

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, November 13, 2017
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS **4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda **Action**

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of October 23, 2017 **Action**

1.6 Approval of Consent Calendar **Action**

Agenda items designated as part of the consent calendar are considered by the board of trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the board votes on them. The board retains the discretion to move any action item listed on the agenda into the Consent Calendar. **The consent calendar vote items will be enacted by one motion and are indicated with an asterisk (*).**

An exception to this procedure may occur if a board member requests a specific item be removed from the consent calendar consideration for separate discussion and a separate vote.

1.7 Recognition of Faculty

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Facilities
- College activities
- Upcoming events

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons

- Board Facilities Committee
- Orange County Community Colleges Legislative Task Force

2.8 Presentation on Unity Middle College High School

2.9 Presentation by Mariachi Heritage Society

3.0 INSTRUCTION

*3.1 Approval of Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health Action

The administration recommends approval of the clinical training affiliation agreement renewal with St. Joseph Home Health located in Orange, California, as presented.

*3.2 Approval of Clinical Affiliation Agreement with AmeriPharma Action

The administration recommends approval of the clinical affiliation agreement with AmeriPharma located in Orange, California.

*3.3 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County (OC) United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement Action

The administration recommends approval of the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and OC United Way, OCFTP tax filing season 2017 coalition partner participation agreement as presented.

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

- *3.4 Approval of Terms of Donation and Indemnity Agreement And Covenant Not To Sue with City of Anaheim Action
The administration recommends approval of the Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim, California.
- *3.5 Approval of Agreement with VisionPoint Media, Inc. for Strategic Brand Development Action
The administration recommends approval of the agreement with VisionPoint Media, Inc. for strategic brand development as presented.
- *3.6 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Summer 2017 Action
The administration recommends confirmation of the list of recipients of the SAC associate degrees and certificates for summer 2017 as presented.
- *3.7 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2017 Action
The administration recommends confirmation of the list of recipients of the SCC associate degrees and certificates for summer 2017 as presented.
- *3.8 Approval of Santa Ana College Community Services Program for Spring 2018 Action
The administration recommends approval of the proposed SAC Community Services program for Spring 2018.
- *3.9 Approval of Santiago Canyon College Community Services Program for Spring 2018 Action
The administration recommends approval of the proposed SCC Community Services program for Spring 2018.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the period of October 11, 2017 to October 31, 2017.
- 4.3 Adoption of Resolution No. 17-27 Authorizing the Issuance and Sale of Santa Ana College School Facility Improvement District (SFID) No. 1 Series B General Obligation Bonds in an Amount Not to Exceed \$71 Million Action
The administration recommends adoption of Resolution No. 17-27 authorizing the issuance and sale of SAC SFID No. 1 Series B bonds in an amount not to exceed \$71 million and supporting documents as presented.

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

- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2017 Action
The administration recommends approval of the CCFS-311Q for the quarter ended September 30, 2017, as presented.
- 4.5 Quarterly Investment Report as of September 30, 2017 Information
The quarterly investment report as of September 30, 2017, is presented as information.
- *4.6 Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Science Center at SAC as presented.
- *4.7 Approval of Change Order #1 for Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College Action
The administration recommends approval of change order #1 for Stanley Access Technologies for Bid #1310 for door hardware replacement at Buildings C, H, L, R, and S at SAC as presented.
- *4.8 Approval of Change Order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 American with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College Action
The administration recommends approval of change order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 ADA stalls (Phase II) at SAC as presented.
- *4.9 Acceptance of Completion of Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.10 Acceptance of Completion of Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.

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

- *4.11 Approval Notice of Exemption for California Environmental Quality Act for Johnson Student Center at Santa Ana College Action
The administration recommends approval of the Notice of Exemption for the project as presented.
- *4.12 Ratification of Award of Bid #1335 for Pool Building Roof Replacement at Santa Ana College Action
The administration recommends ratification of the award of Bid #1335 for the pool building roof replacement at SAC as presented.
- *4.13 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College Action
The administration recommends approval of change order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables certification electrical at SCC as presented.
- *4.14 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College Action
The administration recommends approval of change order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables certification interior work at SCC as presented.
- *4.15 Acceptance of Completion of Bid #1315 for U Portables Certification Site Work at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.16 Acceptance of Completion of Bid #1316 for U Portables Certification Electrical at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.17 Acceptance of Completion of Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.

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

- *4.18 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.
- *4.19 Approval of Vendor Name Change Action
The administration recommends approval of the vendor Hall & Foreman, Inc.'s name change to David Evans and Associates as presented.
- *4.20 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Cambridge West Partnership, LLC to evaluate the Warehouse Department and formulate recommendations for improving the efficiency and effectiveness of the department. Dates of service are November 14, 2017, through March 31, 2108. The fee is estimated at \$38,400.
- *4.21 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period September 24, 2017, through October 21, 2017.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|--|------------|
| - Basic Skills initiative (SAC) - <i>Adjustment</i> | -\$ 47,554 |
| - Basic Skills initiative (SCC) - <i>Augmentation</i> | \$ 31,403 |
| - California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SCC) | \$182,934 |
| - Cooperative Agencies Resources for Education (CARE) (SCC) | \$ 33,713 |
| - Extended Opportunity Programs & Services (EOPS) (SCC) | \$496,334 |
| - Orange County Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media-ICT Apprenticeship Project (District Office) | \$ 39,569 |

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

- *5.2 Approval of Sub-Agreement between RSCCD and SynED for Deputy Sector Navigator Information and Communications Technology/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and Moraine Valley Community College on behalf of Center for System Security and Information Assurance (CSSIA) for Deputy Sector Navigator Information and Communications Technology/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education (CTE) Data Unlocked Initiative Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of Second Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education Data Unlocked Initiative Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.6 Approval of Agreement with Foundation for California Community Colleges for Strong Workforce Program – Regional Funds Initiative (#WL-031-17) Action
The administration recommends approval of the agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

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

- 5.7 Adoption of Board Policies Action
It is recommended the board adopt the following revised policies:
Board Policy (BP) 3310 Records Retention and Destruction
BP 3821 Gift Ban Policy
BP 6330 Purchasing
BP 6332 Competitive Bidding, Quotations and Contracts
BP 6505 Inventory Order Quantity and Storage Controls
BP 7330 Communicable Disease
BP 7340 Leaves
- 5.8 Board of Trustees Express Interest in Board Officer Positions Information
The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2017-2018, as well as any committee assignments.
- 5.9 Review and Discussion of Self-Evaluation Responses from Community and Staff Information
The survey responses from community and staff are presented to the board for review and discussion.
- 5.10 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational and Classified Administrator Appointments
 - (1) Director
 - (2) Manager
 - (3) Project Manager
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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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.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of Revised Job Descriptions
- Approval of Revised Job Descriptions and Changes of Title
- Approval of Appointments
- Approval of Interim Appointments
- Approval of Changes of Assignment/From Temporary Long-term Substitute (Education Code [E.C.] 87481 & 87482) to Temporary One-year Contract Employee (E.C. 87478)
- Approval of Final Placements
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for Ongoing Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants

6.2 Classified Personnel (cont.)

- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Adoption of Resolution No. 17-25 – Rancho Santiago Community College District Hazard Mitigation Plan Action

It is recommended that the board adopt Resolution No. 17-25 – RSCCD Hazard Mitigation Plan.

6.4 Approval of Auto-Renewal Clause in Administrator Agreements/Contracts Action

It is recommended that the board honor the existing administrator agreements/contracts with the auto-renewal clause, offer newly hired administrators a 2-year agreement/contract without the auto-renewal clause and adjust the management salary schedule to be competitive with institutions with whom the district most often competes for employees.

7.0 ADJOURNMENT - The next regular and annual self-evaluation meeting of the Board of Trustees will be held on December 4, 2017.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Santa Ana College
1530 W. 17th Street, Phillips Hall
Santa Ana, California

Board of Trustees
(Regular meeting)

Monday, October 23, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:44 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Nelida Mendoza. Mr. Phil Yarbrough and Mr. Gregory Pierot arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Dr. John Hernandez, Dr. Raúl Rodríguez, and Dr. Linda Rose. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Monica Zarske, Academic Senate President, Santa Ana College (SAC).

Mr. Hanna asked for a moment of silence for prayer or meditation in memory of the four members of the United States armed forces that were killed in Niger, Africa, on October 4, 2017; as well as a continued remembrance of the lost lives who were killed in Las Vegas on October 1, 2017.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve an addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

Mr. Pierot arrived at this time.

1.4 Public Comment

Ms. Gwen Kohnke and several nursing students thanked Dr. Rodríguez for observing their clinical practice at Mission Hospital in Mission Viejo for the SAC nursing program. Each student introduced themselves and provided their area of interest in the medical field.

Mr. Yarbrough arrived at this time.

Mr. Ben Hager spoke regarding the district's negotiations with the Faculty Association of Rancho Santiago Community College District (FARSCCD).

Mr. Edward Hou and Mr. Vincent Vargas spoke regarding extending the library hours at Santiago Canyon College (SCC). Mr. Hanna asked Mr. Hou and the Associated Student Government leaders to contact Dr. Hernandez regarding their request.

1.5 Approval of Minutes

It was moved by Mr. Hernandez and seconded by Ms. Mendoza to approve the minutes of the meeting held September 25, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.3 (Renewal of Hope Builders Instructional Services Agreement for Construction Technology) removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.1 Approval of Clinical Affiliation Agreement with Illumination Foundation

The board approved the clinical affiliation agreement with the Illumination Foundation located in Irvine, California, as presented.

3.2 Approval of Clinical Affiliation Agreement with Doctor's Ambulance

The board approved the clinical affiliation agreement Doctor's Ambulance located in Laguna Hills, California, as presented.

3.5 Approval of Proposed Addendum to 2017-2018 SAC Catalog

The board approved the proposed addendum to the 2017-2018 SAC catalog.

3.6 Approval of Proposed Revisions for 2018-2019 SAC Catalog

The board approved the proposed revisions for the 2018-2019 SAC catalog.

1.6 Approval of Consent Calendar (cont.)

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from September 13, 2017, to October 10, 2017.

4.3 Approval of 2016-2017 CCFS-311 Annual Budget and Financial Report, including Gann Appropriation Limit

The board approved the 2016-2017 CCFS-311 Annual Budget and Financial Report as presented pending any audit adjustments and establishing the district's 2017-2018 Gann Limit in the amount of \$264,469,343.

4.4 Approval of Reappointments for Measure Q Citizens' Bond Oversight Committee

The board approved the reappointments of the Measure Q Citizens' Bond Oversight Committee for the 2018 calendar year as presented.

4.5 Award of Bid #1333 for Roof Replacement at District Operations Center

The board awarded Bid #1333 to Danny Letner, Inc. dba Letner Roofing Company for roof replacement at the district office center as presented.

4.7 Approval of Agreement with Hammel, Green & Abrahamson, Inc. for Architectural Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College

The board approved the agreement with Hammel, Green & Abrahamson, Inc. for architectural services for Russell Hall Replacement (Health Sciences Building) at SAC as presented.

4.8 Approval of Agreement with Knowland Construction Services for Project Inspector Services for Science Center at Santa Ana College

The board approved the agreement with Knowland Construction Services for project inspector services – Science Center at SAC as presented.

4.9 Rejection of Bid #1329 - Johnson Student Center Demolition at Santa Ana College

The board rejected all bids for Bid #1329 for Johnson Student Center demolition at SAC as presented.

4.10 Approval of Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for new Safety and Security Offices at Santiago Canyon College

The board approved the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety and Security Offices at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

4.11 Approval of Change Order #1 for Patriot Contracting & Engineering for Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College

The board approved change order #1 for Patriot Contracting & Engineering for Bid #1325 for U Portables certification plumbing at SCC as presented.

4.12 Acceptance of Completion of Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.13 Acceptance of Completion of Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.15 Approval of Change Order #1 for SJD & B, Inc. for Bid #1328 for American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue, Orange, California, for Orange Education Center (OEC)

The board approved change order #1 for SJD & B, Inc. for Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, California, for OEC as presented.

4.16 Acceptance of Completion of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, California, for the Orange Education Center and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.17 Approval of Independent Contractor

The board approved the following independent contractor: Codestorm to support the Los Angeles/Orange County Regional Consortium (LAOCRC) in achieving its goals to modernize and improve user experience of the LAOCRC website by designing and developing a modern website. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$21,800.

4.18 Approval of Independent Contractor

The board approved the following independent contractor: Nicholas Kremer to perform Chair activities within specified timelines as part of the Vocational Education Research and Accountability Technical Advisory Committee (VERATAC) that advises the California Community College Chancellor's Office on the implementation of the accountability provisions in the Carl D. Perkins Act. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$16,025.

1.6 Approval of Consent Calendar (cont.)

4.19 Approval of Independent Contractor

The board approved the following independent contractor: Nueva Vista Media, Inc. to produce innovative media resources and website to raise Career Technical Education awareness among students, their influencers, key stakeholders and others about the variety of career pathways available through CTE programs at the Orange County region's nine community colleges. Dates of service are October 24, 2017, through June 30, 2018. The fee is estimated at \$49,950.

4.20 Approval of Purchase Orders

The board approved the purchase order listing for the period August 27, 2017, through September 23, 2017.

5.1 Approval of Resource Development Items

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

-California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SAC)	\$ 45,500
-California Career Pathways Trust – Orange County Careers Pathways Partnership (CCPT-OCCPP) – Year 4 (SCC)	\$ 76,431
-Hunger Free Campus Support (SCC)	\$ 18,324
-Innovation and Effectiveness Grant (SCC)	\$200,000
-Math, Engineering and Science Achievement (MESA) Program (SAC) - <i>Augmentation</i>	\$ 4,265
-Puente Project (SAC)	\$ 4,500
-Upward Bound Math & Science Program II – Year 1 (SCC)	\$263,938
-Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 2 (SAC)	\$ 16,500
-Veterans Upward Bound Program II – Year 1 (SAC)	\$263,938

5.2 Approval of Sub-Agreement between RSCCD and City of Santa Ana for Community Colleges Basic Skills and Student Outcomes Transformation Program (#DO-17-2058-01)

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

5.3 Approval of First Amendment to Sub-Agreement between RSCCD and South Orange County Community College District for Career Technical Education (CTE) Data Unlocked Initiative

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

1.6 Approval of Consent Calendar (cont.)

5.4 Approval of Sub-Agreement between RSCCD and Sonoma County Junior College District on behalf of Santa Rosa Junior College for Career Technical Education Data Unlocked Initiative

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

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and San Joaquin Delta Community College District for Career Technical Education Data Unlocked Initiative

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

5.6 Approval of First Amendments to Sub-Agreements between RSCCD and Butte-Glenn, Chaffey, Compton, Coast, and San Bernardino Community College Districts for the Career Technical Education Data Unlocked Initiative

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

5.7 Approval of Fourth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 3

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

5.8 Approval of Fifth Amendment to Sub-Agreement between RSCCD and Project Tomorrow for California Career Pathways Trust Grant – Year 4

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

5.9 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) for Strong Workforce Program – Regional Funds Initiative (Project 1)

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

1.6 Approval of Consent Calendar (cont.)

5.10 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International for Strong Workforce Program – Regional Funds Initiative (Project 2)

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

1.7 Recognition of Students by Board of Trustees

The board recognized Mr. John Dianito (in absentia), Mr. Eduardo Guapilla, Ms. Michelle Maldonado (in absentia), Ms. Luisa Ortez, and Ms. Eileen Zavala (in absentia); Open Educational Resources (OER) students at Santa Ana College; for their scholastic achievements, leadership, and service to the campus community and the Rancho Santiago Community College District.

1.8 Presentation on Santa Ana College Marketing Plan

Ms. Melissa Utsuki, Public Information Officer, Santa Ana College, provided a presentation on the SAC Marketing Plan. Board members received clarification on items related to the marketing plan from Ms. Utsuki.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by the college presidents be attached to the minutes.

2.3 Report from Student Trustee

Mr. Pierot provided a report to the board.

2.4 Reports from Student Presidents

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

Mr. Juan Esqueda, Student President, Santa Ana College
Mr. Edward Hou, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Ms. Julie Peeken and Ms. Amy Styffe, who both serve as an Administrative Secretary to the Business and Career Technical Education Department at Santiago Canyon College, provided a joint report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons

Mr. Labrado provided a report on the October 19, 2017, Board Facilities Committee meeting and the October 3, 2017, Board Policy Committee meeting.

Ms. Alvarez provided a report on the October 12, 2017, Board Legislative Committee meeting.

Mr. Hernandez provided a report on the October 12, 2017, Orange County Community Colleges Legislative Task Force meeting.

3.0 INSTRUCTION

Items 3.1, 3.2, 3.5, and 3.6 were approved as part of Item 1.6 (Consent Calendar).

3.3 Approval of Renewal of Hope Builders Instructional Services Agreement for Construction Technology

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the renewal of the Hope Builders Instructional Services Agreement for program year 2017-2018. Mr. Hanna indicated he plans to abstain from the vote on this item since he is unsure if there is a conflict of interest with his employer. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough; and a vote of abstention from Mr. Hanna due to a potential conflict of interest with his employer. Student Trustee Pierot's advisory vote was aye.

3.4 Approval of Memorandum of Understand (MOU) between Hope Builders, Santa Ana College (SAC) School of Continuing Education, Southwest Carpenters Training Fund, and Santiago Canyon College (SCC) Apprenticeship Program

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the MOU between Hope Builders, SAC School of Continuing Education, Southwest Carpenters Training Fund, and SCC Apprenticeship program for academic year 2017-2018. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough; and a vote of abstention from Mr. Hanna due to a potential conflict of interest with his employer. Student Trustee Pierot's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, and 4.15 through 4.20 were approved as part of Item 1.6 (Consent Calendar).

4.6 This item was deleted.

4.14 Ratification of Award of Bid #1334 for S Portables Removal at Santiago Canyon College

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to ratify the award of Bid #1334 for S Portables removal at SCC as presented. Mr. Yarbrough asked that the answers to his questions be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's advisory vote was aye.

5.0 GENERAL

Items 5.1 through 5.10 were approved as part of Item 1.6 (Consent Calendar).

5.11 First Reading of Board Policies

The following policies were presented for a first reading as an information item:

- Board Policy (BP) 3310 Records Retention and Destruction
- BP 3821 Gift Ban Policy
- BP 6330 Purchasing
- BP 6332 Competitive Bidding, and Quotations and Contracts Policies
- BP 6505 Inventory Order Quantity and Storage Contracts
- BP 7330 Communicable Disease
- BP 7340 Leaves

5.12 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey, and self-evaluation timeline. Mr. Hanna explained the process of the board's evaluation. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's advisory vote was aye.

5.13 Approval of Letter of Support for Legislation to Assist Deferred Childhood Arrivals (DACA) Students

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the letter of support for legislation to assist DACA students. After discussion, it was decided to have each board members' signature on the letter (instead of just the board president's signature) and to attach to the letter resolutions adopted by the RSCCD Board of Trustees, SAC Academic Senate, and SCC Academic Senate. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's advisory vote was aye.

5.14 Board Member Comments

Board members thanked staff at Santa Ana College for hosting the board meeting and ASG students for hosting the reception prior to the meeting.

Mr. Hernandez reported that he recently saw his nephew as an actor in the SAC play "Heathers."

Mr. Hernandez provided trustees with a list of events he recently attended, which included several sporting events on campus. He indicated that he attended three SAC football games and none of them provided half-time entertainment; he is hopeful that staff are working to provide entertainment at future games. In addition, he hopes that staff will be able to make the modifications necessary to supply lights to the pathways at SCC.

Mr. Hernandez asked the chancellor to have one of the colleges host author Roberto G. Gonzales as a speaker on campus.

Mr. Yarbrough provided a report on the Association of Community College Trustees (ACCT) Leadership Congress 2017 that he attended on September 23-27. He indicated that he and Mr. Hernandez presented a workshop entitled "DACA (Deferred Action for Childhood Arrivals) – What is It, and What are We Going to Do?"

5.14 Board Member Comments (cont.)

Mr. Yarbrough reported that several people were ordered to evacuate their homes when the Canyon Fire 2 was active, including himself, Ms. Lucarelli, and Dr. Barry Resnick. He expressed gratitude that none of the abovementioned people's homes were damaged in the fire.

Mr. Yarbrough indicated that he was not in attendance at the September 11, 2017, board meeting due to illness; but if he was in attendance, he would have voted against the adoption of Resolution No. 17-21 – Supporting the Travel Restrictions Identified in Assembly Bill 1887. He stated that he does not hate the lesbian, gay, bisexual, and transgender (LGBT) community; it is a matter of him being required by the government to accept a man who dresses like a woman, as a woman, which he does not. He indicated that the state prison system shares his opinion and also does not accept a man dressed like a woman, as a woman, until they are surgically altered.

Ms. Alvarez recognized that the City of Santa Ana has a new City Manager, Mr. Raul Godinez, and encouraged the chancellor to contact Mr. Godinez on behalf of the district.

Mr. Labrado asked that at a future Board Legislative Committee meeting, the committee address the requirements for the baccalaureate degree pilot programs at community colleges since the eligibility requirements set forth in Section 78042(2) of the California Education Code state *“A baccalaureate degree pilot program shall not offer a baccalaureate degree program or program curricula already offered by the California State University (Cal State) or the University of California (UC).”* Mr. Labrado stated that he would like that requirement challenged since the Cal State and UC systems in California only have approximately 4 or 5 universities that offer nursing degrees; therefore, community colleges should be able to offer degrees in nursing.

Mr. Hanna indicated he would like to reschedule the board meeting that should have been held at SCC on October 9th but was cancelled due to threat of fire.

Mr. Hanna thanked Mr. Hou and Mr. Vargas for informing the board of the need that students would like for extended library hours at SCC. He expressed appreciation to Mr. Hou and Mr. Vargas for sharing the students' concerns and explained the protocol in addressing their concerns.

Mr. Hanna reported he attended the ACCT Leadership Congress 2017 and commended Mr. Hernandez and Mr. Yarbrough for their collaboration in working together to present a workshop on DACA students, which was the largest attended workshop at the conference.

5.14 Board Member Comments (cont.)

Mr. Hanna indicated that he respectfully disagrees with Mr. Yarbrough's comments regarding LGBT students; he stated that in his opinion the LGBT community deserve the same respect as others and the same rights under the law as everyone else. He agreed with the action the board took at its September 11, 2017, board meeting to adopt Resolution No. No. 17-21 – Supporting the Travel Restrictions Identified in Assembly Bill 1887.

In reference to the joint special board meeting held on October 16, 2017, Mr. Hanna commended staff of the Santa Ana Unified School District and the Rancho district for working together on behalf of all students served by both districts.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:52 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
 - f. Other Educational and Classified Administrators
 - (1) Internal Audit Manager
 - (2) Director
2. Conference with Legal Counsel: Anticipated Initiation of Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
4. Employee Appeal from the District's Administrative Determination (pursuant to Title 5, Cal. Code Regs., Section 59338, regarding Complaint of Harassment) (1 case)

Mr. Pierot left the meeting at this time.

RECONVENE

RECONVENE

Mr. Yarbrough left the meeting at this time.

The board reconvened at 9:26 p.m.

Closed Session Report

Ms. Barrios reported that during closed session the board discussed public employment, anticipated initial litigation, labor negotiations, and an employee appeal from the district's administrative determination; and the board took action to uphold the district's administrative determination with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Employment Agreements
- Approve Revised Job Descriptions
- Approve Appointments
- Approve Final Salary Placements
- Approve 2017-2018 Contract Extension Days
- Approve 2017-2018 Contract Stipends
- Approve Beyond Contract/Overload Stipends
- Approve Adjusted Effective Dates for Beyond Contract/Overload Stipend
- Approve Part-time New Hires/Rehires
- Approve Non-paid Instructors of Record
-

6.2 Classified Personnel

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

- Approve New Classifications
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Longevity Increments
- Approve Professional Growth Increments

6.2 Classified Personnel (cont.)

- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placements
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Approval of Fringe Benefit Providers for Calendar Year 2018

It was moved by Ms. Barrios and seconded by Mr. Labrado to approve the renewal of the insurance programs at the negotiated rates, add Kaiser as an additional health benefit provider, and authorize the chancellor or his designee to enter into the appropriate agreements with the fringe benefit providers from January 1, 2018, to December 31, 2018. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.4 Authorization for Board Travel/Conferences

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, November 13, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 9:28 p.m., in memory of Sgt. La David Johnson, Staff Sgt. Bryan Black, Staff Sgt. Jeremiah Johnson, and Staff Sgt. Dustin Wright, who were killed in Niger, Africa, on October 4, 2017.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

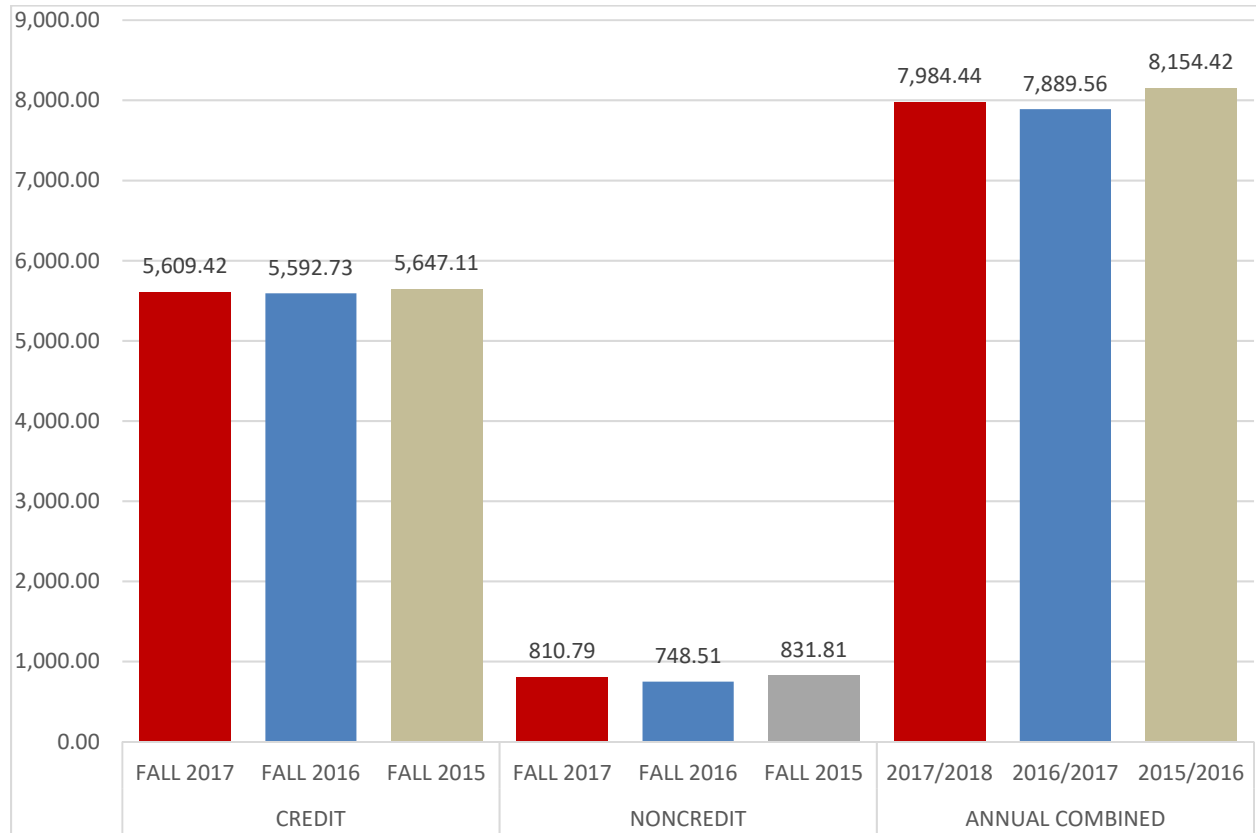
Approved: _____
Clerk of the Board

Minutes approved: December 4, 2017



SAC 2017 FALL ENROLLMENT SNAPSHOT

Date: 10/20/17



PROJECTED FTES

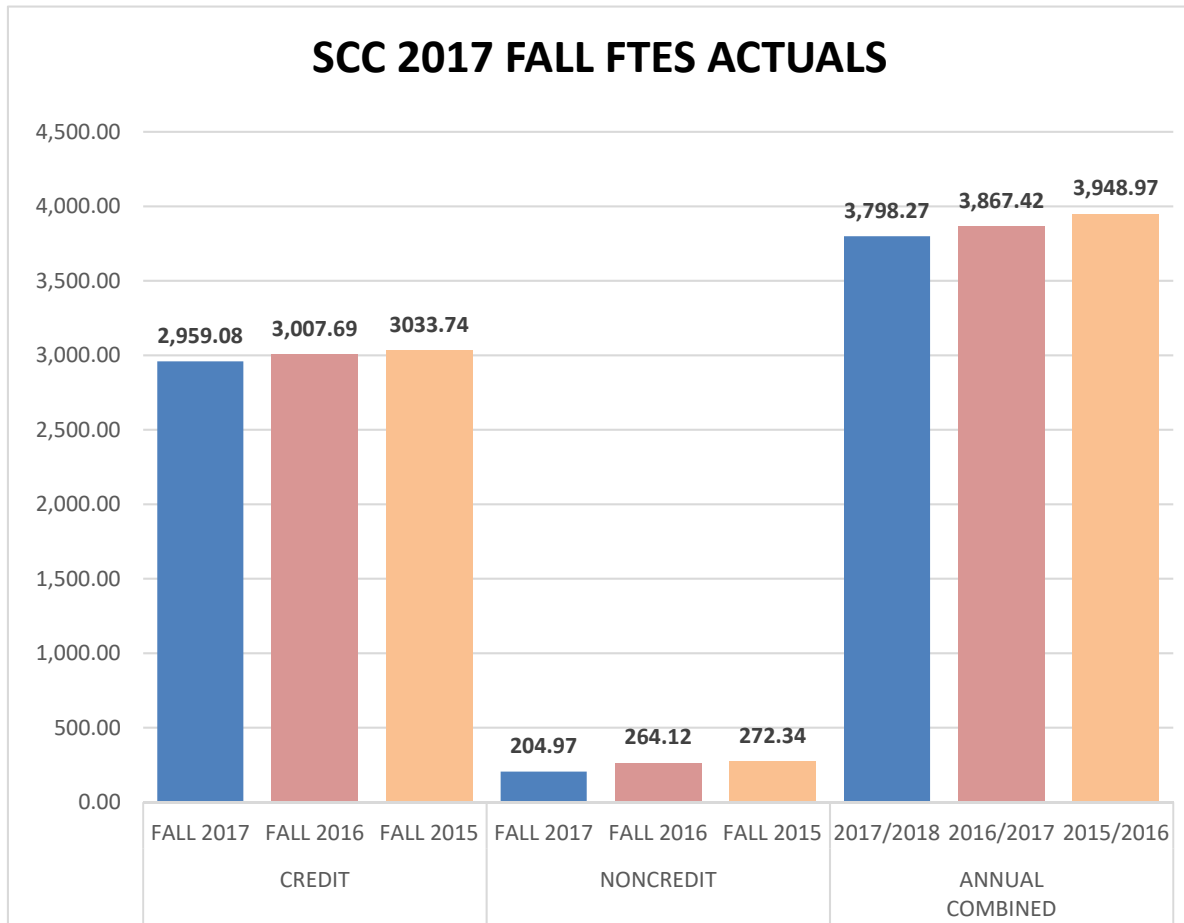
TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	6,882		
CREDIT FALL PROJECTION	6,882	0	0%
NONCREDIT FALL TARGET	1,750		
NONCREDIT FALL PROJECTION	1,750	0	0%
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL PROJECTION	20,407	0	0%

SOURCES:

Executive Dashboard – RG540 report

SCC 2017 FALL ENROLLMENT SNAPSHOT

10/20/2017



PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	3033		
CREDIT FALL PROJECTION	3013	-20	-0.7%
NONCREDIT FALL TARGET	400		
NONCREDIT FALL PROJECTION	400	0	0.0%
COMBINED ANNUAL TARGET	8502		
COMBINED ANNUAL PROJECTION	8502	0	0.0%

SOURCES:

Executive Dashboard

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

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

Date: October 23, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

- 4.14 Ratification of Award of Bid #1334 for S Portables Removal at Santiago Canyon College
The administration recommends ratification of the award of Bid #1334 for S Portables removal at SCC as presented.

What will become of the portables? Do we own or rent them? Can they be donated and removed by the recipient?

- The District does own the portables. The temporary portables are at least over 27 years old as they have moved from Santa Ana College to Santiago Canyon College where they now reside. The District intended for the portables to be demolished as part of the scope of work because of their age and condition. If the District wanted to surplus or donate the buildings, it would have to go through a process with DSA to remove the District as the named owner of the portables, declare the property as surplus, or find an entity to donate the portables to and get a waiver of release for all the necessary items/activities of liability associated with the donation. They could be donated and removed by a recipient, but the costs associated with the disassembly, disconnect, removal and transfer of the buildings is likely over the current value of the buildings and the activities associated with such require releases and agreements between the District and any willing recipient, which is why it is not recommended at this time.

The College and District have already decommissioned the buildings and have salvaged all useful materials and equipment. The District does not want to be associated as the owner of these portables if they are donated due to the liability associated with their poor condition, which is why the scope of work is for demolition to remove these buildings from the inventory. The contractor who is awarded the project is responsible to dispose of the buildings and remove them off-site for demolition activities to not cause disruption to the campus parking areas. The lowest bid received is a highly competitive price as there was a sufficient bidder turnout for the bid.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health	
Action:	Request for Approval	

BACKGROUND

Students in the Nursing program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health located in Orange, California, will yield appropriate clinical rotation activities for the Nursing program.

