on Tuesday, March 16 as noted on the attached Bid result Form.

ANALYSIS:

The attached spreadsheet indicates the specific trade, bidder's name and the amount of each bid. The low bidder is indicated as the first listing on each Bid Summary and summarized on the attached page entitled "Bidder Award List". The bids ranged from a high of \$2,785,000 to the low of \$1,289,048. The lowest bidder for Bid #1151, Earthwork, was Southern California Grading, Inc.. The estimated cost was \$3,471,000.

Seville Construction Services performed a due diligence review for each of the lowest cost responsible bidders. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1151, Earthwork for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking, and Loop Road Extension Projects at Santiago Canyon College to Southern California Grading, Inc. as presented.

Fiscal Impact:	\$1,289,048	Board Date: March 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	

BID RESULTS

BID # 1151

PROJECT: Earthwork/Humanities Bldg., Athletic/Aquatic Center, Entry Roads

DATE: Tuesday, March 16, 2010 @ 2:00 P. M.

BIDDER	AMOUNT	BIDDER	AMOUNT
Southern California Grading, Inc. 16291 Construction Circle East Irvine, CA 92606	\$1,289,048.00	Earth Construction and Mining 11542 Knott Street, Suite #10 Garden Grove, CA 92841	\$1,957,000.00
Howard Contracting, Inc. 12354 Carson Street Hawaiian Gardens, CA 90716	\$1,343,551.00	Fata Construction and Development 19135 Vintage Woods Drive Riverside, CA 92508	\$2,187,000.00
Earth Basics Contracting, Corp. 4887 E. La Palma Avenue #706 Anaheim, CA 92807	\$1,366,450.00	USS Cal Builders, Inc. 8051 Main Street Stanton, CA 90680	\$2,785,000.00
Crew, Inc. Grading & Excavating 19618 S. Susana Road Rancho Dominguez, CA 90221	\$1,394,000.00		
Tucker Engineering 2182 Dupont Drive Suite 217 Irvine, CA 92612	\$1,494,000.00		
F. M. & Sons, Inc. 2098 S. Grand, Suite I Santa Ana, CA 92705	\$1,535,000.00		
Doja, Inc. 5050 W. Mission Boulevard Ontario, CA 91762	\$1,774,608.00		
Lee & Stires, Inc. 634 S. Palmetto Avenue Ontario, CA 91762	\$1,820,000.00		

Santiago Canyon College

Rancho Santiago Community College District

Bid Results and Budget Comparison

Humanities Building
Athletic and Aquatics Complex
Sanitago Cyn Entry & Parking Lot
Chapman Ave Entry & Parking Lot
Loop Road Extension

5.16 (4)

	Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	3025 Athletics & Aquatics Complex	3004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave. Entry Roadway & LRC Parking Exp.	3004 Loop Road Extension	Contractor	Board Approval Date
1	1134	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	1151	Earthwork (Re-Bid of #1135)	\$ 1,289,048	\$ 238,999	\$ 257,000	\$ 314,127	\$ 315,395	\$ 163,527	Southern California Grading, Inc.	22-Mar
3	1136	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	1137	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	1138	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blazing Industrial Steel, Inc.	22-Mar
6	1139	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynalectric	22-Mar
7	1140	Plumbing & Site Utilites	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,480	Interpipe	22-Mar
8	1141	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	1142	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	1143	Glass, Glazing, & Aluminum Systems (Note 5)	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlazCon Industries / Henry's Glass & Mirror	22-Mar
11	1144	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	1145	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	1146	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	1147	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	1148	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	1149	Equipment & Furnishings (Note 3)	\$ 2,058,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	1150	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
		Bid Totals:	\$ 37,430,899	\$ 19,656,595	\$ 13,624,147	\$ 2,070,669	\$ 1,168,208	\$ 933,432		
		Budget Totals:	\$ 54,966,715	\$ 29,420,914	\$ 19,446,200	\$ 3,708,189	\$ 1,473,177	\$ 918,235		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$	174,800
Alternate 2: Array #2 additive cost	\$	117,400
Alternate 3: Array #3 additive cost	\$	132,200
Alternate 4: Array #4 additive cost	\$	173,500
Total	\$	597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting. Project Budget shown.

Note 5: GlazCon Industries issued a notice to Withdraw their bid on March 11th, beyond the status deadline. District Counsel is involved.

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Change Order #1 for Bid #1060 – Casework and Fixtures for the Science Building (State Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to Dow Diversified, Inc. for Bid #1060/SCC Science Building to perform the casework and fixtures portion of 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 #1.

Change Order #1 increases the contract by \$22,036. The revised contract amount is \$1,188,754. 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 1.8% 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, Dow Diversified, Inc. for Bid #1060, casework and fixtures in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$22,036	Board Date: March 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.	P.O. #	08-P0004289
			D.S.A. No.		04-107804
Contractor:	Dow Diversified Inc		Change Order No.	1	
Architect:	LPA, Inc.		Date:	3/22/10	

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		\$1,166,718.00
Previous Change Orders	\$0.00	
This Change Order	\$22,036.00	
Total Change Orders		\$22,036.00
Revised Contract Amount		\$1,188,754.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		August 20, 2009
Revised Contract Completion Date		
RSCCD Board Approval Date		March 22, 2010

Architect _____ Authorized Signature _____ Date _____

Contractor Name _____ Authorized Signature _____ Date _____

Construction Manager - Bernards _____ 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.	P.O. # 08-P0004289
	D.S.A. No. 04-107804	
Contractor: Dow Diversified Inc	Change Order No. 1	
Architect: LPA, Inc.	Date: 3/22/10	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Provide fixtures, epoxy sink and counter for new teacher stations in rooms 129 & 226 per CCD #7</p> <p><u>REASON:</u> Teacher stations requested for these rooms to provide for a better learning experience</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$9,603.00
2.0	<p><u>DESCRIPTION:</u> Change all Audio Visual cabinets to 4-drawer cabinets per rfi#218</p> <p><u>REASON:</u> End user requested change</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$2,039.00
3.0	<p><u>DESCRIPTION:</u> Dow Diversified to proceed on premium time</p> <p><u>REASON:</u> Accellarate the installation of casework</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$9,695.00

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.	P.O. # 08-P0004289
	D.S.A. No.	04-107804
Contractor: Dow Diversified Inc	Change Order No.	1
Architect: LPA, Inc.	Date:	3/22/10

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p><u>DESCRIPTION:</u> Provide field cutouts in rm 119, 124 and 120 for electrical switches in faces of cabinets</p> <p><u>REASON:</u> Power needed to operate garbage disposals</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$699.00
Sub-Total		\$0.00	\$22,036.00
Total			\$22,036.00

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Change Order #1 for Bid #1060 – Casework and Fixtures for the Science Building (Bond Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to Dow Diversified, Inc. for Bid #1060/SCC Science Building to perform the casework and fixtures portion of 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 #1.

Change Order #1 increases the contract by \$5,863. The revised contract amount is \$212,222. 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 2.8% 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, Dow Diversified, Inc. for Bid #1060, casework and fixtures in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$5,863	Board Date: March 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) Santiago Canyon College	at	Bid No.	1060	P.O. #	08-P0004288
			D.S.A. No.	04-107803		
Contractor: Dow Diversified Inc			Change Order No.	1		
Architect:	LPA, Inc.		Date:	3/22/10		

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		\$206,359.00
Previous Change Orders	\$0.00	
This Change Order	\$5,863.00	
Total Change Orders		\$5,863.00
Revised Contract Amount		\$212,222.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		August 20, 2009
Revised Contract Completion Date		
RSCCD Board Approval Date		March 22, 2010

Architect Authorized Signature

Date

Contractor Name Authorized Signature

Date

Construction Manager - Seville 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. 1060	P.O. # 08-P0004288
	D.S.A. No. 04-107803	
Contractor: Dow Diversified Inc	Change Order No. 1	
Architect: LPA, Inc.	Date: 3/22/10	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><u>DESCRIPTION:</u> Delete all Audio Visual cabinets to 4-drawer cabinets per rfi#218</p> <p><u>REASON:</u> End user requested change</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS 0 calendar days</p>		\$1,019.00
2.0	<p><u>DESCRIPTION:</u> Provide fixtures, epoxy sink and epoxy countertop for additional teacher island in room 106 per CCD#7</p> <p><u>REASON:</u> Requested for teacher station</p> <p><u>REQUESTOR:</u> District</p> <p><u>TIME EXTENSION:</u> ADDS calendar days</p>		\$4,844.00
Sub-Total		\$0.00	\$5,863.00
Total			\$5,863.00

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

To:	Board of Trustees	Date: March 22, 2010
Re:	Approval of Award of Bid #1143, Glass/Glazing and Aluminum Systems – Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

The District intends to construct the SCC Humanities Building, Athletic/Aquatic Center and two (2) Entry Road Projects and one (1) Loop Road Extension under a multi-prime delivery system, utilizing Seville Construction Services to coordinate the construction process.

In compliance with Public Contract Code, Bid #1143 for the Glass/Glazing and Aluminum Systems of the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College bids were opened on Wednesday, February 24, 2010 as noted on the attached Bid Results Form.

ANALYSIS:

The lowest cost responsible bidder was GlazCon Industries/Henry's Glass & Mirror with a bid of \$1,626,250. The estimated cost was \$2,425,000.

On March 11, 2010 Glazcon Industries/Henry's claimed a mistake in its bid submitted on February 24, 2010 and requested to have their bid withdrawn. The statutory time period in which a bidder may claim mistake and withdraw its bid had expired. Under Public Contract Code section 5103 (b) a bidder claiming a mistake must establish, "He or she gave the public entity written notice within five working days, excluding Saturday, Sundays and state holidays, after the opening of the bids of the mistake, specifying in the notice in detail how the mistake occurred." As bids were open on February 24, 2010, the latest Glazcon could have provided written notice regarding a mistake was March 3, 2010.

Since Glazcon's bid was otherwise responsive, the District must accept Glazcon's bid as the lowest responsive, responsible bidder in accordance with Public Contract Code section 20651. The District has conferred with legal counsel Mr. Hugh Lee.

Seville Construction Services performed a due diligence review of the lowest cost responsible bidder. The due diligence review included affirmation of the bid, review of any California Labor Department violations, license verification, reference checks, and compliance with OSHA accident rating as required by the District's owner-controlled insurance program (OCIP) from our insurance carrier (ASCIP).

RECOMMENDATION:

It is recommended that the Board of Trustees award Bid #1143, Glass/Glazing and Aluminum Systems for the Humanities Building, Athletic/Aquatic Center, Santiago Canyon Road Entry and Parking Lot, Chapman Avenue Entry and Learning Resource Center (LRC) Parking and Loop Road Extension Projects at Santiago Canyon College to GlazCon Industries/Henry's Glass & Mirror as presented.

Should GlazCon Industries/Henry's Glass & Mirror fail to execute the Agreement and provided all required documents as set forth in the contract documents for the project, it is recommended that the Board of Trustees award Bid #1143 to the next lowest responsive responsible bidder. It is further recommended that the Board of Trustees delegate to its Vice Chancellor of Business Operations and Fiscal Services the authority to approve and award any and all agreements and to complete all necessary documents to award the contract to the next lowest responsive responsible bidder should GlazCon Industries/Henry's Glass & Mirror fail to execute the Agreement and provided all required documents as set forth in the contract documents.