ANALYSIS

The Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health covers the scope of the program's operations of the facility, as well as other issues relating to the responsibilities for both parties. The Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health has been reviewed by the college and district. The Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health, located in Orange, California, as presented.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Carol Comeau, Interim Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CLINICAL TRAINING AFFILIATION AGREEMENT

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of November 17, 2017 or the execution of the Agreement by both parties (the "Effective Date") by and between St. Joseph Home Health("Agency"), and Rancho Santiago Community College District ("School").

RECITALS

A. Agency is a home health agency licensed by the State of California and accredited by The Joint Commission.

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. Agency operates clinical facilities 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). Agency 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 Agency.

AGREEMENT

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:

1. 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 Agency of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Agency in such numbers as are mutually agreed upon between Agency and School. School and Agency 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 to ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Agency.

1.4 Discipline. School shall be responsible for counseling, controlling, disciplining and all activities of students at Agency.

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 Background Check. School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of idagency (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 Health Clearance. School shall ensure that each Student complies with Agency's requirements for immunizations, tests, including but not limited to an annual health examination, rubella, DT, tuberculin skin test and chest x-ray, if determined appropriate by Agency. School shall also ensure that students and instructors follow Agency's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions. Further, School shall obtain written authorization from each student to release his/her medical/health records to Agency, and such records shall be forwarded to Agency upon request. Also, School shall ensure that all students are free from any mental or physical impairment that would prevent the student from meeting his/her training obligations at Agency.

1.8 OSHA Compliance. School shall have the following procedures in effect to comply with OSHA regulations concerning Occupational Exposure to Bloodborne Pathogens:

- a. Exposure Determination. Record of student having or likely to have direct exposure to blood/other potentially infectious fluids.
- b. Training and Education of Students: Record of students participation in an education and training program. The training program shall contain the following elements:
 1. Explanation of epidemiology, clinical presentation, modes of transmission of HBV/HIV;
 2. Information on HBV vaccine, efficacy, safety and benefits;
 3. Explanation of use and limitations of methods of control which may prevent/reduce exposure, including the universal precautions, personal protective equipment, and work practices;
 4. Infectious waste handling and disposal;
 5. Explanation of biological hazard symbol and color-coded systems for identification of biological hazard; and
 6. Explanation of procedure to follow if an exposure incident occurs and available medical follow-up.
- c. Hepatitis B Vaccine: Record of students vaccination or declination of HBV vaccine.

1.9 Agency Policies and Procedures. School agrees that Agency shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students and/or instructors when appropriate or necessary. School shall ensure that each student is aware of and understands all applicable Agency policies and procedures and shall require each student to conform to all such Agency policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon

by representatives of Agency and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Agency in administering care to patients in the context of training.

1.10 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 Agency and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.11 Confidentiality. School shall instruct students regarding confidentiality of patient information, including compliance with and legal obligations pursuant to the Health Insurance Portability and Accountability Act of 1996, and the implementation regulations thereunder. No student 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 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 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).

1.12 Insurance. School shall ensure that all students 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 Agency 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, such evidence will be provided prior to the date when any new student commences participation in the Program(s). School shall inform all students of the requirement to maintain automobile insurance or have posted the required surety bond which satisfies the minimum limits set forth by the State of California. Further, School shall maintain non-owned liability coverage at a minimum of \$1 Million Dollars (\$1,000,000) per occurrence.

1.13 Indemnification. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

1.14 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 Agency

2.1 Access. Agency shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Agency provided

such access does not unreasonably interfere with the regular activities at Agency. Agency 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 Agency patients. However, no student may visit a patient without being accompanied by an authorized employee of Agency.

2.2 Implementation of Program(s). Agency agrees to cooperate with and assist in the planning and implementation of the Program(s) at Agency for the benefit of students from School.

2.3 Instruction. Agency shall instruct students in their clinical training at Hospital with the supervision of a fully licensed professional, if applicable, relevant to the students' specific course of clinical training.

2.4 Accreditation. Agency shall maintain Agency so that it conforms to the requirements of the California Department of Health Services and the Governing bodies.

2.5 Patient Care. Agency and its staff shall have all decision-making responsibility and authority in all matters concerning Agency care and patient care. While Agency, with its staff, retains authority and responsibility for patient care activities, students shall conduct its activities in providing services hereunder consistent with relevant law, regulation and accreditation standards.

2.6 Space and Storage. At Agency's discretion, it will provide students with classroom space within Agency and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability.

2.7 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Agency policies, procedures and regulations, or fails to meet Agency standards for health, safety, security, cooperation or ethical behavior, Agency shall have the right to request that School withdraw the student from the Program(s). School shall comply with Agency's request within five (5) days of receipt of notice from Agency. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Agency may immediately exclude any student from Hospital until final resolution of the matter with School.

2.8 Documentation. Agency agrees to make available to faculty 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 faculty and students comply with such policies and rules. Such copy is available at Agency's facility for review.

2.9 First Aid. Agency shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program(s). Any emergency health care or first aid provided by Agency shall be billed to the student 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.

2.10 Statement of Adequate Staffing. Agency acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for staff necessary for reasonable staffing coverage.

2.11 Authority. Agency 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.

2.12 Insurance. Agency agrees to maintain professional and comprehensive or

commercial 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. Agency also agrees to maintain statutory Workers' Compensation coverage for their employees. Agency shall ensure that such policies provide for notification to School at least thirty (30) days in advance of any material modification or cancellation of such coverage. Agency shall provide certificates evidencing all coverage referred to in this section within ten (10) days of execution of this Agreement and thereafter, on an annual basis.

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term of this Agreement shall commence as of the Effective Date and shall continue for five (5) year(s) unless terminated sooner as provided herein.

3.2 Termination. Either party may terminate this Agreement at any time and for any reason upon at least thirty (30) days prior written notice to the other party. To the extent reasonably possible, Agency 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 Agency, 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 is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Agency and School 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 Agency and any student. Therefore, the parties understand and agree that Agency is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Agency 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 neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Agency for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Agency from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Agency would incur if, contrary to the parties' intention, School or its students are determined to be employees of Agency.

3.4 Role of Students. It is not the intention of School or Agency that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 Publicity. Neither School nor Agency 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 Agency.

4. GENERAL PROVISIONS

4.1 Entire Agreement; Amendment. This Agreement 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.

4.2 Assignment. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

4.3 Compliance. It is acknowledged that the Corporate Responsibility program applies to the services and obligations described herein. This program is intended to prevent compliance concerns such as a fraud, abuse, false claims, excess private benefit and inappropriate referrals. This compliance program requires and it is hereby agreed that any regulatory compliance concerns shall be promptly reported either to an appropriate manager or through the hotline (877-808-8133). Further, it is represented and warranted that all individuals providing service hereunder shall not at any time have been sanctioned by a health care regulatory agency and, finally, that investigatory activity relevant to this organization shall be promptly reported to an organization manager or via the hotline (above). Failure to abide by these compliance requirements shall immediately and automatically terminate this Agreement.

4.4 HIPAA Compliance. School shall fully comply and ensure Agency's compliance with all applicable regulations relating to the Health Insurance Portability and Accountability Act ("HIPAA"), as it may be amended and interpreted from time to time. In accordance with Agency's written notification and guidance given to School, which in turn School shall notify its faculty and students of, regarding the interpretation of such applicable regulations. Notwithstanding the foregoing, if any amendments, changes or modification to any regulations relating to HIPAA result in any changes, such changes shall be implemented and incorporated into this Agreement by way of amendment, as provided for herein.

4.5 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.

4.6 Non-Discrimination. Neither party shall unlawfully 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.

4.7 Notices. Any and all notices permitted or required by this Agreement shall be deemed to have been duly given if written and mailed by United States registered or certified mail and addressed as follows:

If to Agency: St. Joseph Home Health
1845 W. Orangewood Ave, Ste 100a
Orange, CA 92868

If to School: Rancho Santiago Community College District
1530 W. 17th Street
Santa Ana, CA 92706
Attn: Rebecca Miller

4.8 Severability. Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

4.9 Waiver. No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

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

“AGENCY”

St. Joseph Home Health

Signature: _____

Printed Name: _____

Title: _____

Date: _____

“SCHOOL”

Rancho Santiago Community College District

Signature: _____

Printed Name: Peter J. Hardash

Title: Vice Chancellor Fiscal Services/Business Operations

Date: _____

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

To: Board of Trustees	Date: November 13, 2017
Re: Approval of Clinical Affiliation Agreement with AmeriPharma	
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.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this clinical affiliation agreement with AmeriPharma, located in Orange, California.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Carol Comeau, Interim Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into by and between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 North Broadway, Santa Ana, CA 92706-1640 and AmeriPharma ("Clinical Facility"), located at 132 South Anita Drive, Suite 102, Orange, CA 92868.

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 AmeriPharma, 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, Spring and summer semesters.
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.
 - a. Parties, including, but not limited to students and faculty, agree to comply with all federal, state and local statutes and regulations applicable to the operation of the pharmacy practice experience, including without limitation laws relating to the confidentiality of records.
 - b. If applicable, and for purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder ("HIPAA"), students shall be considered members of Clinical Facility's "Workforce," as defined at 45 Code of Federal Regulations (C.F.R.) § 160.103. District shall provide students with general information regarding confidentiality of patient information and regulations relating to HIPAA. Students shall undergo any training by Clinical Facility for any Facility-specific protocols.
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 Facility 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.

Commercial General Liability (Minimum Requirements):

Limits of Liability:

\$1,000,000 Each Occurrence

\$3,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

\$5,000 Medical Payments

District shall supply an insurer's COI on an Acord™ 25 form stating that there is insurance in effect with the minimum limits shown above. Each COI shall specify that should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

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. AmeriPharma Confidentiality and Assignment Agreement. District agrees that it shall direct each of its students who receives information on materials from Clinical Facility, visits the location of Clinical Facility and/or performs services of Clinical Facility to execute an AmeriPharma Confidentiality and Assignment Agreement (the form of which is attached hereto as Exhibit A) prior to each such student's commencement of services hereunder.
28. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

29. **Indemnification.** All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees or volunteers. The provisions of the Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
30. **Governing Law.** This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
31. **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.
32. **Effective Date Termination.** This agreement shall be effective as of the date signed, and shall continue in effect for five years, 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.
33. **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:
AmeriPharma
132 South Anita Drive, Suite 210
Orange, CA 92868
Attn: Andrew A. Harper

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

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

34. **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.
35. **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".
36. **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.

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

SPX

**District: Rancho Santiago Community
College District**

**Clinical Facility:
AmeriPharma**

**Rancho Santiago Community College
District
2323 North Broadway
Santa Ana, CA 92706**

**AmeriPharma
132 S Anita Drive, Suite #210
Orange, CA 92868**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Andrew A. Harper, PharmD.
Director of Pharmacy

Date: _____

Date: _____

EXHIBIT A

AmeriPharma Confidentiality and Assignment Agreement

In consideration of the learning opportunity and experience provided by this affiliation agreement between District and AmeriPharma, I acknowledge that AmeriPharma, a Harper's Pharmacy, Inc. company ("APHP"), located at 132 South Anita Drive, Suite 102, Orange, California 92868, has imposed the following conditions on any student of the District, and as a condition of performing services on this project, and I agree to accept the following conditions without limitation:

1. Not to use, or to publish, or to divulge to any other person, firm or corporation regarding APHP or its products or services in any manner or connection whatsoever, either during or subsequent to my studies at District, any Confidential Information of APHP and any of its subsidiaries, related or affiliated companies (collectively, Harper's Pharmacy Inc. companies and other such companies are referred to as "Affiliates"), without the prior written consent of APHP (which consent may be withheld in APHP's sole discretion). "Confidential Information" of APHP and/or its Affiliates is any information, knowledge, or data I receive from Company, APHP or its Affiliates directly or indirectly, in tangible or intangible form, or develop during my studies while providing services to APHP, which is proprietary to APHP or any of its Affiliates or relates to clients, employment, employees, patients, trade secrets, hardware, software, designs, drawings, specifications, techniques, processes, data, research, development, content under development, business plans or opportunities, business strategies, finances, costs, consultants, policies or procedures of APHP or any of its Affiliates or to third party proprietary or confidential information that APHP or an Affiliate treats as confidential.

2. The undersigned acknowledges that District's students may, during the course of providing performing their services hereunder, have access to, and acquire knowledge from material, data, systems and other information of or with respect to APHP or any of its Affiliates (as defined in this Exhibit) which may not be accessible or known to the general public, including information concerning its or their hardware, software, designs, drawings, specifications, techniques, processes, procedures, data, research, development, future projects, products or services, projects, products or services under consideration, content under development, business plans or opportunities, business strategies, finances, costs, vendors, clients, employees, patients or customers and third party proprietary or confidential information that APHP or an Affiliate treats as confidential ("Confidential Information"). Confidential Information shall not include any information that: (a) is or subsequently becomes generally available to the public without District students' breach of any obligation under this Agreement; (b) was known to District prior to APHP's or an Affiliate's disclosure of such information to District; (c) is obtained from a third party without violation of an obligation of nondisclosure and without restrictions on its disclosure; or (d) is independently developed by District without reference to the Confidential Information.

3. Any knowledge acquired by District's students from such Confidential Information or otherwise through its engagement hereunder shall not be used by District's students, other than for the limited purpose of performing services for APHP and receiving the qualified education and experience under this Agreement.

4. The undersigned acknowledges that, in the course of performing the services hereunder, they may have access to Protected Health Information (PHI), Personal Information and Personal Data. District's students shall adhere to APHP's reasonable security procedures and practices appropriate to the nature of the information, to protect any Personal Information (as defined below) obtained hereunder from unauthorized access, destruction, use, modification or disclosure. For purposes of this Agreement, "Personal Information" means any information that refers, is related to, or is associated with an identified or identifiable individual, including, but not limited to, (a) Personal Data (as defined below); (b) an individual's first name or first initial and his or her last name in combination with any one or more of the following data elements: (i) Social Security Number, (ii) driver's license number or state identification card number, (iii) account number, credit or debit card number, with or without any required security code, access code, or password that would permit access to an individual's financial account, (iv) health insurance provider name and/or policy number, or (v) any individually identifiable information regarding an individual's medical history or medical treatment or diagnosis by a health care professional; and (c) a user name and email address, in combination with a password or security question and answer that would permit access to an online account.

5. In the event of a dispute or question arising out of the interpretation of this Agreement or any of its terms, the laws of the State of California applicable to contracts made and performed entirely within the State of California by and between California residents shall govern.

6. I acknowledge receipt of a copy of this Agreement, and that I have read and I understand this Agreement. This Agreement may not be modified except in writing with approval of an officer of District and of APHP.

Student: _____

Signed: _____

Date: _____

(End of Exhibit A)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Business Division**

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement	
Action:	Request for Approval	

BACKGROUND

This past year the Santa Ana College Accounting department and Career Technical Education Internship have partnered to place 13 student interns as Volunteer Income Tax Assistance (VITA) preparers at local Social Services Agency sites. The VITA program is designed to be a cost-free income tax assistance service to low-moderate income, elderly, military, non-English speaking, and disabled taxpayers. The goal for Santa Ana College is twofold: to provide outstanding free tax preparation service to low income taxpayers in our community and to provide a quality experiential learning experience for Santa Ana College students in the field of taxation.

ANALYSIS

Both the Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement covers the scope of the program and responsibilities of the volunteers. The Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement will cover the 2017 tax season (November 2017 – May 2018). Both of these agreements have been reviewed by Dean Madeline A. Grant and college officials and carry no cost or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement as presented.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Carol Comeau, Interim Vice President of Academic Affairs, SAC Madeline A. Grant, Dean of Business, SAC	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To uphold taxpayers' civil rights, maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and Civil Rights Laws and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

1. Sponsor Name:

Santa Ana College

2. Street Address:

1530 W. 17th Street

3. City:

Santa Ana

4. State:

CA

5. Zip Code:

92706

6. Telephone Number:

714-480-7340

7. E-Mail Address:

hardash_peter@rsccd.edu

Please review this form and Form 13615 *Volunteer Standards of Conduct*. By signing and dating this form, you are agreeing:

- To the key principles,
- All volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- To uphold the civil rights assurances as listed in the Pub 4299, *Privacy, Confidentiality and Civil Rights*
- Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

Sponsor Signature

Peter J. Hardash

Date

Print Name

Vice Chancellor of Business Operations/Fiscal Services

Title

Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

Purpose: Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct missing or existing information. Return the completed form to your local IRS contact. If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.

Site Information

Site Name: Santa Ana College	Is the site open to public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site Address: 1530 W. 17th Street	Is the site an appointment only site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City, State: Santa Ana, CA	If yes to the above question, please provide the phone number for site: 888-434-8248
Zip Code: 92706	If yes to the above question, please provide the contact name for site: OC United Way
Site Identification Number (SIDN)	Federal e-file <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No State e-file <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
First day open/ Last day open: 01/27/2018 / 04/07/2018	Does the site use the Virtual Delivery Method for return preparation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No if "Yes"
What languages are offered at the site? English, Spanish & Vietnamese	Is the site a mobile only site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does site prepare prior year returns? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the site offer Certifying Acceptance Agent (CAA) service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the site offer Financial Education and Asset Building Services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If Yes, Relationship Manager is required to complete Form 14089 - SPEC Financial Education & Asset Building Partner Assessment Tool</i>
	Program Type: FSA, VITA, VITA Grant, Military, AARP, TCE VITA

Site Operating Hours

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON	x	x	
TUE	x	x	
WED	x	x	
THUR	x	x	
FRI	x	x	
SAT	8:30 am	4:30 pm	Open Sat, Jan 27 (appts 9am, 11am & 1pm) to Apr 7, 2017 (Site CLOSED Feb 17, Mar 31, Apr 14). Feb, Mar, Apr appts 9:00am, 10:30am, 12:00pm, 1:30 pm
SUN	x	x	

Site Coordinator or Contact

Name: Madeline A. Grant/Linda Sung	Best Time to Call: <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Mailing Address: 1530 W. 17th Street	Email Address: grant_madeline@sac.edu
City, State, Zip: Santa Ana, CA 92706	Is this a revision of information you previously provided for this year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone Number: 714-564-6750	Date of this revision:

IRS Use Only

Date Form 13715 Received in Territory Office:	
Date SPECTRM Updated:	
SEID of employee who updated SPECTRM:	
I certify the information provided on this form match the data in SPECTRM.	
Territory Manager Approval (Signature & Date):	

Privacy Act and Paperwork Reduction Notice – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register, July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]

EXHIBIT A

Department of the Treasury - Internal Revenue Service

Form **13615**
(October 2017)

**Volunteer
Standards of Conduct Agreement –
VITA/TCE Programs**

The mission of the VITA/TCE return preparation programs is to assist eligible taxpayers in satisfying their tax responsibilities by providing free tax return preparation. To establish the greatest degree of public trust, volunteers are required to maintain the highest standards of ethical conduct and provide quality service.

Instructions: All VITA/TCE volunteers (whether paid or unpaid workers) must pass the *Volunteer Standards of Conduct Test*, and sign and date Form 13615, *Volunteer Standards of Conduct Agreement*, prior to working at a VITA/TCE site. In addition, return preparers, quality reviewers, site coordinators, and VITA/TCE tax law instructors must certify in the Intake/Interview & Quality Review and tax law prior to signing this form. This form is not valid until the site coordinator, sponsoring partner, instructor, or IRS contact confirms the volunteer's identity, with photo ID, and signs and dates the form.

Standards of Conduct: As a volunteer in the VITA/TCE Programs, you must:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1) Follow the Quality Site Requirements (QSR). 2) Not accept payment, solicit donations, or accept refund payments for federal or state tax return preparation. 3) Not solicit business from taxpayers you assist or use the knowledge you gained (their information) about them for any direct or indirect personal benefit for you or any other specific individual. | <ol style="list-style-type: none"> 4) Not knowingly prepare false returns. 5) Not engage in criminal, infamous, dishonest, notoriously disgraceful conduct, or any other conduct deemed to have a negative effect on the VITA/TCE Programs. 6) Treat all taxpayers in a professional, courteous, and respectful manner. |
|--|--|

Failure to comply with these standards could result in, but is not limited to, the following:

- Your removal from all VITA/TCE Programs;
- Inclusion in the IRS Volunteer Registry to bar future VITA/TCE activity indefinitely;
- Deactivation of your sponsoring partner's site VITA/TCE EFIN (electronic filing ID number);
- Removal of all IRS products, supplies, loaned equipment, and taxpayer information from your site;
- Termination of your sponsoring organization's partnership with the IRS;
- Termination of grant funds from the IRS to your sponsoring partner; and
- Referral of your conduct for potential TIGTA and criminal investigations.

Taxpayer Impact: Taxpayer trust in the IRS and the local sponsoring partner organization is jeopardized when ethical standards are not followed. Fraudulent returns that report incorrect income, credits, or deductions can result in many years of interaction with the IRS as the taxpayer tries to pay the additional tax plus interest and penalties. This can result in an extreme burden for the taxpayer as the taxpayer tries to resolve the errors made on his or her return.

Volunteer Protection: The Volunteer Protection Act generally protects unpaid volunteers from liability for acts or omissions that occur while acting within the scope of their responsibilities at the time of the act or omission. It provides no protection for harm caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer.

For additional information on the volunteer standards of conduct, please refer to Publication 1084, Site Coordinator Handbook.

Privacy Act Notice – The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301. We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs. Please note: Sponsoring organizations may perform background checks on their volunteers.

Volunteer:

By signing this form, I declare that I have completed Volunteer Standards of Conduct Certification and have read, understand, and will comply with the volunteer standards of conduct. I also certify that I am a U.S. citizen, a legal resident, or otherwise reside in the U.S. legally.

Full name (please print) _____ Volunteer position(s) _____

Home address (street, city, state and ZIP code) _____

Email address _____ Daytime telephone _____ Sponsoring partner name/site name _____

Number of years volunteered (including this year) _____ Volunteer signature _____ Date _____

Volunteer Certification Levels (Add the letter "P" for all passing test scores)

Standards of Conduct (Required for ALL)	Intake/Interview & Quality Review	Basic	Advanced	Federal Tax Law Update Test for Circular 230 Professionals*	Military	International	HSA	Puerto Rico		Foreign Students
								1	2	

*Federal Tax Law Update Test for Circular 230 Professionals: Only volunteers in good standing as an attorney, CPA, or Enrolled Agent can take this certification. To qualify for this certification, the license information below must be completed by the volunteer and verified by the partner or site coordinator. Volunteers with this certification level can prepare any tax returns that fall within the scope of the VITA/TCE Programs. (Advanced, HSA, Military, etc.) A Scope of Service Chart is located in Publication 4012, VITA/TCE Volunteer Resource Guide. See Publication 1084, Site Coordinator Handbook, for additional requirements and instructions. Note: Advanced Certification is necessary for qualification for CE Credits, the Federal Tax Law Update Test does not qualify the volunteer to receive CE Credits. See Publication 4396-A, Partner Resource Guide, for more information about requirements for CE Credits.

Professional designation (Attorney, CPA, or Enrolled Agent) _____ Licensing jurisdiction (state) _____ Bar, license, registration, or enrollment number _____ Effective or issue date _____ Expiration date (if provided) _____

Note: SPEC established the minimum certification requirements for volunteers who are authorized under Circular 230; however, partners may establish additional certification requirements for their volunteers. Volunteers should check with the sponsoring SPEC Partner.

Site Coordinator, Sponsoring Partner, Instructor or IRS: By signing this form, I declare that I have verified the required certification level(s) and photo identification for this volunteer prior to allowing the volunteer to work at the VITA/TCE site.

Approving Official's (printed) name and title (site coordinator, sponsoring partner, instructor, etc.) _____ Approving Official's signature and date _____

For Continuing Education (CE) Credits ONLY (to be completed by the site coordinator or partner)

Instructions: Complete this section when an unpaid certified volunteer is requesting Continuing Education (CE) credits. CE credits will not be issued without a PTIN for Enrolled Agents or Non-credentialed preparers. CPAs, attorneys, or CFPs do not require a PTIN; however, they must check with their governing board requirements for obtaining CE Credits. The site coordinator, partner designated official, or instructor must sign and date this form and send the completed form to the SPEC Territory Office/Relationship Manager for further processing. Refer to the Fact Sheet - Continuing Education Credits on the Site Coordinator Corner or Publication 4396-A, Partner Resource Guide, for additional requirements and instructions.

Name as listed on PTIN card _____ Volunteer Preparer's Tax Identification Number (PTIN) P - _____ CTEC ID number (if applicable) A - _____

Address (VITA/TCE Site or teaching location) _____ Site Identification Number (SIDN) S - _____

Professional Status (check only one box) Enrolled Agent (EA) Certified Public Accountant (CPA) Non-credentialed Tax Return Preparer (Participating in the Annual Filing Season Program) Attorney Certified Financial Planner (CFP)

Certification Level (Check only one box below) Advanced OR Advanced and One or More Specialty Courses Volunteer Hours (Minimum of 10 volunteer hours required to issue CE Credits) Total hours volunteered (qualifies for 14 CE credits) OR Total hours volunteered (qualifies for 18 CE credits)

Site Coordinator, Sponsoring Partner, or Instructor: By signing this form, I declare that I have validated that the reported volunteer hours are based on the activities this volunteer performed in my site or training facility.

Approving Official's (printed) name and title (site coordinator, sponsoring partner, instructor) _____

Approving Official's signature _____ Date signed _____



**ORANGE COUNTY UNITED WAY, OC FREE TAX PREP CAMPAIGN (OCFTP)
TAX FILING SEASON 2017
COALITION PARTNER PARTICIPATION AGREEMENT**

It is our privilege to partner with you. All of us at Orange County United Way (OCUW) appreciate the valuable free tax preparation services provided by your organization, and we commend your staff and volunteers for their efforts. This Coalition Partner Participation Agreement outlines coalition requirements to ensure campaign coordination and consistent high-quality service across the county.

The OCFTP Campaign is a program within Orange County United Way's Income Initiative. The goal of the initiative is to reduce the percentage of financially unstable families in Orange County by 25% by the year 2024. The Campaign is a coalition of 30+ public/private partners. We ask that campaign partners and sites demonstrate a commitment to each other's success, to the efforts and success of the campaign as a coalition and to free tax preparation services through:

- A visible effort to serve taxpayers and the community well, with respect and integrity
- A willingness to try new initiatives such as savings integration
- The desire to innovate and collaborate
- Go beyond tax season (e.g. preparing taxes year round or assisting with ITIN applications)
- From January through May, all participating campaign partners are required to attend the monthly Orange County Financial Stability Alliance (OCFSA) meetings (held at United Way), however, partner organizations are welcome to participate year-round. The OCFSA engages a cross sector of organizations to create a clear pathway to long-term financial stability through advocating, connecting, and educating.

To achieve OCFTP Campaign goals, and to strengthen the collaborative effort and program service delivery county-wide, OCUW provides partners with the following:

- Training
- Volunteer recruitment, training and placement
- Site management tools and assistance with quality control
- Assistant Site Coordinator(s), if available
- Marketing and outreach collateral
- Customer service support
- Data collection, tracking, and reporting
- Toll- free number for appointments, if needed
- Taxpayer referrals to additional free or low-cost services

The OCFTP Campaign embraces the IRS VITA program and strives to provide excellent service to every individual. All participating campaign partners, staff, and volunteers are required to adhere to:

- IRS Stakeholder Partnerships, Education & Communication (SPEC), Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE), Quality Site Requirements (QSR),

outlined in IRS PUBLICATION 5166. This is a guide to ensure the quality and accuracy of tax return preparation and consistent operation of sites across Orange County.

- Policy and procedures outlined in IRS Quality and Tax Alerts for IRS Volunteer Programs and Fact Sheets.
- *VITA Site Coordinators must also adhere to the information in PUBLICATION 1084, IRS Volunteer Site Coordinator's Handbook, the primary source of information for volunteer program coordination and site management.*

The OCFTP Campaign, with the support from the IRS, has set some best practice requirements for all participating partners, staff, and volunteers. While these go beyond the QSR published requirements, experience has demonstrated that it is important that each partner, staff, volunteer and site adhere to the following training and certification requirements:

- All VITA Site Coordinators must certify at the ADVANCED Level. It is encouraged that Site Coordinators and several site volunteers also certify at additional specialty levels such as: Health Savings Accounts, Military, and Foreign Student.
- All Facilitated Self Assistance (FSA) Site Coordinators must certify at the BASIC Level. It is encouraged that Site Coordinators and several site volunteers also certify at the ADVANCED level.
- All Site Coordinators are required to complete at minimum one Campaign Partner Protocol Training.
- All campaign partners and Site Coordinators are required to attend the annual Campaign Kick-Off Gathering.
- We encourage the Quality Reviewer to be the most experienced volunteer at the site in tax law application.

Whether offering VITA (stand-alone, fusion, drop-off, or virtual) or FSA, your agency is required to:

- Complete and return all necessary forms to OCUW and/or IRS within specified deadlines. Submitting forms in a timely manner ensures coalition partners access to IRS electronic filing ID number (EFIN), Site identification number (SIDN), software/materials order, and correct marketing collateral.
- Provide OCUW's Project Manager and other designated staff with Administrative access to the agency's EFIN for quality control and access to production reports.
- Provide computers at site with high speed, reliable Internet connection to be used in conjunction with at least one compatible printer.
- Utilize IRS provided TaxSlayer Pro software and the TaxSlayer Pro master template provided by OCUW and set agency specific defaults prior to first tax event, in alignment with coalition template.
- Ensure that a copy of all signed Volunteer Agreements (with scores) are sent to OCUW and a copy is maintained in a secured on-site location.
- Promote MyFreeTaxes.com to self-filers via web, social media, and outreach channels.

- Utilize MyFreeTaxes.com for FSA services. Taxpayer must prepare and file his/her own return. Site operations cannot commingle returns prepared using the VITA model with the FSA model.
- Utilize OCUW provided Volunteer Timesheet at each free tax preparation event to capture accurate reporting of volunteer hours.
- Submit completed Volunteer Timesheet(s) to OCUW on a bi-monthly basis throughout the tax season on the 1st and 15th of each month beginning February 1st and concluding on May 1st.
- Allow the IRS and/or OCUW to conduct site visits and return preparation reviews.

At the request of the County, IRS, and coalition stakeholders, the OCFTP Campaign conducts regular survey and evaluation of the overall free tax preparation efforts in Orange County. For accurate analysis and reporting, it is critical that each partner participate in accurate data collection. Coalition partners are therefore required to:

- Provide up-to-date TaxSlayer Pro reports, if requested.
- Administer VITA/FSA Taxpayer Survey (electronic format preferred) to each and every client at the end of his/her appointment.
- Participate in documenting the program's impact at the local level by collecting and sharing with OCUW client stories, testimonials, and photographs, accompanied by release form.

By signing below, we acknowledge the requirements of being an OCFTP Campaign Partner and agree to adhere to them as stated in this agreement.

Organization: Rancho Santiago Community College District OCUW: _____

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

Signature: _____ Signature: _____

Date: _____ Date: _____

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim	
Action:	Request for Approval	

BACKGROUND

The City of Anaheim would like to donate twenty (20) Self-Contained Breathing Apparatus (SCBA) on an "AS IS" basis without warranty or guarantee whatsoever on said items to Santa Ana College for the Fire Technology Program's Basic Fire Academy.

ANALYSIS

This donation is administered in compliance with the guidelines issued by the Rancho Santiago Community College District. The Indemnity Agreement and Covenant Not to Sue and Terms of Donation have been reviewed by Peter J. Hardash and signed by Dr. Raúl Rodríguez. This agreement will not carry a fiscal impact for Santa Ana College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim located in Anaheim, California.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Carol Comeau, Interim Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



TERMS OF DONATION:

The list of items/equipment per the attached Indemnity Agreement are being donated by the City of Anaheim on a "where is, as is" basis with no claim as to the operable condition of said material. The donation of these items are being made for use by the Fire Technology Program as training equipment.

The Indemnity Agreement (hold harmless) must be filled out (copy attached) and returned before the title to the item(s) can be released.

Arrangements for the removal of the item(s) from the City property are to be made within seven (7) calendar days of receipt of this notice and completion of the Indemnity Agreement. All labor, equipment, and costs associated with the removal of the item(s) are the responsibility of the donee.

Having read the description and terms of the donation, the undersigned agrees to said terms for the listed item(s).

2816
ce NAME: SANTA ANA COLLEGE

ADDRESS: 1530 W. 17th Street, Santa Ana, CA 92706

PHONE: 714 584-6402

DATE: October 12, 2017

AUTHORIZED SIGNATURE *[Signature]*



Indemnity Agreement And Covenant Not To Sue

I, Raul Rodriguez, Chancellor representing Santa Ana College, acknowledge and agree that I am receiving certain surplus item(s) from the City of Anaheim on an "AS IS" basis and there is no warranty or guarantee whatsoever on said item(s) described below:

- 20 SCBA's (per the attached list)

As part of the transaction, I agree that:

1. The City of Anaheim, officials, officers, employees, agents, members or representatives and their sureties shall not be liable, answerable or accountable for any loss, damages, injury or death that may occur to person(s) or property by or in consequence of the use of transfer to another party of said product(s); and
2. I/we shall defend, indemnify and hold harmless the City of Anaheim and its officers, employees, agents, members and representatives, their sureties and each of them from any and all suits, claims or actions by any person or persons for, or account of, any death, injuries or damages sustained by or in consequence of the use of the said product(s).

I certify that I am authorized to execute this Agreement on behalf of Santa Ana College.

Date: 10/12/17 By: Raul Rodriguez, Chancellor
(printed name)

Signature: [Handwritten Signature]

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Public Information Office**

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Agreement with VisionPoint Media, Inc. for Strategic Brand Development	
Action:	Request for Approval	

BACKGROUND

Prior to November 2013, Rancho Santiago Community College District (RSCCD) had not engaged in any sustained or coordinated paid marketing campaigns since 2007-2008. Once paid marketing planning and implementation got underway to promote enrollment in 2014, creating marketing campaigns that clearly differentiated Santa Ana College (SAC) and Santiago Canyon College (SCC) from other community colleges became problematic. In addition, the limited one-time funds made it necessary to co-market both SAC and SCC, which is not the optimal approach.

Although the college district engaged a marketing firm to do some initial brand research in the spring of 2014 and to make initial messaging recommendations in 2014-2015, the scope of the research was limited due to a small budget. The information provided by these two projects provided a jumping off point for marketing efforts, but was never seen as a be-all and end-all.

A SAC Ad Hoc Marketing Team began meeting in 2015, and has made great strides in marketing the college to potential students and the community. However, the college's brand strategy and brand position are still not fully developed. In today's competitive environment, the college desires to ensure that the SAC brand is clearly articulated to all prospective students and to the community.

ANALYSIS

In today's marketplace, current and prospective students have many options open to them. They may choose to return to the workforce as jobs become more plentiful or they may select one of the seven other community colleges in Orange County or opt for a college in a nearby city. By implementing research techniques based on marketing industry standards, SAC will succeed in differentiating itself from its competitors and will succeed in attracting more students.

Following a kick-off session with the SAC marketing and administrative teams, VisionPoint Media will incorporate a wide range of tactics that will ultimately result in the delivery of the following elements in the college's brand platform:

- Brand pillars
- Personality traits
- Key messaging points

The scope of work will include the following:

- Santa Ana College brand and marketing audit
- Competitor research
- SAC Listening Tour
- Brand messaging workshop
- Three rounds of brand messaging development, including brand pillars, personality traits, and key messaging points.
- Santa Ana College attitude and brand perception survey

Once the above work is completed, paid marketing efforts can successfully communicate SAC's brand position that will better resonate with current and prospective students allowing the college to better manage enrollment growth.

The services covered by this agreement shall commence on November 14, 2017 and end no later than June 30, 2018. The agreement is a not to exceed fee of \$65,207.75.

The project is funded by stabilization funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with VisionPoint Media, Inc. for Strategic Brand Development as presented.

Fiscal Impact:	\$65,207.75	Board Date: November 13, 2017
Prepared by:	Melissa Utsuki, Santa Ana College Public Information Officer	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Santa Ana College

Brand - Revised

September 15, 2017

VisionPoint Marketing is a division of VisionPoint Media, Inc.

VisionPoint Media, Inc. is certified by the Maryland DOT, SWaM, NC HUB, Carolinas Minority Supplier Development Councils, Inc. and WBENC as a minority and woman-owned business and historically underutilized business.

Diane Kuehn, President & CEO | dkuehn@visionpointmarketing.com | 919.848.2018 x 106

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Executive Summary

Santa Ana College is seeking an experienced partner who can work alongside the college's internal teams to define the college's brand platform and unite the campus community around a clear and compelling brand story. With a new president and a new strategic vision in place, now is the perfect time for Santa Ana College to invest into clearly defining what the college has to offer and how it stands apart from comparable institutions. Ultimately, this new brand message will allow the entire college to connect with the target audiences, build brand awareness and strengthen enrollment.

A full-service marketing agency dedicated to serving higher education, VisionPoint Marketing brings significant experience helping institutions achieve high-reaching goals in brand awareness, enrollment and audience engagement. From brand research and content strategy to websites and digital marketing, our team has directed and implemented successful integrated marketing initiatives for institutions of all sizes and missions. More specifically, we have experience working with community colleges all across North America, including: Northern Virginia Community College (NOVA); the College of The Albemarle; Wake Technical Community College; Anne Arundel Community College in Annapolis, Maryland; Foothill College; De Anza College; and Washtenaw Community College (just to name a few).

We often say that "a great brand is a great story." This means that a brand is only as impactful as the story it represents. The key is finding that story, one that answers the question: "Who are we?" Our approach to developing brands in higher education begins with identifying a college's Pillars (what your institution actually delivers) and Personality Traits (the tone, voice and attitude of a college's brand message). By clarifying and distinguishing the foundational elements that separate Santa Ana College from its competitors, we can craft a compelling brand that can be leveraged in future marketing initiatives, thus supporting recruitment, retention and strategic goals.

As you'll read in this revised proposal, we have modified the Scope of Work from our initial proposal to focus first on developing the brand messaging component and we have removed, per your request, the visual mark (logo) and creative content components. The benefit of this approach is that we can fully focus on your brand and discovering and articulating Santa Ana's "story," while staying within current budget constraints. Then, if it is appropriate in the future, we can leverage this work and use it to inform the visual mark and creative concept components giving Santa Ana College a more powerful brand image.

The following revised proposal will see that the brand Pillars, Personality Traits and messaging points are crafted in a thoughtful and strategic way so that Santa Ana College is resting on a firm brand foundation and has a compelling "story" to tell. While the brand work alone will be highly important in helping you achieve both increased awareness and increased growth, we hope to also be your partner in future phases and to help you better tell your "story."

Warm regards,



Diane Kuehn, *President & CEO*

Scope of Work

Discovery & Brand Messaging (Discovering Your Story)

The purpose of Discovery is to deepen our understanding of Santa Ana College's existing brand identity in order to formulate strategic recommendations for refining and refreshing the brand in the ensuing phases of this Scope of Work.

Pre-Discovery and Project Kickoff Call

In executing the work described over the following pages, our approach will be to work alongside Santa Ana College as a true partner; and not simply a third-party consultant. Upon initiation of this Scope of Work, VisionPoint will collaborate with the college to coordinate schedules, communication plans and agendas; identify suggested stakeholders and groups who will participate in Discovery; and confirm deliverables, timing and methods for the project.

Santa Ana College Brand & Marketing Audit

VisionPoint will review existing brand and communications materials provided by Santa Ana College with an eye toward brand messaging. With the goal of immersing ourselves as deeply as possible in the Santa Ana College identity, VisionPoint will examine the creative qualities of existing marketing materials and the ways in which the college currently articulates the value of its experience.

The materials reviewed may include:

- High-level assessment of the Santa Ana College website (content, structure and visual design)
- Client-managed social media profiles
- Copies of recent print publications and brand execution across traditional and online media
- Available visual assets (such as photography and video)

Competitor Research

With an understanding of Santa Ana College's brand message and the ways in which the college is articulating its message amongst its audiences, VisionPoint will turn our focus externally by taking a high-level look at the the competitive landscape to gain a better understanding of Santa Ana College's competitive positioning and to identify opportunities for differentiation amongst peer institutions identified by the college. VisionPoint will examine the publicly available branded marketing content of up to a recommended five peer institutions (i.e. institutions that offer comparable programs, are closely located geographically and/or represent aspirant institutions).

Additionally, VisionPoint will elicit anecdotal feedback regarding peer institutions during the Listening Tour described in this Scope of Work.

Scope of Work

Santa Ana College

College Listening Tour (Stakeholder Interviews)

The cornerstone of our discovery process will be a Listening Tour where we meet with key stakeholders identified by the college who represent major academic units and divisions within the college along with representatives of the college's target audiences. During each exploratory discussion, VisionPoint will invite feedback and input on a variety of topics related to goals; brand messaging; and target audiences' perceived strengths, weaknesses, opportunities and threats (i.e. SWOT) to inform the deliverables included in this Scope of Work.

In addition to gathering feedback to inform our strategy, these interviews will provide VisionPoint with our first opportunity to speak directly with prospective and current students, their parents, members of faculty and staff, alumni and donors.

The Listening Tour will consist of a total of up to 3-4 small-group stakeholder interviews conducted in person during a 1.5 -day VisionPoint trip to campus. Each individual interview will last from 50 minutes to 1.5 hours depending on the participants.

Brand Messaging Workshop

At the heart of any successful institutional brand is a clear and authentic message. VisionPoint's methodology for developing this brand messaging will be to facilitate a Brand Messaging Workshop with key internal stakeholders who represent and embody the Santa Ana College brand.

Prior to the Brand Messaging Workshop, VisionPoint will ensure that all necessary steps have been taken to maximize the workshop's success. These preparatory steps include:

- Create Agenda and Structure
 - » VisionPoint will prepare a discussion guide and materials needed to facilitate the Brand Messaging Workshop including a formal agenda which Santa Ana College will share amongst participants.
- "What to Expect" Email
 - » VisionPoint will prepare an email that Santa Ana College will send to participants prior to the date of the Workshop. This email will be designed to get participants thinking and mentally prepared ahead of time so that we can all make the most of the time available during the workshop.
 - » VisionPoint will facilitate and moderate one Brand Messaging Workshop on campus for 15-25 stakeholders. The workshop will last approximately three to four hours. During the Workshop, VisionPoint will collaborate with workshop participants to elicit their opinions and thoughts by asking questions, prompting discussion, encouraging healthy debate and walking through exercises that are designed to spark the process of brainstorming and consensus building.

Brand Messaging

Since our goal is to tell a compelling story that will resonate in the hearts and minds of our target audiences, VisionPoint will look for themes from the workshop that speak to how Santa Ana College is unique from competitors and aspirant institutions. In other words, understanding the competitive landscape, SWOT and our audience, what are the attributes and differentiators that Santa Ana College can own?

Following the Brand Messaging Workshop, VisionPoint will refine the themes discussed during the Workshop into a core brand platform (as expressed through Brand Pillars, Personality Traits and Key Messaging Points) that authentically articulates Santa Ana College's "brand story" in support of the goals identified during Discovery.

Scope of Work

Santa Ana College

- Round One
 - » During Round One, VisionPoint will integrate findings from our discovery process with the conclusions of the Brand Messaging Workshop to develop Brand Pillars and Personality Traits.
 - » **Brand Pillars** focus on what Santa Ana College delivers to its students and are typically about benefits and differentiators. VisionPoint will craft a short paragraph to define each final Brand Pillar.
 - » **Personality Traits** flavor the tone, voice and attitude of the Santa Ana College brand message. Typically words or short phrases, the Pillars inform what we say, while the Personality traits should flavor how we say it.
 - » VisionPoint will discuss Santa Ana College's proposed Brand Pillars and Personality Traits with the project team and request feedback in order to further refine the Pillars and Personality Traits.
- Round Two
 - » During Round Two, VisionPoint will create Key Messaging Points in collaboration with Santa Ana College. VisionPoint will also revise the Personality Traits and Brand Pillars based on feedback from the client team.
 - » **Key Messaging Points:** Tactically, the Key Messaging Points are a starter-set of talking points to keep all communication consistent. The Key Messaging Points are essentially proof points for each pillar and will mostly consist of facts, anecdotes and data that prove each pillar.
- Round Three
 - » During Round Three, VisionPoint will make final, minor revisions to the Brand Pillars, Personality Traits and Key Messaging Points. VisionPoint will present them to the project team for final approval.

Santa Ana College Attitude & Brand Perception Survey

To validate the Brand Messaging Workshop Outcomes and glean an even deeper and more data-informed analysis, VisionPoint will create a brief online survey to be sent to stakeholders identified by the college (beyond those individuals who participated in the Listening Tour and Brand Messaging Workshop). The survey will be comprised of a series of questions designed to "test" the Pillars and Personality Traits by asking participants to share their emotional and functional associations with the brand. For example:

- An example of one way to position those questions is to ask recipients to choose from a list of words that best describe Santa Ana College, its offerings, its personality and its positioning compared to its competitors.
- As an additional benefit to Santa Ana College, the survey may include a question to calculate the college's overall Net Promoter Score (NPS), a measure of brand strength that can be measured and compared over time.
 - » Net Promoter Score is a metric calculated by asking one simple question: "On a scale of 1 to 10, how likely are you to recommend Santa Ana College to a friend?"
 - » Responses are grouped as Promoters (score 9-10), Passives (score 7-8) or Detractors (score 0-6).
 - » The college's Net Promoter Score is the percentage of Promoters minus the percentage of Detractors. This metric can offer genuine insights regarding the strength of the college's brand amongst its most important advocates, stakeholders and target audiences (both internally and externally).
- VisionPoint will also draft an email which Santa Ana College can forward to its existing email databases inviting stakeholders to participate in the online survey.

Scope of Work

Santa Ana College

Brand Strategy & Vision Presentation

At the completion of the Discovery process described in this work, VisionPoint will prepare and deliver a Brand Strategy & Vision presentation to key stakeholders and opinion leaders identified by the college. More than only an opportunity to formally share the outcomes of our assessment, the presentation will be an opportunity for VisionPoint and the project team to: 1) ensure that stakeholders are aware of the strategic decisions which our teams have made; 2) actively listen to their needs; and 3) get them genuinely excited and advocating for one comprehensive brand story that serves the college's overarching goals. The presentation will likely be comprised of the following content:

- An overview of our brand evaluation process and the work we've done up to this point (setting the stage)
- Clear identification of marketing and business goals gleaned through the Listening Tour, Brand Messaging Workshop and affirmed in partnership with the project team
- Formal presentation of the Brand Pillars and Personality Traits (i.e. the brand story) developed in this Scope of Work
- Most importantly, the presentation will include a set of recommendations for how the college may choose to continue investing into shaping its brand identity in order to best support its goals

Tentative Timeline

- Discover and Brand Strategy Phase - Early to late-October*
- Brand Pillars and Attributes Phase - Mid-October to mid-December
- Attitude and Brand Perception Survey - Mid-December or early January
- Project end - early to mid-January 2018

*Listening Tour & Brand Messaging on Oct 10 - 11 would allow both Diane Kuehn and Tony Poillucci could facilitate it on campus.

Scope of Work

Santa Ana College

ASSUMPTIONS

In developing our Scope of Work which includes a fixed cost, VisionPoint has made a number of preliminary “assumptions” which are shared throughout this document. Some dive fairly deep, but we find that sharing our preliminary assumptions with prospective clients during the proposal process (as opposed to waiting until after the work begins) helps ensure we’re all on the same page. If any of our assumptions seem inaccurate, we welcome your feedback so that we can adjust in order to best meet your needs.

1. Upon initiation, VisionPoint will conduct a one-hour kickoff call with Santa Ana College’s project lead to discuss timing and communication protocols for the project. Following the kickoff call, VisionPoint will finalize a master project plan which itemizes all tasks, milestones and dependencies.
2. VisionPoint will manage the project using VisionPoint’s standard project management methodology which includes a master project plan and weekly scheduled progress reports to communicate status and completion of key milestones and upcoming tasks.
3. The client will provide a list of up to five competitive/peer institutions for research purposes.
4. The client will identify, provide access to and coordinate scheduling of all individuals who will participate in the Brand Messaging Workshop. There are typically at least 15 but no more than 25 participants.
5. The client will be responsible for sending the “What to Expect” Email to Brand Messaging Workshop participants.
6. The Brand Messaging Workshop will take place during the same 1.5-day trip and with the same VisionPoint personnel as the Listening Tour. VisionPoint will conduct all stakeholder interviews and the Workshop during an 8am - 5pm or 9am - 6pm workday.
7. The client will receive three to five Personality Traits and three to five Brand Pillars. VisionPoint will craft a short paragraph to define each Brand Pillar.
8. Any additional rounds of revision to the deliverables (beyond those described in the Scope of Work) will increase costs and extend the project’s timeline. This increase will be documented in a Change Order.
9. VisionPoint will conduct the Brand Strategy & Vision Presentation during an 8am - 5pm or 9am - 6pm workday. VisionPoint will deliver the presentation once during a single-day trip to campus and document additional feedback from stakeholders.
10. The above timeline is subject to change based on when the contract is signed, any blackout dates, or other delays Santa Ana College foresees, and if the Listening Tour and Brand Messaging Workshop cannot be done Oct 9-12.

Qualifications

VisionPoint Marketing is a full-service, minority and woman-owned, higher education marketing agency founded in 2001. Our team of 20 VisionPointers (our people) partners with colleges, universities and community colleges to provide consultation, execution and measurement for strategic marketing initiatives. Our commitment to strategy, diverse understanding of all marketing disciplines and ability to build consensus across scores of stakeholders enables us to form deep, long-standing client relationships.

The Work We Do

The work we do in partnership with our clients is nationally recognized and our VisionPointers (our people) are frequently invited to speak at many of higher education's preeminent marketing conferences (e.g. AMA Symposium for the Marketing of Higher Education, CASE, eduWeb, HighEdWeb, NCMPR, others) demonstrating our team's thought leadership on topics ranging from brand research and development, content strategy, integrated marketing and website design.

Our Focus on Higher Education

In a world where many marketing agencies tout their agility across multiple industries, our commitment to serving higher education is not only rare, it's intentional.

Ask any VisionPointer, and they will tell you a personal story about the way they've been profoundly shaped by a professor, a project, a course or an educational experience (it's actually part of our interview process). We are passionate believers in the transformative power of higher education.

Beyond just our passion for higher ed, we've discovered over the years that our core competencies align perfectly with the most daunting marketing challenges that colleges, universities and community colleges routinely face. Those core competencies are:

- A firm commitment to strategy
- An inherent proficiency - and a proven process - for building consensus
- Our integrated approach

Today, we're thrilled to say that over 95% of our revenue comes from serving higher education. When we refer to our clients as "partners," we're doing much more than throwing around a winsome moniker. We genuinely strive to develop close, collegial relationships with clients, relationships founded on mutual respect and trust in the pursuit of common goals.

To view our full client list visit www.visionpointmarketing.com/about-us/client-partners.

Why VisionPoint

Qualifications

Santa Ana College

After years of working alongside higher ed institutions across the country, we've realized that what differentiates us from our competitors is not just the work that we do, but the way that we do it. Below are some of the basic tenets for how the VisionPoint team approaches each and every project.

- Our place is in the trenches.
 - » This is a mantra for us, and we coined it based on feedback from one of our clients. "You know, it doesn't feel like you're a vendor we've contracted, it feels like you're a member of our team. You're in the trenches with us, solving challenges alongside us." This testament was so affirming because that truly is our approach. From senior leadership on, our place is in the trenches with our partners, with a consistent level of support from start to finish.
- Do the right thing.
 - » Not necessarily the most popular or trendy, or even the most profitable thing for our company, but the right thing for our clients and their goals. Our ethical standards are absolute, and your success will be our measuring stick - period.
- Get everyone onboard.
 - » It can be all too tempting in a project of this magnitude to block out the noise, to put your head down, and charge ahead in the fastest way possible. But we know that getting your campus and your leadership to support the project is critical to the long-term success of this website. We work in a way that, from day one, we get stakeholders involved, we help educate them, we include them in critical decisions and we're very good at building directional consensus, even among the naysayers.

Cost and Initiation

Santa Ana College, Brand

Itemized Costs

Fees and travel costs associated with this Scope of Work are as follows:

Total Project Cost..... \$65,207.75

Payment Terms

Suggested payment terms are:

- 50% due upon initiation
- 50% due upon final presentation
- All invoices are due Net30

Project Initiation

This project will be initiated by the signatures below:

Accepted and agreed to by an authorized executive:

.....
 Signature Date

Peter J. Hardash, RSCCD Vice Chancellor, Business Operations & Fiscal Services

Printed Name & Title

Accepted and agreed to by:

.....

Diane Kuehn, President & CEO Date:
 VisionPoint Media, Inc. d/b/a VisionPoint Marketing
 2909 Fleetwood Ave
 Baltimore, MD 21214
 Phone: 919.848.2018; Fax: 919.861.1118

Client Agreement

This Standard Client Agreement (“Agreement”) shall govern the services provided by VisionPoint Media, Inc. (“VisionPoint Marketing”) for all work pertaining to _____ (“Client”). These terms, together with all Statements of Work, constitute the entire understanding and agreement between Client and VisionPoint Marketing with respect to the services described in the Statement of Work (the “Services”), supersede all prior oral and written communications, and may be amended, modified or changed (including changes in scope or nature of the Services or fees as described under Change Order Process in the Statement of Work) only in writing when signed by both parties. If there is a conflict between the terms of this Agreement and the terms of any Statement of Work, the terms of this Agreement shall govern. Any capitalized terms, not herein defined, shall have the meaning ascribed to them in the Statement of Work.

Section 1. Fees, Expenses

Client shall pay VisionPoint Marketing the professional fees and the related expenses in accordance with this Agreement and the Statement of Work. All fees shall be deemed earned and due when VisionPoint Marketing has provided the services as described in the Statement of Work. As with any project, both the client and VisionPoint have responsibilities that need to be accomplished in a timely manner in order for the project to move along smoothly. If client responsibilities (such as providing content, providing feedback and approval of milestone deliverables, providing access to stakeholders for interviews, etc.) are not met in a timely manner (i.e. if the project timeline is drawn out for more than 30 days), VisionPoint may bill the client for the entire cost of the project prior to completion of the project.

Rush Work: The Client shall pay an increased hourly rate for any services requiring work to be performed outside of normal working hours as a consequence of the Client not meeting scheduled times for delivery of information, materials, or approvals. The surcharge for rush work shall be at the standard rate plus: 50%. Normal working hours for the Services are as follows: 8 AM-6PM; Monday through Friday, excluding holidays.

The Client shall reimburse VisionPoint Marketing for any out-of-pocket expenses that are outside of the current Statement of Work as written and signed, such items include, but are not limited to, expenditures for: stock photography, photography, presentation and artwork materials, copies and print outs, postage, local deliveries including messengers, travel & living, software licenses, and shipping. Again, unless otherwise noted in the Statement of Work.

Unless alternative arrangements are made, invoices are due within thirty days of the date thereof, and interest will accrue at the rate of 18% per annum on any balance past due more than sixty days; any balance past due more than sixty days may result in discontinuation of our work on your behalf, upon ten days notice to the Client. Also, VisionPoint Marketing may elect to initiate internal or external collection procedures. If legal action is necessary to collect delinquent fees, costs or disbursements of this firm, it is agreed that the firm shall be entitled to an award of its reasonable attorney’s fees so incurred through arbitration, trial and appeal of the proceeding.

Any estimates of anticipated fees provided by VisionPoint Marketing at the request of a Client, whether for budgeting purposes or otherwise, are, due to the uncertainties involved, necessarily only an approximation of potential fees. Under no circumstances are such estimates a maximum or minimum fee quotation. Our actual fees will be determined in accordance with the policies described above, which fees (at our current or future rates) you expressly agree to pay.

Section 2. Client Responsibilities

As a prerequisite to VisionPoint Marketing’s delivery of Services, Client shall, pursuant to this Agreement and the Statement of Work, promptly: (i) fulfill all Client Assignments and all client responsibilities under the Statement of Work and ensure that all Development Assumptions are accurate; (ii) provide VisionPoint Marketing with reliable, accurate and complete information, as required; and (iii) make timely decisions and obtain required management approvals. In addition, VisionPoint Marketing shall be entitled to rely on all Client decisions and approvals made independently of this Agreement and/or prior to its execution by the parties. Nothing in this Agreement shall require VisionPoint Marketing to evaluate, advise on, modify, confirm, or reject such decisions and approvals, except as expressly agreed to in the Statement of Work.

(a) Client’s Representative: The Client shall appoint a sole representative with full authority to provide or obtain any necessary information and approvals that may be required by VisionPoint Marketing (the “Client’s Representative”).

The Client's Representative shall be responsible for coordination of briefing, review, and the decision-making process with respect to persons and parties other than VisionPoint Marketing and its subcontractors. If, after the Client's Representative has approved a deliverable, the Client or any other authorized person requires changes that require additional services from VisionPoint Marketing, the Client shall pay all fees and expenses arising from such changes as additional services.

(b) Materials to be provided by the Client: The Client shall provide accurate and complete information and materials to VisionPoint Marketing and shall be responsible for the accuracy and completeness of all information and materials so provided. The Client guarantees that all materials supplied to VisionPoint Marketing are owned by the Client or that the Client has all necessary rights in such materials to permit VisionPoint Marketing to use them for the Services. The Client shall indemnify, defend, and hold VisionPoint Marketing harmless from and against any claim, suit, damages and expenses, including attorney's fees, arising from or out of any claim by any party that its rights have been or are being violated or infringed upon with respect to any materials provided by the Client.

(c) All copy provided by the Client shall be in a form suitable for implementation. Where photographs, illustrations, or other visual materials are provided by the Client, they shall be of professional quality and in a form suitable for reproduction without further preparation or alteration unless otherwise noted in the Statement of Work. The Client shall pay all fees and expenses arising from its provision of materials that do not meet such standards.

(d) Approval of Deliverables: The signature of the Client's Representative shall be conclusive as to the approval of all deliverables prior to their release for printing, fabrication, use in development, or installation.

Section 3. Confidentiality

With respect to this Agreement and any information supplied in connection with this Agreement or the Statement of Work and designated by the disclosing party as confidential, the recipient agrees to: (i) protect the confidential information in a reasonable and appropriate manner or in accordance with applicable professional standards; (ii) use confidential information only to perform its obligations under this Agreement or the Statement of Work; and (iii) reproduce confidential information only as required to perform its obligations under this Agreement or the Statement of Work. This section shall not apply to information which is: (i) publicly known; (ii) already known to the recipient; (iii) disclosed to a third party without restriction; (iv) independently developed; or (v) disclosed pursuant to legal requirement or order. Subject to the foregoing, VisionPoint Marketing may disclose Client's confidential information to its subcontractors and affiliates.

Section 4. Deliverables

Client may, solely for its internal business purposes, use, copy, distribute internally, and modify the deliverable items specifically described in the Statement of Work (the "Deliverables").

Section 5. Acceptance

Client shall accept Deliverables which conform to the requirements of the Statement of Work. Client will promptly give VisionPoint Marketing notification of any non-conformance of the Deliverables with such requirements ("Non-conformance"), and VisionPoint Marketing shall have a reasonable period of time, based on the severity and complexity of the Non-conformance, to correct the Non-conformance. If Client uses the Deliverable before acceptance, fails to promptly notify VisionPoint Marketing of any Non-conformance, or unreasonably delays the beginning of acceptance testing, then the Deliverable shall be considered accepted by the Client.

Section 6. Limited Warranty

(a) VisionPoint Marketing warrants that the Services shall be performed with reasonable care in a diligent and competent manner. VisionPoint Marketing's sole obligation shall be to correct any non-conformance with this warranty, provided that Client gives VisionPoint Marketing written notice within thirty (30) days after the Services are performed or successful completion of the acceptance test plan, if applicable.

(b) VisionPoint Marketing does not warrant and is not responsible for any third party products or services. Client's sole and exclusive rights and remedies with respect to any third party products or services are against the third party vendor and not against VisionPoint Marketing.

(c) THIS SECTION 6 IS VISIONPOINT MARKETING'S ONLY WARRANTY CONCERNING THE SERVICES AND ANY DELIVERABLE, AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE.

Section 7. Rights and Ownership

(a) **Rights of Use:** All services provided by VisionPoint Marketing under this Agreement shall be for the exclusive use of the Client for the specific purposes contemplated in the Statement of Work, except that VisionPoint Marketing shall retain the right to use all services provided to Client for self-promotion purposes, including in our online portfolio, of-line presentations, case studies and press releases. The Client shall not have any right to use the services or work provided by VisionPoint Marketing for any other purposes, including but not limited to selling, assigning or otherwise transferring rights to any artwork, drawings, specifications, code, website applications and other materials provided by VisionPoint Marketing, except in a transaction whereby substantially all of the assets of Client are sold to a third party.

(b) **Ownership:** All right, title and interest in all drawings, artwork, specifications, code, website applications and other materials used in the creation of the Deliverables remain the property of VisionPoint Marketing.

VisionPoint Marketing shall retain all right, title and interest in and to: all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the Deliverables or that VisionPoint Marketing may develop or supply in connection with this Agreement or the Statement of Work (the "VisionPoint Marketing Knowledge"). Subject to the confidentiality restrictions contained in Section 3, VisionPoint Marketing may use the Deliverables and the VisionPoint Marketing Knowledge for any purpose.

All preliminary concepts and visual presentations produced by VisionPoint Marketing remain the property of VisionPoint Marketing and may not be used by the Client without the written permission of VisionPoint Marketing.

VisionPoint Marketing shall retain all artwork, drawings, code and specifications, for which reproduction rights have been granted to Client for a period of six (6) months from the date of signing of this Agreement. Upon expiration of this period, all such materials may be destroyed unless the Client has requested, in writing, that they be retained and agrees to pay reasonable storage charges. The Client shall have reasonable access to all such materials for the purpose of review.

(c) **Third Party Contracts:** VisionPoint Marketing may contract with others to provide services including but not limited to copywriting, photography, coding and illustration. The Client agrees to be bound by any terms and conditions specified in the Statement(s) of Work, including required credits, with respect to reproduction of such material as may be imposed on VisionPoint Marketing by such third parties.

VisionPoint Marketing will endeavor to obtain for the Client the same reproduction rights with respect to materials resulting from such services as VisionPoint Marketing is providing the Client under this Agreement.

Section 8. Risk Allocation

(a) **Indemnification:** Each party 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, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

(b) **Insurance:** Each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Section 9. Personnel

(a) While VisionPoint Marketing shall attempt to comply with Client's request for specific individuals, VisionPoint Marketing shall be responsible for assigning and re-assigning its personnel, as it deems appropriate, to perform the Services.

(b) During the term of this Agreement, and for a period of eighteen (18) months following the expiration or termination thereof, neither party to this Agreement will directly or indirectly through any other person, firm, or other business entity, approach, contact or solicit any current employees of the other party or any former employees of the other party who were employed with the other party within the six (6) month period prior to the expiration or termination of this Agreement, for the purpose of inducing such employee or former employee to either discontinue their employment with the

other party or accept employment with or by any person or entity other than the other party in competition with the other party or in any way interfere with the relationship between the other party and such employee.

Section 10. Termination

- (a) This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.
- (b) In the event this Agreement is terminated by VisionPoint Marketing, Client shall be entitled to a refund for all services paid for, but not provided to Client, unless VisionPoint Marketing was prevented from providing the services by Client's failure to fulfill all Client Responsibilities as defined herein. In the event this Agreement is terminated by Client, Client shall pay VisionPoint Marketing for all Services rendered and expenses incurred as of the date of termination (based on standard hourly rates in the event VisionPoint is prevented from providing a service it is currently working on), and shall reimburse VisionPoint Marketing for all reasonable costs associated with any termination.
- (c) Except for matters related to confidentiality or intellectual property rights, the parties shall first attempt to resolve any dispute or alleged breach internally by escalating it through management and, prior to pursuing litigation, use a mutually acceptable alternative dispute resolution process.

Section 11. General

- (a) Neither party shall use the other party's name, trademarks, service marks, logos, trade names and/or branding without such party's prior written consent. Notwithstanding anything herein to the contrary, VisionPoint Marketing may reference or list Client's name and/or a general description of the Services. Client also agrees that upon reasonable prior notice from VisionPoint Marketing, Client will be willing to provide a reference for VisionPoint Marketing (e.g. in the form of analyst telephone calls, client telephone calls, presentations, and the like).
- (b) Neither party shall be liable for any delays or failures in performance due to circumstances beyond its reasonable control.
- (c) This Agreement may not be assigned or otherwise transferred by Client without the prior express written consent of VisionPoint Marketing. VisionPoint Marketing may use subcontractors to provide Services.
- (d) Any notices given pursuant to this Agreement shall be in writing, delivered to the address set forth in the Statement of Work, and shall be considered given when received.
- (e) No term of this Agreement shall be deemed waived, and no breach of this Agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent.
- (f) If any term or provision of this Agreement is determined to be illegal or unenforceable, such term or provision shall be deemed stricken, and all other terms and provisions shall remain in full force and effect.
- (g) This Agreement does not make either party an agent or legal representative of the other party, and does not create a partnership or joint venture. Both parties are independent contractors and principals for their own accounts.
- (h) Sections 3 through 10 of these Terms shall survive the expiration or termination of this Agreement.
- (i) This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
- (j) Client acknowledges that: (i) VisionPoint Marketing and Client may correspond or convey documentation via Internet communications unless Client expressly requests otherwise, (ii) neither party has control over the performance, reliability, availability, or security of Internet communications, and (iii) VisionPoint Marketing shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet communications due to any reason beyond VisionPoint Marketing's reasonable control.
- (l) Samples and Photographs: The Client shall provide VisionPoint Marketing with samples of each printed or manufactured design. Such samples shall be representative of the highest quality of work produced. VisionPoint Marketing may use such copies and samples for publication, exhibition, or other promotional purposes. The number of samples to be provided to VisionPoint Marketing shall be no less than 10 pieces. VisionPoint Marketing shall have the right to photograph all completed designs or installations and shall have the right to use such photographs for publication, exhibition, or other promotional purposes.

(m) May be executed in facsimile counterparts, each of which shall be deemed an original and all of which shall constitute the same instrument

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed under seal by a duly authorized individual or officer.