Fiscal Impact:	\$1,626,250	Board Date: March 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	



BID RESULTS

BID #1143		PROJECT: Glass/Glazing & Aluminum/ Humanities Bldg., Athletic/Aquatic Center, Entry Roads			
		DUE DATE: Wednesday, February 24, 2010 @ 11:00 A. M			
BIDDER	AMOUNT		BIDDER	AMOUNT	
1 GlazCon Industries/ Henry's Glass & Mirror 79-919 Country Club Dr Bermuda Dunes, CA 92203	\$1,626,250.00				
2 Roy E Whitehead Inc Daniel Proffitt 2245 Via Cerro Ave Riverside, Ca	\$2,525,000.00				
3 Best Contracting Tom Berger 19027 S Hamilton Ave Gardena, Ca 90248	\$3,235,895.00				

5.19 (3)

Santiago Canyon College
 Rancho Santiago Community College District
Bid Results and Budget Comparison

Humanities Building
 Athletic and Aquatics Complex
 Santiago Cyn Entry & Parking Lot
 Chapman Ave Entry & Parking Lot
 Loop Road Extension

Bid #	Trade Contractor Bid Package	Apparent Low Bid Amount	3022 Humanities Bldg	2025 Athletic & Aquatics Complex	2004 Santiago Cyn Road Entry and Parking Lot	3004 Chapman Ave. Entry Restroom & USC Pubing Exp.	2004 Loop Road Extension	Contractor	Board Approval Date
1	Landscaping	\$ 1,271,450	\$ 389,900	\$ 88,550	\$ 466,900	\$ 204,400	\$ 121,700	Sierra Landscaping	22-Mar
2	Earthwork (Re-Bid of #1135)	\$ 1,289,048	\$ 238,999	\$ 257,000	\$ 314,127	\$ 315,395	\$ 169,527	Southern California Grading, Inc.	22-Mar
3	Concrete	\$ 3,921,621	\$ 1,019,622	\$ 1,213,641	\$ 803,932	\$ 562,753	\$ 321,673	Tidwell Concrete	22-Mar
4	Masonry	\$ 2,990,000	\$ 1,734,200	\$ 1,255,800	X	X	X	Industrial Masonry Inc	22-Mar
5	Structural Steel and Metals	\$ 4,298,000	\$ 3,306,000	\$ 987,000	\$ 2,500	\$ 500	\$ 2,000	Blaizing Industrial Steel, Inc.	22-Mar
6	Electrical (Note 1)	\$ 5,182,900	\$ 3,617,900	\$ 1,200,000	\$ 120,000	\$ 20,000	\$ 225,000	Dynaletric	22-Mar
7	Plumbing & Site Utilities	\$ 1,987,000	\$ 755,060	\$ 735,190	\$ 357,660	\$ 59,610	\$ 79,680	Interpipe	22-Mar
8	Heating, Ventilation and Air Conditioning	\$ 2,965,500	\$ 2,150,000	\$ 815,500	X	X	X	West Tech Mechanical	22-Mar
9	Fire Suppression	\$ 414,000	\$ 299,000	\$ 115,000	X	X	X	JPI Development Group	22-Mar
10	Glass, Glazing, & Aluminum Systems (Note 5)	\$ 1,626,250	\$ 1,188,700	\$ 437,550	X	X	X	GlasCon Industries / Henry's Glass & Mirror	22-Mar
11	Roofing, Waterproofing & Composite Aluminum Panel System	\$ 1,864,616	\$ 1,076,688	\$ 787,928	X	X	X	Troyer Contracting Co.	22-Mar
12	Casework, Fixtures & Lab Equipment	\$ 174,130	\$ 113,690	\$ 60,440	X	X	X	K&Z Cabinets Co., Inc.	22-Mar
13	Framing & Elevators	\$ 3,074,000	\$ 1,980,000	\$ 1,085,000	\$ 3,000	\$ 3,000	\$ 3,000	Inland Building Construction Co.	22-Mar
14	Interior Systems (Note 2)	\$ 1,698,500	\$ 1,186,000	\$ 512,500	\$ 2,550	\$ 2,550	\$ 17,052	Inland Empire Architectural Specialties	22-Mar
15	Flooring	\$ 745,126	\$ 369,678	\$ 375,448	X	X	X	Continental Flooring	22-Mar
16	Equipment & Furnishings (Note 3)	\$ 2,059,658	\$ 231,158	\$ 1,828,500	X	X	X	Will Bid with Swimming Pool	24-May
17	Pool (Note 4)	\$ 1,869,100	X	\$ 1,869,100	X	X	X	Pre-Qualifying Bidders	24-May
	Bid Totals:	\$ 37,490,899	\$ 19,656,595	\$ 13,674,147	\$ 2,070,669	\$ 1,168,208	\$ 933,432		
	Budget Totals:	\$ 54,966,715	\$ 29,430,914	\$ 19,446,200	\$ 3,708,188	\$ 1,478,177	\$ 918,285		

Note 1: Includes Alternates 1 through 4 to add Photovoltaic Array to the Humanities Building (Sustainable Design Requirements)

Alternate 1: Array #1 additive cost	\$ 174,900
Alternate 2: Array #2 additive cost	\$ 117,400
Alternate 3: Array #3 additive cost	\$ 152,200
Alternate 4: Array #4 additive cost	\$ 173,500
Total	\$ 597,900

Note 2: Includes Alternate 2 adding 2 rows of Acoustical Panels to the Gymnasium walls for \$38,500

Note 3: Equipment & Furnishings will bid at the same time as the Swimming Pool. Project Budget shown.

Note 4: Prequalifications for Swimming Pool Contractors will advertise in March, with bidding to follow in April and Board Approval at May 24th. meeting. Project Budget shown.

Note 5: GlasCon Industries issued a notice to Withdraw their bid on March 11th, beyond the statutory deadline. District Counsel is involved.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting March 22, 2010

INDEPENDENT CONTRACTORS

Cara Lockwood & Associates

Attachment A – Independent Contractor Agreement
Attachment B – Scope of Work

Service: Consulting services to provide design and implementation of Early Head Start (EHS) program.

Date(s) of Service: March 23, 2010 through September 30, 2010

Fee: Estimated at \$40,000.00

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 March, 2010 by and between Cara Lockwood & Associates herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTING SERVICES TO PROVIDE DESIGN AND IMPLEMENTATION OF 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 Forty Thousand Dollars & No Cents (\$40,000.00).

The contracted services are to commence on or about March 23, 2010 and to be completed on or about, but not later than September 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 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 where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Tracey Conner-Crabbe
Printed Name

Title

Director of Purchasing Services
Title

Address

City/State

Date

Date



**Cara Lockwood
and
Associates**

Scope of Work

Services Provided To: Rancho Santiago Community College
District
Early Head Start Program

Services Provided By: Cara Lockwood -Consultant
Cara Lockwood and Associates
25406 Elderwood
Lake Forest, CA 92630

Service Date: March 15,
2010 - September 30, 2010

Payment Terms: \$75/hour
Not to exceed \$40,000

Payment upon monthly
invoice

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Rancho Santiago Community College has agreed to contract with Cara Lockwood and Associates, with Cara Lockwood remaining the primary consultant for the Rancho Santiago Community College Early Head Start Program, to provide regular T&TA support as an Education Coordinator.

Cara Lockwood will provide services based on her knowledge and expertise in the field of Early Childhood Education, Infant/Toddler Education, Curriculum, Best Practices, and Head Start Programming.

The Scope of Work will include, but not be limited to, the following:

- Work in collaboration with the RSCCD EHS start up team to develop a systematic approach to monitor classroom quality to ensure Head Start Performance Standards are met including the development of Service Area Plans.
- Work in collaboration with the RSCCD EHS start up team to develop quality improvement systems for the center based program and program partners including Help Me Grow, MOMS of Orange County, and HABLA
- Assist in the identification of facility needs assuring that all facilities meet Head Start Performance Standards, Health and Safety requirements, and California State Licensing standards.
- Assist in the identification of community needs for the purpose of program planning.
- Assist in the identification of staff needs for the purpose of the development of an Early Head Start Training and Technical Assistance Plan.
- Work with key EHS staff and partners to develop a comprehensive Training and Technical Assistance plan.
- Provide training and technical assistance to key staff on Head Start Performance Standards, Early Education, Curriculum, and Infant/Toddler Development.
- Work with RSCCD EHS staff to assess and select appropriate curriculum and/or philosophical guidance for working with young children.
- Provide curriculum training to key EHS staff
- Work with Home Visiting Team to develop procedures, guidelines, and goals for the program that meet Head Start Performance Standards and support the healthy development of the EHS children and families.
- Work in collaboration with RSCCD EHS component staff (Health, Family Involvement) to ensure integrated services for the EHS children and families.
- Provide classroom and home-based coaching to EHS staff working directly with Infants, Toddlers, and Pregnant moms.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To: Board of Trustees	Date: March 22, 2010
Re: Approval of CMAS Contract to Miracle Recreation Equipment Company	
Action: Request for Approval	

BACKGROUND

The new Child Development Center at Santa Ana College wishes to purchase outdoor playground equipment. Miracle Recreation Equipment Company was selected to provide the equipment by utilizing the California Multiple Award Schedule (CMAS) Contract #4-99-78-0006A. To utilize this contract Board approval is required.

ANALYSIS

Miracle Recreation Equipment Company is one of the largest manufacturers in the industry and most school districts and public agencies have their equipment. They have a good reputation for providing quality equipment and good service. In addition, they are able to personalize each piece of equipment to match the ages and developmental need of the children that will be served. Their quality assurance process assures us of meeting all federal safety standards and inspections are done after each install to ensure that it meets the manufacturer's strict requirements and industry standards.

Procurement of the playground equipment is available through the CMAS contract and offers a wide-range of items and components. The CMAS discount ranges from 15% to 18% off the Federal Supply Schedule (GSA), plus an additional educational discount of 3%. This contract is in accordance with the terms and conditions negotiated by the State and meets all legal requirements allowing California community colleges to purchase and is in effect through January 31, 2013. The contract will be used on an as needed basis for future needs as well. The complete contract is available for review in the Purchasing Department.

The funding source for this procurement is Measure E bond money.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's use of the CMAS Contract #4-99-78-0006A, including renewals, supplements, and extensions awarded to Miracle Recreation Equipment Company as presented.

Fiscal Impact: \$33,947.31 (initial purchase)	Board Date: March 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	

DGS

State of California

**MULTIPLE AWARD SCHEDULE
SUPPLEMENT NO. 2**

Miracle Recreation Equipment Co.

4-99-78-0006A - Brand-Miracle Recreation Outdoor-Barbecue Steel Outdoor-Benches Outdoor-Waste Receptacle Playground-Equipment Playground-Surface Rubberized Receptacles-Trash Recreation-Exercise/Fitness Tables-Rectangular Tables-Round Tables-Square

(Above descriptions for marketing purposes only. Review contract for products/services available.)

CONTRACT NUMBER: 4-99-78-0006A

CMAS TERM DATES: 2/21/2008 through 1/31/2013

DISTRIBUTION: STATEWIDE

NOTICE: Products and/or services on this CMAS contract may be available on a mandatory Strategically Sourced (CSSI) Contract. If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 08-11, and as further explained in the CSSI Contract User Instructions. Information regarding CSSI contracts can be obtained at the website: www.pd.dgs.ca.gov/strategies. This requirement is not applicable to local government entities.

The purpose of this supplement is to renew this contract through 1/31/2013. In addition, this supplement replaces in its entirety Miracle Recreation Equipment Company's existing California Multiple Award Schedule (CMAS) that expired on 11/30/2007. The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated July 2008, products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract.

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Richard Moore Effective Date: **2/21/2008**
RICHARD MOORE, Program Analyst, California Multiple Award Schedules Unit

MIRACLE



9196 Stellar Court
 Corona, CA 92883
 800-264-7225 - fax 877-215-3869

QUOTATION

DATE	Quotation #
2/25/2010	21137

Customer Name
Rancho Santiago Community College Dist. Attn: Dee Tucker 2323 N. Broadway Santa Ana, CA 92706 P: 714-480-7546

Project			Rep	FOB
Rancho Santiago CDC			JE	factory
Item	Description	Qty	Unit Cost	Total
KC/CS Sy...	Kids' Choice Activity Center - SAC #2 #CD178465	1	10,607.00	10,607.00T
TC System	Custom Tots Choice playsystem for ages 2-5 - SAC #3 - #CD178467	1	5,064.00	5,064.00T
714-734-1	Freestanding Safety Panel (Ages 2-5)	1	206.00	206.00T
TC System	Custom Tots Choice playsystem for ages 2-5 - SAC #4 - #CD178469	1	18,032.00	18,032.00T
714-734-1	Freestanding Safety Panel (Ages 2-5)	1	206.00	206.00T
714-735-2s	2 seat single post style swing w/belt seats	2	978.00	1,956.00T
	Equipment Subtotal			36,071.00
Discount	CMAS Discount		-17.00%	-6,132.07
Discount	CMAS Quantity Discount		-1.00%	-360.71
Discount	Additional 3% Educational Discount		-3.00%	-1,082.13
Freight	Commercial Freight	1	2,957.81	2,957.81
Exclusions	Unloading, storage, installation, safety surfacing and site work are not included in this quote.			0.00

This quote is good for 30 days.

Subtotal

The acceptance signature below serves as authorization to order the items quoted and indicates acceptance of the listed prices and payment terms. Signature will not substitute for a Purchase Order, if a Purchase order is required by customer.

Sales Tax (8.75%)

Total

Unloading, storage and installation of equipment upon arrival is not included in above pricing unless specifically noted on quote.

EMAIL. Sales@miracleplayground.com

Signature



9196 Stellar Court
 Corona, CA 92883
 800-264-7225 - fax 877-215-3869

QUOTATION

DATE	Quotation #
2/25/2010	21137

Customer Name
Rancho Santiago Community College Dist. Attn: Dee Tucker 2323 N. Broadway Santa Ana, CA 92706 P: 714-480-7546

Project			Rep	FOB
Rancho Santiago CDC			JE	factory
Item	Description	Qty	Unit Cost	Total
CMAS	Prices above reflect CMAS Discount, per Schedule AGSA #GSA-07F-9713G, contract 4-99-78-0006A. Purchase order must reflect use of CMAS contract.		0.00	0.00T

This quote is good for 30 days.

Subtotal	\$31,453.90
Sales Tax (8.75%)	\$2,493.41
Total	\$33,947.31

The acceptance signature below serves as authorization to order the items quoted and indicates acceptance of the listed prices and payment terms. Signature will not substitute for a Purchase Order, if a Purchase order is required by customer.

Unloading, storage and installation of equipment upon arrival is not included in above pricing unless specifically noted on quote.