VISIONPOINT MARKETING

By: _____
Diane Kuehn
President and CEO
VisionPoint Media, Inc.
d/b/a VisionPoint Marketing

_____ Date

Acknowledged and Accepted:

By: _____
Authorized Signature

_____ Date

Name: Peter J. Hardash

Title: RSCCD Vice Chancellor, Business Operations & Fiscal Svcs

Peter J. Hardash
CLIENT FULL LEGAL NAME

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2017	
Action:	Request for Confirmation	

BACKGROUND

Santa Ana College allows students to file for degree and certification completion three times per year. Attached are lists comparing degrees and certificates earned for summer 2016 and summer 2017. Also attached, please find a list of students who have completed coursework at Santa Ana College leading to the Associate Degree and/or Certificate for summer 2017.

ANALYSIS

Santa Ana College awarded 313 Associate Degrees at the conclusion of summer 2017. Of the total number of degrees awarded, 190 were Associate of Arts, 54 Associate of Science, 27 Associate of Arts for Transfer, 42 Associate of Science for Transfer and 44 double majors. The area with the highest number of degrees was in Liberal Arts/Arts, Humanities, Communications with 97 degrees awarded in summer 2017.

Santa Ana College awarded 212 Certificates of Achievement (CA) at the conclusion of summer 2017. The area with the most significant amount of certificates was CSU General Education, which awarded 103 certificates. Santa Ana College awarded 263 overall Certificates during summer 2017.

RECOMMENDATION

It is recommended that the Board of Trustees confirm the list of recipients of the Santa Ana College Associate Degrees and Certificates for summer 2017 as presented on the attached.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Mark C. Liang, J.D., Dean, Enrollment Services Frances A. Gusman, Interim Vice President, Student Services	
Submitted by:	Linda Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**Santa Ana College
Certificates Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
Accounting		
- General Accounting	7	7
- Computerized Accounting - QuickBooks	2	2
- Computerized Bookkeeping - QuickBooks	2	2
- Enrolled Agent*	0	1
Art		
- 3D Modeling & Animation - Art	0	1
- Digital Media Arts A-Graphic Design	1	0
Auto		
- Advanced Engine Performance	3	1
- Business Technology	0	1
- Chassis Service	0	3
- Drive Train Service	1	1
- Engine Performance & Electrical	17	1
- Engine Service	0	2
Biotechnology		
- <i>Lab Assistant*</i>	6	0
- Bio manufacturing Technician	3	1
- Lab Technician QA/QC Microbiology	0	1
Business Applications & Technology	1	1
- <i>Computer Fundamentals for Business*</i>	140	6
- <i>Digital Graphic Design for Business*</i>	1	0
- <i>Office Management*</i>	1	3
- <i>Spanish English Interpretation & Translation*</i>	2	3
Child Development (formerly Human Development)		
- Bilingual (Eng/Span) Preschool Associate Teacher	0	1
- Infant/Toddler Teacher	0	1
Computer Information Systems		
- Computer Information Systems	12	2
- <i>Database*</i>	1	0
- <i>Help Desk *</i>	4	0
- <i>Networking*</i>	9	0
- <i>PC Maintenance and Troubleshooting*</i>	2	0
Computer Science		

**Santa Ana College
Certificates Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
- Computer Science	2	1
- <i>Programming*</i>	9	1
Criminal Justice		
- <i>Corrections Officer *</i>	27	1
CSU General Education	116	103
Diesel Technology		
- Diesel & Heavy Equipment	35	0
- Mid-Range Engine Service	66	0
Education		
- <i>After School Program Associate Teacher*</i>	3	0
Engineering		
- <i>AutoCAD 2D Basics*</i>	0	6
- <i>3D CAD Skill Builder*</i>	0	2
- <i>Surveying Skill Builder*</i>	0	9
- Computer Aided Drafting & Design	1	0
Entrepreneurship		
- <i>Freelancer*</i>	1	1
Fashion Design		
- <i>Costume Design*</i>	0	1
Fire Technology		
- Public Fire Service	2	2
- Prevention Officer	2	1
Human Development		
- Bilingual (Eng/Span) Preschool Associate Teacher	6	3
- Infant/Toddler	2	0
- Preschool Child	9	1
International Business	1	0
- <i>Global Trade Skills*</i>	111	5
- <i>Survey of International Business*</i>	177	2
IGETC General Education	45	41
Law school Pathway	0	1
Library Technology	1	0
Management		
- Management	1	3

**Santa Ana College
Certificates Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
- <i>Human Resource*</i>	4	2
- <i>Small Business*</i>	0	1
- <i>Supervision*</i>	0	2
Manufacturing Technology		
- Conventional	0	1
- CNC Lathe Set Up & Operation	4	4
- CNC Machine Set Up & Operation	1	0
- CNC Milling Set Up & Operation	1	2
- CNC Programmer A - Mastercam	6	4
- <i>Solidworks 3D *</i>	1	2
Medical Assistant - Administrative / Clinical	0	5
Paralegal	4	0
Pharmacy Technology		
- Advanced	0	1
- Basic	6	6
Photography	1	1
Sign Language	3	1
Television/Video Communications -		
- <i>Media Studies*</i>	1	0
Theater Arts		
- <i>Entertainment Lighting Technology*</i>	0	3
Welding Technology	2	2
Welding Arc-Semi-Automatic	0	1
TOTAL	866	263
Male	457	124
Female	409	139
Certificates of Achievement	366	212
<i>Certificates *</i>	500	51
Double Majors	93	12
Three or more majors	13	4

**Santa Ana College
Associate Degrees Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
Accounting	6	3
Administration of Justice for Transfer	6	10
Art	1	1
- Digital Media	2	1
- Graphic Design	1	0
- Studio Arts for Transfer	1	2
Biological Science	1	0
Biological Science for Transfer	0	3
Biotechnology	0	1
Business		
- Business Administration	8	3
- Business Administration for Transfer	33	25
- Management	0	1
Chemistry	3	3
Chicano Studies	1	0
Communication Studies	0	1
Communication Studies for Transfer	5	2
Community Social Services	6	3
Computer Information System	0	2
Computer Science	1	0
Criminal Justice	4	2
Dance	1	0
Diesel Technology - Diesel & Heavy Equipment Tech	1	0
Economics	2	3
Elementary Education	1	3
English for Transfer	2	0
Engineering		
- Architectural, Civil, Construction	0	1
- Computer Aided Drafting & Design	1	2
- Drafting and Design	0	1
- Engineering	4	0

**Santa Ana College
Associate Degrees Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
Fashion Design and Custom Clothing	0	1
Fashion Merchandising	0	1
Fire Technology		
- Public Fire Service	4	12
- Prevention Officer	1	2
Global Entrepreneurship & Innovation	1	0
History	0	1
History for Transfer	1	1
Human Development		
- Early Childhood Education for Transfer	3	0
- Infant/Toddler	3	0
- Preschool Child	8	0
International Business	1	0
Kinesiology	0	2
Kinesiology for Transfer	1	0
Liberal Arts		
- American Studies	2	3
- Arts, Humanities, Communications	99	97
- Business and Technology	5	2
- Kinesiology and Wellness	2	2
- Math and Science	27	26
- Social and Behavioral Science	36	24
Library Technology	2	0
Management		
- General Management	1	1
Manufacturing Technology		
- CNC Programming	1	0
Math	2	2
Math for Transfer	0	3
Medical Assistant	8	2
Music	1	0

**Santa Ana College
Associate Degrees Awarded
Summer 2016 and Summer 2017**

MAJOR	2016	2017
Nursing - Pre-Nursing	6	1
Nursing - Registered Nursing	1	1
Nutrition and Dietetics	0	1
Occupational Therapy Assistant	1	0
Paralegal	2	2
Pharmacy Technology	2	2
Physics	3	5
Physics for Transfer	0	1
Political Science	3	
Psychology	1	3
Psychology for Transfer	11	17
Science	7	13
Sociology	0	1
Sociology for Transfer	4	5
Social Science	0	1
Speech Language Pathology Assistant	2	1
Spanish for Transfer	1	0
Television/Video Communications	1	1
Theater Arts Performance	2	0
Welding Technology	1	3
TOTAL	348	313
Male	145	129
Female	203	184
Associate of Arts	222	190
Associate of Arts for Transfer	28	27
Associate of Science	55	54
Associate of Science for Transfer	43	42
Double Majors	50	44
Three or more majors	15	21

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Aburto	Cesar	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Acosta	Hugo	CERT	Auto CAD 2D Basics	
Aguilar	Jesse	AA	History	
		CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Aguilar	Maria	AA	Liberal Arts Social and Behavioral Science	
		AAT	Psychology for Transfer	
Aguilar	Mike	CERT	Surveying Skill Builder	
Agustin	Paulette	CA	CSU General Education	
		AA	Liberal Arts Social and Behavioral Science	
Ahern	Duncan	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Alarcon	Angel	AST	Business Administration for Transfer	
		CA	CSU General Education	
Alcantar	Cesar	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Alegria	Karen	CERT	Computer Fundamentals for Business	
Almero	Leonard	CA	IGETC General Education	
Alsharif	Saba	CA	Human Development Preschool Child	
Alvarado	Adam	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
Alvarado	Nora	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Alvarez	Danny Jesse	AST	Business Administration for Transfer	
		CA	CSU General Education	
Ambriz	Dorializ	CA	Medical Assistant Administrative/Clinical	
Ancona	Carlos	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Angel	Martha	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AAT	Sociology for Transfer	
Anguiano	Alexander	CERT	Surveying Skill Builder	
Aparicio	Nallely	AA	Liberal Arts Art, Humanities, Communication	
Arcadio	Kelly	CA	IGETC General Education	
		AAT	Psychology for Transfer	
Arellano	Carlos	CA	Auto Technology Chassis Service	
		CA	Auto Technology Engine Service	
Arellano	Irene	AST	Business Administration for Transfer	
Arellano	Miriam	AA	Liberal Arts Art, Humanities, Communication	Honor
Barajas	Rosa	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Barona	Jair	CA	CSU General Education	
Barrera	Marilou	CA	CSU General Education	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Barrientos	Karen	CERT	Auto CAD 2D Basics	
Belanger	Lauren	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
		AA	Paralegal	
Benton	Jalani	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Bernstein	Paula	AA	Art	Honor
Blausey	Nathan	CERT	Surveying Skill Builder	
Bogosian	Dayne	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Brown	Kellin	AST	Business Administration for Transfer	
		CA	CSU General Education	
Brucker	Chrystelle	AA	Liberal Arts Math and Science	
Buenrostro	Francis	AA	Psychology	
Bui	VU	AST	Business Administration for Transfer	
		CA	CSU General Education	
		AA	Economics	
		AA	Liberal Arts Art, Humanities, Communication	
Cabanas	Ruth	CA	Medical Assistant Administrative/Clinical	
Cabrera	Carlos	CA	CSU General Education	
Campos	Ana	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Caridad	Kevin	CA	Accounting	
		CA	Computerized Accounting Quickbooks	
Carino	Catherine	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Carlos	Griselda	AA	Accounting	
Carmona	Alexis	CA	CSU General Education	
Carranza	Elizabeth	AST	Business Administration for Transfer	
		CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Castro	Jessica	AST	Administration of Justice for Transfer	Honor
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Ceja	Cesar	CA	Auto Technology Chassis Service	
Cervantes	Cristina	CA	CSU General Education	
Cervantes	Lisette	CA	Lawschool Pathway	
Chavez	Leonardo	AA	Art Digital Media	
Chavez Mena	Luis	CA	Auto Technology Drive Train	
Chico	Melissa	CERT	Computer Fundamentals for Business	
Cho	A Ram	CA	Pharmacy Technology Basic	
				High Honors
Coburn	Andrew	AS	Fire Technology Public Fire Service	
Contreras	Dudley	CA	IGETC General Education	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Contreras	Yesenia	CERT	Global Trade Skills	
Cordero	Judith	AA	Psychology	
Correa	Jason	CA	CSU General Education	
		AS	Fire Technology Public Fire Service	
Cortes	Ana	CA	CSU General Education	
Cruz	Daisy	AA	Liberal Arts Math and Science	
Cruz	Jennifer	AS	Pharmacy Technology	
Cuevas	Jessica	AST	Business Administration for Transfer	
		CA	CSU General Education	
Damazo	Beatriz	CA	Medical Assistant Administrative/Clinical	
Dang	Hung	CERT	3D Cad Skill Builder	
		CERT	Solidworks 3D Modeling	
Dang	Minh	CA	CSU General Education	
Davis	Mark	CA	Biotechnology Lab Tech QC Microbiology	
		CA	Biotechnology Biomanufacturing Tech	
Delavega	Sandra	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Delgado	Etlinn	AA	Sociology	
		AAT	Sociology for Transfer	
Diaz	Javier	CA	Accounting	
Dinh	David	CA	CNC Lathe Set Up and Operation	
Doan	Quynh	AS	Pharmacy Technology	
		CA	Pharmacy Technology Advanced	
		CA	Pharmacy Technology Basic	
Dominguez	Julio	CA	CSU General Education	
		AA	Liberal Arts American Studies	
Dominguez	Kathleen	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Downs	Steven	AA	Liberal Arts Social and Behavioral Science	
Duree	Nicole	CA	CSU General Education	
Egger	Michael	CA	CSU General Education	
		AS	Fire Technology Public Fire Service	
Esguerra	Cana	CA	Pharmacy Technology Basic	
Espino	Christina	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Espinoza	Daisy	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Flores	Adriana	CA	CSU General Education	
		AS	Science	
Flores	Cristian	CA	3D Animation with Art	
Flores	Daniel	CERT	Surveying Skill Builder	
Flores	Eduardo	CA	Accounting	
Fraga	Pamela	CA	IGETC General Education	
		AA	Liberal Arts Math and Science	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Franco	Galdina	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Gales	Nicholas	AST	Business Administration for Transfer	
Galstyan	Gohar	AA	Accounting	High Honors
		AS	Business Administration	High Honors
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	High Honors
Galvan	Jose	CERT	Surveying Skill Builder	
Gamboa	Alysia	AA	Kinesiology	
Garcia	Angela	AAT	Psychology for Transfer	
Garcia	Breanna	AAT	Psychology for Transfer	
Garcia	Laura	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Garcia	Shantal	AAT	Psychology for Transfer	
Gilbert	Tylor	AS	Fire Technology Public Fire Service	Honor
Giles	Alma	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Godinez	Yesica	AAT	Psychology for Transfer	Honor
Gomez	Cesar	AS	Physics	Honor
		AS	Science	Honor
Gomez	Christopher	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Gomez	Erika	AST	Business Administration for Transfer	
Gomez	Gerardo	AA	Liberal Arts Art, Humanities, Communication	
Gomez	Jesse	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Gomez	Marissa	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AAT	Sociology for Transfer	
Gomez	Marleen	CA	Pharmacy Technology Basic	
Gomez-Sandino	Isabel	CERT	Spanish/English Interpretation and Translation	
Gonzalez	Alejandra	CA	Advanced Arc-Semi-Automatic Welding	
		AA	Liberal Arts Art, Humanities, Communication	
		AS	Welding Technology	
Gonzalez	Brian	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
Gonzalez	Eldia	CA	Human Development Bilingual Preschool Associate Teacher	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Gonzalez	Isanahin	CA	Accounting	
Guerrero	Daisy	CA	CSU General Education	
		AAT	Psychology for Transfer	
Guerrero	Fernanda	CA	IGETC General Education	
Gurrola	Miguel	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Gutierrez	Jacob	CA	CSU General Education	
Gutierrez	Jesus	AS	Engineering Computer Aided Drafting and Design	
Guzman	Lesley	CA	IGETC General Education	
		AA	Liberal Arts Math and Science	High Honors
		AS	Math	High Honors
		AS	Physics	High Honors
		AS	Science	High Honors
Hebron	Desirae	CA	CSU General Education	
		AA	Liberal Arts Math and Science	Honor
		AS	Pre Nursing	Honor
Hernandez	Adrian	CA	IGETC General Education	
Hernandez	Aldair	AA	Liberal Arts Art, Humanities, Communication	
Hernandez	Carlos	CA	Fire Technology Prevention Officer	
Hernandez	Julio	AAT	Studio Arts for Transfer	
		CA	CSU General Education	
Hernandez	Juliza	CERT	Global Trade Skills	
Hernandez	Rafael	CERT	Computer Fundamentals for Business	
Hildebrandt	Mirella	CA	CSU General Education	
Hilton	Kimberly	AA	Criminal Justice	
Hitchcock	Michael	AS	Fire Technology Public Fire Service	
Ho	Huy	CERT	Freelancer	
		CERT	Management Small Business	
Hoang	Amy	CA	CSU General Education	
		AA	Liberal Arts Math and Science	
Hoang	An	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Hoang	Michael	CERT	Auto CAD 2D Basics	
Hoang	Vi	AA	Community Social Services	Honor
Horton	Jameson	AA	Liberal Arts Social and Behavioral Science	
Hua	Linh	CA	Computerized Bookkeeping Quickbooks	
		CA	Accounting	
		CA	Computerized Accounting Quickbooks	
Huang	Anne	AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Huynh	Shirley	AS	Biotechnology	Honor

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Ibarra	Josue	CA	CSU General Education	
		AAT	History for Transfer	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Iorns	Daniel	AS	Fire Technology Public Fire Service	High Honors
Janoski	Andrew	AS	Fire Technology Prevention Officer	
Jasso	Elizabeth	CERT	Spanish/English Interpretation and Translation	
Jimenez	Yenicia	AA	Communication Studies	
		AA	Liberal Arts Art, Humanities, Communication	
Jimenez	Zarema	CA	IGETC General Education	
Johnson	Ferran	AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
Johnson	Quvondo	AA	Liberal Arts Art, Humanities, Communication	
Juarez	Alize	CERT	Computer Fundamentals for Business	
Juarez	Jose	CERT	Management Human Resource	
Juarez Velez	Maria	CA	Child Development Infant/Toddler Teacher	
Koste	Colby	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Lagunas	Lizette	AST	Business Administration for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Lamb	Jason	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Landa	Mario	CERT	Surveying Skill Builder	
Landeros-Pardo	Vanessa	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
Lara	Alexis	AAT	Studio Arts for Transfer	Honor
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Le	Ha	AST	Business Administration for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Le	Minh	AST	Business Administration for Transfer	
		CA	CSU General Education	
Le	Tu	CA	CNC Programming Mastercam	
Leal	David	CA	CSU General Education	
			Human Development Bilingual Preschool Associate Teacher	
Lemus	Lupe	CA		
Leon	Jairo	AA	Community Social Services	
		CA	CSU General Education	
		AA	Liberal Arts Social and Behavioral Science	
Leopo	Mary	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Lopez	Angel	CERT	Global Trade Skills	
Lopez	Denisse	AA	Social Science	
Lopez	Erik	CA	IGETC General Education	
		AA	Liberal Arts Math and Science	
		AST	Math for Transfer	
		AS	Physics	
		AS	Science	
Lopez	Marco	CA	Accounting	
Lopez	Maritza	AA	Fashion Design Merchandising	
Lopez	Rudolphson	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Lozada	Daisy	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Lucas	Jonathan	CA	Computer Science	
		CERT	Computer Science Programming	
Luciano Luis	Lizbeth	AA	Liberal Arts Art, Humanities, Communication	
Luciano Luis	Lizeth	AA	Liberal Arts Art, Humanities, Communication	
Lujan	Citlali	AA	Liberal Arts Math and Science	
Maldonado	Claudia	CERT	Criminal Justice Corrections Officer	
Marquez	Steven	AS	Fire Technology Public Fire Service	Honor
		CA	Fire Technology Public Fire Service	
Marquez Perez	Jose	AS	Computer Information Systems	
Martell	Karen	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Martinez	Crystal	CA	CSU General Education	
		AA	Liberal Arts Social and Behavioral Science	
Martinez	Madeline	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Highest Honors
Martin-Taylor	Tony	CA	CSU General Education	
		AS	Fire Technology Public Fire Service	
Mateos	Jessica	CERT	Survey International Business	
McNulty	Brigitte	AAT	Communication Studies for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Mejorado	Alondra	CA	CSU General Education	
Mendez	Jair	CERT	Computer Fundamentals for Business	
Mendizabal	Leticia	CA	American Sign Language	
Mendoza	Karen	AAT	Psychology for Transfer	
Mendoza	Paul	CA	Computerized Bookkeeping Quickbooks	
Meyer	Daniel	CA	Fire Technology Public Fire Service	
Miranda	Dolores	CA	CSU General Education	
Miranda Estrada	Juan	CERT	Auto CAD 2D Basics	
Mitchell	Michael	CA	IGETC General Education	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Mohamed	Parisa	CERT	Surveying Skill Builder	
Molina	Linda	AST	Business Administration for Transfer	
		AA	Economics	
Montano	Fidelia	CA	Business Applications	
		CERT	Business Applications Office Management	
		CERT	Computer Fundamentals for Business	
Mora	Amanda	AA	Speech Language Pathology Assistant	Honor
Morales	Angel	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Moran	Joshua	AST	Business Administration for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Business and Technology	
Moroyoqui	Gabriela	CA	Pharmacy Technology Basic	
Moso	Joniel	AAT	Psychology for Transfer	
Muller	Christie	CA	CSU General Education	
		AS	Welding Technology	
Munoz	Jasmin	CA	Management	
		CERT	Management Supervision	
Nava	Elizabeth	CERT	Survey International Business	
Nava	Skyla	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
		AA	Liberal Arts Social and Behavioral Science	Honor
Nava	Thalia	AAT	Psychology for Transfer	
Neri	Kelly	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
Newberry	Matthew	AS	Fire Technology Prevention Officer	
Nguyen	Anh	AST	Business Administration for Transfer	Honor
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Nguyen	Anhtuan	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Nguyen	Chloe	AS	Chemistry	Honor
		CA	IGETC General Education	
		AA	Liberal Arts Math and Science	Honor
		AS	Science	Honor
Nguyen	Danny	CERT	Surveying Skill Builder	
Nguyen	Dung	CA	CNC Lathe Set Up and Operation	
Nguyen	Kenny	AA	Business Administration	
		AST	Business Administration for Transfer	
Nguyen	Kim Yen	AST	Business Administration for Transfer	
Nguyen	Manh	AA	Computer Information Systems	
		CA	Computer Information Systems	
Nguyen	My	AST	Biology for Transfer	High Honors

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
		AST	Biology for Transfer	Highest Honors
		AS	Chemistry	High Honors
		CA	IGETC General Education	
		AS	Science	High Honors
Nguyen	Ngan	CA	CSU General Education	
		AA	Liberal Arts Math and Science	
Nguyen	Nhan	CA	CNC Progamming Mastercam	
Nguyen	Nhi	CA	Medical Assistant Administrative/Clinical	
Nguyen	Phuc	CA	Computer Information Systems	
Nguyen	Quynh	AST	Biology for Transfer	High Honors
		CA	IGETC General Education	
		AS	Science	High Honors
Nguyen	Sabine	AST	Business Administration for Transfer	
Nguyen	Thuy	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
		AS	Science	
Nguyen	Tony	CA	CNC Milling Machine Set Up and Operation	
Nieto Arrieta	Monica	CERT	Business Applications Office Management	
Nosalek	Chris	CA	CSU General Education	
		AA	Liberal Arts Math and Science	
		AS	Physics	
		AS	Science	
Olivares	Ruben	CA	Welding Technology	
Onet	Mircea	AS	Engineering Computer Aided Drafting and Design	Honor
		AS	Engineering Drafting and Design	Honor
Orozco	Jesus	CA	Automotive Business Technology	
		CA	Auto Technology Chassis Service	
		CA	Auto Technology Engine Service	
Orozco	Narcisa	AA	Criminal Justice	
Ortiz	Gabriela	AAT	Psychology for Transfer	
Ortiz	Josie	CERT	Auto CAD 2D Basics	
Ortiz Gonzalez	Kevin	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Othmer	Cole	AS	Fire Technology Public Fire Service	
Pantoja	Salvador	CA	CSU General Education	
		AAT	Psychology for Transfer	
Pary	Allison	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Pasillas	Ana	CERT	Business Applications Office Management	

Santa Ana College
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STUDENT NAME		DEGREE	MAJOR	HONORS
Peraza	Vanessa	AAT	Psychology for Transfer	
Perez	Israel	CA	Pharmacy Technology Basic	
Perkins	Jennifer	CERT	Fashion Costume Design	
Perone	Bernard	AA	Liberal Arts Art, Humanities, Communication	
Peterson	Megan	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
		AA	Nutrition	
Pham	Hoang	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Pham	Thu	AS	Chemistry	High Honors
		CA	IGETC General Education	
		AA	Liberal Arts Math and Science	High Honors
		AS	Science	High Honors
Pham	Tran	AST	Business Administration for Transfer	Honor
		AA	Liberal Arts Art, Humanities, Communication	Honor
		AA	Liberal Arts Math and Science	Honor
Phillips	James	CERT	Auto CAD 2D Basics	
Pineda	Dannaed	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
Porraz	Gisela	AS	Medical Assistant Administrative/Clinical	
Posada	Estela	CERT	Entertainment Lighting Technology	
Price	Tara	AA	Liberal Arts Social and Behavioral Science	
Quinonez	Fernando	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
		AS	Physics	
		AST	Physics for Transfer	
Quintero	Anna	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Rahimi	Imran	AA	Liberal Arts Art, Humanities, Communication	
Raigoza	Francisco	AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts American Studies	
Ramirez	Elizabeth	CA	Child Development Bilingual Preschool Associate Teacher	
Ramirez	Felipe	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Ramirez	Karina	AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
Ramirez Valenzuela	Marcella	AAT	Psychology for Transfer	Honor

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Rangel	Jessica	AA	Community Social Services	Honor
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
		AA	Liberal Arts Social and Behavioral Science	Honor
Raya	Belen	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	High Honors
Redfield	Floyd	AA	Liberal Arts Social and Behavioral Science	
Reyna	Amanda	CERT	Global Trade Skills	
Rico	Michelle	AS	Registered Nursing	
Rindt	Karina	CA	Photography	
Rivera	Ruben	AST	Business Administration for Transfer	
Rocha	Arturo	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Rocha	Francisco	AA	Liberal Arts Math and Science	
Rodriguez	Humberto	AA	Liberal Arts Art, Humanities, Communication	
		AS	Math	
		AST	Math for Transfer	
Rodriguez	Marina	AA	Liberal Arts American Studies	
		AA	Television/Video	
Rodriguez	Michelle	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Rodriguez	Nancy	CA	Medical Assistant Administrative/Clinical	
Rodriguez	Selene	CA	CSU General Education	
		AA	Elementary Education	
		AA	Liberal Arts Art, Humanities, Communication	
Rodriguez	Stephen	AA	Liberal Arts Art, Humanities, Communication	
			Human Development Bilingual Preschool Associate Teacher	
Rodriguez Alvarado	Liliana	CA	Human Development Bilingual Preschool Associate Teacher	
Rojas	Paula	CERT	Surveying Skill Builder	
Rosales	Maria	AA	Paralegal	
Ross	Tyler	AS	Fire Technology Public Fire Service	
Sabillon	Alicia	AA	Management	
		CA	Management	
		CERT	Management Supervision	
Sakowicz	Nicolas	AA	Business Management	
		CA	Management	
Salas	Maria	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Salce	James	AA	Liberal Arts Business and Technology	
Saldana	Edgar	CERT	3D Cad Skill Builder	
		AS	Engineering Architectural, Civil, Construction	
Salgado	Francisco	CA	IGETC General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
		AA	Psychology	
Sallee	Susan	CERT	Enrolled Agent	
Sanchez	Ann Marie	CERT	Global Trade Skills	
Sanchez	Cynthia	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Sanchez	Edaniell	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
Sanchez	Guadalupe	CA	CSU General Education	
Sapla	Raven	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Sarabia	David	CA	CSU General Education	
Sequeiros Lihon	Gabriel	AST	Business Administration for Transfer	
		AA	Economics	
		CA	IGETC General Education	
Serrano	Velia	AA	Liberal Arts Art, Humanities, Communication	
Siegfried	Lauren	CERT	Entertainment Lighting Technology	
Silva	Christian	CA	Auto Technology Advanced Engine	
Silva	Drew	CA	IGETC General Education	
		AAT	Psychology for Transfer	
Silva	Felipe	AST	Administration of Justice for Transfer	Honor
Silverman	Chris	CERT	Solidworks 3D Modeling	
		CA	Manufacturing Tech Conventional	
		CA	CNC Lathe Set Up and Operation	
Smith	Jazmine	CA	CSU General Education	
Soriano	Joanna	AAT	Psychology for Transfer	
Starr	Chad	AS	Fire Technology Public Fire Service	
Stone	Stephen	AS	Fire Technology Public Fire Service	
Strilio	Samantha	AA	Fashion Design and Custom Clothing	Honor
Sucharda	Angelyne	CA	CSU General Education	
Talavou	Louhuni	AS	Business Administration	
		CA	CSU General Education	
Tallichet	Ashley	AST	Business Administration for Transfer	
		CA	CSU General Education	
Tamayo	Mauricio	CA	CNC Lathe Set Up and Operation	
		CA	CNC Programming Mastercam	
Tang	Tu	AA	Liberal Arts Math and Science	Honor
Tellez	Israel	AST	Business Administration for Transfer	
Teran	Jesse	AST	Business Administration for Transfer	Honor
		CA	CSU General Education	
Topete	Yvette	AS	Medical Assistant Administrative/Clinical	
Tran	John	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
		AA	Liberal Arts Math and Science	Honor
		AS	Welding Technology	Honor
		CA	Welding Technology	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Tran	Lan	CA	IGETC General Education	
Tran	Mien	CA	IGETC General Education	
Tran	Nghi	CA	IGETC General Education	
		AA	Liberal Arts Math and Science	Honor
		AS	Science	Honor
Tran	Ngoc	CA	IGETC General Education	
		AS	Science	Honor
Tran	Phuong	AA	Liberal Arts Math and Science	Honor
Trejo	Francisco	AST	Business Administration for Transfer	Honor
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	Honor
Trujillo	Elizabeth	CA	CSU General Education	
		AA	Liberal Arts Math and Science	
Truong	Angela	AA	Liberal Arts Art, Humanities, Communication	
Tsuruoka	Kazuya	CA	CSU General Education	
Valdez	Cristina	CA	CSU General Education	
		AA	Liberal Arts Social and Behavioral Science	
		AAT	Sociology for Transfer	
Valdez	Rocio	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Social and Behavioral Science	
		AAT	Sociology for Transfer	
Valencia	Ashley	AA	Liberal Arts Art, Humanities, Communication	Honor
Van	Vy	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Vargas	Andrea	AAT	Psychology for Transfer	Honor
Vargas Sandoval	Brenda	AAT	Communication Studies for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
Vasquez	Serena	CA	CSU General Education	
		AA	Elementary Education	
		AA	Liberal Arts Art, Humanities, Communication	
Vasquez	Steven	CERT	Entertainment Lighting Technology	
Velasco	Lucina	CA	IGETC General Education	
Velazquez	Bereniz	AA	Liberal Arts Kinesiology and Wellness	
Victor	Aracely	CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	
		AA	Liberal Arts Math and Science	
Vilchis	Steven	AST	Administration of Justice for Transfer	
Villalobos	Gabriel	CA	IGETC General Education	
Villalobos	Juan	AST	Math for Transfer	
		AS	Science	
Villanueva	Luis	AST	Administration of Justice for Transfer	
		CA	CSU General Education	
		AA	Liberal Arts Art, Humanities, Communication	

**Santa Ana College
Graduate List
Summer 2017**

STUDENT NAME		DEGREE	MAJOR	HONORS
Villena	Maria	CERT	Spanish/English Interpretation and Translation	
		AA	Liberal Arts Art, Humanities, Communication	
Vizcaya	Joshua	AA	Liberal Arts Kinesiology and Wellness	
Vo	Tram	AA	Accounting	
		CA	Accounting	
Vu	Nhi	AA	Liberal Arts Art, Humanities, Communication	
Vu	Tien	CA	CNC Milling Machine Set Up and Operation	
		CA	CNC Programming Mastercam	
Vue	Ka	AA	Liberal Arts Art, Humanities, Communication	
Vuong	Jason	AA	Kinesiology	
Williams	Philip	CA	Auto Technology Engine Performance	
Willis	Randy	CA	CSU General Education	
Wong	Christopher	AA	Liberal Arts Art, Humanities, Communication	
Zarate	Itzayana	AA	Elementary Education	
Zepeda	Veronica	AA	Liberal Arts Social and Behavioral Science	
		CERT	Management Human Resource	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College – Student Services

To:	Board of Trustees	Date: November 13, 2017
Re:	Confirmation of Associate Degrees and Certificates Awarded in Summer 2017	
Action:	Request for Approval	

BACKGROUND

Attached is a list of students who successfully completed coursework at Santiago Canyon College leading to an associate of arts degree, associate in arts for transfer degree, associate of science degree, associate in science for transfer degree, certificate of achievement, and/or certificate of proficiency for Summer 2017. Also attached are the statistical tables showing degrees and certificates awarded by major.

ANALYSIS

Santiago Canyon College awarded 141 associate degrees, 37 associate degrees for transfer, 271 certificates of achievement and 140 certificates of proficiency in Summer 2017.

RECOMMENDATION

It is recommended that the Board of Trustees confirm the Associate Degrees and Certificates Awarded in Summer 2017.

Fiscal Impact: None	Board Date: November 13, 2017
Prepared by: Ruth Babeshoff, Interim Vice President of Student Services	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Summer 2017 - Degree

Associate Degree - Major	Summer 2016	Summer 2017
Accounting (AS)	1	
Anthropology (AA)		
Anthropology (AA-T) <i>effective 2013-2014</i>		
Apprenticeship - Maintenance Mechanic		
Apprentice I (AS)		
Apprentice II (AS)		
Apprenticeship - Power Lineman (AS)		
Apprenticeship - Surveying (AS)		
Chainman (AS)		
Chief of Party (AS)		1
Art		
Digital Media Arts		
Graphic Design (AS)	1	1
Studio Arts (AA-T) <i>effective 2013-2014</i>	3	2
Biology (AS)		
Biology (AS)	1	3
Biotechnology (AS)		2
Business Administration (AS)		2
Business Administration (AS-T) <i>effective 2012-2013</i>	12	11
Business Management (AS)		1
Business Management - Entrepreneurship (AS)		2
Chemistry (AS)	4	4
Communication (AA)		
Communication Studies (AA-T) <i>effective 2011-2012</i>	1	3
Computer Information Systems (AS)		
Computer Science (AS)	2	5
Cosmetology (AS)		
Economics (AA)		
Economics (AA-T) <i>effective 2015-2016</i>		
Elementary Education (AA)	1	
Elementary Education (AA-T) <i>effective 2013-2014</i>		1
English (AA)		
English (AA-T) <i>effective 2012-2013</i>	3	1
Gemology (AS)		1
Geography (AA)		
Geology (AS)		
History (AA)		
History (AA-T) <i>effective 2013-2014</i>		1
Human Development: Infant-Toddler (AA)		
Kinesiology (AA-T) <i>effective 2014-2015</i>		
Liberal Arts		
Liberal Arts: University Transfer Studies		
Liberal Arts: Arts, Humanities & Communication (AA)	66	57
Liberal Arts: Mathematics & Sciences (AS)	23	28
Liberal Arts: Multi-Cultural Studies (AA)		1
Liberal Arts: Social & Behavioral Sciences (AA)	30	21
Management, General (AA)		
Marketing, General (AA)		
Mathematics (AA)		
Mathematics (AS-T) <i>effective 2012-2013</i>	4	4
Modern Languages (AA)		
Philosophy (AA)		
Philosophy (AA-T) <i>effective 2013-2014</i>		

SANTIAGO CANYON COLLEGE
Summer 2017 - Degree

Associate Degree - Major	Summer 2016	Summer 2017
Physics (AS)		
Physics (AS-T) <i>effective 2012-2013</i>	4	3
Political Science (AA)		
Political Science (AA-T) <i>effective 2013-2014</i>	1	2
Psychology (AA)		
Psychology (AA-T) <i>effective 2012-2013</i>	6	6
Public Works		
Management (AS)		
Construction Inspection (AS)	1	1
Construction Management (AS)	1	
Environmental Management (AS)	1	
Real Estate (AS)	1	2
Science (AS)		2
Social Science (AA)		
Sociology (AA)		1
Sociology (AA-T) <i>effective 2011-2012</i>	1	3
Spanish (AA-T) <i>effective 2013-2014</i>		
Survey/Mapping Sciences- Land Surveying (AS)		3
Water Utility Science		
Wastewater/Environmental Sanitation (AS)	1	1
Water Distribution (AS)	1	1
Water Treatment (AS)	1	1
Cumulative Degree Total	171	178
AA Degrees	113	80
AA-T Degrees	15	19
AS Degrees	23	61
AS-T Degrees	20	18

SANTIAGO CANYON COLLEGE
Summer 2017 - Certificates

Certificate of Achievement	Summer 2016	Summer 2017
Accounting		3
American Sign Language	1	1
Apprenticeship: Barbering		
Apprenticeship: Carpentry		
Acoustical Tile		
Drywall/Lather		
Apprenticeship: Cosmetology		
Apprenticeship: Electricity		
Industrial	1	1
Intelligent Transportation System		
Sound Installer		
Apprenticeship: Maintenance Mechanic		
Apprentice I		5
Apprentice II		1
Apprenticeship: Operating Engineers		
Heavy Equipment Operator		4
Plant Equipment/Rock, Sand & Gravel		
Special Inspector		
Apprenticeship: Power Lineman		3
Apprenticeship: Surveying		
Chainman		10
Chief of Party		5
Art		
Digital Media		
Graphic Design		3
Interactive Design		
Web Design		
Biology		
Biotechnology Biomanufacturing Technician		3
Biotechnology Laboratory Technician: Food Safety		
General Biotechnology Technician		1
Business Management - Entrepreneurship		
CSU General Education Breath	62	69
Computer Information Systems		2
Computer Science		23
Cosmetology		25
Gemology	2	4
IGETC - General Education Breadth	29	39
Management: Retail Management		
Public Works - Management		
Public Works - Construction Inspection		4
Public Works - Construction Management		1
Public Works - Environmental Management		
Real Estate		3
Survey/Mapping Sciences - Land Surveying	1	17
Water Utility Science		
Wastewater/Environmental Sanitation		7
Water Distribution	3	20
Water Treatment	1	17
Total, Certificate of Achievement (CA)	100	271

SANTIAGO CANYON COLLEGE
Summer 2017 - Certificates

Certificate of Proficiency	Summer 2016	Summer 2017
Accounting		
Computerized		1
General Accounting		41
Biology		
Biotechnology Lab Assistant		8
Business Management	1	31
Child Development:		
Early Child, Infant/Toddler	1	3
Basic Early Childhood Preschool	1	
CIS - Web Programming		1
Computer Sci: Applied Robotics/Embedded Prog.		
Cosmetology		
Cosmetician		
Esthetician		3
Manicuring		
Education:		
After School Program Assistant		1
After School Program Associate Teacher		1
Management:		
Human Resource Management		2
Supervision		2
Marketing:		
Advertising	1	22
General	1	19
Web Marketing		
Project Management		
Public Works:		
Code Enforcement Officer		
Supervisor		
Real Estate:		
Appraisal		
Salesperson		4
Survey/Mapping - Land Surveying Technician		
TV/Video Communications- Media Studies		1
Water Utility Supervisor		
Total, Certificate of Proficiency (CERT)	5	140
Cumulative Certificate Total	105	411

For privacy purposes, some names have been omitted per the request of the student at the time of filing of a graduation petition.

DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1672581	Aburto	Cesar	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
1073245	Acenas	Valeria	CA	Cosmetology CA SCC	2017SU		
1993443	Aguiar	Bobby	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
1993443	Aguiar	Bobby	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2110112	Aimua	Sydney	CA	IGETC General Ed Breadth (CA)	2017SU		
2047572	Aldridge	Dylan	CA	APPR: Oper Engin: Heavy Equip. / Landscape Operator (CA)	2017SU		
1130951	Alms	Benjamin	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
1759943	Alvarez	Stephanie	CA	CSU General Education Breadth CA SCC	2017SU		
1759943	Alvarez	Stephanie	AST	Business Administration AS-T SCC	2017SU		
1570063	Antonio	Nicolas	AST	Physics AS-T SCC	2017SU		
1570063	Antonio	Nicolas	CA	CSU General Education Breadth CA SCC	2017SU		
1178089	Anzora	Juan	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
2165422	Apodaca	Kathryn	AAT	Psychology AA-T SCC	2017SU		
2165422	Apodaca	Kathryn	CA	CSU General Education Breadth CA SCC	2017SU		
1942293	Argueta	Rafael	AS	Biotechnology AS SCC	2017SU		
1942293	Argueta	Rafael	CA	Biotechnology Biomanufacturing Technician CA SCC	2017SU		
1942293	Argueta	Rafael	CA	General Biotechnology Technician CA SCC	2017SU		
1942293	Argueta	Rafael	CA	CSU General Education Breadth CA SCC	2017SU		
2075329	Arreola	Alexis	AAT	Sociology AA-T SCC	2017SU		
2075329	Arreola	Alexis	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2075329	Arreola	Alexis	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2075329	Arreola	Alexis	CA	CSU General Education Breadth CA SCC	2017SU		
1923924	Ashford	Kyle	CERT	Business Management CERT SCC	2017SU		
1216655	Astilleros	Emigdio	CA	Gemology CA SCC	2017SU		
2119949	Atuatasi	Sunika	CA	APPR: Power Lineman (CA)	2017SU		
1232155	Avisé	Grant	CERT	Marketing: Advertising CERT SCC	2017SU		
1232155	Avisé	Grant	CERT	Marketing: General Marketing CERT SCC	2017SU		
2072644	Baca	Brian	CA	Computer Science CA SCC	2017SU		
1113962	Bahena	Karol	CA	Cosmetology CA SCC	2017SU		
1246292	Bahna	Andrew	AA	Sociology (AA)	2017SU	With Honors	Departmental Honors
2171700	Baker	Ramona	AAT	Elementary Teacher Education AA-T SCC	2017SU	With High Honors	Departmental Honors
2027581	Banuelos	Alejandro	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
1842025	Bartz	Nicolas	CERT	Business Management CERT SCC	2017SU		
2155236	Bell	Sean	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
1337214	Bennett	Kimberly	CERT	Biotechnology Lab Assistant CERT SCC	2017SU		
2071627	Bernhart	Lauren	CA	Cosmetology CA SCC	2017SU		
2048436	Billingsley	Stacie	CA	Accounting CA SCC	2017SU		
1739293	Bintliff	Robert	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2143324	Bolme	Ryan	CERT	Accounting- General CERT SCC	2017SU		
2274265	Braddock	Heather	CERT	Human Development: Infant/Toddler CERT SCC	2017SU		
2071796	Bravo-Lopez	Gabriela	CA	Cosmetology CA SCC	2017SU		
2124781	Bridgford	Benjamin	CERT	Business Management CERT SCC	2017SU		
2124781	Bridgford	Benjamin	CERT	Marketing: General Marketing CERT SCC	2017SU		
1964548	Broome	Andrew	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		

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For privacy purposes, some names have been omitted per the request of the student at the time of filing of a graduation petition.

DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1676881	Bustamante	Steven	CA	Computer Science CA SCC	2017SU		
1798743	Caddell	Stephanie	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
1519660	Canaday	Laura	CERT	Marketing: General Marketing CERT SCC	2017SU		
1997185	Cantrell	Jeffrey	CA	Public Works: Construction Management (CA)	2017SU		
2150454	Cardinale	Jonathan	CA	IGETC General Ed Breadth (CA)	2017SU		
2150454	Cardinale	Jonathan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2071661	Castaneda	Alexander	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2071661	Castaneda	Alexander	CA	CSU General Education Breadth CA SCC	2017SU		
2028869	Castillo	Chris	AAT	Studio Arts AA-T SCC	2017SU		
2028869	Castillo	Chris	CA	CSU General Education Breadth CA SCC	2017SU		
2021090	Castro	Angela	CA	Cosmetology CA SCC	2017SU		
1665142	Cervantes	Michael	CA	CSU General Education Breadth CA SCC	2017SU		
1111500	Chagaris	Jason	AS	APPR: Surveying: Chief of Party (AS)	2017SU		
1918132	Chapman	Michael	AS	Biotechnology AS SCC	2017SU		
2191070	Charbeneau	Richard	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
1764096	Christiansen	Zachary	CERT	Digital Media Studies CERT SCC	2017SU		
2087286	Christy	Samuel	CA	Computer Science CA SCC	2017SU		
2150926	Colgan	Kasey	CERT	Education: After School Program Assistant CERT SCC	2017SU		
1669156	Colin	Bryan	CERT	Accounting- General CERT SCC	2017SU		
2161873	Collett	James	CERT	Marketing: Advertising CERT SCC	2017SU		
2161873	Collett	James	CERT	Marketing: General Marketing CERT SCC	2017SU		
2110299	Collins	Daniel	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2144821	Collins	Madison	CA	CSU General Education Breadth CA SCC	2017SU		
2144821	Collins	Madison	AST	Business Administration AS-T SCC	2017SU		
1216430	Conriquez	Jack	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1216430	Conriquez	Jack	CA	CSU General Education Breadth CA SCC	2017SU		
1217618	Contreras	Adrian	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1217618	Contreras	Adrian	CA	CSU General Education Breadth CA SCC	2017SU		
1670090	Cooper	Laura	AAT	Psychology AA-T SCC	2017SU	With High Honors	Departmental Honors
2088662	Copenbarger	Lindsay	CERT	Business Management CERT SCC	2017SU		
2163876	Corbin	John	CA	IGETC General Ed Breadth (CA)	2017SU		
2163876	Corbin	John	AST	Business Administration AS-T SCC	2017SU		
1888047	Cordova	Daniel	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
1888047	Cordova	Daniel	CA	CSU General Education Breadth CA SCC	2017SU		
1934837	Corona	Maria de Los	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1934837	Corona	Maria de Los	CA	CSU General Education Breadth CA SCC	2017SU		
1910887	Corrigan	Chase	CA	APPR: Maint Mechanic: Maint Mechanic Apprentice 1 (CA)	2017SU		
2036587	Cota	Raul	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2036587	Cota	Raul	CA	CSU General Education Breadth CA SCC	2017SU		
1297708	Curry	Nichelle	CA	Cosmetology CA SCC	2017SU		
2229693	Dallas	Heather	CA	Cosmetology CA SCC	2017SU		
1322278	DaRe	Patrick	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
2121157	Davis	Rachel	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2074103	De la Rosa	Olivia	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		

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For privacy purposes, some names have been omitted per the request of the student at the time of filing of a graduation petition.

DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS
2074103	De la Rosa	Olivia	CA	CSU General Education Breadth CA SCC	2017SU	
1368873	Del Rio	Freddy	CA	APPR: Surveying: Chief of Party (CA)	2017SU	
1947971	Delgadillo	Brandon	CERT	Business Management CERT SCC	2017SU	
1384431	Desalvo	Jonathan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2081149	Deweese	Ryan	CERT	Accounting- General CERT SCC	2017SU	
2066338	Dimassa	Nichole	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
2275617	Dittmar	Alexandra	CERT	Cosmetology: Esthetician CERT SCC	2017SU	
1896787	Doering	Lauren	CA	IGETC General Ed Breadth (CA)	2017SU	
2143791	Donguyen	Anni	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors
2143791	Donguyen	Anni	CA	CSU General Education Breadth CA SCC	2017SU	
2142784	Dostzada	Sadie	CA	CSU General Education Breadth CA SCC	2017SU	
2193762	Duarte	Stephen	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
1925028	Duque Torres	Carlos	CERT	Business Management CERT SCC	2017SU	
2100309	Duran	Sergio	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
2213448	Einck	Garrett	AAT	Communication Studies AA-T SCC	2017SU	
1504018	Ereren	Artun	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
2016318	Esmaili Ghahfarokhi	Hila	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
2217173	Esqueda	Erik	AAT	Communication Studies AA-T SCC	2017SU	
2217173	Esqueda	Erik	CA	CSU General Education Breadth CA SCC	2017SU	
2078654	Ethridge	Glendy	CERT	Business Management CERT SCC	2017SU	
2078654	Ethridge	Glendy	CERT	Accounting- General CERT SCC	2017SU	
1942463	Fairfield	Camron	CERT	Business Management CERT SCC	2017SU	
2177331	Falkow	Mikayla	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Highest Honors
2138279	Farah	Matthew	CA	Computer Science CA SCC	2017SU	
2164933	Fauquet	Olivia	CA	Cosmetology CA SCC	2017SU	
2146539	Fernandez	Euronymous	CA	American Sign Language CA SCC	2017SU	
1929863	Fernandez	Francisco	CERT	Biotechnology Lab Assistant CERT SCC	2017SU	
1820722	Fickenscher	Sailon	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	
2121788	Flores	Jorge	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
2176516	Floyd	Samuel	CA	Public Works: Construction Inspection CA SCC	2017SU	
2176516	Floyd	Samuel	AS	Public Works: Construction Inspection AS SCC	2017SU	
2176212	Fornelli	Ron	CA	Public Works: Construction Inspection CA SCC	2017SU	
1932622	Fox	Emily	CA	CSU General Education Breadth CA SCC	2017SU	
1932622	Fox	Emily	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	
1932622	Fox	Emily	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1846243	Franco	Andrea	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2185107	Fraser	John	CA	CSU General Education Breadth CA SCC	2017SU	
2185107	Fraser	John	AAT	Political Science AA-T SCC	2017SU	
2083370	Fruge	Alicia	CERT	Marketing: Advertising CERT SCC	2017SU	
2083370	Fruge	Alicia	CERT	Marketing: General Marketing CERT SCC	2017SU	
2009160	Fuller	Megan	AST	Business Administration AS-T SCC	2017SU	
1908303	Galindo	Jose	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1908303	Galindo	Jose	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
1908303	Galindo	Jose	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	

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For privacy purposes, some names have been omitted per the request of the student at the time of filing of a graduation petition.

DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1908303	Galindo	Jose	CA	CSU General Education Breadth CA SCC	2017SU		
1895784	Gallardo Morales	Mariela	CA	Cosmetology CA SCC	2017SU		
2053995	Galvan	Gilbert	CA	CSU General Education Breadth CA SCC	2017SU		
2184361	Gambill	Kymber	CA	Cosmetology CA SCC	2017SU		
2227341	Garcia	David	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2150659	Garcia	Desiree	CERT	Marketing: Advertising CERT SCC	2017SU		
1934314	Garcia	Matthew	CA	Computer Science CA SCC	2017SU		
2168875	Gattu	Anirudh Siddaratha	CA	Art: Digital Media Arts- Graphic Design CA SCC	2017SU		
2089044	Gibson	Patrick	CERT	Accounting- General CERT SCC	2017SU		
2101791	Gilmour	Andrew	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	With Highest Honors	
2101791	Gilmour	Andrew	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Highest Honors	
2101791	Gilmour	Andrew	CA	IGETC General Ed Breadth (CA)	2017SU		
2185627	Givens	Scott	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2185627	Givens	Scott	AS	Survey/Mapping Sci: Land Surveying AS SCC	2017SU		
2185627	Givens	Scott	CA	CSU General Education Breadth CA SCC	2017SU		
1876956	Glandorf	Matthew	CERT	Business Management CERT SCC	2017SU		
1876956	Glandorf	Matthew	CERT	Accounting- General CERT SCC	2017SU		
2170747	Godinez	Sabrina	CA	CSU General Education Breadth CA SCC	2017SU		
1696080	Gomez	Braulio	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
1965597	Gonzales	Robert	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2014781	Gonzalez	Christopher	CERT	Accounting- General CERT SCC	2017SU		
2017916	Gonzalez	Felipe	CA	APPR: Maint Mechanic: Maint Mechanic Apprentice 1 (CA)	2017SU		
2008836	Gonzalez	Jeanette	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2008836	Gonzalez	Jeanette	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2158087	Good	Wade	CERT	Accounting- General CERT SCC	2017SU		
1316286	Goodman	Robert	CA	Computer Science CA SCC	2017SU		
1316286	Goodman	Robert	AS	Computer Science AS SCC	2017SU	With High Honors	Departmental Honors
1788581	Goodwin	Jack	CERT	Marketing: General Marketing CERT SCC	2017SU		
1788581	Goodwin	Jack	CERT	Marketing: Advertising CERT SCC	2017SU		
2100457	Gosselin	Jack	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2100457	Gosselin	Jack	CA	CSU General Education Breadth CA SCC	2017SU		
2218123	Gottlieb	John	CA	Gemology CA SCC	2017SU		
1354401	Grimm	Jeffrey	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
1354401	Grimm	Jeffrey	AS	Survey/Mapping Sci: Land Surveying AS SCC	2017SU		
2225600	Gunther	Bryan	CERT	Marketing: General Marketing CERT SCC	2017SU		
2112194	Gutierrez	Miguel	CA	CSU General Education Breadth CA SCC	2017SU		
2112194	Gutierrez	Miguel	AST	Business Administration AS-T SCC	2017SU		
2163859	Guzman	Bryana	CA	IGETC General Ed Breadth (CA)	2017SU		
1405191	Hall	Jeremy	CERT	Marketing: General Marketing CERT SCC	2017SU		
2088263	Hammar	Gregory	CA	APPR: Surveying: Chainman (CA)	2017SU		
1955692	Hammersmith	Greg	CA	CSU General Education Breadth CA SCC	2017SU		
1955692	Hammersmith	Greg	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1911489	Hand	Wayne	CA	Computer Science CA SCC	2017SU		
1981147	Hansen	Jessica	AAT	Psychology AA-T SCC	2017SU	With Highest Honors	Departmental Honors

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1981147	Hansen	Jessica	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	With Highest Honors	
1981147	Hansen	Jessica	CA	IGETC General Ed Breadth (CA)	2017SU		
1981147	Hansen	Jessica	AST	Business Administration AS-T SCC	2017SU	With Highest Honors	Departmental Honors
1981147	Hansen	Jessica	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Highest Honors	
1424145	Hanson	Nicholas	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
1424145	Hanson	Nicholas	CA	IGETC General Ed Breadth (CA)	2017SU		
2090708	Harkins Jr	John	CERT	Business Management CERT SCC	2017SU		
2051157	Haro	David	CA	APPR: Oper Engin: Heavy Equip. / Landscape Operator (CA)	2017SU		
1911495	Hartman	Alexis	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
1911495	Hartman	Alexis	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1911495	Hartman	Alexis	CA	CSU General Education Breadth CA SCC	2017SU		
2093531	Hartman	Christopher	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2093531	Hartman	Christopher	CA	IGETC General Ed Breadth (CA)	2017SU		
2013192	Hartwig	Brooke	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2013192	Hartwig	Brooke	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2013192	Hartwig	Brooke	CA	CSU General Education Breadth CA SCC	2017SU		
2151950	Haukka	Cory	CA	APPR: Surveying: Chainman (CA)	2017SU		
1451030	Hausmaninger	Richard	CA	APPR: Surveying: Chief of Party (CA)	2017SU		
2088453	Hayes	Douglas	CA	APPR: Surveying: Chainman (CA)	2017SU		
1459483	Heard	Kyle	CA	Art: Digital Media Arts- Graphic Design CA SCC	2017SU		
2094344	Hernandez	Frank	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2055983	Hernandez	Jose	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2055983	Hernandez	Jose	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2055983	Hernandez	Jose	CA	CSU General Education Breadth CA SCC	2017SU		
1493386	Hernandez	Maria	CA	Cosmetology CA SCC	2017SU		
2000813	Hernandez	Sarai	CA	Cosmetology CA SCC	2017SU		
1670602	Herr	Heather	CERT	Marketing: Advertising CERT SCC	2017SU		
1501007	Herrbach	Michael	CERT	Management: Supervision CERT SCC	2017SU		
1525316	Hisgen	Donna	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2071795	Hodge	Zane	CA	Computer Science CA SCC	2017SU		
1867571	Hom	Nathaniel	CA	Computer Science CA SCC	2017SU		
1734468	Horn	Daniel	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
2101045	Howe	Brittney	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2080085	Howmann	Spencer	CA	Computer Science CA SCC	2017SU		
2263350	Hunter	Kawana	CERT	Human Development: Infant/Toddler CERT SCC	2017SU		
2193299	Huynh	Tam	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
2143335	Issa	Juliet	CA	IGETC General Ed Breadth (CA)	2017SU		
1917289	Issa	Katrina	CERT	Marketing: Advertising CERT SCC	2017SU		
1917289	Issa	Katrina	CERT	Marketing: General Marketing CERT SCC	2017SU		
2042891	Jhita	Kabir	CERT	Business Management CERT SCC	2017SU		
2056094	Jonke	Alexis	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	With Honors	
2056094	Jonke	Alexis	CA	CSU General Education Breadth CA SCC	2017SU		
1807919	Kalbasi-Isfahani	Zahra	CERT	Real Estate: Salesperson CERT SCC	2017SU		
1238311	Kaupelis	William	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS
1970150	Kaur	Karnvir	CERT	Business Management CERT SCC	2017SU	
2011941	Khatib	Reem	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2011941	Khatib	Reem	CA	IGETC General Ed Breadth (CA)	2017SU	
2011941	Khatib	Reem	AST	Business Administration AS-T SCC	2017SU	
2208896	Kim	Abigail	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors
2208896	Kim	Abigail	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	With Honors
2208896	Kim	Abigail	CA	IGETC General Ed Breadth (CA)	2017SU	
2091566	Kim	Brandon	AS	Biology AS SCC	2017SU	With Honors
2091566	Kim	Brandon	CA	IGETC General Ed Breadth (CA)	2017SU	
2091566	Kim	Brandon	AS	Chemistry AS SCC	2017SU	With Honors
1761882	Kim	Chris	CERT	Business Management CERT SCC	2017SU	
1813289	Kliman	Matthew	CA	Computer Information Systems CA SCC	2017SU	
1320228	Kovalesky	Benita	CERT	Management: Supervision CERT SCC	2017SU	
1324381	Krebs	Eric	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU	
1324381	Krebs	Eric	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
1324381	Krebs	Eric	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
1331203	Kudo	Jean	CERT	Accounting- General CERT SCC	2017SU	
2140427	Kumari	Neha	CERT	Marketing: Advertising CERT SCC	2017SU	
2140427	Kumari	Neha	CERT	Marketing: General Marketing CERT SCC	2017SU	
1953012	La Berge	Robert	CA	CSU General Education Breadth CA SCC	2017SU	
1953012	La Berge	Robert	AAT	History AA-T SCC	2017SU	
2071252	Labeaune	Rosina	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	
2071252	Labeaune	Rosina	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2071252	Labeaune	Rosina	CA	CSU General Education Breadth CA SCC	2017SU	
2026842	Lara	Erika	CERT	Biotechnology Lab Assistant CERT SCC	2017SU	
2275557	Lawrence	Mary	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2275557	Lawrence	Mary	CA	IGETC General Ed Breadth (CA)	2017SU	
1388956	Le	Brian	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
1406216	Leard	Tracie	CA	Gemology CA SCC	2017SU	
2018321	Lee	Casey	CERT	Marketing: Advertising CERT SCC	2017SU	
2110835	Lee	Joon Pyo	CERT	Business Management CERT SCC	2017SU	
2125279	Lee	Justin	CERT	Accounting- General CERT SCC	2017SU	
1764144	Lee	Leslee	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1764144	Lee	Leslee	CA	CSU General Education Breadth CA SCC	2017SU	
1934258	Lin	Melanie	AS	Business Administration AS SCC	2017SU	
1934258	Lin	Melanie	CERT	Accounting- General CERT SCC	2017SU	
2163202	Lizik	Nathan	CERT	Accounting- General CERT SCC	2017SU	
1176470	Lobaton	Yrma	CERT	Cosmetology: Esthetician CERT SCC	2017SU	
2041068	Longacre	Justin	CA	Computer Science CA SCC	2017SU	
2163288	Lopez	Jocelyne	AAT	Psychology AA-T SCC	2017SU	
2163288	Lopez	Jocelyne	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2163288	Lopez	Jocelyne	CA	CSU General Education Breadth CA SCC	2017SU	
1989110	Lopez	Narda	CA	Cosmetology CA SCC	2017SU	
1748719	Lopez	Roberto	AST	Mathematics AS-T SCC	2017SU	

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1748719	Lopez	Roberto	AS	Computer Science AS SCC	2017SU		
1748719	Lopez	Roberto	CA	CSU General Education Breadth CA SCC	2017SU		
1975767	Louie	Richard	CA	CSU General Education Breadth CA SCC	2017SU		
1975767	Louie	Richard	AST	Business Administration AS-T SCC	2017SU		
1975767	Louie	Richard	CERT	Accounting- General CERT SCC	2017SU		
1975767	Louie	Richard	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2007204	Love	Ryan	AS	Biology AS SCC	2017SU	With Honors	Departmental Honors
2007204	Love	Ryan	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	With Honors	
2007204	Love	Ryan	CA	IGETC General Ed Breadth (CA)	2017SU		
2007204	Love	Ryan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors	
2007204	Love	Ryan	AS	Chemistry AS SCC	2017SU	With Honors	Departmental Honors
2004759	Magee	Andrew	CA	CSU General Education Breadth CA SCC	2017SU		
2004759	Magee	Andrew	AAT	Sociology AA-T SCC	2017SU		
2071988	Mann	Simrin	CERT	Accounting- General CERT SCC	2017SU		
1768251	Mansfield	Gerald	CERT	Accounting- General CERT SCC	2017SU		
2221863	Mansfield	Jillian	CERT	Accounting- General CERT SCC	2017SU		
2028601	Mantell	Miles	CERT	Business Management CERT SCC	2017SU		
1943886	Markin	Randy	CERT	Marketing: General Marketing CERT SCC	2017SU		
1717350	Martinez	Diego	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
1956684	Maurer	Todd	CERT	Accounting- General CERT SCC	2017SU		
2144721	Mayhew	Danielle	AAT	Sociology AA-T SCC	2017SU	With Honors	Departmental Honors
2144721	Mayhew	Danielle	CA	CSU General Education Breadth CA SCC	2017SU		
2127446	Mayo	Bonnie	CA	APPR: Surveying: Chainman (CA)	2017SU		
2079187	Mays	Francesca	CA	Art: Digital Media Arts- Graphic Design CA SCC	2017SU		
1169421	Mazloomi Bahnemiri	Mahshad	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
1169421	Mazloomi Bahnemiri	Mahshad	CA	IGETC General Ed Breadth (CA)	2017SU		
1169421	Mazloomi Bahnemiri	Mahshad	AS	Chemistry AS SCC	2017SU		
2082401	McCarty	Stephen	CA	Computer Science CA SCC	2017SU		
2082401	McCarty	Stephen	CA	Computer Information Systems CA SCC	2017SU		
1656691	McCurry	Christian	CA	Cosmetology CA SCC	2017SU		
2158447	McNeff	Meagan	AAT	Communication Studies AA-T SCC	2017SU		
2158447	McNeff	Meagan	CA	CSU General Education Breadth CA SCC	2017SU		
2174562	McNulty	Ryan	CERT	Accounting- General CERT SCC	2017SU		
2174562	McNulty	Ryan	CERT	Business Management CERT SCC	2017SU		
2107430	Medina	Taylor	CERT	Accounting- General CERT SCC	2017SU		
2096865	Meier	Matthew	CERT	Accounting- General CERT SCC	2017SU		
1251587	Mendoza	Marc	CERT	Marketing: Advertising CERT SCC	2017SU		
2051172	Metcalf	Justin	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2051172	Metcalf	Justin	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2051172	Metcalf	Justin	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2051172	Metcalf	Justin	CA	CSU General Education Breadth CA SCC	2017SU		
1723420	Michel	Karla	AS	Art: Graphic Design AS SCC	2017SU		
1723420	Michel	Karla	CA	IGETC General Ed Breadth (CA)	2017SU		
1206661	Miller	Cortney	CERT	Real Estate: Salesperson CERT SCC	2017SU		

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1206661	Miller	Cortney	CERT	Marketing: General Marketing CERT SCC	2017SU		
1949027	Miller	Michael	AS	Gemology AS SCC	2017SU	With Honors	Departmental Honors
2215265	Milroy	Mathew	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
1894497	Molthen	Monica	CA	CSU General Education Breadth CA SCC	2017SU		
1894497	Molthen	Monica	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1894497	Molthen	Monica	CA	IGETC General Ed Breadth (CA)	2017SU		
1168562	Monahan	Susan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2143789	Monclova	Kiana	CA	IGETC General Ed Breadth (CA)	2017SU		
2010886	Montes	Luis	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2010886	Montes	Luis	CA	CSU General Education Breadth CA SCC	2017SU		
2129059	Moreno	Maricruz	CA	Cosmetology CA SCC	2017SU		
1944762	Moreno	Victoria	CERT	Marketing: Advertising CERT SCC	2017SU		
1362859	Morgan	Jeffrey	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2091626	Mouchou	Jonathan	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2091626	Mouchou	Jonathan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2091626	Mouchou	Jonathan	CA	IGETC General Ed Breadth (CA)	2017SU		
1794990	Muller Castillo	Sophie	CA	Computer Science CA SCC	2017SU		
1844463	Munoz	Gustavo	CERT	Accounting- General CERT SCC	2017SU		
1844463	Munoz	Gustavo	CERT	Business Management CERT SCC	2017SU		
2142609	Murphy	Madison	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2142609	Murphy	Madison	CA	IGETC General Ed Breadth (CA)	2017SU		
1663273	Naggar	Peter	AS	Water Utility Science: Water Treatment AS SCC	2017SU		
1663273	Naggar	Peter	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
2086871	Narolewska	Michelle	CA	CSU General Education Breadth CA SCC	2017SU		
2086871	Narolewska	Michelle	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With High Honors	
2151021	Navarro	Celeste	CA	Cosmetology CA SCC	2017SU		
1030502	Nevils	Marcelina	CERT	Computerized Accounting CERT SCC	2017SU		
1851178	Nguyen	Duc	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
1851178	Nguyen	Duc	AS	Water Utility Science: Water Distribution AS SCC	2017SU		
1474129	Nguyen	Lambert	CA	Computer Science CA SCC	2017SU		
2168919	Nguyen	Paul	CA	Water Utility Science: Water Distribution CA SCC	2017SU		
2168919	Nguyen	Paul	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
2168919	Nguyen	Paul	CA	Water Utility Science: Water Treatment CA SCC	2017SU		
2011917	Nunez	Diana	CERT	Marketing: Advertising CERT SCC	2017SU		
2011917	Nunez	Diana	CERT	Business Management CERT SCC	2017SU		
2011917	Nunez	Diana	CERT	Marketing: General Marketing CERT SCC	2017SU		
1789478	Nunez	Josephine	CERT	Biotechnology Lab Assistant CERT SCC	2017SU		
2048065	Olazabal	David	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
1842990	Oprea	Giulia	CERT	Marketing: Advertising CERT SCC	2017SU		
2019471	Orozco	Xiomara	CERT	Education After School Prog. Associate Teacher CERT SCC	2017SU		
2143883	Ortega	Brandon	CA	CSU General Education Breadth CA SCC	2017SU		
1940711	Ortiz	Blas	CA	Computer Science CA SCC	2017SU		
2000167	O'Toole	Daniel	CERT	Business Management CERT SCC	2017SU		
2120287	Ott	Aaron	CERT	Business Management CERT SCC	2017SU		

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For privacy purposes, some names have been omitted per the request of the student at the time of filing of a graduation petition.

DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
2120287	Ott	Aaron	CERT	Accounting- General CERT SCC	2017SU		
1067625	Ott	Kevin	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2003729	Ottolia	Natalie	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2003729	Ottolia	Natalie	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
2003729	Ottolia	Natalie	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2003729	Ottolia	Natalie	CA	CSU General Education Breadth CA SCC	2017SU		
2229482	Overs	George	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
1139499	Oviedo	Gregory	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2081046	Padley	Luccio	CA	Computer Science CA SCC	2017SU		
2086879	Palacios	Donna	CERT	Accounting- General CERT SCC	2017SU		
2114934	Palacpac	Lowell	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		
2114934	Palacpac	Lowell	AS	Survey/Mapping Sci: Land Surveying AS SCC	2017SU		
1996552	Palmer	Phillip	CA	APPR: Maint Mechanic: Maint Mechanic Apprentice 1 (CA)	2017SU		
2039296	Parker	Jonathan	AAT	Psychology AA-T SCC	2017SU		
2039296	Parker	Jonathan	CA	CSU General Education Breadth CA SCC	2017SU		
1980288	Parr	Samantha	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
1980288	Parr	Samantha	CA	IGETC General Ed Breadth (CA)	2017SU		
1760390	Pasqualucci	John	AAT	Political Science AA-T SCC	2017SU		
1760390	Pasqualucci	John	CA	CSU General Education Breadth CA SCC	2017SU		
2048985	Passno	Brandon	CA	APPR: Oper Engin: Heavy Equip. / Landscape Operator (CA)	2017SU		
2086026	Patel	Ronil	CERT	Accounting- General CERT SCC	2017SU		
1951752	Perez	Janela	CA	CSU General Education Breadth CA SCC	2017SU		
1951752	Perez	Janela	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		
1951752	Perez	Janela	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU		
2164671	Perez	Krystal	AST	Business Administration AS-T SCC	2017SU		
2164671	Perez	Krystal	AS	Business Administration AS SCC	2017SU		
2164671	Perez	Krystal	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2164671	Perez	Krystal	CERT	Accounting- General CERT SCC	2017SU		
2127472	Pernicano	Santo	CA	APPR: Surveying: Chainman (CA)	2017SU		
2123758	Perry	Cody	CERT	Marketing: Advertising CERT SCC	2017SU		
1774910	Pham	Minh	CA	CSU General Education Breadth CA SCC	2017SU		
2087444	Pierce	Alexis	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU		
2087444	Pierce	Alexis	CA	IGETC General Ed Breadth (CA)	2017SU		
1757290	Pilon	Preston	CERT	Business Management CERT SCC	2017SU		
1757290	Pilon	Preston	CERT	Accounting- General CERT SCC	2017SU		
1843189	Pinedo	Alexis	CA	Computer Science CA SCC	2017SU		
1300881	Pizanie	Nicholas	AS	Water Utility Science:Wastewater/Envir Sanitation AS SCC	2017SU	With High Honors	Departmental Honors
1300881	Pizanie	Nicholas	CA	Water Utility Science:Wastewater/Envir Sanitation CA SCC	2017SU		
1947118	Plascencia	Andrea	CA	IGETC General Ed Breadth (CA)	2017SU		
1813447	Poirier	Zachary	CA	Public Works: Construction Inspection CA SCC	2017SU		
1913838	Poitrans	Elise	CA	Computer Science CA SCC	2017SU		
2039081	Polentz	Sabrina	CERT	Accounting- General CERT SCC	2017SU		
1977875	Polentz	Tiffany	CERT	Accounting- General CERT SCC	2017SU		
1958853	Poling	Katelyn	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU		

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS
1958853	Poling	Katelyn	CA	CSU General Education Breadth CA SCC	2017SU	
2182133	Pondler	Esmeralda	CERT	Marketing: Advertising CERT SCC	2017SU	
2155654	Poulson	Sandra	CERT	Management: Human Resource Management CERT SCC	2017SU	
1991994	Putman	Ryan	CERT	Business Management CERT SCC	2017SU	
2076701	Questel	Summer	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2076701	Questel	Summer	CA	CSU General Education Breadth CA SCC	2017SU	
2095883	Quisenberry	Brian	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2095883	Quisenberry	Brian	CA	IGETC General Ed Breadth (CA)	2017SU	
2210546	Rafay	Syeda	CA	Cosmetology CA SCC	2017SU	
1938545	Ramirez	Vincent	AS	Computer Science AS SCC	2017SU	
1945869	Reed	Charles	AS	Computer Science AS SCC	2017SU	
1945869	Reed	Charles	CA	CSU General Education Breadth CA SCC	2017SU	
1438476	Rhodes	Jennifer	AS	Business Management: Entrepreneurship AS SCC	2017SU	
1440086	Rice	Alexandria	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	With Honors
1440086	Rice	Alexandria	CA	IGETC General Ed Breadth (CA)	2017SU	
1455021	Rios	Charlene	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2032361	Rodriguez	Timothy	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
2074682	Roger	Alyssa	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	With High Honors
2074682	Roger	Alyssa	CA	IGETC General Ed Breadth (CA)	2017SU	
2074682	Roger	Alyssa	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With High Honors
1738863	Rosales	Sylvia	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
1760863	Ross	Christopher	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
1760863	Ross	Christopher	CA	IGETC General Ed Breadth (CA)	2017SU	
1760863	Ross	Christopher	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1760863	Ross	Christopher	AS	Chemistry AS SCC	2017SU	
2224941	Ross	Taylor	CERT	Real Estate: Salesperson CERT SCC	2017SU	
2023499	Roszkowicz	Shelby	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2023499	Roszkowicz	Shelby	CA	CSU General Education Breadth CA SCC	2017SU	
2023499	Roszkowicz	Shelby	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1549608	Ruelas	Richard	CA	APPR: Surveying: Chief of Party (CA)	2017SU	
1598327	Ruiz	Paola	CERT	Biotechnology Lab Assistant CERT SCC	2017SU	
2093550	Sahagun	Yolanda	CERT	Accounting- General CERT SCC	2017SU	
2093550	Sahagun	Yolanda	CERT	Business Management CERT SCC	2017SU	
1599391	Salas	Melissa	AS	Real Estate AS SCC	2017SU	
2095124	Salazar	Angel	CA	IGETC General Ed Breadth (CA)	2017SU	
1074527	Saleh	Maurice	CERT	Accounting- General CERT SCC	2017SU	
1074527	Saleh	Maurice	CERT	Business Management CERT SCC	2017SU	
1961306	Salgado	Jovani	CA	Computer Science CA SCC	2017SU	
1860552	Sanatar	Christopher	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
1988226	Sanchez	Judith	CA	Cosmetology CA SCC	2017SU	
2074489	Sanchez	Nancy	CERT	Accounting- General CERT SCC	2017SU	
2111958	Sanchez	Steve	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
1932676	Sandhu	Harmendeep	CA	CSU General Education Breadth CA SCC	2017SU	
1932676	Sandhu	Harmendeep	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS
2033732	Santa Maria de Toscano	Chloe	CERT	Biotechnology Lab Assistant CERT SCC	2017SU	
2033732	Santa Maria de Toscano	Chloe	CA	Biotechnology Biomanufacturing Technician CA SCC	2017SU	
2094277	Sasso	Christopher	AST	Mathematics AS-T SCC	2017SU	With High Honors
2094277	Sasso	Christopher	CA	IGETC General Ed Breadth (CA)	2017SU	Departmental Honors
1937398	Schmahl	Matthew	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
1153533	Schulze	David	CA	Computer Science CA SCC	2017SU	
2073540	Shahryar	Megan	AAT	Psychology AA-T SCC	2017SU	
2011254	Shuss	Sabrina	CERT	Business Management CERT SCC	2017SU	
2241521	Sinclair	Kyli	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2241521	Sinclair	Kyli	CA	IGETC General Ed Breadth (CA)	2017SU	
2080489	Smith	Abigail	CA	Cosmetology CA SCC	2017SU	
2017898	Sodman	Evan	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	
2017898	Sodman	Evan	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2017898	Sodman	Evan	CA	CSU General Education Breadth CA SCC	2017SU	
2017898	Sodman	Evan	AST	Business Administration AS-T SCC	2017SU	
2179842	Sojka	Alyssa	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2179842	Sojka	Alyssa	CA	CSU General Education Breadth CA SCC	2017SU	
2017586	Solomon	John Paul	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2017586	Solomon	John Paul	CA	CSU General Education Breadth CA SCC	2017SU	
2017586	Solomon	John Paul	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2017586	Solomon	John Paul	AS	Science AS SCC	2017SU	
1321562	Stclair	Shalan	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
1325000	Stehlik	Jeffrey	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU	
2143017	Stella	Gavin	CERT	Accounting- General CERT SCC	2017SU	
2143366	Stetson	Sophia	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2143366	Stetson	Sophia	CA	CSU General Education Breadth CA SCC	2017SU	
1847124	Steyer	Jordan	CERT	Accounting- General CERT SCC	2017SU	
1847124	Steyer	Jordan	CERT	Business Management CERT SCC	2017SU	
2079717	Stockdale	Robert	CERT	Business Management CERT SCC	2017SU	
1363414	Sullivan II	Byron	CERT	Accounting- General CERT SCC	2017SU	
1295375	Sutton	Rachel	CA	Accounting CA SCC	2017SU	
1295375	Sutton	Rachel	CERT	Accounting- General CERT SCC	2017SU	
1940867	Sysolyatina	Kateryna	CERT	Marketing: Advertising CERT SCC	2017SU	
1940867	Sysolyatina	Kateryna	CERT	Marketing: General Marketing CERT SCC	2017SU	
2080939	Tanasescu	Christian	CERT	Accounting- General CERT SCC	2017SU	
1956813	Taylor	Melia	CA	Computer Science CA SCC	2017SU	
2219083	Tengan	Branden	CERT	Real Estate: Salesperson CERT SCC	2017SU	
2120828	Tenney	Michael	CA	APPR: Power Lineman (CA)	2017SU	
1437972	Till	Bryan	CA	Water Utility Science: Water Treatment CA SCC	2017SU	
1437972	Till	Bryan	CA	Water Utility Science: Water Distribution CA SCC	2017SU	
2023506	Timmermans	Rachel	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	
2023506	Timmermans	Rachel	CA	IGETC General Ed Breadth (CA)	2017SU	
2127475	Tirado	Jorge	CA	APPR: Surveying: Chainman (CA)	2017SU	
2019262	Titolo	Robert	CA	Computer Science CA SCC	2017SU	

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS
2016411	Todd	Dylan	CERT	Business Management CERT SCC	2017SU	
2267530	Torres	Cynthia	CERT	Marketing: Advertising CERT SCC	2017SU	
2114418	Torres	Danielle	CA	Biotechnology Biomanufacturing Technician CA SCC	2017SU	
2150171	Tortarolo	Amanda	CA	CSU General Education Breadth CA SCC	2017SU	
1905759	Tribe	Maximilian	CERT	Business Management CERT SCC	2017SU	
1942427	Tristan	Jasmine	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
1942427	Tristan	Jasmine	CA	CSU General Education Breadth CA SCC	2017SU	
1529773	Ullwelling	Brice	CA	Computer Science CA SCC	2017SU	
2008014	Valdez	Yarel	CERT	Accounting- General CERT SCC	2017SU	
2077337	Valenzuela	Serena	CA	Accounting CA SCC	2017SU	
2077337	Valenzuela	Serena	CERT	Accounting- General CERT SCC	2017SU	
2127466	Valijan	Addeh	CA	APPR: Surveying: Chainman (CA)	2017SU	
1674133	Varga	Chelsea	CA	CSU General Education Breadth CA SCC	2017SU	
1674133	Varga	Chelsea	AST	Business Administration AS-T SCC	2017SU	
1894477	Vazquez	Itzel	CERT	Biotechnology Lab Assistant CERT SCC	2017SU	
1793994	Velarde	Juvy	CA	APPR: Electricity: Industrial (CA)	2017SU	
2002433	Velazquez	William	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2002433	Velazquez	William	CA	CSU General Education Breadth CA SCC	2017SU	
2002433	Velazquez	William	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	
1111989	Vergara	Cynthia	CA	Cosmetology CA SCC	2017SU	
2028598	Vertucci	Jacob	CERT	Marketing: Advertising CERT SCC	2017SU	
2028598	Vertucci	Jacob	CERT	Marketing: General Marketing CERT SCC	2017SU	
2151948	Villalaz	Pedro	CA	APPR: Surveying: Chainman (CA)	2017SU	
1629971	Villalobos	Juan	AST	Physics AS-T SCC	2017SU	
2076434	Wallace	Sydney	CERT	Accounting- General CERT SCC	2017SU	
2073531	Walters	Chelsey	CA	CSU General Education Breadth CA SCC	2017SU	
2073531	Walters	Chelsey	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	
2009137	Waltz	Mallory	CERT	Accounting- General CERT SCC	2017SU	
2091622	Ward	Ashlee	CA	CSU General Education Breadth CA SCC	2017SU	
2091622	Ward	Ashlee	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	With Honors
2011075	Ward	Jeremy	CERT	Business Management CERT SCC	2017SU	
2127476	Warden	Kevin	CA	APPR: Surveying: Chainman (CA)	2017SU	
1815686	Westergard	Jessica	AAT	Studio Arts AA-T SCC	2017SU	
1846965	Whitcomb	Zach	CA	CSU General Education Breadth CA SCC	2017SU	
1846965	Whitcomb	Zach	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors
2162739	Whitney	Taylor	CERT	Accounting- General CERT SCC	2017SU	
2045900	Wiles	Nolan	CA	IGETC General Ed Breadth (CA)	2017SU	
2045900	Wiles	Nolan	AA	Liberal Arts: Multi-Cultural Studies AA SCC	2017SU	
1676610	Willburger	Sylvia	AAT	English AA-T SCC	2017SU	
1676610	Willburger	Sylvia	CA	CSU General Education Breadth CA SCC	2017SU	
2144120	Wilson	Chloe	AA	Liberal Arts: Social & Behavioral Sciences AA SCC	2017SU	With Honors
2144120	Wilson	Chloe	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors
2144120	Wilson	Chloe	CA	CSU General Education Breadth CA SCC	2017SU	
1671019	Wukawitz	Thomas	AS	Liberal Arts: Mathematics & Sciences AS SCC	2017SU	

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DID	LAST NAME	FIRST NAME	DEGREE	MAJOR/PROGRAM @ SCC	TERM	ACADEMIC HONORS	
1671019	Wukawitz	Thomas	CERT	Computer Information Systems: Web Programming (CERT)	2017SU		
1671019	Wukawitz	Thomas	AS	Computer Science AS SCC	2017SU		
1671019	Wukawitz	Thomas	CA	IGETC General Ed Breadth (CA)	2017SU		
2017665	Yaghoubi	Nasim	CA	Cosmetology CA SCC	2017SU		
2017303	Yano	Christopher	CERT	Business Management CERT SCC	2017SU		
2220142	Yi	Kelly	CERT	Marketing: General Marketing CERT SCC	2017SU		
1967158	Yoshida	Angela	AS	Business Management AS SCC	2017SU	With Honors	Departmental Honors
1967158	Yoshida	Angela	AS	Business Management: Entrepreneurship AS SCC	2017SU	With Honors	Departmental Honors
1967158	Yoshida	Angela	AA	Liberal Arts: Arts, Humanities & Communication AA SCC	2017SU	With Honors	
1967158	Yoshida	Angela	CA	IGETC General Ed Breadth (CA)	2017SU		
2002393	Yoshihiro	Jonathan	CERT	Marketing: Advertising CERT SCC	2017SU		
2114666	Zamora	Irene	CA	Survey/Mapping Sci: Land Surveying CA SCC	2017SU		

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Santa Ana College Community Services Program for Spring 2018	
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 creative arts and financial management to computer software and travel tours, these programs are offered to the general public for a fee. The flexibility of the program allows for classes to be added or replaced that have the most cost-effective impact on the program and the community.

ANALYSIS

The proposed Spring 2018 schedule supports the mission of Santa Ana College as a partner that inspires, transforms and empowers a diverse community of learners. Adults and children in the Santa Ana College service area will be given access to 185 academic and professional development courses, personal enrichment and recreational activities. This comprehensive fee based program seeks to provide educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Spring 2018.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: November 13, 2017
Prepared by:	Michael T. Collins Ed.D, Vice President Administrative Services	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – SPRING 2018 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Active Adults			
Computer Basics	Dori Dumon	\$44	\$35/hrly
Eldercare Benefits	Carl Leiter	\$25	60/40
VA Benefits/Government Grants	Carl Leiter	\$25	60/40
Tai Chi	Celia Rubalcaba	\$59	\$40/hrly
Clay Sculpting	Semora McCampbell	\$45	60/40
Yoga/Pilates for Seniors	Shahizad Nasrabadi	\$59	\$40/hrly
Brain-Sharpening Games for Healthy Aging	Joy Zhao	\$39	60/40
Animal Care			
Dog Obedience	Dog Services Unlimited	\$96	60/40
Dog Manners "Crash Course"	Dog Services Unlimited	\$84	60/40
Puppy Kindergarten	Dog Services Unlimited	\$84	60/40
Around The Home			
Electrical Repairs	Phil Famolaro	\$125	\$35/hr.
Construction for Home Improvement	Phil Famolaro	\$125	\$35//hr.
Furniture Upholstery	Pacino Dominguez	\$99	60/40
Miniature Gardens	Beth Davidson	\$39	70/30
Auto Upholstery	Pacino Dominguez	\$99	60/40
Feng Shui Fundamentals	Kathy Zimmerman	\$39	60/40
Arts & Crafts			
Spring Floral Design	Mina Asadirad	\$70	50/50
Wedding Floral Design	Mina Asadirad	\$70	50/50
Sip & Paint Workshop	Semora McCampbell	\$45	60/40
Adventures with Mosaics	Semora McCampbell	\$69	60/40
3-D Collages	Semora McCampbell	\$44	60/40
Beads, Crystals & Semi-Precious	Brigitte Burns	\$25	60/40
Wire-Wrapping	Brigitte Burns	\$25	60/40
Soap Making	Quayum Abdul	\$29	60/40
Candle Making	Quayum Abdul	\$29	60/40
Metallic Jewelry	Karon Cotton	\$49	60/40
Creative Card Making	Brigitte Burns	\$29	60/40
Flower Plate Workshop	Beth Davidson	\$39	70/30
Mixed Media Monday	Beth Davidson	\$39	70/30
Windchime Workshop	Beth Davidson	\$39	70/30
Succulent Heart Wall Art	Beth Davidson	\$75	70/30
Glass-fused Jewelry	Karen Varela	\$39	60/40
Automotive			
BAR Update	Marty Rudd	\$295	60/40
Smog Inspector Prep	Marty Rudd	\$75	60/40
CCDET Smoke Inspection	Marty Rudd	\$175	60/40
EPA Certification	Noemi English	\$175	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
DVOM T-T-T	Noemi English	\$200	60/40
DEAM Certification	Marty Rudd	\$175	60/40
HVAC I & II	Noemi English	\$200	50/50
Electrical Transit Systems	Noemi English	\$200	60/40
Business & Careers			
Become A Mystery Shopper	Jennifer Schutzta	\$35	60/40
Become An Immigration Consultant	NPS Inc.	\$199	60/40
Become A Notary Public	NPS Inc.	\$85	60/40
Renewing Your Notary	NPS, Inc.	\$49	60/40
Loan Signing Agent	NPS, Inc.	\$89	60/40

COMMUNITY SERVICES – SPRING 2018 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Voice-Overs	Such A Voice	\$29	60/40
Become A Floral Designer	Mina Asadirad	\$70	60/40
Human Resources Management	Silvia Gonzalez	\$85	60/40
Phlebotomy Certificate	AUMT Institute	\$2000	25/75
How To Sell on eBay	Francis Greenspan	\$59	60/40
Home-Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Guide to Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Intro to Screenwriting	LeeAnne Krusemark	\$15	60/40
Writing Blogs, Magazines & Websites	LeeAnne Krusemark	\$15	60/40
QuickBooks Fundamentals	Miguel Figueroa	\$89	60/40
Small Business Bookkeeping & Taxes	Phil Famolaro	\$125	\$35/hr
Make-Up Artistry Certification	Michelle Jackson	\$125	60/40
Make Up 101	Michelle Jackson	\$65	60/40
Grant Writing	John Eumurian	\$69	60/40
Become A Romance Novel	Madeline Porter	\$89	60/40
Cart Vending	Eugene Konstant	\$39	60/40
Start A Home-based Business	Nancy Miller	\$39	60/40
Become A Professional Organizer	Nancy Miller	\$39	60/40
Protect Your Property with Patents, Trademarks	Michael Rounds	\$39	60/40
Self-Publish for Free	Michael Rounds	\$39	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
The Job Hunt	Lori Thomas	\$20	80/20
Basic Life Skills	Lori Thomas	\$20	80/20
Understanding Your Tax Returns	Ruby Flores	\$59	60/40
Business Financial Workshops	Sheryl Aquino	\$79	60/40
College For Kids			
Early Reader	Alpine Tutoring	\$89	\$35/hr
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr
Aquatics Camp	Al Reyes	\$40	60/40
Basic Math	Alpine Tutoring	\$89	\$35/hr
Study Skills for Kids	Alpine Tutoring	\$35	\$35/hr
Conversational Spanish	Alpine Tutoring	\$69	\$35/hr
SAT Prep	Alpine Tutoring	\$125	\$35/hr
Online Driver's Education	Safety Driver's Ed	\$55	60/40
English Composition	Phyllis Neal	\$59	\$30/hr
Rhea's Rascals – Mini Chefs	Rhea Morrison	\$79	60/40
Cooking Around the World	Angela Barber	\$79	\$35/hr
Driver Safety for Teens	Reed Berry	\$50	60/40
Computers			
Microsoft Office Applications	Dori Dumon	\$69	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Computer Basics & Windows	Dori Dumon	\$44	\$35/hr
Microsoft Excel	Dori Dumon	\$44	\$35/hr
Microsoft Outlook: Email & Calendar	Dori Dumon	\$44	\$35/hr
Savvy Cyber Security	James Peters	\$25	60/40
Court Mandated			
Alcohol & Drug Awareness	Connie Brady	\$50	80/20
VC 14601.1 Suspended License Program	Barry Reed	\$260	50/50
Petty Theft	Lori Thomas	\$65	80/20
Behavior Modification	Lori Thomas	\$65	80/20

COMMUNITY SERVICES – SPRING 2018 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Domestic Violence	Barry Reed	\$65	80/20
Victim Impact Panel	Lori Thomas	\$65	80/20
Anger Management	Barry Reed	\$65	50/50
DEJ Deferred Dismissal	Lori Thomas	\$260	50/50
Parent Intervention Workshop	Lori Thomas	\$29	50/50
Culinary Arts			
Cooking with Tarla	Tarla Fallgatter	\$30	60/40
Eat Well Be Well	Shahizad Nasrabadi	\$30	\$40/hrly
Mexican Food Made Easy	Claudia Figueroa	\$30	60/40
Authentic Style Mexican Cuisines	Rhea Morrison	\$49	60/40
Italian Style Cuisines	Rhea Morrison	\$49	60/40
Szechuan Northern Style Cuisines	Rhea Morrison	\$49	60/40
Dance			
Salsa Beginning I & II	Salomon Rivera	\$42	60/40
Ballroom Dance	Jeanne Estrin	\$55	60/40
Tap Dance	Jeanne Estrin	\$80	50/50
Country Line Dance	Jeanne Estrin	\$80	50/50
Caribbean & Latin Dance	Miguel Figueroa, Jr.	\$59	60/40
Social Salsa	Miguel Figueroa, Jr.	\$59	60/40
Belly Dance	Stella McKenzie	\$59	60/40
Health, Fitness & Beauty			
Intro to Yoga	Kat Shull	\$59	60/40
Improve Memory	Shahizad Nasrabadi	\$30	\$40/hrly
Clear Skin with Nutrition	Shahizad Nasrabadi	\$30	\$40/hrly
Aqua Fitness	Shahizad Nasrabadi	\$59	\$40/hrly
Basic First Aid	Sabrina Bradley	\$30	60/40
Adult, Child, Infant, CPR	Sabrina Bradley	\$30	60/40
Zumba	Salomon Rivera	\$25	60/40
MakeUp & Skincare	Michelle Jackson	\$59	60/40
Open Court Badminton	Chi Tran	\$39/\$59	60/40
Early Riser Workshop	Tony Jimmerson	\$25	60/40
Essential Oils	Beth Davidson	\$25	30/70
Detox Your Body	Shahizad Nasrabadi	\$25	\$40/hrly
Tai Chi	Celia Rubalcaba	\$59	\$40/hrly
Sports Conditioning	Varies	\$15	50/50
Language			
Conversational Spanish	Alpine Tutoring.	\$69	\$35/hr.
Italian for Travelers	Alpine Tutoring	\$69	\$35/hr.
Medical Billing			
Medical Insurance Billing Certificate	Kris Patterson	\$150	60/40
Start A Medical Billing Service	Kris Patterson	\$25	60/40
Medical Front Office Certificate	Kris Patterson	\$35	60/40
Money Matters			
Retirement Income for Pre-Retirees	James Peters	\$25	60/40
Make the Most of Social Security	James Peters	\$25	60/40
Credit Rescoring	Eugene Konstant	\$49	60/40
Estate Conservation	James Peters	\$25	60/40
Putting Retirement Dollars to Work	Ron Gable	\$39	60/40
College Funding & Planning	Sheryl Aquino	\$25	60/40
Credit Rescore	Eugene Konstant	\$39	60/40

COMMUNITY SERVICES – SPRING 2018 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Music			
Guitar Fundamentals	Gabe Beaza	\$79	60/40
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$115	\$75
Web Page Design, Graphics & Multimedia	Education To Go	\$115	\$75
Computer Troubleshooting & Networking	Education To Go	\$115	\$75
Computer Programming	Education To Go	\$115	\$75
Design & Composition	Education To Go	\$115	\$75
Digital Photography & Digital Video	Education To Go	\$115	\$75
Languages (various)	Education To Go	\$115	\$75
Writing Courses	Education To Go	\$115	\$75
Entertainment Industry	Education To Go	\$115	\$75
Business Planning & Sales	Education To Go	\$115	\$75
Business Marketing & Accounting	Education To Go	\$115	\$75
Finance, Wealth & Career Building	Education To Go	\$115	\$75
Family, Parenting & Child Care	Education To Go	\$115	\$75
Personal Development	Education To Go	\$115	\$75
Healthcare & Medical	Education To Go	\$115	\$75
College Readiness	Education To Go	\$115	\$75
Online Career Training Programs			
Arts, Media & Design	Gatlin Education	\$1795	\$300
Business, Professional & Industry	Gatlin Education	\$1795	\$300
Construction, Environment & Trade	Gatlin Education	\$1795	\$300
Health & Fitness	Gatlin Education	\$1795	\$300
Hospitality	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Language	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Real Estate			
Buying Your First Home	Sandy Flores	\$25	60/40
Getting the Best Home Loan	Sandy Flores	\$25	60/40
Buying Your First Investment Property	Sandy Flores	\$25	60/40
Flipping Houses	Phil Famolaro	\$125	\$35/hrly
Real Estate Investments	Gustavo Duran	\$89	60/40
Travel			
Living Desert Zoo & Garden	Good Times Travel	\$89	75/35
Eat, Pray, Love	Good Times Travel	\$69	75/35
Basquing in Bakersfield	Good Times Travel	\$99	75/35
Poppies & Pussycats	Good Times Travel	\$69	75/35
Julian's Camels Flowers & Pies	Good Times Travel	\$69	75/35
Adventures In Arrowhead	Good Times Travel	\$69	75/35
Hollywood Bowl – 4 th of July Spectacular	Good Times Travel	\$89	75/35
San Diego Sunset Luau	Good Times Travel	\$109	75/35
See Glass By the Seashore	Good Times Travel	\$69	75/35
Malibu Wine Safari	Good Times Travel	\$119	75/35
Sweet, Savory & SLO	Good Times Travel	\$100/deposit	75/35
Coastal "Safari" By Rail	Good Times Travel	\$100/deposit	75/35
Color Country Escape	Good Times Travel	\$100/deposit	75/35
Central Coast Lighthouses	Good Times Travel	\$200/deposit	75/35
Chicago & The Grand Hotel	Good Times Travel	\$300/deposit	75/35
Portland Roses & Oregon Trails	Good Times Travel	\$300/deposit	75/35
Colors of New York & Niagara Falls	Good Times Travel	\$250/deposit	75/35

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: November 13, 2017
Re: Approval of Santiago Canyon College Community Services Program, Spring 2018	
Action: Request for Approval	

BACKGROUND

The Spring 2018 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational 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 program by offering more than 120 cost effective classes in the SCC service area. Classes offered are presented to SCC's Curriculum and Instruction Council twice per year to ensure that they do not compete with credit and noncredit course offerings.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Santiago Canyon College Community Services Program for Spring 2018.