EMAIL. Sales@miracleplayground.com

 Signature

Purchase Order List

02/07/10 thru 03/06/10

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-P0013380	2,329 06	4 IMPRINT	Non-Instructional Supplies	SP		2/8/2010
10-P0013381	2,881 88	CARVIN CORP	Equip/Software - >\$200 <\$1,000	SP	BOND	2/8/2010
10-P0013382	7,000 00	VISUCATE	Software License and Fees	SP		2/8/2010
10-P0013383	440 86	BUSINESS MACHINES SECURITY	Instructional Supplies	SP		2/8/2010
10-P0013384	4,900 00	CLASSIC PARTY RENTALS	Rental-Equipment (Short-term)	SP		2/8/2010
10-P0013385	20 61	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		2/8/2010
10-P0013386	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013387	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013388	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013389	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013390	351 13	MURPHY PRINTING CO	Non-Instructional Supplies	SP		2/8/2010
10-P0013391	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013392	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
10-P0013393	289 00	CA HEAD START ASSOC	Conference Expenses	SP		2/8/2010
* 10-P0013394	2,097 00	DATATEL USERS' GROUP	Conference Expenses			2/8/2010
10-P0013395	23,963 85	PROFESSIONAL REPROGRAPHIC SVCS	Equipment - Federal Progs >200	SP		2/8/2010
10-P0013396	275 00	CISOA	Conference Expenses			2/8/2010
10-P0013397	451 38	LINDA MELENDEZ	Inst Dues & Memberships			2/8/2010
10-P0013398	1,575 00	A MEETING COMPANY	Conference Expenses	SP		2/8/2010
10-P0013399	4,294 00	DISNEY'S CORONADO SPRINGS RESORT	Other Participant Travel Exp	SP		2/8/2010
10-P0013400	1,738 50	PRO ACOUSTICS USA	Equipment - All Other > \$1,000	SP		2/8/2010
10-P0013401	1,950 00	AAHHE	Conference Expenses	SP		2/8/2010
10-P0013402	359 09	XEROX CORP	Instructional Supplies	SP		2/8/2010
10-P0013403	230 00	VISUCATE	Software License and Fees	SP		2/8/2010
10-P0013404	1,431 04	DISNEY'S CORONADO SPRINGS RESORT	Conference Expenses	SP		2/9/2010
10-P0013405	2,093 38	APPERSON PRINT MGMT SVCS	Instructional Supplies	SP		2/9/2010
10-P0013406	425.94	CDW GOVERNMENT INC.	Instructional Supplies	SP		2/9/2010
10-P0013407	160 31	DEPT OF GENERAL SERVICES	Site Improvements	SP		2/9/2010
10-P0013408	380 63	SCHICK RECORDS MGMT	Non-Instructional Supplies	SP		2/9/2010
10-P0013409	1,204 02	DEMCO INC	Non-Instructional Supplies			2/9/2010
10-P0013410	299 06	IMMEL DESIGN INC	Non-Instructional Supplies	SP		2/9/2010
10-P0013411	5,500.00	A MEETING COMPANY	Other Participant Travel Exp	SP		2/9/2010
10-P0013412	7,200 00	TOTAL COMPENSATION SYSTEMS INC	Contracted Services			2/9/2010
10-P0013413	275 00	CISOA	Conference Expenses			2/10/2010
10-P0013414	3,533 59	TOTAL HOME & BUSINESS SYSTEMS INC	Security Systems & Services	SP		2/10/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

5.22 (1)

No. 5.22

5.22 (2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013415	275 00	CISOA	Conference Expenses			2/10/2010
10-P0013416	928 00	STATE OF CALIF	Fingerprinting			2/10/2010
10-P0013417	508 63	PESTAL PETER A	Contracted Services			2/10/2010
10-P0013418	900 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013419	900 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013420	900 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013421	900 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013422	900 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013423	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/10/2010
10-P0013424	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/10/2010
10-P0013425	847 71	ACADEMIC SENATE FOR	Reproduction/Printing Expenses	SP		2/10/2010
10-P0013426	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/10/2010
10-P0013427	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/10/2010
10-P0013428	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/10/2010
10-P0013429	1,000 00	CANDELA CORP	Non-Instructional Supplies			2/10/2010
10-P0013430	440 00	SCANTRON CORP	Contracted Services	SP		2/10/2010
10-P0013431	13,500 00	FUNDAMENT & ASSOCIATES	Contracted Services			2/10/2010
10-P0013432	8,557 42	CENGAGE LEARNING/ EDUC TO GO	Books, Mags & Ref Mat, Non-Lib	SP		2/10/2010
10-P0013433	1,584 42	PARADIGM PUB	Books, Mags & Ref Mat, Non-Lib	SP		2/10/2010
10-P0013434	9,221 57	FISHER SCIENTIFIC	Equipment - Federal Progs >200	SP		2/10/2010
10-P0013435	3,783 61	PARADIGM PUB	Books, Mags & Ref Mat, Non-Lib	SP		2/10/2010
10-P0013436	42 00	HANDS ON ENGLISH	Books, Mags & Ref Mat, Non-Lib	SP		2/10/2010
10-P0013437	15,069 00	BIO EXPRESS CORP	Equipment - Federal Progs >200	SP		2/10/2010
10-P0013438	171 69	ZERO TO THREE	Non-Instructional Supplies	SP		2/10/2010
10-P0013439	800 00	SMART & FINAL	Food and Food Service Supplies	SP		2/10/2010
10-P0013440	9,840 00	WESTERN POWER SYSTEMS	Equipment - All Other > \$1,000	SP		2/11/2010
10-P0013441	9,763 49	ORANGE COAST PLUMBING INC	Buildings - Contracted Svcs	SP		2/11/2010
10-P0013442	200 00	STATE BOARD OF EQUALIZATION	Other Licenses & Fees			2/11/2010
10-P0013443	1,345 29	FRANKLIN AIR CONDITIONING	Contracted Repair Services	SP		2/11/2010
10-P0013444	899 00	WESTERN POWER SYSTEMS	Contracted Repair Services			2/11/2010
10-P0013445	720 00	DE LA TORRE COMMERCIAL	Contracted Services	SP		2/11/2010
10-P0013446	701.09	FRANKLIN AIR CONDITIONING	Contracted Repair Services			2/11/2010
10-P0013447	202 28	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/11/2010
10-P0013448	579 87	PARACLETE FIRE AND SAFETY	Contracted Repair Services			2/11/2010
10-P0013449	910 45	EXECUTIVE LIGHTING SVCS	Contracted Repair Services			2/11/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

Purchase Order List
02/07/10 thru 03/06/10

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013450	7,500 00	AON CONSULTING INC	Contracted Services			2/11/2010
10-P0013451	2,697 00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	2/11/2010
10-P0013452	449 87	ORANGE COUNTY FIRE PROTECTION	Non-Instructional Supplies			2/11/2010
10-P0013453	949 50	BENDPAK INC	Contracted Services	SP		2/11/2010
10-P0013454	3,200 00	VAVRINEK TRINE DAY & CO LLP	Audit			2/11/2010
10-P0013455	239,523 00	DELL COMPUTER	Equipment - All Other > \$1,000	SP	BOND	2/11/2010
10-P0013456	35,246 00	DELL COMPUTER	Equipment - All Other > \$1,000	SP	BOND	2/11/2010
10-P0013457	103 31	COAST TO COAST BUSINESS	Maint Contract - Office Equip			2/11/2010
10-P0013458	400 00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			2/16/2010
10-P0013459	413 20	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/16/2010
10-P0013460	665 55	BELL PIPE & SUPPLY CO	Equip/Software - >\$200 <\$1,000			2/16/2010
10-P0013461	902 63	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/16/2010
10-P0013462	500 00	HERTZ CORP	Transportation - Student	SP		2/16/2010
10-P0013463	2,446.00	CHEVRON	Gasoline			2/16/2010
10-P0013464	4,990 00	GRAINGER	Instructional Supplies	SP		2/16/2010
10-P0013465	1,515 00	CARQUEST AUTO PARTS	Instructional Supplies	SP		2/16/2010
10-P0013466	4,910 00	STAGE-TECH	Rental-Equipment (Short-term)	SP		2/16/2010
10-P0013467	303 24	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			2/16/2010
10-P0013468	804 08	GENERAL BINDING CORP	Instructional Supplies	SP		2/16/2010
* 10-P0013469	2,189 57	MCPAHAN BUSINESS INTERIORS	Non-Instructional Supplies	SP		2/16/2010
* 10-P0013470	10,826 11	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		2/16/2010
* 10-P0013472	107,032 91	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP	BOND	2/16/2010
10-P0013473	849 65	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			2/16/2010
10-P0013474	803 23	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			2/16/2010
10-P0013475	159 95	DEPT OF GENERAL SERVICES	Other Licenses & Fees	SP		2/16/2010
* 10-P0013476	1,102.15	OFFICE DEPOT BUSINESS SVCS	Equipment - Federal Progs >200	SP		2/16/2010
10-P0013477	6,467.04	ROURKE MICHAEL D	Contracted Services			2/16/2010
10-P0013478	500 00	KIVISTO DEBRA KAREN	Contracted Services	SP		2/16/2010
10-P0013479	3,548.50	SABARES PAUL	Equip/Software - >\$200 <\$1,000	SP		2/16/2010
10-P0013480	150 00	GARCIA TERESA D	Contracted Services	SP		2/16/2010
10-P0013481	150 00	CABRERA LIZETTE	Contracted Services	SP		2/16/2010
10-P0013482	800.00	ROMEO SHARON	Contracted Services	SP		2/16/2010
10-P0013483	76 34	XEROX CORP	Non-Instructional Supplies			2/16/2010
10-P0013484	800.00	PEREZ APOLINARIO ERWIN	Contracted Services	SP		2/16/2010
10-P0013485	400 00	GARCIA TERESA D	Contracted Services	SP		2/16/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

5.22 (3)