Fiscal Impact: \$25,000 revenue	Board Date: November 13, 2017
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Active Adults</i>			
Online Courses	Education to Go	Varied	Varied
Write Your Life Story, Two Pages at a Time	Flora M. Brown	\$45	\$30/hour
Total Fitness	Jeff Nolasco	\$45	\$40/hour
Tai Chi for Balance	Karen Mack	\$59	60/40
Meditation for Everyday	Mariana Fischer-Militaru	\$30	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$45	\$40/hour
Advanced Retirement Strategies	Pure Financial Advisors	\$49	No Charge
Retirement Made Easy	Pure Financial Advisors	\$49	No Charge
<i>Animal Care</i>			
Basic Dog Manners "Crash Course"	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$34	50/50
Online Courses	Education to Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagonos	\$78	60/40
<i>Around the Home & Garden</i>			
Online Courses	Education to Go	Varied	Varied
Basic Electrical Repairs	Rick Longobart	\$59	50/50
Basic Home Repairs	Rick Longobart	\$89	50/50
Basic Plumbing Repairs	Rick Longobart	\$59	50/50
<i>Arts & Crafts</i>			
Printmaking for Fun	Deborah Goldman	\$120	60/40
Drawing & Painting in Pastels	Dori Dewberry	\$120	60/40
Online Courses	Education to Go	Varied	Varied
Beginners Buttercream Cake Decorating	Elizabeth Perreault	\$60	60/40
Beginners Fondant Cake Decorating	Elizabeth Perreault	\$60	60/40
Intermediate Buttercream Cake Decorating	Elizabeth Perreault	\$60	60/40
Intermediate Fondant Cake Decorating	Elizabeth Perreault	\$60	60/40
Springtime Cake/Cookie Decorating	Elizabeth Perreault	\$150	60/40
Introduction to Drawing	Jennifer Lee	\$99	60/40
Spring Bouquet Acrylic Workshop	Jennifer Lee	\$35	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$120	60/40
Spring Floral Design	Mina Wholesale Flowers	\$70	50/50
Wedding Floral Design	Mina Wholesale Flowers	\$70	50/50
<i>Business & Careers</i>			
LS Test Prep Course	CA Land Surveyors Assoc. OC	\$400/\$495	70/30
Online Courses	Education To Go	Varied	Varied
How to Sell on EBay	Frances Greenspan	\$65	60/40
Advanced Computer Aided Drafting	Jeff Covey	\$290	\$56/hour
How to Become a Mystery Shopper	Jennifer Schutzta	\$39	60/40
How to Start a Business in 5 Easy Steps	Julie Diebolt-Price	\$89	50/50
Accounting for the Non-Accountants	Joseph Kibbe	\$120	\$40/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Business & Careers Continued</i>			
Online Courses	Education to Go	Varied	Varied
ACLS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
BLS/CPR for Healthcare Professionals	Joe Mendivil	\$50	\$35/Participant
PALS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
Medical Insurance Billing Certificate Program	Kris G. Patterson	\$150	60/40
Medical Front Office Certificate Program	Kris G. Patterson	\$25	60/40
Start Your Own Billing Service	Kris G. Patterson	\$25	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Explore 250 Home Business Ideas	LeeAnne Krusemark	\$39	60/40
Intro to Screenwriting for TV or Movies	LeeAnne Krusemark	\$19	60/40
Make Money with a VR Assistant/WP Business	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional Publishing	LeeAnne Krusemark	\$19	60/40
Administrative Professional Certificate	National Career Advancement	TBD	70/30
HVAC (Heating, Ventilation & AC)	National Career Advancement	TBD	70/30
Intermediate Coding: Ruby on Rails and Java	National Career Advancement	TBD	70/30
Introduction to Coding	National Career Advancement	TBD	70/30
Security Specialist	National Career Advancement	TBD	70/30
Become a Loan Signing Agent	Notary Public Seminars	\$89	60/40
Become a Notary Public	Notary Public Seminars	\$85	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
Human Resources Series	Silvia Gonzalez	\$120	60/40
• What is Human Resources?	Silvia Gonzalez	\$39	60/40
• How to Manage Diversity	Silvia Gonzalez	\$39	60/40
• Avoid Employment Litigation	Silvia Gonzalez	\$39	60/40
Water Certification Continuing Ed. Units	Stephen McLean	\$300	\$120
Intro/Advanced QuickBooks	TBD	\$99	TBD
Certified Nurse Assistant Training Program	Teddine Smith	\$1,500	\$40/hour
Introduction to Voiceovers	Voices for All	\$29	60/40
<i>College For Kids</i>			
YouTube Channel – Video Editing	Adriel Samaniego	\$120	\$30/hour
Early Reader	Alpine Tutoring	\$89	\$38/hour
Stellar College Application Essay	Alpine Tutoring	\$89	\$38/hour
Study Skills for Struggling Students	Alpine Tutoring	\$39	\$38/hour
Python Programming (Grades 7-9)	Bit Scouts	\$135	\$80/Person
Python Programming (Grades 10-12)	Bit Scouts	\$135	\$80/Person
Natural A's	Curtis Adney	\$49	60/40
Online Courses	Education to Go	Varied	Varied
Family Paint Night	Jennifer Lee	\$40	60/40
Teen Mixed Media Studio (Ages 13-16)	Jennifer Lee	\$120	60/40
Songwriting for Kids	Julie Young	TBD	TBD
Earth Science using Gemology	Mike Miller	TBD	TBD

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Computers For Kids Continued</i>			
Jr. Gemologist	Mike Miller	TBD	TBD
Private Swim Lessons	N. Irvine Water Polo Club	\$30	75/25
Children's Broadway Theatre Workshop	Roberta Kay	\$125	\$30/hour
Swim Lessons	N. Irvine Water Polo Club	\$60	25/75
Swim Camp (Ages 5-13)	N. Irvine Water Polo Club	\$125	25/75
Water Polo Camp (Ages 7-14)	N. Irvine Water Polo Club	\$125	25/75
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
<i>Computers</i>			
Computer Basics	Adriel Samaniego	\$50	\$35/hour
Introduction to Microsoft Windows	Adriel Samaniego	\$50	\$35/hour
Managing Your Computer Files	Adriel Samaniego	\$50	\$35/hour
Managing Your Email/Calendar w/MS Office	Adriel Samaniego	\$50	\$35/hour
Microsoft Word - Part I/ Pat II	Adriel Samaniego	\$50	\$35/hour
Outsmart your Smartphone –Androids Welcome	Adriel Samaniego	\$50	\$35/hour
YouTube Channel – Video Editing	Adriel Samaniego	\$99	\$35/hour
Python Programming for Adults	Bit Scouts	\$135	\$80/Person
MS Excel – Part I/ Part II	Dori Dumon	\$50	\$35/hour
Photoshop Fundamentals	Dori Dumon	\$89	\$35/hour
Online Courses	Education To Go	Varied	Varied
Blogging for Fun and Profit	Robert Cohen	\$39	50/50
iCloud for iPhones & iPads	Robert Cohen	\$39	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50
Marketing w/Facebook & Social Media	Robert Cohen	\$39	50/50
Online Dating for Singles over 40	Robert Cohen	\$39	50/50
<i>Dance</i>			
Ballroom Dance	Diana Krivosheya	\$59	60/40
Beginning Social Dance	Diana Krivosheya	\$59	60/40
Online Courses	Education To Go	Varied	Varied
Contemporary Dance	Juliana Carbonaro	\$89	\$35/hour
Flash Mob	Juliana Carbonaro	\$89	\$35/hour
Hip Hop	Juliana Carbonaro	\$89	\$35/hour
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa I/ Sizzling Salsa II	Salomon Rivera	\$59	60/40
Zumba	Salomon Rivera	\$59	60/40
Beginning Adult Tap	The Dance Centre	\$69	50/50
Country Line Dance for Beginners	The Dance Centre	\$80	50/50
<i>Gemology</i>			
Online Courses	Education to Go	Varied	Varied

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Gemology Continued</i>			
Color Me Purple	John Eyre	\$35	60/40
Deceivers and Destroyers in the Gem World	John Eyre	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Introduction to Color Stones	Mike Miller	TBD	TBD
<i>Health, Beauty & Fitness</i>			
Yoga for Relaxation/Renewal	Alexandra Boggio	\$99	60/40
Restorative Yoga	Alexandra Boggio	\$99	60/40
Online Courses	Education To Go	Varied	Varied
Pilates	Francine Ansari	\$79	\$35/hour
Chair Yoga	Mariana Fischer-Militaru	\$89	60/40
Hatha Yoga	Mariana Fischer-Militaru	\$89	60/40
Makeup and Skin Care	Michelle Jackson	\$59	60/40
Makeup Artist Business 411	Michelle Jackson	\$59	60/40
Makeup 101	Michelle Jackson	\$69	60/40
Adult Water Aerobics	Premier Swim	\$99	50/50
Total Body Strength Training	Thomas Foroughi	\$125	\$35/hour
<i>Language</i>			
Italian for Travelers	Alpine Tutoring	\$69	\$38/hour
Online Courses	Education To Go	Varied	Varied
Fast Fun French	Katherine Watson	\$59	60/40
Spanish for Work	Rigoberto Barreto	\$59	\$30/hour
<i>Money Matters</i>			
ABC's of Medicare & Social Security	Chuck Rowan	\$39	60/40
Baby Boomer Retirement Course	Chuck Rowan	\$39	60/40
Re-Energize your Retirement	Chuck Rowan	\$39	60/40
Rejuvenate Your Retirement	Chuck Rowan	\$39	60/40
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$39	No Charge
Investment Bootcamp	Jalon O'Connell	\$39	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Understanding Stocks and Bonds	Jalon O'Connell	\$45	No Charge
Modern Retirement Planning	Pinnacle Financial	\$39/\$59	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40
How to Live, Work or Retire Abroad Affordably	Robert Cohen	\$39	50/50
<i>Music</i>			
Songwriting for Everyone	Julie Young	TBD	TBD
Beginning/Intermediate Guitar	Ron Gorman	\$99	50/50
Beginning Ukulele	Ron Gorman	\$99	50/50
SCC Community Chorale	Lee Lee Truong-Sawicki	\$60	\$25/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Personal Enrichment</i>			
What Were You Born to Do?	Curtis Adney	\$49	60/40
Online Courses	Education To Go	Varied	Varied
Feng Shui & Chinese Astrology	Kim-Yen Gil	\$59	60/40
Overcome Anxiety & Panic Forever!	Nick Lazaris	\$29	60/40
Assertiveness Skills for Toxic Relationships	Nick Lazaris	\$29	60/40
Overcome Your Fear of Public Speaking	Nick Lazaris	\$29	60/40
<i>Real Estate</i>			
Real Estate Investment	Gustavo A. Duran	TBD	TBD
Real Estate License Prep	Alana Gates	\$25	60/40
Online Courses	Education To Go	Varied	Varied
How to Sell Residential Real Estate	TBD	\$49	50/50
<i>Special Interest</i>			
Online Courses	Education To Go	Varied	Varied
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
How to Photography Artwork/Copyrighting	Julie Diebolt Price	\$189	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$69	50/50
Night Photography Magic	Julie Diebolt Price	\$39	50/50
Outdoor Photography at Tucker Sanctuary	Julie Diebolt Price	\$74	50/50
Photography Student Review	Julie Diebolt Price	\$19	50/50
Unleash the Power of Your iPhone	Julie Diebolt Price	\$89	50/50
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Your Personal Destiny Revealed	Kim-Yen Gil	\$39	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
CPR/AED: Adult, Infant, Child	Sabrina Bradley	\$25	60/40
Behind the Classics	Theo Siegel	TBD	T
<i>Test Preparation</i>			
NEW SAT Preparation	Alpine Tutor	\$94	\$40/Hour
Online Courses	Education To Go	Varied	Varied
Online Driver's Education	Safety Drivers Ed	\$45	50/50
Math Tutoring	SCC Math Dept.	\$20	50/50
<i>Travel</i>			
The Living Desert Zoo & Gardens	Good Times Travel	\$\$120/69	\$71-\$47/pp
Eat, Pray, Love	Good Times Travel	\$120/\$69	\$71-\$47/pp
In Walt's Footsteps	Good Times Travel	\$120/\$69	\$71-\$47/pp
Poppies & Pussycats!	Good Times Travel	\$120/\$69	\$71-\$47/pp
Tribute to Huell Howser	Good Times Travel	\$120/\$69	\$71-\$47/pp
Julian's Camels, Flowers & Pie	Good Times Travel	\$120/\$69	\$71-\$47/pp
Dream Homes by the Sea	Good Times Travel	\$120/\$69	\$71-\$47/pp
John Wayne's Wild Goose	Good Times Travel	\$120/\$69	\$71-\$47/pp

SANTIAGO CANYON COLLEGE
Community Services Program – Spring 2018

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Travel Continued</i>			
San Diego Sunset Luau	Good Times Travel	\$120/\$69	\$71-\$47/pp
Hollywood Bowl 4 th of July Spectacular	Good Times Travel	\$120/\$69	\$71-\$47/pp
Adventures in Arrowhead	Good Times Travel	\$120/\$69	\$71-\$47/pp
Seeglass by the Seashore	Good Times Travel	\$120/\$69	\$71-\$47/pp
Malibu Wine Safari	Good Times Travel	\$120/\$69	\$71-\$47/pp
Murder Mystery Train	Good Times Travel	\$120/\$69	\$71-\$47/pp
"Basquing" in Bakersfield	Good Times Travel	\$120/\$69	\$71-\$47/pp
A Millionaire Christmas	Good Times Travel	\$120/\$69	\$71-\$47/pp
New Year's Eve Matinee Celebration	Good Times Travel	\$120/\$69	\$71-\$47/pp
Coastal Safari – Multi Day Tour	Good Times Travel	TBA	65/35
Death Valley – Multi Day Tour	Good Times Travel	TBA	65/35
Sweet & Savory & SLO – Multi Day Tour	Good Times Travel	TBA	65/35
Color Country Escape – Multi Day Tour	Good Times Travel	TBA	65/35
Chicago & The Grand Hotel – Multi Day Tour	Good Times Travel	TBA	65/35
Canadian Rockies & Calgary Stampede	Good Times Travel	TBA	65/35
Central Coast Lighthouses, Redwoods & Rails	Good Times Travel	TBA	65/35
New England Fall Foliage	Good Times Travel	TBA	65/35
Apple Farm Inn "Christmas," by Rail	Good Times Travel	TBA	65/35

Rancho Santiago Comm Coll District

Board Meeting of 11/13/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 10/10/17 Thru 10/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65539	General Fund Unrestricted	0.00	39.10	-39.10	92*0493904	92*0493904
65546	General Fund Unrestricted	29,395.38	0.00	29,395.38	92*0493962	92*0494003
65547	General Fund Unrestricted	5,135.30	0.00	5,135.30	92*0494008	92*0494020
65548	General Fund Unrestricted	11,399.17	0.00	11,399.17	92*0494035	92*0494042
65549	General Fund Unrestricted	116,769.60	0.00	116,769.60	92*0494045	92*0494049
65554	General Fund Unrestricted	856.46	0.00	856.46	92*0494077	92*0494084
65555	General Fund Unrestricted	14,961.87	0.00	14,961.87	92*0494089	92*0494097
65556	General Fund Unrestricted	23,939.05	0.00	23,939.05	92*0494101	92*0494112
65561	General Fund Unrestricted	137,438.91	0.00	137,438.91	92*0494146	92*0494163
65562	General Fund Unrestricted	632.04	632.04	0.00	92*0494171	92*0494186
65564	General Fund Unrestricted	632.04	0.00	632.04	92*0494196	92*0494211
65565	General Fund Unrestricted	534.60	0.00	534.60	92*0494213	92*0494238
65566	General Fund Unrestricted	8,147.00	0.00	8,147.00	92*0494239	92*0494284
65569	General Fund Unrestricted	53,117.35	850.00	52,267.35	92*0494293	92*0494316
65570	General Fund Unrestricted	1,700.00	850.00	850.00	92*0494317	92*0494318
65571	General Fund Unrestricted	2,200.00	0.00	2,200.00	92*0494319	92*0494319
65573	General Fund Unrestricted	177.01	0.00	177.01	92*0494324	92*0494324
65574	General Fund Unrestricted	4,090.45	0.00	4,090.45	92*0494327	92*0494331
65579	General Fund Unrestricted	11,765.61	0.00	11,765.61	92*0494364	92*0494381
65580	General Fund Unrestricted	19,191.83	0.00	19,191.83	92*0494382	92*0494394
65581	General Fund Unrestricted	10,969.25	0.00	10,969.25	92*0494395	92*0494404
65583	General Fund Unrestricted	674.42	0.00	674.42	92*0494432	92*0494432
65584	General Fund Unrestricted	160.30	0.00	160.30	92*0494433	92*0494441
65589	General Fund Unrestricted	48,243.19	0.00	48,243.19	92*0494452	92*0494470
65590	General Fund Unrestricted	5,927.21	0.00	5,927.21	92*0494471	92*0494489
65591	General Fund Unrestricted	19,484.54	0.00	19,484.54	92*0494490	92*0494500
65593	General Fund Unrestricted	15,325.44	0.00	15,325.44	92*0494507	92*0494510
65595	General Fund Unrestricted	181,972.89	0.00	181,972.89	92*0494530	92*0494548
65596	General Fund Unrestricted	60,213.53	0.00	60,213.53	92*0494549	92*0494575
65597	General Fund Unrestricted	14,565.95	0.00	14,565.95	92*0494576	92*0494582
65598	General Fund Unrestricted	824.14	0.00	824.14	92*0494585	92*0494585
65599	General Fund Unrestricted	4,629.00	0.00	4,629.00	92*0494600	92*0494626
65601	General Fund Unrestricted	54,669.93	0.00	54,669.93	92*0494628	92*0494644
65602	General Fund Unrestricted	309.49	0.00	309.49	92*0494646	92*0494654
65606	General Fund Unrestricted	2,882.88	0.00	2,882.88	92*0494672	92*0494678
65608	General Fund Unrestricted	141,035.35	0.00	141,035.35	92*0494698	92*0494707
65609	General Fund Unrestricted	87.03	0.00	87.03	92*0494710	92*0494710
65610	General Fund Unrestricted	3,313.29	0.00	3,313.29	92*0494718	92*0494734
65614	General Fund Unrestricted	7,709.84	0.00	7,709.84	92*0494748	92*0494756
65615	General Fund Unrestricted	27,439.84	0.00	27,439.84	92*0494759	92*0494772
65620	General Fund Unrestricted	23,317.14	0.00	23,317.14	92*0494805	92*0494814

4.1 (1)

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65621	General Fund Unrestricted	9,187.02	0.00	9,187.02	92*0494817	92*0494822
65622	General Fund Unrestricted	19,230.50	0.00	19,230.50	92*0494827	92*0494838
65625	General Fund Unrestricted	4,243.24	0.00	4,243.24	92*0494859	92*0494867
65629	General Fund Unrestricted	120.00	0.00	120.00	92*0494876	92*0494876
Total Fund 11 General Fund Unrestricted		<u>\$1,098,619.08</u>	<u>\$2,371.14</u>	<u>\$1,096,247.94</u>		

Checks Written for Period 10/10/17 Thru 10/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65424	General Fund Restricted	0.00	457.94	-457.94	92*0492509	92*0492509
65515	General Fund Restricted	0.00	457.95	-457.95	92*0493586	92*0493586
65524	General Fund Restricted	0.00	285.00	-285.00	92*0493697	92*0493698
65529	General Fund Restricted	0.00	6,878.22	-6,878.22	92*0493765	92*0493766
65546	General Fund Unrestricted	515.03	0.00	515.03	92*0493976	92*0494000
65547	General Fund Restricted	11,298.88	0.00	11,298.88	92*0494004	92*0494034
65548	General Fund Restricted	1,881.70	0.00	1,881.70	92*0494039	92*0494044
65549	General Fund Restricted	11,222.88	0.00	11,222.88	92*0494046	92*0494054
65554	General Fund Restricted	517.77	0.00	517.77	92*0494071	92*0494082
65555	General Fund Restricted	17,666.83	0.00	17,666.83	92*0494085	92*0494100
65556	General Fund Restricted	151.03	0.00	151.03	92*0494107	92*0494108
65557	General Fund Restricted	87,256.51	0.00	87,256.51	92*0494113	92*0494124
65561	General Fund Restricted	9,055.62	0.00	9,055.62	92*0494149	92*0494155
65562	General Fund Restricted	2,124.72	2,124.72	0.00	92*0494164	92*0494187
65563	General Fund Restricted	369.30	369.30	0.00	92*0494188	92*0494188
65564	General Fund Restricted	2,124.72	0.00	2,124.72	92*0494189	92*0494212
65569	General Fund Restricted	16,085.99	0.00	16,085.99	92*0494304	92*0494315
65572	General Fund Restricted	982.96	0.00	982.96	92*0494320	92*0494321
65573	General Fund Restricted	2,221.80	0.00	2,221.80	92*0494322	92*0494325
65574	General Fund Restricted	994.89	0.00	994.89	92*0494326	92*0494326
65575	General Fund Restricted	76,800.17	0.00	76,800.17	92*0494332	92*0494350
65579	General Fund Restricted	7,158.02	0.00	7,158.02	92*0494373	92*0494377
65580	General Fund Restricted	494.50	0.00	494.50	92*0494392	92*0494393
65581	General Fund Restricted	1,343.95	0.00	1,343.95	92*0494399	92*0494407
65582	General Fund Restricted	13,755.29	0.00	13,755.29	92*0494408	92*0494422
65583	General Fund Restricted	3,203.85	0.00	3,203.85	92*0494423	92*0494431
65589	General Fund Restricted	300.50	0.00	300.50	92*0494465	92*0494465
65590	General Fund Restricted	13,835.14	0.00	13,835.14	92*0494472	92*0494488
65591	General Fund Restricted	20,368.15	0.00	20,368.15	92*0494494	92*0494499
65592	General Fund Restricted	1,705.31	0.00	1,705.31	92*0494501	92*0494506
65595	General Fund Restricted	18,662.16	0.00	18,662.16	92*0494524	92*0494547
65596	General Fund Restricted	4,986.27	0.00	4,986.27	92*0494552	92*0494574
65598	General Fund Restricted	10,143.83	0.00	10,143.83	92*0494583	92*0494599
65602	General Fund Restricted	3,903.70	0.00	3,903.70	92*0494645	92*0494656
65603	General Fund Restricted	8,208.87	0.00	8,208.87	92*0494657	92*0494665
65606	General Fund Unrestricted	13,391.07	0.00	13,391.07	92*0494676	92*0494676
65607	General Fund Restricted	22,590.52	0.00	22,590.52	92*0494679	92*0494697
65608	General Fund Restricted	184.84	0.00	184.84	92*0494706	92*0494706
65609	General Fund Restricted	382.33	0.00	382.33	92*0494709	92*0494717
65614	General Fund Restricted	81,663.23	0.00	81,663.23	92*0494743	92*0494755
65615	General Fund Restricted	3,863.01	0.00	3,863.01	92*0494757	92*0494775

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65620	General Fund Restricted	15,796.15	0.00	15,796.15	92*0494806	92*0494816
65621	General Fund Restricted	2,998.21	932.30	2,065.91	92*0494819	92*0494826
65622	General Fund Restricted	4,067.02	0.00	4,067.02	92*0494828	92*0494837
65623	General Fund Restricted	10,888.75	0.00	10,888.75	92*0494839	92*0494849
65624	General Fund Unrestricted	7,023.43	0.00	7,023.43	92*0494850	92*0494858
65625	General Fund Restricted	104,742.10	0.00	104,742.10	92*0494864	92*0494868
65629	General Fund Restricted	3,572.32	0.00	3,572.32	92*0494874	92*0494881
Total Fund 12 General Fund Restricted		\$620,503.32	\$11,505.43	\$608,997.89		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65548	GF Unrestricted One-Time Func	1,671.20	0.00	1,671.20	92*0494040	92*0494040
65554	GF Unrestricted One-Time Func	12,092.39	0.00	12,092.39	92*0494070	92*0494072
65561	GF Unrestricted One-Time Func	1,330.00	0.00	1,330.00	92*0494147	92*0494147
65569	GF Unrestricted One-Time Func	1,074.84	0.00	1,074.84	92*0494307	92*0494314
65575	GF Unrestricted One-Time Func	7,500.00	0.00	7,500.00	92*0494334	92*0494334
65579	GF Unrestricted One-Time Func	15,099.20	0.00	15,099.20	92*0494371	92*0494371
65581	GF Unrestricted One-Time Func	796.61	0.00	796.61	92*0494403	92*0494403
65591	General Fund Restricted	7,185.04	0.00	7,185.04	92*0494492	92*0494492
65598	GF Unrestricted One-Time Func	1,043.37	0.00	1,043.37	92*0494584	92*0494584
65606	GF Unrestricted One-Time Func	3,198.43	0.00	3,198.43	92*0494671	92*0494675
65608	GF Unrestricted One-Time Func	4,200.00	0.00	4,200.00	92*0494708	92*0494708
65621	GF Unrestricted One-Time Func	17,121.47	0.00	17,121.47	92*0494818	92*0494824
65625	GF Unrestricted One-Time Func	1,776.87	0.00	1,776.87	92*0494869	92*0494869
Total Fund 13 GF Unrestricted One-Time		\$74,089.42	\$0.00	\$74,089.42		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65542	Child Development Fund	2,962.20	0.00	2,962.20	92*0493951	92*0493957
65551	Child Development Fund	4,435.49	0.00	4,435.49	92*0494056	92*0494065
65560	Child Development Fund	522.59	0.00	522.59	92*0494139	92*0494145
65568	Child Development Fund	8,539.99	0.00	8,539.99	92*0494287	92*0494292
65576	Child Development Fund	3,503.94	0.00	3,503.94	92*0494351	92*0494361
65585	Child Development Fund	3,546.89	0.00	3,546.89	92*0494442	92*0494446
65594	Child Development Fund	6,676.41	0.00	6,676.41	92*0494511	92*0494523
65604	Child Development Fund	838.21	0.00	838.21	92*0494666	92*0494669
65613	Child Development Fund	2,600.08	0.00	2,600.08	92*0494739	92*0494742
65617	Child Development Fund	19,981.34	0.00	19,981.34	92*0494778	92*0494789
65626	Child Development Fund	476.99	0.00	476.99	92*0494870	92*0494870
Total Fund 33 Child Development Fund		\$54,084.13	\$0.00	\$54,084.13		

Checks Written for Period 10/10/17 Thru 10/31/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65544	Capital Outlay Projects Fund	2,325.50	0.00	2,325.50	92*0493959	92*0493960
65553	Capital Outlay Projects Fund	499.78	0.00	499.78	92*0494068	92*0494069
65559	Capital Outlay Projects Fund	233,629.47	0.00	233,629.47	92*0494129	92*0494138
65567	Capital Outlay Projects Fund	22,834.80	0.00	22,834.80	92*0494285	92*0494286
65578	Capital Outlay Projects Fund	49,730.00	0.00	49,730.00	92*0494363	92*0494363
65587	Capital Outlay Projects Fund	10,199.89	9,950.00	249.89	92*0494449	92*0494450
65612	Capital Outlay Projects Fund	22,452.00	0.00	22,452.00	92*0494736	92*0494738
65618	Capital Outlay Projects Fund	100,427.01	0.00	100,427.01	92*0494790	92*0494800
65627	Capital Outlay Projects Fund	91,205.85	0.00	91,205.85	92*0494871	92*0494872
Total Fund 41 Capital Outlay Projects Fun		\$533,304.30	\$9,950.00	\$523,354.30		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65543	Bond Fund, Measure Q	171.21	0.00	171.21	92*0493958	92*0493958
65552	Bond Fund, Measure Q	71,117.24	0.00	71,117.24	92*0494066	92*0494067
65558	Bond Fund, Measure Q	87,675.72	0.00	87,675.72	92*0494125	92*0494128
65577	Bond Fund, Measure Q	72.30	0.00	72.30	92*0494362	92*0494362
65586	Bond Fund, Measure Q	2,117,505.42	0.00	2,117,505.42	92*0494447	92*0494448
65605	Bond Fund, Measure Q	23,451.25	0.00	23,451.25	92*0494670	92*0494670
65619	Bond Fund, Measure Q	130,826.40	0.00	130,826.40	92*0494801	92*0494804
65628	Bond Fund, Measure Q	676.15	0.00	676.15	92*0494873	92*0494873
Total Fund 43 Bond Fund, Measure Q		<u>\$2,431,495.69</u>	<u>\$0.00</u>	<u>\$2,431,495.69</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65550	Property and Liability Fund	1,922.78	0.00	1,922.78	92*0494055	92*0494055
65588	Property and Liability Fund	5,468.16	0.00	5,468.16	92*0494451	92*0494451
65600	Property and Liability Fund	6,244.30	0.00	6,244.30	92*0494627	92*0494627
65611	Property and Liability Fund	12,114.66	0.00	12,114.66	92*0494735	92*0494735
65616	Property and Liability Fund	9,951.48	0.00	9,951.48	92*0494776	92*0494777
Total Fund 61 Property and Liability Fund		\$35,701.38	\$0.00	\$35,701.38		

Checks Written for Period 10/10/17 Thru 10/31/17

65545	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0493961	92*0493961
Total Fund 62 Workers' Compensation Fu		<u><u>\$1,837.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,837.50</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	1,096,247.94
Total Fund 12 General Fund Restricted	608,997.89
Total Fund 13 GF Unrestricted One-Time Fund	74,089.42
Total Fund 33 Child Development Fund	54,084.13
Total Fund 41 Capital Outlay Projects Fund	523,354.30
Total Fund 43 Bond Fund, Measure Q	2,431,495.69
Total Fund 61 Property and Liability Fund	35,701.38
Total Fund 62 Workers' Compensation Fund	1,837.50
Grand Total:	<u><u>\$4,825,808.25</u></u>

Checks Written for Period 10/10/17 Thru 10/30/17

<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>
311710214	Bookstore Fund	114,532.65	0.00	114,532.65	31*0108295	31*0108305
311710428	Bookstore Fund	679,782.34	232,322.20	447,460.14	31*0108306	31*0108338
Total Fund 31 Bookstore Fund		<u>\$794,314.99</u>	<u>\$232,322.20</u>	<u>\$561,992.79</u>		

Checks Written for Period 10/10/17 Thru 10/30/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711710214	Associated Students Fund	2,875.45	0.00	2,875.45	71*0008151	71*0008160
711710321	Associated Students Fund	2,334.77	0.00	2,334.77	71*0008161	71*0008168
711710428	Associated Students Fund	480.64	0.00	480.64	71*0008169	71*0008171
Total Fund 71 Associated Students Fund		<u>\$5,690.86</u>	<u>\$0.00</u>	<u>\$5,690.86</u>		

Checks Written for Period 10/10/17 Thru 10/30/17

<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>
721710214	Representation Fee Trust Fund	4,027.39	0.00	4,027.39	72*0000121	72*0000123
721710428	Representation Fee Trust Fund	4,117.65	0.00	4,117.65	72*0000124	72*0000125
Total Fund 72 Representation Fee Trust Fun		<u><u>\$8,145.04</u></u>	<u><u>\$0.00</u></u>	<u><u>\$8,145.04</u></u>		

Checks Written for Period 10/10/17 Thru 10/30/17

<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>
761710214	Community Education Fund	8,849.27	0.00	8,849.27	76*0007267	76*0007269
761710321	Community Education Fund	5,171.70	0.00	5,171.70	76*0007270	76*0007274
761710428	Community Education Fund	33,474.32	0.00	33,474.32	76*0007275	76*0007283
Total Fund 76 Community Education Fund		<u>\$47,495.29</u>	<u>\$0.00</u>	<u>\$47,495.29</u>		

Checks Written for Period 10/10/17 Thru 10/30/17

<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>
791710214	Diversified Trust Fund	17,495.73	0.00	17,495.73	79*0021039	79*0021048
791710321	Diversified Trust Fund	10,307.84	0.00	10,307.84	79*0021049	79*0021058
791710428	Diversified Trust Fund	20,767.68	94.80	20,672.88	79*0021059	79*0021080
Total Fund 79 Diversified Trust Fund		<u><u>\$48,571.25</u></u>	<u><u>\$94.80</u></u>	<u><u>\$48,476.45</u></u>		

Checks Written for Period 10/10/17 Thru 10/30/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811710214	Diversified Agency Fund	5,208.80	0.00	5,208.80	81*0048137	81*0048141
811710321	Diversified Agency Fund	9,308.03	0.00	9,308.03	81*0048142	81*0048161
811710428	Diversified Agency Fund	27,405.29	400.00	27,005.29	81*0048162	81*0048183
Total Fund 81 Diversified Agency Fund		<u>\$41,922.12</u>	<u>\$400.00</u>	<u>\$41,522.12</u>		

SUMMARY

Total Fund 31 Bookstore Fund	561,992.79
Total Fund 71 Associated Students Fund	5,690.86
Total Fund 72 Representation Fee Trust Fund	8,145.04
Total Fund 76 Community Education Fund	47,495.29
Total Fund 79 Diversified Trust Fund	48,476.45
Total Fund 81 Diversified Agency Fund	41,522.12
Grand Total:	<u><u>\$713,322.55</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/11/2017 To 10/31/2017
Board Meeting on 11/13/2017**

BACKGROUND

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

ANALYSIS

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

		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	8,469	
2000	CLASSIFIED SALARIES	17,703	
3000	EMPLOYEE BENEFITS		12,087
4000	SUPPLIES & MATERIALS		9,405
5000	OTHER OPERATING EXP & SERVICES		6,773
6000	CAPITAL OUTLAY	2,093	
Total Transfer Fund 11		\$28,265	\$28,265
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES	4,606	
2000	CLASSIFIED SALARIES	53,008	
3000	EMPLOYEE BENEFITS	17,025	
4000	SUPPLIES & MATERIALS		119,408
5000	OTHER OPERATING EXP & SERVICES		72,988
6000	CAPITAL OUTLAY	113,264	
7900	RESERVE FOR CONTINGENCIES	4,493	
Total Transfer Fund 12		\$192,396	\$192,396
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS		32,176
5000	OTHER OPERATING EXP & SERVICES		322,254
6000	CAPITAL OUTLAY		723
7900	RESERVE FOR CONTINGENCIES	355,153	
Total Transfer Fund 13		\$355,153	\$355,153
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES		3,613
2000	CLASSIFIED SALARIES	30,396	
3000	EMPLOYEE BENEFITS		768
4000	SUPPLIES & MATERIALS		20,856
6000	CAPITAL OUTLAY		5,159
Total Transfer Fund 33		\$30,396	\$30,396

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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From 10/11/2017 To 10/31/2017
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BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		1,299,674
7900 RESERVE FOR CONTINGENCIES	1,299,674	
	_____	_____
Total Transfer Fund 41	\$1,299,674	\$1,299,674
<u>Fund 79: Diversified Trust Fund</u>		
4000 SUPPLIES & MATERIALS	100	
5000 OTHER OPERATING EXP & SERVICES		100
	_____	_____
Total Transfer Fund 79	\$100	\$100

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

		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	283,838	
8600	STATE REVENUES	311,940	
1000	ACADEMIC SALARIES		33,054
2000	CLASSIFIED SALARIES		129,717
3000	EMPLOYEE BENEFITS		68,699
4000	SUPPLIES & MATERIALS		16,881
5000	OTHER OPERATING EXP & SERVICES		303,433
6000	CAPITAL OUTLAY		25,024
7000	OTHER OUTGO		18,970
Total Transfer Fund 12		\$595,778	\$595,778
<u>Fund 74: Student Financial Aid Fund</u>			
8100	FEDERAL REVENUES	30,000	
7000	OTHER OUTGO		30,000
Total Transfer Fund 74		\$30,000	\$30,000

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

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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From 10/11/2017 To 10/31/2017
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BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B022048	10/16/17		
1000	ACADEMIC SALARIES		21,501
2000	CLASSIFIED SALARIES	26,191	
3000	EMPLOYEE BENEFITS		4,690
Total Reference B022048		\$26,191	\$26,191
Reason:	Special Project Adjustment		
Description:	Fd cntrct extnsn days for Woodhead, I., Cummins, S. frm 3230.		
B022101	10/25/17		
1000	ACADEMIC SALARIES		19,201
3000	EMPLOYEE BENEFITS		7,678
5000	OTHER OPERATING EXP & SERVICES	26,879	
Total Reference B022101		\$26,879	\$26,879
Reason:	Reason Code 'Fund 14% of Von Lawson ' not found		
Description:	Apprenticeship Salary effective 7/1/17.		
B022145	10/30/17		
1000	ACADEMIC SALARIES	25,797	
3000	EMPLOYEE BENEFITS	5,626	
5000	OTHER OPERATING EXP & SERVICES		31,423
Total Reference B022145		\$31,423	\$31,423
Reason:	Adjustment		
Description:	Move funds holding acct EOPs		
B022152	10/31/17		
1000	ACADEMIC SALARIES	23,374	
3000	EMPLOYEE BENEFITS	7,035	
5000	OTHER OPERATING EXP & SERVICES		30,409
Total Reference B022152		\$30,409	\$30,409
Reason:	Adjustment		
Description:	Move 20% of Susan Salgado salary to hold acct-cvrd 100% under Hlth Ctr in Account 12-3450-644000-19530-1260		
<u>Fund 12: General Fund Restricted</u>			
B022061	10/18/17		
1000	ACADEMIC SALARIES	11,180	
5000	OTHER OPERATING EXP & SERVICES		25,142
6000	CAPITAL OUTLAY	13,962	
Total Reference B022061		\$25,142	\$25,142
Reason:	Special Project Adjustment		
Description:	Grant: NOCCAP-Change requested to be able to pay for contracted services.		