5.22 (4)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013486	400 00	GUDE HERNANDEZ TRISTAN	Contracted Services	SP		2/16/2010
10-P0013487	400 00	CABRERA LIZETTE	Contracted Services	SP		2/16/2010
10-P0013488	200 00	SALCEDO JESSICA L	Contracted Services	SP		2/16/2010
10-P0013489	200 00	ANDERSON CAROLYN M	Contracted Services	SP		2/16/2010
10-P0013490	200.00	BAKER MICHAEL	Contracted Services	SP		2/16/2010
10-P0013491	782 61	KUSTOM IMPRINTS	Non-Instructional Supplies	SP		2/17/2010
10-P0013492	3,990 00	J. S. PALUCH	Advertising	SP		2/17/2010
10-P0013493	1,920 00	J. S. PALUCH	Advertising	SP		2/17/2010
10-P0013494	8,267 67	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		2/17/2010
10-P0013495	825 00	VERONICA M MACKENNEY	Other Licenses & Fees	SP		2/17/2010
10-P0013496	76 77	HOUGHTON MIFFLIN HARCOURT PUBL	Books, Mags & Ref Mat, Non-Lib	SP		2/17/2010
10-P0013497	200 00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/17/2010
10-P0013498	513.74	MIDWEST LIBRARY SVC	Library Books			2/17/2010
10-P0013499	429 45	GALE GROUP	Library Books			2/17/2010
10-P0013500	299 06	ACADEMIC SENATE FOR	Conference Expenses	SP		2/17/2010
10-P0013501	80 27	CAPITOL ENQUIRY	Books, Mags & Ref Mat, Non-Lib			2/17/2010
10-P0013502	4,075 77	PHENIX RESEARCH PRODUCTS	Equipment - Federal Progs >200	SP		2/17/2010
10-P0013503	135 00	KISHIMOTO, ELWIN M	Repair & Replacement Parts			2/17/2010
10-P0013504	2,028 75	SC FUELS	Gasoline			2/17/2010
10-P0013505	2,003 99	DELL COMPUTER	Instructional Supplies	SP		2/18/2010
10-P0013506	200 00	RASHIDA AHMAD AHMAD	Contracted Services	SP		2/18/2010
10-P0013507	100 00	BOLTON JANET	Contracted Services	SP		2/18/2010
10-P0013508	14,900 00	VERCHES & ASSOCIATES	Contracted Services			2/18/2010
* 10-P0013509	3,640 00	CITY OF COSTA MESA	Instructional Agrmt - Salary			2/18/2010
10-P0013510	233 53	BARNES & NOBLE INC	Non-Instructional Supplies	SP		2/18/2010
10-P0013511	119.08	QUICKSTART INTELLIGENCE	Books, Mags & Ref Mat, Non-Lib			2/18/2010
10-P0013512	1,110.00	WEST HILLS COMMUNITY COLLEGE FOUNDATION	Other Participant Travel Exp	SP		2/18/2010
10-P0013513	835 92	FAIRFIELD INN VISALIA	Other Participant Travel Exp	SP		2/18/2010
10-P0013514	216 67	THRIFTY CAR RENTAL	Conference Expenses			2/18/2010
10-P0013515	110 00	WEST HILLS COMMUNITY COLLEGE FOUNDATION	Conference Expenses	SP		2/18/2010
10-P0013516	110 00	WEST HILLS COMMUNITY COLLEGE FOUNDATION	Conference Expenses	SP		2/18/2010
10-P0013517	110 00	WEST HILLS COMMUNITY COLLEGE FOUNDATION	Conference Expenses	SP		2/18/2010
10-P0013518	110 00	WEST HILLS COMMUNITY COLLEGE FOUNDATION	Conference Expenses	SP		2/18/2010
10-P0013519	325 00	NASDME	Conference Expenses	SP		2/18/2010
10-P0013520	197 98	FAIRFIELD INN VISALIA	Conference Expenses	SP		2/18/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013521	197 98	FAIRFIELD INN VISALIA	Conference Expenses	SP		2/18/2010
10-P0013522	197 98	FAIRFIELD INN VISALIA	Conference Expenses	SP		2/18/2010
10-P0013523	197 98	FAIRFIELD INN VISALIA	Conference Expenses	SP		2/18/2010
10-P0013524	58 29	JAMES PUB	Books, Mags & Ref Mat, Non-Lib	SP		2/18/2010
10-P0013525	175 00	HSACCC HEALTH SVCS ASSOC-	Inst Dues & Memberships	SP		2/18/2010
10-P0013526	500 00	PHILLIP E YARBROUGH	Conference Expenses			2/19/2010
10-P0013527	24,933 00	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees			2/19/2010
10-P0013528	678 60	XEROX CORP	Instructional Supplies	SP		2/19/2010
10-P0013529	1,107 30	INTUIT INC	Equip/Software - >\$200 <\$1,000	SP		2/19/2010
10-P0013530	788 27	SPINLIFE COM LLC	Non-Instructional Supplies			2/19/2010
10-P0013531	156 61	BINDERTEK	Non-Instructional Supplies	SP		2/19/2010
10-P0013533	220 00	TROPICAL PLAZA NURSERY	Contracted Repair Services			2/19/2010
10-P0013534	480 70	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			2/19/2010
10-P0013535	741 60	AMERICAN EXPRESS	Conference Expenses	SP		2/19/2010
10-P0013536	433 44	FRANKLIN AIR CONDITIONING	Contracted Repair Services			2/19/2010
10-P0013537	480.00	MCDOWELL SCHEDULING INC	Buildings - Contracted Svcs	SP	BOND	2/19/2010
10-P0013538	476 80	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/19/2010
10-P0013539	427 92	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/19/2010
10-P0013540	441 60	RENAISSANCE MONTURA HOTEL	Conference Expenses	SP		2/19/2010
10-P0013541	1,613 14	WINDOW SHADES EAST	Repair & Replacement Parts			2/19/2010
10-P0013544	450.00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		2/19/2010
10-P0013545	3,036 56	DON BOOKSTORE	Books Paid for Students	SP		2/19/2010
10-P0013546	1,200 00	THE NATL HEP/CAMP ASSOCIATION	Inst Dues & Memberships	SP		2/19/2010
10-P0013547	2,866 67	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/19/2010
10-P0013548	75.03	CDW GOVERNMENT INC	Instructional Supplies	SP		2/19/2010
10-P0013549	9,612.20	AMERICAN EXPRESS	Other Participant Travel Exp	SP		2/19/2010
10-P0013550	550 88	CDW GOVERNMENT INC	Instructional Supplies	SP		2/19/2010
10-P0013551	34,491 37	D4 SOLUTIONS INC	Buildings - Contracted Svcs	SP	BOND	2/19/2010
10-P0013552	1,546 20	AMERICAN EXPRESS	Conference Expenses	SP		2/19/2010
10-P0013553	635 79	ZUMAR INDUSTRIES INC	Non-Instructional Supplies			2/22/2010
* 10-P0013554	70 45	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/22/2010
10-P0013555	891.43	FISHER SCIENTIFIC	Instructional Supplies	SP		2/22/2010
10-P0013556	3,505.58	MCGRAW HILL CONTEMPORARY	Books, Mags & Ref Mat, Non-Lib	SP		2/22/2010
10-P0013557	129 85	TOWNSEND PRESS	Non-Instructional Supplies			2/22/2010
10-P0013558	2,937 21	PASCO SCIENTIFIC	Instructional Supplies	SP		2/22/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

5.22 (5)

5.22 (6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-P0013559	979 80	TEQUIPMENT NET/TOUCHBOARDS COM/	Instructional Supplies	SP		2/22/2010
10-P0013561	880 88	NFPA NAT'L FIRE PROTECTION ASSOC	Library Books - Upgrade	SP		2/22/2010
10-P0013562	666 21	MEDCO SPORTS MEDICINE AND	Instructional Supplies			2/22/2010
10-P0013563	358 32	AVILA'S EL RANCHITO CATERING	Food and Food Service Supplies	SP		2/22/2010
10-P0013565	4,032 50	ATKINSON ANDELSON LOYA RUUD ROMO	Legal Expenses			2/22/2010
10-P0013566	194 39	ORANGE COUNTY REGISTER	Library Books - Periodicals			2/22/2010
10-P0013567	16,560 15	PRIMEX WIRELESS INC	Buildings - Contracted Svcs	SP	BOND	2/22/2010
10-P0013568	626 37	JAY'S CATERING	Food and Food Service Supplies	SP		2/22/2010
10-P0013569	1,544.25	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		2/22/2010
10-P0013570	924.37	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		2/22/2010
10-P0013571	720 00	JOHNSON BROS F.C INC	Instructional Supplies	SP		2/22/2010
10-P0013572	500 00	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		2/22/2010
10-P0013573	400 00	RIO GRANDE JEWELRY & GEMS	Instructional Supplies	SP		2/22/2010
10-P0013574	122 11	SMART & FINAL	Food and Food Service Supplies			2/22/2010
10-P0013575	6,133 94	SPECTRUM INFORMATION SVCS	Reproduction/Printing Expenses			2/22/2010
10-P0013576	77 43	AARDVARK CLAY & SUPPLIES	Instructional Supplies	SP		2/22/2010
* 10-P0013577	341 10	VECCHIARELLI BROS	Instructional Supplies	SP		2/22/2010
10-P0013578	4,654 50	UNISOURCE PAPER CO	Instructional Supplies	SP		2/23/2010
10-P0013580	5,744 38	THOMAS M POYER ENTERPRISES, INC	Reproduction/Printing Expenses	SP		2/23/2010
10-P0013581	500 00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/23/2010
10-P0013582	1,500 00	NLNAC NAT'L LEAGUE FOR NURSING ACCREDITING	Inst Dues & Memberships			2/23/2010
10-P0013583	1,140 00	SMITH MICHELLE	Fingerprinting	SP		2/23/2010
10-P0013584	158 93	LINDA ELIZABETH KIMURA	Non-Instructional Supplies	SP		2/23/2010
10-P0013585	41 98	HOUGHTON MIFFLIN HARCOURT PUBL	Non-Instructional Supplies			2/23/2010
10-P0013586	139.74	ORACLE CORP	Software Support Service			2/23/2010
10-P0013587	1,033 94	TOP HAT PRODUCTIONS	Food and Food Service Supplies	SP		2/23/2010
* 10-P0013588	58,000 00	MUCKENTHALER & ASSOC INC	Contracted Services	SP		2/23/2010
10-P0013589	32 35	TROXELL COMM INC	Non-Instructional Supplies			2/23/2010
10-P0013590	1,075 00	TITANIUM SOFTWARE INC	Software License and Fees	SP		2/23/2010
10-P0013591	1,415 76	GRAINGER	Equipment - Federal Progs >200	SP		2/23/2010
10-P0013592	2,567 36	A TECH TRAINING	Equipment - Federal Progs >200	SP		2/23/2010
10-P0013593	1,737.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/23/2010
10-P0013594	1,631 25	AUTOMOTIVE ELECTRONIC SVCS	Equipment - Federal Progs >200	SP		2/23/2010
10-P0013595	1,318 05	B2B COMPUTER PRODUCTS LLC	Non-Instructional Supplies	SP		2/23/2010
10-P0013596	23 87	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/23/2010

Legend: * = Multiple Accounts for this P O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013597	476.23	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/23/2010
10-P0013598	53,318.16	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		2/23/2010
* 10-P0013599	29,016.33	CDW GOVERNMENT INC	Equip/Software - >\$200 <\$1,000	SP	BOND	2/23/2010
10-P0013600	3,476.73	CARQUEST AUTO PARTS	Equipment - Federal Progs >200	SP		2/23/2010
10-P0013601	84,936.16	AT & T	Buildings - Contracted Svcs	SP	BOND	2/23/2010
10-P0013602	5,070.00	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		2/23/2010
10-P0013603	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/23/2010
10-P0013604	10,056.72	CDW GOVERNMENT INC	Equip/Software - >\$200 <\$1,000	SP	BOND	2/24/2010
* 10-P0013605	5,795.29	SEHI COMPUTER PRODUCTS	Equipment - All Other > \$1,000	SP	BOND	2/24/2010
10-P0013606	51.16	CDW GOVERNMENT INC	Instructional Supplies	SP		2/24/2010
10-P0013607	1,011.38	EBERHARD EQUIPMENT	Rental-Equipment (Short-term)			2/24/2010
10-P0013608	6,046.90	CAMERON WELDING	Equipment - All Other > \$1,000	SP		2/24/2010
10-P0013609	5,023.16	EBERHARD EQUIPMENT	Rental-Equipment (Short-term)			2/24/2010
10-P0013610	827.06	GOLD COAST TOURS	Transportation - Student	SP		2/24/2010
10-P0013611	248.50	E TECH EQUIPMENT REPAIR	Contracted Repair Services			2/24/2010
10-P0013612	289.55	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			2/24/2010
10-P0013613	37.02	ORANGE COUNTY MONSTER CARTS INC	Non-Instructional Supplies			2/24/2010
10-P0013614	3,000.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			2/24/2010
10-P0013615	196.00	GENEVALOGIC INC	Software License and Fees			2/24/2010
10-P0013616	5,000.00	AMERICAN CHEMICAL & SANITARY	Non-Instructional Supplies			2/24/2010
10-P0013617	9,000.00	GOLD COAST TOURS	Transportation - Athletics			2/24/2010
10-P0013618	4,151.00	BAY SECURITY COMM	Contracted Services	SP		2/24/2010
10-P0013619	1,087.50	HOME DEPOT	Non-Instructional Supplies			2/24/2010
10-P0013620	326.25	BIARD & CROCKETT PLUMBING SVCS INC	Non-Instructional Supplies			2/24/2010
10-P0013621	8,086.25	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			2/24/2010
10-P0013622	600.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		2/24/2010
10-P0013623	132.31	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/24/2010
10-P0013624	188.30	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			2/24/2010
* 10-P0013625	2,530.55	CDW GOVERNMENT INC	Equipment - Federal Progs >200	SP		2/24/2010
10-P0013626	248.16	GCC TECHNOLOGIES	Non-Instructional Supplies			2/24/2010
10-P0013627	693.49	FRANKLIN AIR CONDITIONING	Contracted Repair Services			2/24/2010
10-P0013628	5,489.82	CDW GOVERNMENT INC.	Equipment - Federal Progs >200	SP		2/24/2010
10-P0013629	1,075.00	AMERICAN FENCE	Contracted Repair Services	SP		2/24/2010
10-P0013630	1,312.17	DELL COMPUTER	Equipment - All Other > \$1,000	SP		2/24/2010
10-P0013631	178.34	SHIFFLER EQUIPMENT SALES INC	Non-Instructional Supplies			2/24/2010

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Legend: * = Multiple Accounts for this P O SP = Special Project

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013632	13,559.67	COR O VAN MOVING	Buildings - Relocation/Moving	SP	BOND	2/24/2010
10-P0013633	45.57	EXECULINE BUSINESS SYSTEMS	Non-Instructional Supplies	SP		2/24/2010
10-P0013635	1,000.00	ANIXTER INC	Non-Instructional Supplies			2/24/2010
10-P0013636	168.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			2/24/2010
10-P0013637	275.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		2/24/2010
* 10-P0013638	959.38	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/24/2010
10-P0013639	111.14	CREATION ENGINE INC	Non-Instructional Software			2/24/2010
10-P0013640	2,391.30	APPLE COMPUTER INC	Software License and Fees	SP		2/24/2010
10-P0013641	1,033.42	CDW GOVERNMENT INC	Equip/Software - >\$200 <\$1,000	SP		2/24/2010
10-P0013642	51,738.27	DELL COMPUTER	Equipment - All Other > \$1,000	SP		2/24/2010
10-P0013643	173.98	MSC INDUSTRIAL SUPPLY CO INC	Non-Instructional Supplies			2/24/2010
10-P0013644	3,223.98	DELL COMPUTER	Equipment - Federal Progs >200	SP		2/24/2010
10-P0013645	169.19	CHAMPION CHEMICAL CO	Non-Instructional Supplies			2/24/2010
* 10-P0013646	684.00	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			2/24/2010
10-P0013647	53,000.00	TSUCHIYAMA KAINO	Buildings - Engineering Costs	SP	BOND	2/24/2010
10-P0013649	1,008.55	LIZZYBILL INC	Food and Food Service Supplies	SP		2/24/2010
10-P0013651	671.42	CDW GOVERNMENT INC	Non-Instructional Supplies			2/24/2010
10-P0013653	900.00	AMERICAN BAR ASSOC	Other Licenses & Fees			2/24/2010
10-P0013654	2,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		2/24/2010
10-P0013655	241.42	B & H PHOTO VIDEO INC	Instructional Supplies	SP		2/25/2010
10-P0013657	598.13	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		2/25/2010
10-P0013658	647.75	PARADISE BAKERY & CAFE	Food and Food Service Supplies	SP		2/25/2010
10-P0013659	558.01	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	2/25/2010
10-P0013660	451.73	HILTON BALTIMORE	Conference Expenses	SP		2/25/2010
10-P0013661	276.40	AMERICAN EXPRESS	Conference Expenses			3/1/2010
10-P0013662	539.00	HOLGUIN GLORIA RAQUEL	Conference Expenses			2/26/2010
10-P0013663	31,914.09	ACS AFFILIATED COMPUTER SERV	Contracted Services			2/26/2010
10-P0013664	50,000.00	BERNARDS BROS INC	Buildings - Construction Mgmt	SP	BOND	2/26/2010
10-P0013665	8,450.00	COAST ELECTRIC	Buildings - Contracted Svcs	SP	BOND	2/26/2010
10-P0013666	39,000.00	UNIVERSAL LABORATORIES INC	Buildings - Construction Tests	SP	BOND	2/26/2010
10-P0013667	14,900.00	HMC ARCHITECTS	Buildings - Architects Fee	SP		2/26/2010
10-P0013668	500.00	TRC LOWNEY	Buildings - Engineering Costs	SP	BOND	2/26/2010
10-P0013669	4,730.50	MURILLO MONICA	Other Exp Paid for Students	SP		2/26/2010
10-P0013670	14,900.00	HMC ARCHITECTS	Buildings - Architects Fee	SP		2/26/2010
10-P0013671	209,244.00	SEVILLE CONSTRUCTION SVCS INC	Buildings - Construction Mgmt	SP	BOND	2/26/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013672	6,153 30	FACILITIES PLANNING AND PROGRAM SVCS INC	Contracted Services			2/26/2010
10-P0013673	1,733,733 00	SEVILLE CONSTRUCTION SVCS INC	Buildings - Construction Mgmt	SP	BOND	2/26/2010
10-P0013674	250 00	BARNET JOE	Contracted Services	SP		2/26/2010
10-P0013675	1,195,678 00	SEVILLE CONSTRUCTION SVCS INC	Buildings - Construction Mgmt	SP	BOND	2/26/2010
10-P0013676	19,381 93	WESTERN POWER SYSTEMS	Building Improvements	SP		2/26/2010
10-P0013677	918 49	KNORR SYSTEMS INC	Contracted Repair Services			2/26/2010
10-P0013678	2,080 07	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		2/26/2010
10-P0013679	1,664 85	MATCO TOOLS	Equipment - Federal Progs >200	SP		2/26/2010
10-P0013680	8,471 00	SANDERS PAVING INC	Contracted Services	SP		2/26/2010
10-P0013681	1,910 00	JOHN J KANE INC	Contracted Repair Services	SP		2/26/2010
10-P0013682	593 72	FRANK'S LOCKS & DOOR CLOSERS INC	Contracted Repair Services			2/26/2010
10-P0013683	390 00	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			2/26/2010
10-P0013684	160 08	SODEXHO	Food and Food Service Supplies	SP		3/1/2010
10-P0013685	677 60	HILTON BALTIMORE	Conference Expenses	SP		3/1/2010
10-P0013686	325 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		3/1/2010
10-P0013687	325 00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		3/1/2010
10-P0013688	1,200 00	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP		3/1/2010
* 10-P0013689	8,149 90	MCAHAN BUSINESS INTERIORS	Equip/Software - >\$200 <\$1,000	SP		3/1/2010
10-P0013690	2,380 81	PHILADELPHIA SECURITY PRODUCTS INC	Instructional Supplies	SP		3/1/2010
10-P0013691	2,796 51	KUSTOM IMPRINTS	Non-Instructional Supplies			3/1/2010
10-P0013692	1,272 38	CAMERON WELDING	Equipment - Federal Progs >200	SP		3/1/2010
10-P0013693	146 81	WILLIAM K BRADFORD PUB COMPANY, INC	Non-Instructional Supplies	SP		3/1/2010
10-P0013694	516 57	HACIENDA	Food and Food Service Supplies	SP		3/1/2010
10-P0013695	3,243 75	SURVEYORS SVC CO	Instructional Supplies	SP		3/1/2010
10-P0013696	84 00	ACT	Non-Instructional Supplies	SP		3/1/2010
10-P0013697	590 68	CALIF DEPT OF ED	Instructional Supplies	SP		3/1/2010
10-P0013698	1,000 00	APEX AUDIO INC	Repair & Replacement Parts			3/1/2010
10-P0013699	1,937 00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		3/1/2010
10-P0013700	758 00	ORANGE PAINT STORE	Instructional Supplies			3/1/2010
10-P0013701	55 00	COUNTY OF ORANGE	Other Participant Travel Exp			3/1/2010
10-P0013702	7 99	PARENTS MAGAZINE	Library Books - Periodicals			3/1/2010
10-P0013703	294.38	EAI ERIC ARMIN INC	Non-Instructional Supplies	SP		3/1/2010
* 10-P0013704	603.08	BAKER & TAYLOR	Library Books	SP		3/1/2010
10-P0013705	7,194 99	BIO EXPRESS CORP	Equipment - Federal Progs >200	SP		3/2/2010
10-P0013706	10,420 27	FISHER SCIENTIFIC	Equipment - Federal Progs >200	SP		3/2/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013707	1,468.13	AED SUPERSTORE	Equipment - All Other > \$1,000	SP		3/2/2010
10-P0013708	500.57	MFAC, LLC	Instructional Supplies			3/2/2010
10-P0013709	165.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/2/2010
10-P0013711	456.53	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	3/2/2010
10-P0013712	404.01	RELIABLE GRAPHICS	Buildings - Blueprint/Reprod	SP	BOND	3/2/2010
10-P0013713	112.01	PYRO-COMM SYSTEMS INC	Contracted Repair Services			3/2/2010
10-P0013714	5,328.38	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies			3/2/2010
10-P0013715	979.00	MORTARA INSTRUMENT	Instructional Supplies			3/2/2010
10-P0013716	88.12	CARDIAC SCIENCE	Non-Instructional Supplies	SP		3/2/2010
10-P0013717	754.80	VWR INTERNATIONAL, LLC	Equip/Software - >\$200 <\$1,000	SP		3/2/2010
* 10-P0013718	246.81	ELECTRONIX EXPRESS	Instructional Supplies	SP		3/2/2010
10-P0013720	170.00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			3/2/2010
10-P0013721	7,825.65	UNISOURCE PAPER CO	Instructional Supplies			3/3/2010
10-P0013722	14,550.75	UNISOURCE PAPER CO	Non-Instructional Supplies			3/3/2010
10-P0013723	4,471.80	UNISOURCE PAPER CO	Non-Instructional Supplies			3/3/2010
10-P0013724	773.60	AMERICAN EXPRESS	Transportation - Student	SP		3/3/2010
10-P0013725	590.00	HEALTH SCIENCE ASSOCIATES	Conference Expenses			3/3/2010
10-P0013726	1,328.91	SCREENSCOPE INC	Instructional Supplies	SP		3/3/2010
* 10-P0013727	9,839.50	BIO RAD LABORATORIES	Equipment - Federal Progs >200	SP		3/3/2010
10-P0013728	37.23	PERFECTION LEARNING CORP	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2010
10-P0013729	178.98	COUSIN'S VIDEO, INC	Instructional Supplies	SP		3/3/2010
10-P0013730	1,568.28	XPEDX PAPER CO	Instructional Supplies			3/3/2010
10-P0013731	3,756.88	XPEDX PAPER CO	Non-Instructional Supplies			3/3/2010
10-P0013732	1,555.13	LIBERTY PAPER & PRINTING	Instructional Supplies	SP		3/3/2010
10-P0013733	933.09	LIBERTY PAPER & PRINTING	Non-Instructional Supplies			3/3/2010
10-P0013734	299.06	B & H PHOTO VIDEO INC	Equip/Software - >\$200 <\$1,000	SP		3/3/2010
10-P0013735	500.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			3/3/2010
* 10-P0013736	790.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/3/2010
10-P0013737	900.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/3/2010
10-P0013738	160.96	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/3/2010
10-P0013739	263.72	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/3/2010
10-P0013740	260.84	OFFICE DEPOT BUSINESS SVCS	Books, Mags & Ref Mat, Non-Lib	SP		3/3/2010
10-P0013741	131.31	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			3/3/2010
10-P0013742	225.22	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/3/2010
* 10-P0013743	278.30	APPLE COMPUTER INC	Instructional Software	SP		3/3/2010

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013744	1,500 00	EXTREME ENTREPRENEURSHIP	Software License and Fees	SP		3/3/2010
10-P0013745	2,001 00	CDW GOVERNMENT INC.	Instructional Supplies	SP		3/3/2010
10-P0013746	1,366.25	ORANGE COUNTY PERFORMING ARTS	Other Participant Prog Svc/Exp	SP		3/3/2010
10-P0013747	997 49	GOLD COAST TOURS	Other Participant Travel Exp	SP		3/3/2010
10-P0013748	292 54	CARQUEST AUTO PARTS	Equipment - Federal Progs >200	SP		3/3/2010
10-P0013749	3,112 44	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		3/3/2010
10-P0013750	4,000 00	UNISAN PRODUCTS	Non-Instructional Supplies			3/3/2010
10-P0013751	246 93	4 IMPRINT	Non-Instructional Supplies	SP		3/3/2010
10-P0013752	278 67	4 IMPRINT	Non-Instructional Supplies	SP		3/3/2010
10-P0013753	472 10	4 IMPRINT	Non-Instructional Supplies	SP		3/3/2010
10-P0013754	1,117 95	UNISOURCE PAPER CO	Instructional Supplies	SP		3/4/2010
10-P0013755	97 05	PEARSON ED	Books, Mags & Ref Mat, Non-Lib	SP		3/4/2010
10-P0013756	6,473 52	BOSE CORP	Equip/Software - >\$200 <\$1,000	SP	BOND	3/4/2010
10-P0013757	518 00	HOME DEPOT	Instructional Supplies	SP		3/4/2010
10-P0013758	500 00	CALIF STAGE & LIGHTING	Instructional Supplies	SP		3/4/2010
10-P0013759	1,025 00	CALIF STAGE & LIGHTING	Instructional Supplies			3/4/2010
10-P0013760	200 00	DON BOOKSTORE	Non-Instructional Supplies			3/4/2010
10-P0013761	265 50	MIDWEST LIBRARY SVC	Library Books	SP		3/4/2010
10-P0013762	2,101 24	BUSINESS MACHINES SECURITY	Equip/Software - >\$200 <\$1,000	SP	BOND	3/4/2010
10-P0013764	1,357 12	BIO EXPRESS CORP.	Instructional Supplies	SP		3/4/2010
10-P0013765	1,163 98	BIO EXPRESS CORP	Instructional Supplies	SP		3/4/2010
10-P0013766	50 00	SOUTH COAST HIGHER EDUCATION COUNCI	Inst Dues & Memberships	SP		3/4/2010
10-P0013767	490 23	BIO EXPRESS CORP	Instructional Supplies			3/4/2010
* 10-P0013768	4,347 83	TROXELL COMM INC	Equipment - Federal Progs >200	SP		3/4/2010
10-P0013769	1,336 84	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		3/4/2010
10-P0013770	53 84	DON BOOKSTORE	Non-Instructional Supplies	SP		3/4/2010
10-P0013771	364.49	DELL COMPUTER	Non-Instructional Supplies	SP		3/4/2010
10-P0013772	3,751 88	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		3/4/2010
10-P0013773	580 60	GLOBAL INDUSTRIAL EQUIPMENT	Instructional Supplies	SP		3/4/2010
10-P0013774	332 00	CCLC COMMUNITY COLLEGE LEAGUE	Non-Instructional Supplies			3/4/2010
10-P0013775	2,936 25	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		3/4/2010
10-P0013776	1,166.97	SALLINGER'S SPECIALTY	Non-Instructional Supplies			3/4/2010
10-P0013777	1,701 50	XPEDX PAPER CO	Non-Instructional Supplies			3/4/2010
10-P0013779	1,759 06	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		3/4/2010
10-P0013780	713 40	B & H PHOTO VIDEO INC	Instructional Supplies	SP		3/4/2010

Legend: * = Multiple Accounts for this P.O SP = Special Project

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013781	145 75	HIGHSMITH CO INC	Non-Instructional Supplies	SP		3/4/2010
10-P0013782	115 49	MASTER RECORDING SUPPLY	Non-Instructional Supplies			3/4/2010
10-P0013783	86 00	BARNES & NOBLE INC	Instructional Supplies	SP		3/4/2010
10-P0013784	105 65	PLASTIC BINDING & LAMINATING INC	Instructional Supplies			3/4/2010
10-P0013785	523 09	ALVA'S DANCE THEATRICAL	Equip/Software - >\$200 <\$1,000	SP		3/4/2010
10-P0013786	35 22	BARNES & NOBLE INC	Books, Mags & Ref Mat, Non-Lib	SP		3/4/2010
10-P0013788	115 59	PERFECTION LEARNING CORP	Books, Mags & Ref Mat, Non-Lib	SP		3/4/2010
10-P0013789	1,216 00	STATE OF CALIF	Fingerprinting			3/4/2010
10-P0013790	4,940 00	FACILITIES PLANNING AND PROGRAM SVCS INC	Contracted Services			3/5/2010
10-P0013791	781 15	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			3/5/2010
10-P0013792	14,766 00	DE LA TORRE COMMERCIAL	Contracted Services	SP		3/5/2010
10-P0013793	330 00	GMS ELEVATOR	Contracted Repair Services			3/5/2010
10-P0013794	2,150 00	LANGSTON & ASSOCIATES	Site Improvements	SP	BOND	3/5/2010
10-P0013795	1,511 02	TROPICAL PLAZA NURSERY	Contracted Repair Services			3/5/2010
10-P0013796	325 00	PYRO-COMM SYSTEMS INC	Contracted Repair Services			3/5/2010
10-P0013797	3,916 00	ENVIRONMENTAL SYSTEMS PRODUCTS	Maint Contract - Other Equip			3/5/2010
10-P0013798	2,755 00	DE LA TORRE COMMERCIAL	Site Improvements	SP		3/5/2010
10-P0013799	327 80	THE INN AT SCOTTS VALLEY, LLC	Conference Expenses	SP		3/5/2010
10-P0013800	538 32	IMAGE PRINTING SOLUTIONS	Reproduction/Printing Expenses	SP		3/5/2010
10-P0013801	2,000.00	THE FELDHAKE LAW FIRM	Legal Expenses			3/5/2010
* 10-P0013803	3,024 00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	3/5/2010
10-P0013804	2,323 90	IMMEL DESIGN INC	Buildings - Contracted Svcs	SP	BOND	3/5/2010
10-P0013805	1,260 00	WESTERN POWER SYSTEMS	Building Improvements	SP	BOND	3/5/2010
10-P0013806	795 00	VERAMARK TECH INC	Online Training Couses			3/5/2010
10-P0013807	340 00	BEULER LOURDES ERNELITA	Contracted Services	SP		3/5/2010
10-P0013808	450 00	LEE LORA	Contracted Services	SP		3/5/2010
10-P0013809	365 71	CHINA SPROUT, INC	Non-Instructional Supplies	SP		3/5/2010
10-P0013810	500 00	KOVACIC KELLY	Contracted Services	SP		3/5/2010
10-P0013811	79 75	ART SUPPLY WAREHOUSE	Instructional Supplies	SP		3/5/2010
10-P0013812	3,500 00	LEIVA MIRIAM A	Contracted Services	SP		3/5/2010
* 10-P0013813	7,413 58	MCGRAW HILL CONTEMPORARY	Equip/Software - >\$200 <\$1,000	SP		3/5/2010
10-P0013814	239.24	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/5/2010
10-P0013815	3,125 00	VITAL LINK	Contracted Services	SP		3/5/2010
10-P0013816	466 75	XEROX CORP	Instructional Supplies			3/5/2010
10-P0013817	34 91	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/5/2010

Legend: * = Multiple Accounts for this P.O SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0013818	1,317.58	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/5/2010
10-P0013819	477.03	BARCODES INC	Instructional Supplies	SP		3/5/2010
10-P0013820	3,948.93	AMERICAN MACHINERY & BLADE	Equipment - All Other > \$1,000	SP		3/5/2010
10-P0013821	2,849.34	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/5/2010
10-P0013822	226.93	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			3/5/2010
10-P0013823	195.74	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		3/5/2010
10-P0013824	556.36	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		3/5/2010
10-P0013825	3,153.75	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			3/5/2010
* 10-P0013826	1,229.77	CDW GOVERNMENT INC	Instructional Supplies	SP		3/5/2010
10-P0013827	461.27	TROXELL COMM INC	Instructional Supplies			3/5/2010
10-P0013828	48.71	MULTI SERVICE CORP	Instructional Supplies	SP		3/5/2010
10-P0013829	119.41	CDW GOVERNMENT INC	Instructional Supplies	SP		3/5/2010
10-P0013830	263.38	CREATION ENGINE INC	Non-Instructional Software			3/5/2010
* 10-PC109317	101.16	XEROX CORP	Excess/Copies Useage	SP		3/5/2010
10-PO012274	1,300.00	DOVINH JOSEPH	Contracted Services			3/1/2010
		Grand Total: \$ 4,837,293.37				

5.22 (13)

Legend: * = Multiple Accounts for this P O SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 7, 2010 THROUGH MARCH 6, 2010
BOARD MEETING OF MARCH 22, 2010**

5.22 (14)

P.O. #	Amount	Description	Department	Comment
10-P0013395	\$23,963.85	uPrint SST 3D printer including installation, training and 3-year warranty	SAC-Business Division	Received Quotations: 1) *Professional Reprographics Svcs 2) Payton Group 3) Intelli-Tech (no response) 4) Sehi Computers (no response) *Successful Bidder
10-P0013437	\$15,069.00	Miscellaneous lab supplies & equipment	SAC-Science, Math and Health Sciences	Received Quotations: 1) *ISC Bio Express 2) Fisher Scientific Co, LLC 3) Sigma Aldrich (no response) 4) Thomas Scientific (no response) *Successful Bidder
10-P0013455	\$239,523.00	Dell laptop and desktop computers and related components for the Santiago Canyon College Science Center	SCC-Administrative Services	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0013456	\$35,246.00	Dell laptop and desktop computers and related components for the Santiago Canyon College Science Center	SCC-Administrative Services	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009
10-P0013472	\$107,032.91	Apple computers and related components for the Santiago Canyon College Science Center	SCC-Administrative Services	Sole Source Board Approved: July 25, 2005
10-P0013527	\$24,933.00	Annual dues for fiscal year 2009-2010 from the accreditation commission for Santa Ana College	SAC-Administrative Services	

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 7, 2010 THROUGH MARCH 6, 2010
BOARD MEETING OF MARCH 22, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0013551	\$34,491.37	Installation of data cabling to include voice cable jacks and fiber cable at Santa Ana College Child Development Center	DO-Facility Planning	Purchased from the California Multiple Award Schedule CMAS contract #3-08-70-2031C Board Approved: November 17, 2008
10-P0013567	\$16,560.15	Installation of (50) Primex clocks and (5) external antenna for the new Child Development Center at Santa Ana College	DO-Facility Planning	Vendor is the provider of District's standard wireless clocks for all the campuses. The purchase is necessary to maintain continuity
10-P0013588	\$58,000.00	Consulting services to provide training and technical assistance as a start-up planner for the Early Head Start (EHS) program	DO-Child Development Services	Board approved: February 22, 2010
10-P0013598	\$53,318.16	Apple computers and related components for the TV/Video Communications department	SAC-Fine & Performing Arts	Sole Source Board Approved: July 25, 2005
10-P0013599	\$29,016.33	Thinkpad tablet computers for Santiago Canyon College Science Center	SCC-Administrative Services	Received Quotations: 1) *CDW Government Inc. 2) B2B Computer Products 3) Sehi Computer Products *Successful Bidder
10-P0013601	\$84,936.16	Installation of fiber optic cable and new fiber terminal for the Maintenance and Operations Building project at Santiago Canyon College	DO-Facility Planning	Board Approved: February 22, 2010
10-P0013642	\$51,738.27	Dell laptop computers and storage cart	CEC	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM FEBRUARY 7, 2010 THROUGH MARCH 6, 2010
BOARD MEETING OF MARCH 22, 2010**

5.22 (16)

P.O. #	Amount	Description	Department	Comment
10-P0013647	\$53,000.00	Documentation and certification necessary to meet the LEED Silver Certification for the Santiago Canyon College Humanities Building project	DO-Facility Planning	Board Approved: February 22, 2010
10-P0013663	\$31,914.09	Final charges for TY 2009 and 1098T services	DO-Business Operations and Fiscal Services	
10-P0013664	\$50,000.00	Construction management services for the ADA Improvement project and installation of the new scoreboard in the Baseball Field at Santa Ana College	DO-Facility Planning	Board Approved: February 22, 2010
10-P0013666	\$39,000.00	Additional testing services for the Maintenance & Operations Building and Parking Lot Construction project at Santiago Canyon College	DO-Facility Planning	Board Approved: February 22, 2010
10-P0013671	\$209,244.00	Construction management services for the construction of the Chapman Avenue Entry and Parking Lot Expansion, Road Entry and Parking Lot and Loop Road Extension project at Santiago Canyon College	DO-Facility Planning	Board Approved: November 16, 2009
10-P0013673	\$1,733,733.00	Construction management services for the Humanities Building project at Santiago Canyon College	DO-Facility Planning	Board Approved: November 16, 2009
10-P0013675	\$1,195,678.00	Construction management services for the Athletic/Aquatic Center project at Santiago Canyon College	DO-Facility Planning	Board Approved: November 16, 2009
10-P0013676	\$19,381.00	Replacement of (7) A/C controllers in the Library 'L' Building at Santa Ana College	SAC-Administrative Services	Sole Source Board Approved: November 1, 2005

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To	Board of Trustees	Date: March 15, 2010
Re:	Approval of Resource Development Items	
Action.	Request for Approval	

ANALYSIS

Budget for the following categorical programs for FY 09/10 have been developed:

<u>Project Title</u>	<u>Award Date</u>	
1. Faculty Inquiry Network (SAC)		
Sub-award from the William and Flora Hewlett Foundation through Chabot-Las Positas Community College District for faculty to form a Faculty Inquiry Group to investigate a complex problem in and develop a community of practice for basic skills education. (09/10)	2/25/09	\$18,500

RECOMMENDATION

It is recommended that this budget 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: \$ 18,500	Board Date: March 22, 2010
Item Prepared by: Huong Nguyen, Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

SPECIAL PROJECT DETAILED BUDGET # 3381

NAME: Faculty Inquiry Network (FIN)

FISCAL YEAR: 2009/10 & 2010/11

CONTRACT PERIOD: 1/1/10 - 12/31/10

CONTRACT INCOME: \$18,500

PROJ. ADM. Norm Fujimoto

PROJ. DIR. Sandra Wood

Date: 3/15/10

Datatel String	Description	Debit	Credit
12-3381-000000-10000-8891	Other Local Rev - Special P		18,500
12-3381-647000-19540-2340	Student Assistants - Hourly	969	
12-3381-647000-19540-3435	H & W - Retiree Fund Non-In	10	
12-3381-647000-19540-3615	WCI - Non-Instructional J	21	
12-3381-675000-15051-1480	Part-Time Reassigned Time	3,000	
12-3381-675000-15051-1483	Beyond Contr - Reassigned T	8,000	
12-3381-675000-15051-3115	STRS - Non-Instructional	908	
12-3381-675000-15051-3325	Medicare - Non-Instructiona	159	
12-3381-675000-15051-3435	H & W - Retiree Fund Non-In	110	
12-3381-675000-15051-3515	SUI - Non-Instructional A	77	
12-3381-675000-15051-3615	WCI - Non-Instructional A	246	
12-3381-675000-15051-4710	Food and Food Service Suppl	-	
12-3381-732000-15051-7650	Stipends Paid to Students	5,000	
Totals for PROJECT: 3381	Faculty Inquire Network	18,500	18,500

6.1 (2)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Board of Trustees**

To: Board of Trustees	Date: March 22, 2010
Re: Approval of Reduction of Student Parking Fees	
Action: Request for Action	

BACKGROUND

At its regular board meeting of February 22, 2010, the board postponed action on Student Trustee Holguin's recommendation to reduce student parking fees to an amount equal to but not to exceed the cost of staff parking fees until further information was received. That information was shared with the board on March 4, 2010, and is attached.

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.

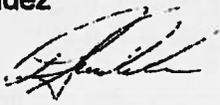
RECOMMENDATION

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: March 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	

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

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

Date: March 4, 2010
To: Dr. Eddie Hernandez
From: Peter J. Hardash 
Subject: Response to Board of Trustees – Student Parking

Attached are the following documents in response to questions from the Board of Trustees at the February 22, 2010 Board of Trustees meeting.

- 2009-2010 Fiscal Year Parking Charges
- Parking Permit Sales – 2008-2011
- Parking Meter Money Variance Report 2005-2010
- Parking Lot Safety and Security Expenses
- Parking Citations Issues 2007-2009
- Approval of Increased Student and Staff Parking Fees docket item and Parking Fee Survey (as of January 2009) docket item

**Student Parking
2009-2010 Fiscal Year Parking Charges**

Summer 2009	\$8.00	All Students
*Fall 2009	\$30.00	Regular Students
*Fall 2009	\$20.00	Board of Governors Fee Waiver Students
Spring 2010	\$30.00	Regular Students
Spring 2010	\$20.00	Board of Governors Fee Waiver Students

Staff Parking

2009 – 2010 Fiscal Year Parking Charges

2009-2010 Annual Permit parking at either SAC or SCC	\$32.00	All Classified staff and faculty
Fall 2009 Semester Permit parking at either SAC or SCC	\$16.00	All Classified staff and faculty
Spring 2010 Semester Permit Faculty parking (SAC & SCC Campus)	\$16.00	All Classified staff for all work sites.
Management Annual Permit	\$50.00	All Management (implemented after

***Implemented new rates after Board approval**

Student Parking 2010 – 2011 Fiscal Year

Summer 2010	\$10.00	All Students
Fall 2010	\$30.00	Regular Students
Fall 2010	\$20.00	Board of Governors Fee Waiver Students
Intersession 2011	\$10.00	All Students
Spring 2011	\$30.00	Regular Students
Spring 2011	\$20.00	Board of Governors Fee Waiver Students

Staff/Faculty Parking 2010 – 2011 Fiscal Year Parking Charges

Rates apply to all faculty and staff for all work sites (except for non-District owned).

2010-2011 Annual Permit \$50.00

Fall Semester Permit \$25.00

Spring Semester Permit \$25.00

(subject to collective bargaining)

**Student Parking
2009-2010**

Semester	Price	# of permits sold	Revenue collected	
Summer 2009	\$8.00	5,659	\$ 45,272	All Students
Fall 2009	\$30.00	10,501	\$ 313,515	Non BOGW Students
Fall 2009	\$20.00	4,363	\$ 83,840	BOGW Students
Spring 2010	\$30.00	8,410	\$ 248,790	Non BOGW Students
Spring 2010	\$20.00	4,206	\$ 83,520	BOGW Students
	Total	33,139	\$ 774,937	

**Staff Parking
2009-2010**

	Price	# of permits sold	Revenue collected	
2009-2010 Annual Permit	\$32.00	1,048	\$ 33,568	All Classified staff and faculty
Fall 2009 Semester Permit	\$16.00	433	\$ 6,946	All Classified staff and faculty
Spring 2010 Semester Permit	\$16.00	275	\$ 4,392	All Classified staff and faculty
Annual Management	\$50.00	112	\$ 5,480	All Management
	Total	1,868	\$ 50,386	

*If we were to decrease the student rate by \$20 annually, this would be a \$10 decrease per semester (Fall/Spring). Based on 09/10 sales numbers, the estimated loss would be \$189,000. This is calculated by Fall 2009 Non BOGW Student permit sales (10,501) plus Spring 2010 Non BOGW Student permit sales (8,410), which =s 18,911. 18,911 @ \$10/each =s \$189,110.

Parking Permit Sales

2008/09-2010/11

Student Parking

2008/09

	cost	Summer # sold	Fall # sold	Spring # sold				
Intersession	\$8	5,284	\$ 42,272	0	\$ -	0	\$ -	\$ 42,272
Semester	\$16	-	\$ -	15,975	\$ 255,600	18,051	\$ 288,816	\$ 544,416
Semester (BOGW)	n/a	0	\$ -	0	\$ -	0	\$ -	\$ -
TOTAL								\$ 586,688

2009/10

	cost	Summer # sold	Fall # sold	Spring # sold				
Intersession	\$8	5,659	\$ 45,272	0	\$ -	0	\$ -	\$ 45,272
Semester	\$30	0	\$ -	10,501	\$ 315,030	8,410	\$ 252,300	\$ 567,330
Semester (BOGW)	\$20	0	\$ -	4,363	\$ 87,260	4,206	\$ 84,120	\$ 171,380
TOTAL								\$ 783,982

increase of \$ 197,294

2010/11 (projection)

	cost	Summer # sold	Fall # sold	Spring # sold				
Intersession	\$10	5,659	\$ 56,590	0	\$ -	0	\$ -	\$ 56,590
Semester	\$30	0	\$ -	10,501	\$ 315,030	8,410	\$ 252,300	\$ 567,330
Semester (BOGW)	\$20	0	\$ -	4,363	\$ 87,260	4,206	\$ 84,120	\$ 171,380
TOTAL								\$ 795,300

increase of \$ 11,318

Staff/Faculty Parking

2008/09

	cost	# sold	
Staff/Faculty Annual	\$32	1,166	\$ 36,856
Annual Management	n/a	-	\$ -
Fall Semester	\$16	40	\$ 592
Spring Semester	\$16	377	\$ 5,929
TOTAL			\$ 43,177

2009/10

	cost	# sold	
Staff/Faculty Annual	\$32	1,048	\$ 33,568
Annual Management	\$50	112	\$ 5,480
Fall Semester	\$16	433	\$ 6,946
Spring Semester	\$16	275	\$ 4,392
TOTAL			\$ 50,386

increase of \$ 7,209

2010/11 (projection)

	cost	# sold	
Staff/Faculty/Manage Annual	\$50	1,700	\$ 85,000
TOTAL			\$ 85,000

increase of \$ 34,614

*subject to collective bargaining

**Parking Meter Money
Variance Report**

	2009/10	2008/09	2007/08	2006/07	2005/06
July	6,084.16	2,156.51	3,361.05	1,218.30	2,106.37
August	2,683.70	2,639.10	780.90	3,403.91	4,099.16
September	10,273.46	4,247.37	2,620.15	4,998.11	3,403.57
October	11,764.70	9,297.08	6,181.38	7,353.20	5,528.78
November	8,327.85	6,010.02	3,918.76	4,206.60	4,658.20
December	6,531.72	3,427.65	2,196.92	1,867.15	2,237.65
January	1,545.36	121.50	724.31	2,180.30	1,267.86
February	5,074.85	396.61	982.55	1,475.86	2,263.15
March		7,142.42	5,278.15	6,404.92	6,750.50
April		6,066.46	5,430.36	4,592.57	5,176.85
May		3,921.40	3,300.70	2,854.10	2,432.93
June		1,161.15	2,901.66	3,110.12	5,646.25
Total	\$ 52,285.80	\$ 46,587.27	\$ 37,676.89	\$ 43,665.14	\$ 45,571.27

difference from previous year	5,698.53	8,910.38	(5,988.25)	(1,906.13)
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**Rancho Santiago Community College District
SAFETY AND SECURITY DEPARTMENT**

Parking Lot Safety and Security Expenses

Proposed Expenditures Using Additional Revenues from Increased Parking Fees:

- **Four part-time district safety officers (DSO): 16 hour/week, school session, 32 wk/yr
Two each at SAC and SCC: one in the morning and one at night; fall and spring semesters.**

One additional officer will be assigned to patrol the parking areas and concentrate on parking enforcement at SAC and at SCC during the busiest morning hours, from 8am to 12pm, and the busiest night hours, from 6pm to 10pm, Mondays through Thursday. This will enhance the visibility of security at each college and will improve the ability to handle service calls within the campus while maintaining a patrol presence in the parking areas. This will improve our ability to provide assistance to persons in the lots, deter crime and to enforce parking regulations.

Estimated annual cost per PT DSO: \$9,939/yr

Estimated total annual cost/four PT DSO's: \$39,756

- **Increase the number of student security aides to help monitor the college parking lots and to assist the DSO's with parking enforcement. We currently have \$20,000/year budgeted for student security aides. We employ an average of 8 student aides a semester and each aide works an average of approximately 10hrs/week. By doubling the annual student aide budget, we can hire a few more student aides and increase the number of weekly hours from 10 to 15 hr/week for many of them who currently desire more hours.**

Estimated total additional annual cost: \$20,000

- **Budget constraints have forced us consider ways to achieve some objectives by utilizing non-human resources rather than by adding more people. To improve safety and security in the parking lots, we are evaluating video surveillance systems. We are looking at digital high resolution internet protocol systems so that we can use our existing network rather than having to purchase expensive separate data storage and recording systems. Costs would depend on the number of cameras and data storage needs. We expect to build the system over time to spread the cost over several years.**
- **Evaluate cost effectiveness of in-house parking citation fine collection rather than contracting that service out to improve revenues from parking enforcement. We will study automated parking citation issuing programs which can improve the payment rates and that are integrated with collection systems to increase efficiencies.**

Parking Related Expenses in FY '09-10

We have spent money from various general fund accounts at both colleges this past year for parking related expenses to improve safety and security in our parking areas. Moving forward, these on-going expenses should be properly charged to the parking fund, freeing up general funds for other essential instructional expenses.

- Fuel efficient hybrid patrol vehicle for SCC. Patrol vehicle replacement is on-going expense as patrol vehicles, both cars and carts, must be replaced when they wear out.
- Patrol vehicle and cart maintenance and repairs: tires, brakes, batteries, fluids
- Patrol vehicle fuel
- Jump starting booster packs and car opening tools
- Parking lot and traffic signs at SAC and SCC, traffic cones, caution tape, related supplies
- Parking lot maintenance and repairs: potholes, slurry coats, painting curbs and re-striping
- Speed humps at SAC
- Maintenance and service of emergency call-box system, most located in parking areas
- Maintenance and service of parking permit dispensers: batteries, chargers, paper, replacement parts, service charges
- Maintenance and repairs of parking lot lighting
- Major parking lot projects: resurfacing and adding additional parking spaces at SAC to recapture lost parking areas due to construction

Hardash, Peter

From: Chin, Al
Sent: Monday, March 01, 2010 2:57 PM
To: Hardash, Peter; Langston, Rhonda; Kanouse, Noemi
Cc: Melendez, Linda
Subject: Parking Citations Issued
Peter, et al:

Here are the numbers of parking citations that JDS processed for us during each of the past three fall semesters.

- Fall 2007 – August to December: 1, 074
- Fall 2008 – August to December: 1, 377
- Fall 2009 – August to December: **2, 794 (after new rates became effective)**

Here are the numbers of parking citations issued for the spring semesters the past three years.

- Spring 2007 – February to June: 1, 278
- Spring 2008 – February to June: 1, 173
- Spring 2009 – February to June: 1, 155

The new parking fees of \$30 for students, \$50 for administrators, managers and supervisors, and \$2/daily permit became effective before the start of the fall 2009 semester. As you can see, we stepped up the parking enforcement after implementing the increased parking fees, and more than doubled the number of citations issued in any previous semester during the past three years.

AL CHIN

Director, District Safety and Security
Rancho Santiago Community College District
2323 N. Broadway, 101
Santa Ana, CA, 92706
(714) 480-7333, FAX: (714) 796-3910
chin_al@rsccd.edu

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

To: Board of Trustees	Date: June 22, 2009
Re: Approval of Increased Student and Staff Parking Fees	
Action: Request for Action	

BACKGROUND

Currently, RSCCD charges parking permit fees of \$14 per semester for students and limited parking permit fees for staff members only at our main campuses. Students and staff at RSCCD centers and district office are currently not charged for parking privileges.

Safety and security services are extremely vital to the instructional environment of our campuses and centers. Due to the severity of the state budget crisis, in order to maintain the current level of services to our campus' and centers in these budgetary challenging times, it has become compellingly necessary to increase our parking permit fees. The fee increases do not increase the current level of services to our students and staff. This recommendation only partially offsets the general fund contribution to the Campus and Safety Services Departments.

District records indicated that, parking fees at RSCCD in 1984 were \$14 per semester. This fee was increased in the 1992-1993 academic year during a prior state budget crisis to \$16 per semester. The fee has remained the same, even though security, safety and parking lot services expenses have continued to increase over these years.

Parking fees collected, by law, are restricted to be spent only to support Campus Safety and parking lot maintenance for district facilities and instructional locations.

ANALYSIS

Per Education Code section 76360(a) parking fees shall not exceed the actual cost of providing parking services and safety. Certain limitations exist for ridesharing and low income students. An exception to this parking fee limitation exists for students who receive financial aid pursuant to certain exceptions that shall not exceed \$20 per semester.

Current Education Code authorizes districts to require students and employees to pay a fee up to \$40 per semester for parking services. The recommendation is to increase RSCCD student parking fees to \$30 per regular semester (fall and spring) and to impose an annual employee parking permit fee, for all employees regardless of work site location of \$50 per academic year. Employee parking permit fees are subject to negotiations with collective bargaining groups. Student parking permit fees during intersession is recommended at \$10 per session. These parking fee recommendations are intended to support the goal of making budget cutting solutions furthest from the classroom.

A parking permit does not ensure that a parking space is guaranteed for our students and staff. No district, UC or CSU guarantees a parking space upon purchase of a parking permit. In order to maintain our existing security services and maintain our current parking lots and campus roads, it is necessary to establish a revenue stream, completely separate from our instructional support budgets, in order to maintain these lots and provide our campuses and centers with a minimal amount of safety support. It would require larger amounts of funds to increase our safety presence at our campuses and centers. This increased fee proposal only supports our existing budget constrained safety services. There is currently no budget available for parking lot repairs and maintenance. These funds were eliminated in last year's budget reductions.

The attached current parking fee survey demonstrates that the RSCCD district is the lowest amongst urban college districts. Except for those districts in desert regions or outlying areas, RSCCD is the lowest in population dense regions.

It is also recommended that daily parking permits be increased from \$1 per day to \$2 per day to encourage semester parking permit purchase.

Parking enforcement and citation issuance has been enhanced and will be enforced to comply with established district policies.

Currently general fund is subsidizing the Safety and Parking operations by approximately \$2 million per year. By increasing parking permit fees for students and staff, this will generate an approximately \$366,000 (including employee fees) to offset this general fund encroachment. This savings is equivalent to saving 122 credit class sections for our students.

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase in student and staff parking fees as presented.

- 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

Fiscal Impact:	Approximately \$366,000 in additional revenue	Board Date: June 22, 2009
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Dr. Edward Hernandez, Jr., Chancellor	

Rancho Santiago Community College District
 Safety & Security Department
 Parking Fee Survey - January 2009

College Districts	Name of College	Student Parking Fee		Employee Parking Fee		Daily Rate	Parking Waiver Yes/No	Enforced By:	Citation Amount
		Fall/Sprin	Summer	Fall/Sprin	Summer				
Barstow CCD	Barstow	0	0	0	0	0			0
Butte CCD	Butte	0	0	0	0	0	No	BCC	\$ 15.00
Copper Mountain CCD	Copper Mountain	0	0	0	0	0			0
Feather River CCD	Feather River	0	0	0	0	0			0
Lake Tahoe CCD	Lake Tahoe Comm	0	0	0	0	0			0
Lassen CCD	Lassen	0	0	0	0	0			0
Mendocino Lake CCD	Mendocino	0	0	0	0	0			0
Palo Verde CCD	Palo Verde	0	0	0	0	0			0
Siskiyou Joint CCD	Siskiyou	0	0	0	0	0			0
West Hills CCD	West Hills	0	0	0	0	0			0
Kern CCD	Cerro Coso	0	0	0	0	0			0
Kern CCD	Porterville	0	0	0	0	0			0
Peralta CCD	Berkeley	0	0			0			0
Coast CCD	Coastline Comm	\$ 10.00	\$ 5.00	0	0			CCC	\$ 20.00
El Camino CCD	Compton Ed Center	\$ 12.00	\$ 12.00	0	0				
Antelope Valley CCD	Antelope Valley	\$ 15.00	0	0	0	\$ 0.50	Yes	AVCC	\$ 29.50
West Kern CCD	Taft	\$ 15.00		0	0	0			0
Rancho Santiago CCD	Santa Ana	\$ 16.00	\$ 8.00	\$ 16.00		\$ 1.00	Yes	RSCCD	\$ 20.00
Rancho Santiago CCD	Santiago Canyon	\$ 16.00	\$ 8.00	\$ 16.00		\$ 1.00	Yes	RSCCD	\$ 20.00
State Center CCD	Fresno City	\$ 17.00	\$ 10.00	\$ 42.00		\$ 1.00	Yes	FCC	\$ 45.00
State Center CCD	Reedly	\$ 17.00	\$ 8.00	\$ 17.00	\$ 8.00	\$ 1.00	Yes	RCC	\$ 45.00
Peralta CCD	Alameda	\$ 20.00	\$ 10.00			\$ 0.50	Yes	AC	\$ 40.00
Peralta CCD	Merritt	\$ 20.00	\$ 10.00			\$ 1.00	Yes	MC	\$ 40.00
Allen Hancock CCD	Allen Hancock	\$ 20.00	\$ 10.00	\$ 10.00		\$ 1.00	Yes	AHC	\$ 25.00
Cerritos CCD	Cerritos	\$ 20.00	\$ 10.00	\$ 20.00	\$ 10.00	\$ 1.00	Yes	CC	\$ 25.00
Cuesta/San Luis Obispo	Cuesta	\$ 20.00	\$ 7.50	none	none	\$ 1.00	Yes	CC	\$ 25.00
Desert CCD	Desert	\$ 20.00	\$ 5.00	none	none	\$ 1.00	Yes	DCC	
Imperial Valley CCD	Imperial Valley	\$ 20.00	\$ 10.00	none	none				
Los Angeles CCD	East Los Angeles	\$ 20.00	\$ 3.00	none	none	\$ 2.00	Yes	Sheriff	\$ 30.00

Los Angeles CCD	Los Angeles Trade-tech	\$ 20.00	0	none	none	\$ 2.00	Yes	Sheriff	\$ 35.00
Los Angeles CCD	Los Angeles Valley	\$ 20.00	\$ 7.00	none	none	\$ 2.00	Yes	Sheriff	\$ 30.00
Los Angeles CCD	West Los Angeles	\$ 20.00	\$ 7.00	none	none	\$ 2.00	Yes	Sheriff	\$ 30.00
Los Angeles CCD	Los Angeles Harbor	\$ 20.00	\$ 7.00	none	none	\$ 1.00	Yes	Sheriff	
Los Angeles CCD	Los Angeles Mission	\$ 20.00	\$ 7.00	none	none	\$ 1.00	Yes	Sheriff	
Los Angeles CCD	Los Angeles Southwest	\$ 20.00	\$ 7.00	none	none	\$ 1.00	Yes	Sheriff	
Merced CCD	Merced	\$ 20.00	\$ 10.00	none	none	\$ 1.00	Yes	MC	\$ 15.00
Peralta CCD	Laney	\$ 20.00	\$ 10.00			\$ 0.50	Yes	LCC	\$ 40.00
San Joaquin Delta CCD	San Joaquin Delta	\$ 20.00	\$ 10.00	none	none	\$ 0.50	Yes	SJDC	
Sequoias CCD	Sequoias	\$ 20.00	\$ 10.00	none	none	\$ 1.00			
Solano County CCD	Solano	\$ 20.00	\$ 6.00	none	none	\$ 1.00			
Yosemite CCD	Modesto Jr College	\$ 20.00	\$ 7.50	\$ 35.00	\$ 7.50	\$ 1.00	Yes	MJCC	\$ 23.00
San Bernardino CCD	Crafton Hills	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 1.00	Yes	CH	\$ 20.00
Yosemite CCD	Columbia	\$ 20.00	\$ 7.50	\$ 35.00	\$ 7.50	\$ 1.00	Yes	MJCC	\$ 23.00
Rio Hondo CCD	Rio Hondo	\$ 22.50	\$ 10.50	none	none	\$ 1.00	Yes	RHC	\$ 25.00
Hartnell CCD	Hartnell	\$ 25.00		none	none	\$ 1.00	Yes	HCC	\$ 20.00
Long Beach CCD	Long Beach City	\$ 25.00	\$ 15.00	none	none	\$ 1.00	Yes	LBC	\$ 41.00
Shasta Tehama Trinity Jo	Shasta	\$ 25.00		none	none	\$ 1.00			
Los Angeles CCD	Los Angeles City	\$ 27.00	\$ 10.00	none	none	\$ 2.00	Yes	Sheriff	\$ 30.00
Los Angeles CCD	Los Angeles Pierce	\$ 27.00	0	none	none	\$ 2.00	Yes	Sheriff	\$ 30.00
Napa Valley CCD	Napa Valley	\$ 27.50		none	none	\$ 1.00	Yes	NVC	
Chabot-Los Positas CCD	Chabot	\$ 30.00	\$ 15.00	none	none	\$ 2.00	Yes	CCC	\$ 20.00
Chabot-Los Positas CCD	Las Positas	\$ 30.00	\$ 15.00	none	none	\$ 2.00	Yes	CCC	\$ 20.00
Citrus CCD	Citrus	\$ 30.00	\$ 15.00	none	none	\$ 5.00	Yes	CCC	\$ 25.00
Coast CCD	Goldenwest Comm	\$ 30.00	\$ 15.00	none	none	\$ 1.00	Yes	GWC	\$ 17.00
Coast CCD	Orange Coast	\$ 30.00	\$ 16.00	none	none	\$ 2.00	Yes	OCC	\$ 17.00
Kern CCD	Bakersfield	\$ 30.00		none	none	\$ 1.00	Yes	BC	\$ 35.00
Los Rios CCD	American River	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	ARC	\$ 25.00
Los Rios CCD	Folsom Lake	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SCC	\$ 25.00
Los Rios CCD	Sacramento City	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SCC	\$ 25.00
Los Rios CCD	Cosumnes River	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	CR	\$ 25.00
Mt San Jacinto CCD	Mt San Jacinto	\$ 30.00	\$ 15.00	none	none	\$ 1.00	Yes	MSJC	
Redwoods CCD	Redwoods	\$ 30.00	\$ 10.00	none	none				
San Diego CCD	San Diego Mesa	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SDM	\$ 25.00
San Diego CCD	San Diego City	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SDC	\$ 25.00
San Diego CCD	San Diego CET	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SDC	\$ 25.00
San Diego CCD	San Diego Miramar	\$ 30.00	\$ 30.00	none	none	\$ 1.00	Yes	SDM	\$ 25.00

South Orange County CC	Irvine Valley	\$ 30.00	\$ 15.00	\$ 20.00	\$ 5.00	\$ 2.00	Yes	IVC	\$ 20.00
South Orange County CC	Saddleback	\$ 30.00	\$ 15.00	\$ 20.00		\$ 2.00	Yes	SC	\$ 25.00
Contra Costa CCD	Contra Costa	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	CCC	\$ 35.00
Contra Costa CCD	Diablo Valley	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	CCC	\$ 35.00
El Camino CCD	El Camino	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	ECC	\$ 30.00
Mira Costa CCD	Mira Costa	\$ 35.00	\$ 17.50	none	none	\$ 1.00			
Mt San Antonio CCD	Mt San Antonio	\$ 35.00	\$ 18.00	none	none	\$ 2.00	Yes	MSAC	\$ 25.00
North Orange County CC	Cypress	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	CC	\$ 25.00
North Orange County CC	Fullerton	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	FC	\$ 22.00
Ohlone CCD	Ohlone	\$ 35.00	\$ 35.00	none	none	\$ 2.00	Yes	OCC	\$ 35.00
Contra Costa CCD	Los Medanos	\$ 35.00	\$ 20.00	none	none	\$ 2.00	Yes	LMC	\$ 35.00
Cabrillo CCD	Cabrillo	\$ 40.00	\$ 20.00	none	none	\$ 2.00	Yes	Sheriff	\$ 22.00
Chaffey CCD	Chaffey	\$ 40.00	\$ 20.00	none	none	\$ 2.00	Yes	CCC	\$ 25.00
Gavilan JT CCD	Gavilan	\$ 40.00	\$ 20.00	none	none	\$ 0.75	Yes		
Grossmont/Cuyamaca CC	Grossmont	\$ 40.00	\$ 18.00	none	none	\$ 2.00	Yes	GCC	\$ 25.00
Grossmont/Cuyamaca CC	Cuyamaca	\$ 40.00	\$ 18.00	none	none	\$ 2.00	Yes	GCC	\$ 25.00
Monterey Peninsula CCD	Monterey Peninsula	\$ 40.00		none	none	\$ 1.00	Yes	MPC	
Palomar CCD	Palomar	\$ 40.00	\$ 20.00			\$ 1.00	Yes	PC	\$ 20.00
Riverside CCD	Riverside Comm	\$ 40.00	\$ 20.00	\$ 15.00	none	\$ 2.00	Yes	RCC	\$ 25.00
San Francisco CCD	City College of San Francisco	\$ 40.00	\$ 20.00	none	none	\$ 2.00	Yes	CCSF	\$ 55.00
San Jose/Evergreen CCD	San Jose City	\$ 40.00	\$ 14.00	none	none	\$ 2.00	Yes	SJCC	\$ 32.00
San Jose/Evergreen CCD	Evergreen Valley	\$ 40.00	\$ 14.00	none	none	\$ 2.00	Yes	SJCC	\$ 32.00
San Mateo CCD	College of San Mateo	\$ 40.00	\$ 20.00	none	none	\$ 2.00	Yes	CSM	\$ 25.00
Santa Barbara CCD	Santa Barbara City	\$ 40.00	\$ 20.00	none	none	\$ 2.00	No	SBCC	\$ 30.00
Santa Clarita CCD	Canyons	\$ 40.00	\$ 20.00	none	none	\$ 1.00	Yes	CCC	\$ 25.00
Sierra Joint CCD	Sierra	\$ 40.00	\$ 14.00	none	none	\$ 1.00			
Southwestern CCD	Southwestern	\$ 40.00	\$ 20.00	none	none	\$ 3.00	Yes	SCC	\$ 25.00
Ventura CCD	Ventura	\$ 40.00	\$ 19.00	none	none	\$ 1.00	Yes	VCCCD	\$ 35.00
Ventura CCD	Moorpark	\$ 40.00	\$ 20.00	none	none	\$ 1.00	Yes	MCC	\$ 35.00
Ventura CCD	Oxnard	\$ 40.00	\$ 19.00	none	none	\$ 1.00	Yes	OCC	\$ 35.00
Victor Valley CCD	Victor Valley	\$ 40.00	\$ 10.00	none	none	\$ 2.00	Yes	VV	\$ 20.00
West Valley-Mission CCD	Mission	\$ 40.00	\$ 20.00	none	none	\$ 1.00	Yes	MC	\$ 30.00
West Valley-Mission CCD	West Valley	\$ 40.00	\$ 20.00	none	none	\$ 1.00	Yes	WVC	\$ 30.00
Yuba CCD	Woodland	\$ 40.00	\$ 20.00	\$ 40.00	\$ 20.00	\$ 1.00	Yes	YCC	\$ 15.00
Yuba CCD	Yuba	\$ 40.00	\$ 20.00	\$ 40.00	\$ 20.00	\$ 1.00	Yes	YCC	\$ 15.00
San Mateo CCD	Skyline	\$ 40.00	\$ 20.00	0	0	\$ 2.00	Yes	SC	\$ 25.00
San Mateo CCD	Canada	\$ 40.00	\$ 20.00	0	0	\$ 2.00	Yes	CC	\$ 25.00