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BUDGET TRANSFERS	From	To
B022118 10/26/17		
4000 SUPPLIES & MATERIALS		118,708
5000 OTHER OPERATING EXP & SERVICES	46,313	
6000 CAPITAL OUTLAY	72,395	
	-----	-----
Total Reference B022118	\$118,708	\$118,708
Reason: Corr		
Description: Changes are correcting adjustments for Bmpr18121.		
B022146 10/30/17		
1000 ACADEMIC SALARIES		2,801
3000 EMPLOYEE BENEFITS		617
7900 RESERVE FOR CONTINGENCIES	3,418	
	-----	-----
Total Reference B022146	\$3,418	\$3,418
Reason: Special Project Adjustment		
Description: Move funds to cover salary increase for Susan Salgado and transfer of expenditures.		
B022147 10/30/17		
2000 CLASSIFIED SALARIES	56,790	
3000 EMPLOYEE BENEFITS	25,771	
5000 OTHER OPERATING EXP & SERVICES		82,561
	-----	-----
Total Reference B022147	\$82,561	\$82,561
Reason: Special Project Adjustment		
Description: Cover cost of Contract Svcs for DSN ICT/Digital Media projects.		
B022153 10/31/17		
3000 EMPLOYEE BENEFITS		1,075
7900 RESERVE FOR CONTINGENCIES	1,075	
	-----	-----
Total Reference B022153	\$1,075	\$1,075
Reason: Special Project Adjustment		
Description: Tx funds to cover shortage of cash fringe in acct for Susana Salgado, Rebecca Barnard and Debra Bailey		
Fund 13: GF Unrestricted One-Time Funds		
B022021 10/11/17		
5000 OTHER OPERATING EXP & SERVICES		14,000
7900 RESERVE FOR CONTINGENCIES	14,000	
	-----	-----
Total Reference B022021	\$14,000	\$14,000
Reason: Adjustment		
Description: Installation of lights at the Remington site.		

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BUDGET TRANSFERS	From	To
B022068 10/20/17		
5000 OTHER OPERATING EXP & SERVICES		156,000
7900 RESERVE FOR CONTINGENCIES	156,000	
	<hr/>	<hr/>
Total Reference B022068	\$156,000	\$156,000
Reason: Adjustment		
Description: Fund landscaping expenses		
B022093 10/24/17		
5000 OTHER OPERATING EXP & SERVICES		15,000
7900 RESERVE FOR CONTINGENCIES	15,000	
	<hr/>	<hr/>
Total Reference B022093	\$15,000	\$15,000
Reason: Adjustment		
Description: MOVE FUNDS TO COVER LEGAL EXPENSES		
B022094 10/24/17		
5000 OTHER OPERATING EXP & SERVICES		32,494
7900 RESERVE FOR CONTINGENCIES	32,494	
	<hr/>	<hr/>
Total Reference B022094	\$32,494	\$32,494
Reason: Adjustment		
Description: Cover fire damper inspection proposal, 5 yr. inspect of Fire Protection System		
 B022096 10/24/17		
4000 SUPPLIES & MATERIALS		14,200
5000 OTHER OPERATING EXP & SERVICES		99,600
7900 RESERVE FOR CONTINGENCIES	113,800	
	<hr/>	<hr/>
Total Reference B022096	\$113,800	\$113,800
Reason: Adjustment		
Description: Fund maintenance one-time expenses		
B022105 10/26/17		
5000 OTHER OPERATING EXP & SERVICES		23,859
7900 RESERVE FOR CONTINGENCIES	23,859	
	<hr/>	<hr/>
Total Reference B022105	\$23,859	\$23,859
Reason: Adjustment		
Description: Tx fds to cover monthly service for Remington site for the Dark Fiber connections.		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/11/2017 To 10/31/2017
Board Meeting on 11/13/2017**

BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
B022078 10/20/17		
6000 CAPITAL OUTLAY		880,000
7900 RESERVE FOR CONTINGENCIES	880,000	
	\$880,000	\$880,000
Total Reference B022078		
Reason: New Budget		
Description: SCC BR Exterior Parking Ph. 1		
B022110 10/26/17		
6000 CAPITAL OUTLAY		115,000
7900 RESERVE FOR CONTINGENCIES	115,000	
	\$115,000	\$115,000
Total Reference B022110		
Reason: New Budget		
Description: SAC BR Signage/Wayfinding		
B022111 10/26/17		
6000 CAPITAL OUTLAY		82,500
7900 RESERVE FOR CONTINGENCIES	82,500	
	\$82,500	\$82,500
Total Reference B022111		
Reason: New Budget		
Description: SAC Campus Directory (Electronic)		
B022112 10/26/17		
6000 CAPITAL OUTLAY		105,402
7900 RESERVE FOR CONTINGENCIES	105,402	
	\$105,402	\$105,402
Total Reference B022112		
Reason: Special Project Adjustment		
Description: Allocate funds to Contractor Svcs.		
B022113 10/26/17		
6000 CAPITAL OUTLAY		88,831
7900 RESERVE FOR CONTINGENCIES	88,831	
	\$88,831	\$88,831
Total Reference B022113		
Reason: Special Project Adjustment		
Description: Allocate funds to contractor services.		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/11/2017 To 10/31/2017
Board Meeting on 11/13/2017**

BUDGET TRANSFERS		From	To
B022116	10/26/17		
6000	CAPITAL OUTLAY		149,500
7900	RESERVE FOR CONTINGENCIES	149,500	
Total Reference B022116		\$149,500	\$149,500
Reason: Special Project Adjustment			
Description: Allocate funds to various objects for BR Signage/Wayfinding Ph. 2			
B022139	10/27/17		
6000	CAPITAL OUTLAY	46,559	
7900	RESERVE FOR CONTINGENCIES		46,559
Total Reference B022139		\$46,559	\$46,559
Reason: Special Project Adjustment			
Description: Allocate funds from SP3090 to contingency			
B022149	10/30/17		
6000	CAPITAL OUTLAY	75,000	
7900	RESERVE FOR CONTINGENCIES		75,000
Total Reference B022149		\$75,000	\$75,000
Reason: New Budget			
Description: SAC Security Storage			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 10/11/2017 To 10/31/2017
Board Meeting on 11/13/2017**

BUDGET INCREASES AND DECREASES

		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
B022059	10/18/17		
8600	STATE REVENUES	73,328	
5000	OTHER OPERATING EXP & SERVICES		73,328
Total Reference B022059		\$73,328	\$73,328
Reason:	New Budget		
Description:	Setup PY accts for BFAP COB		
B022134	10/27/17		
8600	STATE REVENUES	200,000	
4000	SUPPLIES & MATERIALS		5,000
5000	OTHER OPERATING EXP & SERVICES		195,000
Total Reference B022134		\$200,000	\$200,000
Reason:	New Budget		
Description:	Innovation and Effectiveness Grant PJ#2380.		
B022135	10/27/17		
8100	FEDERAL REVENUES	263,938	
1000	ACADEMIC SALARIES		24,273
2000	CLASSIFIED SALARIES		129,717
3000	EMPLOYEE BENEFITS		66,780
4000	SUPPLIES & MATERIALS		2,630
5000	OTHER OPERATING EXP & SERVICES		33,938
7000	OTHER OUTGO		6,600
Total Reference B022135		\$263,938	\$263,938
Reason:	New Budget		
Description:	Veterans Upward Bound Pgm II Y1 FY 17/18		

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Adoption of Resolution No. 17-27 authorizing the issuance and sale of Santa Ana College SFID No. 1 Series B General Obligation Bonds in an amount not to exceed \$71 million	
Action:	Request for Approval	

BACKGROUND

Measure Q was passed by voters in November 2012 to fund capital projects at Santa Ana College. The district issued the first general obligation bonds authorized by Measure Q (Series A) in the amount of \$70,585,000 in October 2014. Based upon the expected cash flow needs, the district is now preparing for the second issuance (Series B) in the not to exceed amount of \$71 million, in January 2018.

ANALYSIS

Resolution 17-27 authorizes the issuance and sale of Measure Q Series B bonds, in an amount not to exceed \$71 million, of the Santa Ana College Facilities Improvement District No. 1 of the Rancho Santiago Community College District.

Attached are copies of the following documents:

1. Resolution No. 17-27 Authorizing Issuance and Sale of Bonds
2. Contract of Purchase with the Underwriter -draft
3. Preliminary Official Statement (POS) – draft

These documents have been reviewed and prepared by bond counsel Graham Beck of Nixon Peabody. The Contract Purchase agreement and Official Statement (OS) will be completed and executed upon bond pricing and sale.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 17-27 authorizing the issuance and sale of Santa Ana College SFID No. 1 Series B bonds in an amount not to exceed \$71 million and supporting documents as presented.

Fiscal Impact:	Not applicable	Board Date: November 13, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Resolution No. 17-27

**RESOLUTION OF THE BOARD OF TRUSTEES
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, ACTING AS THE
LEGISLATIVE BODY FOR SANTA ANA COLLEGE IMPROVEMENT DISTRICT
NO. 1 OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT,
AUTHORIZING THE ISSUANCE AND SALE OF
SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS, ELECTION
OF 2012, 2018 SERIES B, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO
EXCEED \$71,000,000, AND APPROVING CERTAIN OTHER MATTERS RELATING
TO SAID BONDS**

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**RESOLUTION OF THE BOARD OF TRUSTEES
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, ACTING AS THE
LEGISLATIVE BODY FOR SANTA ANA COLLEGE IMPROVEMENT DISTRICT
NO. 1 OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT,
AUTHORIZING THE ISSUANCE AND SALE OF
SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF RANCHO
SANTIAGO COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS,
ELECTION OF 2012, 2018 SERIES B, IN AN AGGREGATE PRINCIPAL AMOUNT
NOT TO EXCEED \$71,000,000, AND APPROVING CERTAIN OTHER MATTERS
RELATING TO SAID BONDS**

WHEREAS, the Rancho Santiago Community College District (the “**College District**”) is a community college district organized and operating within the County of Orange (the “**County**”) pursuant to the laws of the State of California (the “**State**”), including, but not limited to, the State Constitution and the California Education Code (the “**Education Code**”); and

WHEREAS, the College District has, pursuant to Chapter 2 of Part 10 of the Education Code, commencing with Section 15300, formed Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District (the “**Improvement District**”) pursuant to State law (“**Formation Proceedings**”) to include a certain specified portion of the territory within the College District, as shown on maps on file with the Recorder of the County; and

WHEREAS, a duly called election was held in the Improvement District on November 6, 2012 (the “**2012 Election**”), and thereafter canvassed pursuant to law; and

WHEREAS, at the 2012 Election, there was submitted to and approved by the requisite fifty-five percent (55%) vote of the qualified electors of the Improvement District a question as to the issuance and sale of general obligation bonds of the Improvement District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$198,000,000 payable from the levy of an *ad valorem* tax against the taxable property in the Improvement District (the “**Authorization**”); and

WHEREAS, the College District, acting as the legislative body of the Improvement District, has previously issued and sold \$70,585,000 aggregate principal amount of its general obligation bonds under the Authorization, leaving a total of \$127,415,000 in bonds unissued thereunder; and

WHEREAS, the Board of Trustees of the College District (the “**Governing Board**”), acting as the legislative body for the Improvement District, has now determined that the College District has a requirement for the construction, improvement, furnishing and equipping of certain of its public facilities, as provided for in the Authorization (collectively, the “**Projects**”) and desires to issue General Obligation Bonds, Election of 2012, 2018 Series B (the “**Bonds**”) of the Improvement District; and

WHEREAS, this Governing Board has determined that it is desirable to sell the Bonds pursuant to a negotiated underwriting to Piper Jaffray & Co., as underwriter (the

“**Underwriter**”) pursuant to a Contract of Purchase (as defined herein), a form of which has been submitted to this meeting of the Governing Board and is on file with the Clerk of the Governing Board (the “**Clerk**”); and

WHEREAS, a form of the preliminary official statement (the “**Preliminary Official Statement**”) relating to the Bonds has been submitted to this meeting of the Governing Board and is on file with the Clerk; and

WHEREAS, a form of continuing disclosure undertaking (the “**Continuing Disclosure Undertaking**”), attached as Appendix D to the Preliminary Official Statement, has been submitted to this meeting of the Governing Board and is on file with the Clerk; and

WHEREAS, this Governing Board desires that the Treasurer and Tax Collector of the County (the “**Treasurer**”) should levy and collect an *ad valorem* property tax on all taxable property within the Improvement District sufficient to provide for payment of the Bonds, and intends by the adoption of this Resolution to notify the Board of Supervisors of the County, the Auditor-Controller of the County (the “**Auditor-Controller**”), the Treasurer and other officials of the County that they should take such actions as shall be necessary to provide for the levy and collection of such tax and payment of the Bonds; and

WHEREAS, this Governing Board recognizes that Senate Bill No. 222 (Chapter 78, Statutes of 2015) (“**SB222**”), which provides for a statutory lien on the Pledged Moneys (as defined herein) when collected by the County (but not on real property of homeowners in the College District) to secure repayment of general obligation bonds, was passed by the legislature and approved by the Governor and became effective January 1, 2016; and

WHEREAS, the pledge included in this Resolution to secure payment of the Bonds is intended to be a consensual agreement with the registered owners of the Bonds; and

WHEREAS, all acts, conditions and other matters required by law to be done or performed have been done and performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the Improvement District, and the indebtedness of the Improvement District, including this proposed issue of the Bonds, is within all limits prescribed by law;

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Governing Board of the College District, acting as the legislative body for the Improvement District, as follows:

SECTION 1. Definitions. Capitalized terms used but not defined herein shall have the meanings set forth in the Recitals hereto. Additionally, the following terms shall for all purposes of this Resolution have the following meanings:

“Authorized Investments” shall mean the County Investment Pool, the County Educational Investment Pool (or other investment pools of the County into which the District may lawfully invest its funds), any investment authorized pursuant to Government Code Sections 16429.1, 53601 and 53635, or any investment authorized in the Official Statement.

“Authorized Officer” and “Authorized Officers” shall mean the officers of the College District, including the Chancellor, the Vice Chancellor, Business Operations and Fiscal Services and their authorized representatives, and the President and Clerk of the Governing Board.

“Authorizing Law” shall mean, collectively, (i) Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code of the State, as amended; (ii) applicable provisions of the Education Code of the State, as amended, and (ii) Article XIII A of the California Constitution.

“Board of Supervisors” shall mean the Board of Supervisors of the County.

“Bond Counsel” shall mean Nixon Peabody LLP or any other firm that is a nationally recognized bond counsel firm.

“Bond Register” shall mean the books referred to in Section 16 of this Resolution.

“Building Fund” shall mean the Building Fund of the Improvement District, established at the direction of the College District and administered by the County Office of Education.

“Business Day” shall mean a day which is not a Saturday, Sunday or a day on which banking institutions in the State or the State of New York and the New York Stock Exchange are authorized or required to be closed.

“Chancellor” shall mean the Chancellor of the College District.

“Code” shall mean the Internal Revenue Code of 1986, as amended.

“Contract of Purchase” shall mean the Contract of Purchase by and between the College District, on behalf of the Improvement District, and the Underwriter relating to the Bonds.

“Costs of Issuance” shall mean all of the authorized costs of issuing the Bonds as described in the Authorizing Law, including but not limited to, all printing and document preparation expenses in connection with this Resolution, the Bonds and the Preliminary Official Statement and the Official Statement pertaining to the Bonds and any and all other agreements, instruments, certificates or other documents prepared in connection therewith; rating agency fees; auditor’s fees; CUSIP service bureau charges; legal fees and expenses of counsel with respect to the financing, including the fees and expenses of Bond Counsel and Disclosure Counsel; the fees and expenses of the Financial Advisor; the fees and expenses of the Paying Agent; fees for credit enhancement (if any) relating to the Bonds; and other fees and expenses incurred in connection with the issuance of the Bonds, to the extent such fees and expenses are approved by the College District.

“County” shall mean Orange County, California.

“County Office of Education” shall mean the Office of Education of the County and such other persons as may be designated by the County Office of Education to perform the operational and disbursement functions hereunder.

“Disclosure Counsel” shall mean Nixon Peabody LLP, in its capacity as disclosure counsel to the College District and the Improvement District with respect to the Bonds.

“Debt Service” shall have the meaning given to that term in Section 18 of this Resolution.

“Debt Service Fund” shall mean the Debt Service Fund established pursuant to Section 18 of this Resolution.

“Depository” shall mean DTC and its successors and assigns or if (a) the then-acting Depository resigns from its functions as securities depository for the Bonds, or (b) the College District discontinues use of the Depository pursuant to this Resolution, any other securities depository which agrees to follow procedures required to be followed by a securities depository in connection with the Bonds.

“DTC” shall mean The Depository Trust Company, and its successors and assigns.

“EMMA” shall mean the Electronic Municipal Market Access website of the MSRB, currently located at <http://emma.msrb.org>.

“Excess Earnings Fund” shall mean the Excess Earnings Fund established pursuant to Section 20 of this Resolution.

“Financial Advisor” shall mean Cooperative Strategies, LLC.

“Fiscal Year” shall mean the twelve-month period commencing on July 1 of each year and ending on the following June 30 or any other fiscal year selected by the College District.

“Information Services” shall mean EMMA and, in accordance with then current guidelines of the Securities and Exchange Commission, such other addresses and/or such other services providing information with respect to called bonds as the College District may designate in a certificate of the College District, acting on behalf of the Improvement District, delivered to the Paying Agent.

“Interest Payment Date” shall mean with respect to any Bond, February 1 and August 1 in each year, commencing on August 1, 2018, or as otherwise specified in the Contract of Purchase.

“Moody’s” shall mean Moody’s Investors Service, its successors and assigns, except that if such corporation shall no longer perform the functions of a securities rating agency for any reason, the term “Moody’s” shall be deemed to refer to any other nationally recognized securities rating agency selected by the College District.

“MSRB” shall mean the Municipal Securities Rulemaking Board or any other entity designated or authorized by the Securities and Exchange Commission to receive the reports described in the Continuing Disclosure Undertaking. Until otherwise designated by the MSRB or the Securities and Exchange Commission, filings with the MSRB are to be made through EMMA.

“Nominee” shall mean the nominee of the Depository which may be the Depository, as determined from time to time by the Depository.

“Nonarbitrage Certificate” shall mean the Tax and Nonarbitrage Certificate of the College District and the Improvement District delivered in connection with the issuance of the Bonds.

“Official Statement” shall mean the final official statement of the College District describing the Bonds.

“Outstanding,” when used with reference to the Bonds, shall mean, as of any date, Bonds theretofore issued or thereupon being issued under this Resolution except:

- (i) Bonds canceled at or prior to such date;
- (ii) Bonds in lieu of or in substitution for which other Bonds shall have been delivered pursuant to Section 14 hereof;
- (iii) Bonds for the payment or redemption of which funds or eligible securities in the necessary amount shall have been set aside (whether on or prior to the maturity or redemption date of such Bonds), in accordance with Section 43 of this Resolution.

“Owner” shall mean the registered owner, as indicated in the Bond Register, of any Bond.

“Participant” shall mean a member of or participant in the Depository.

“Paying Agent” shall mean the paying agent designated pursuant to Section 32 hereof.

“Pledged Moneys” shall have the meaning given to that term in Section 19 of this Resolution.

“Principal” or “Principal Amount” shall mean, as of any date of calculation, with respect to any Bond, the principal amount thereof.

“Projects” shall include the capital improvements further described in Section 7 of this Resolution and delineated in the ballot presented to and approved by the voters of the Improvement District at the 2012 Election.

“Project Costs” shall mean all of the expenses of and incidental to the construction, acquisition, equipping or furnishing of the Projects to be funded with the proceeds of the Bonds.

“Record Date” shall mean the close of business on the fifteenth calendar day of the month next preceding an Interest Payment Date.

“Regulations” shall mean the regulations of the United States Department of the Treasury proposed or promulgated under Sections 103 and 141 through 150 of the Code which by their

terms are effective with respect to the Bonds and similar Treasury Regulations to the extent not inconsistent with Sections 103 and 141 through 150 of the Code, including regulations promulgated under Section 103 of the Internal Revenue Code of 1954, as amended.

“S&P” shall mean Standard & Poor’s Ratings Services, a Standard & Poor’s Financial Services LLC business, its successors and assigns, except that if such corporation shall no longer perform the functions of a securities rating agency for any reason, the term “S&P” shall be deemed to refer to any other nationally recognized securities rating agency selected by the College District.

“Securities Depositories” shall mean The Depository Trust Company, 55 Water Street, New York, New York 10041, Facsimile transmission: (212) 785-9681, (212) 855-3215, and, in accordance with then-current guidelines of the Securities and Exchange Commission, such other addresses and/or such other securities depositories as the College District may designate in a certificate delivered to the Paying Agent.

“Supplemental Resolution” shall mean any resolution supplemental to or amendatory of this Resolution, adopted by the College District in accordance with Section 40 or Section 41 hereof.

“Term Bond” shall mean any Bond which, by its terms, has a single maturity but is subject to mandatory sinking fund redemption prior to the date of such maturity.

“Transfer Amount” shall mean, with respect to any Bond, the aggregate Principal Amount thereof.

“Underwriter” shall mean Piper Jaffray & Co.

SECTION 2. Rules of Construction. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders, and vice versa. Except where the context otherwise requires, words importing the singular shall include the plural and vice versa, and words importing persons shall include firms, associations and corporations, including public bodies, as well as natural persons.

SECTION 3. Authority for this Resolution. This Resolution is adopted pursuant to the provisions of the Authorizing Law.

SECTION 4. Resolution to Constitute Contract. In consideration of the purchase and acceptance of any and all of the Bonds authorized to be issued hereunder by those who shall own the same from time to time, this Resolution shall be deemed to be and shall constitute a contract among the Improvement District and the Owners from time to time of the Bonds; and the pledge made in this Resolution shall be for the equal benefit, protection and security of the Owners of any and all of the Bonds, all of which, regardless of the time or times of their issuance or maturity, shall be of equal rank without preference, priority or distinction of any of the Bonds over any other thereof.

SECTION 5. Approval of Documents; Determination of Method of Sale and Terms of Bonds.

(A) The Authorized Officers, in consultation with Bond Counsel, the Financial Advisor and the other officers of the College District, are, and each of them acting alone is, hereby authorized and directed to issue and deliver the Bonds and to establish the initial aggregate principal amount thereof; provided, however, that such initial aggregate principal amount shall not exceed \$71,000,000.

(B) The form of the Contract of Purchase is hereby approved. The Authorized Officers are, and each of them acting alone is, authorized and directed to execute and deliver the Contract of Purchase to the Underwriter for and in the name and on behalf of the Improvement District, with such additions, changes or corrections therein as the Authorized Officer executing the same on behalf of the Improvement District may approve, in his or her discretion, as being in the best interests of the Improvement District including, without limitation (i) such changes as are necessary to reflect the final terms of the Bonds to the extent such terms differ from those set forth in this Resolution, such approval to be conclusively evidenced by such Authorized Officer's execution thereof and (ii) any other documents required to be executed thereunder. The Authorized Officers are, and each of them acting alone is, hereby authorized to negotiate with the Underwriter the terms, maturities, interest rates and series of the Bonds and the purchase price of the Bonds to be paid by the Underwriter, which purchase price shall reflect an Underwriter's discount of not more than 0.55% (not including original issue discount and any costs of issuance paid by the Underwriter) of the principal amount thereof. The interest rate on the Bonds shall not exceed the maximum allowed under law. All Principal of the Bonds shall be payable within 30 years of the date of issuance of the Bonds.

(C) The form of the Continuing Disclosure Undertaking is hereby approved. The Authorized Officers are, and each of them acting alone is, hereby authorized to execute and deliver the Continuing Disclosure Undertaking on behalf of the College District, with such changes therein as the Authorized Officer executing the same on behalf of the College District may approve, in his or her discretion, as being in the best interests of the College District, such approval to be conclusively evidenced by such Authorized Officer's execution thereof, and any other documents required to be executed thereunder, and to deliver the same to the Underwriter. The College District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Undertaking. Notwithstanding any other provision of this Resolution, failure of the College District to comply with the Continuing Disclosure Undertaking shall not be considered an event of default and shall not be deemed to create any monetary liability on the part of the College District to any other persons, including Owners of the Bonds.

(D) The form of the Preliminary Official Statement is hereby approved. This Governing Board also hereby authorizes the use and distribution by the Underwriters of: (a) the Preliminary Official Statement with such changes as the Authorized Officer executing the certificate described below may approve, such approval to be conclusively evidenced by such Authorized Officer's execution of such certificate; and (b) an Official Statement in substantially the form of the Preliminary Official Statement with such changes as may be necessary or desirable in connection with the sale of the Bonds as determined by the Authorized Officer

executing the Official Statement, such determination to be conclusively evidenced by the execution and delivery of the Official Statement by such Authorized Officer; and (c) any amendments or supplements to the Preliminary Official Statement or the Official Statement which an Authorized Officer may deem necessary or desirable, such determination to be conclusively evidenced by the execution of such amendment or supplement or of a certificate as described below by such Authorized Officer. The Authorized Officers are, and each of them acting alone hereby is, authorized to approve such additions, deletions or changes to the Preliminary Official Statement and Official Statement, as are necessary or desirable to effect the purposes of this Resolution and to comply with applicable laws and to deliver copies of the Preliminary Official Statement and the Official Statement. The Authorized Officers also are, and each of them acting alone hereby is, authorized to determine whether any Preliminary Official Statement and/or Official Statement, and any amendments or supplements thereto, shall be used in connection with the sale of the Bonds. Upon approval of the Preliminary Official Statement by such Authorized Officer as evidenced by execution of a certificate substantially in the form of Exhibit B attached hereto and by this reference incorporated herein, with such changes as may be necessary or desirable, the Preliminary Official Statement shall be deemed final as of its date except for the omission of certain information as provided in and pursuant to Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.

(E) This Governing Board also hereby authorizes the preparation of a paying agent agreement in connection with the Bonds, in such form as shall be determined by an Authorized Officer, such determination to be conclusively evidenced by the execution and delivery of the paying agent agreement by such Authorized Officer.

SECTION 6. Authorization of Officers. The Authorized Officers are, and each of them acting alone is, hereby authorized to execute any and all certifications and documents and do and perform any and all acts and things, from time to time, consistent with this Resolution and necessary or appropriate to carry the same into effect and to carry out its purposes.

SECTION 7. Use of Bond Proceeds. The proceeds of the Bonds shall be used for (a) the financing of the acquisition, construction, furnishing and equipping of facilities for some or all of the Projects authorized at the 2012 Election, the bond proposition and project list approved at which shall be incorporated herein by this reference as though fully set forth in this Resolution; and (b) the payment of the Costs of Issuance of the Bonds.

SECTION 8. Designation and Form; Payment.

(A) An issue of Bonds in one or more series entitled to the benefit, protection and security of this Resolution is hereby authorized in an aggregate principal amount not to exceed \$71,000,000. Such Bonds shall be general obligations of the Improvement District, payable as to Principal, premium, if any, and interest from *ad valorem* taxes to be levied upon all of the taxable property in the Improvement District. The Bonds shall be designated the "Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, 2012 Election, 2018 Series B." The Bonds may be issued as current interest bonds, may be issued as serial bonds or Term Bonds, and shall be subject to redemption as set forth in the Contract of Purchase, subject to the provisions of this Resolution. The

Authorized Officers are, and each of them acting alone is, hereby authorized, upon consultation with the Financial Advisor, the Underwriter and Bond Counsel, to determine whether the interest on the Bonds, or on any series of Bonds, shall be subject to federal income taxes or exempt from federal income taxes.

(B) The form of the Bonds shall be substantially in conformity with the standard form of registered general obligation bonds, a copy of which is attached hereto as Exhibit A hereto and incorporated herein by this reference, with such changes as are necessary to reflect the final terms of the Bonds.

(C) Principal of, premium, if any, and interest on any Bond are payable in lawful money of the United States of America. Principal and premium, if any, of the Bonds is payable upon surrender thereof at maturity or earlier redemption at the office designated by the Paying Agent.

SECTION 9. Description of the Bonds.

(A) The Bonds shall be issued in fully registered form, in denominations of \$5,000 or any integral multiple thereof. The Bonds shall be dated and shall mature on the dates, in the years and in the Principal Amounts, and interest shall be computed at the rates, set forth in the Contract of Purchase.

(B) Interest on each Bond, if any, shall accrue from its dated date as set forth in the Contract of Purchase. Interest on the Bonds shall be computed using a year of 360 days comprised of twelve 30-day months and shall be payable on each Interest Payment Date to the Owner thereof appearing on the Bond Register as of the close of business on the Record Date. Interest with respect to each Bond will be payable from the Interest Payment Date next preceding the date of registration thereof, unless (i) it is registered after the close of business on any Record Date and before the close of business on the immediately following Interest Payment Date, in which event interest thereon shall be payable from such following Interest Payment Date; or (ii) it is registered prior to the close of business on the first Record Date, in which event interest shall be payable from its dated date; provided, however, that if at the time of registration of any Bond, interest thereon is in default, interest with respect thereto shall be payable from the Interest Payment Date to which interest has previously been paid or made available for payment. Payments of interest on the Bonds will be made on each Interest Payment Date by check or draft of the Paying Agent sent by first-class mail, postage prepaid, to the Owner thereof appearing on the Bond Register on the Record Date, or by wire transfer to any Owner of \$1,000,000 aggregate principal amount or more of such Bonds, to the account specified by such Owner in a written request delivered to the Paying Agent on or prior to the Record Date for such Interest Payment Date; provided, however, that payments of defaulted interest shall be payable to the person in whose name such Bond is registered at the close of business on a special record date fixed therefor by the Paying Agent which shall not be more than fifteen days and not less than ten days prior to the date of the proposed payment of defaulted interest.

SECTION 10. Tax Covenants. In order to maintain the exclusion from gross income for federal income tax purposes of interest on the Bonds, the Improvement District hereby covenants to comply with each applicable requirement of Section 103 and Sections 141

through 150 of the Code. In furtherance of these covenants, the College District and the Improvement District agree to comply with the covenants contained in the Nonarbitrage Certificate. The Improvement District hereby agrees to deliver instructions to the Paying Agent as may be necessary in order to comply with the Nonarbitrage Certificate.

SECTION 11. Reimbursement of Qualified Project Expenditures. It is the intent of the Governing Board to authorize the sale of the Bonds, in a total maximum aggregate principal amount not to exceed \$71,000,000 to finance the Projects. The Governing Board expects that it will need to expend some of its general fund moneys on costs of the Projects (the “Reimbursable Expenditures”) prior to the date of delivery of the Bonds. Pursuant to Section 1.150-2 of the Treasury Regulations, the Governing Board wishes to declare its reasonable official intent to reimburse such Reimbursable Expenditures with proceeds of such Bonds. The Governing Board expects to allocate the proceeds of the Bonds to reimburse each of the Reimbursable Expenditures no later than eighteen months after the later of (i) the date on which the original expenditure was paid or (ii) the date on which the Projects financed by such expenditure were placed in service (or abandoned), but in no event later than three years after the date on which the original expenditure was paid. Except as permitted by Section 1.150-2 of the Treasury Regulations, none of the Reimbursable Expenditures covered by this Resolution will be paid earlier than 60 days prior to the date the Resolution was adopted.

At the time of any such reimbursement, the reimbursement will be evidenced in a writing that identifies the allocation of the proceeds of the Bonds to the College District for the purpose of reimbursing the College District for the Reimbursable Expenditures made prior to the issuance of the Bonds. Neither the College District nor the Improvement District will, within one (1) year of the reimbursement allocation, use the proceeds of the Bonds received in the reimbursement allocation in a manner that will result in the creation of replacement proceeds of the Bonds or another issue (e.g., the College District will not pledge or use the proceeds received for the payment of debt service on the Bonds or another issue), except that the proceeds of the Bonds can be deposited in a bona fide debt service fund. This Resolution is intended to be a “declaration of official intent” in accordance with Section 1.150-2 of the Treasury Regulations.

SECTION 12. Book-Entry System.

(A) The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds. Separate Bonds may be issued to represent Bonds maturing in the same years, if any.

Upon initial issuance, the ownership of each such global Bond shall be registered in the Bond Register in the name of the Nominee as nominee of the Depository. Except as provided in subsection (c) hereof, all of the Outstanding Bonds shall be registered in the Bond Register in the name of the Nominee and the Bonds may be transferred, in whole but not in part, only to the Depository, to a successor Depository or to another nominee of the Depository or of a successor Depository. Each Bond shall bear a legend describing restrictions on transfer, as may be prescribed by the Depository.

With respect to Bonds registered in the Bond Register in the name of the Nominee, the College District and the Improvement District shall have no responsibility or obligation to any

Participant or to any person on behalf of which such a Participant holds a beneficial interest in the Bonds. Without limiting the immediately preceding sentence, the College District and the Improvement District shall have no responsibility or obligation with respect to (i) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any beneficial ownership interest in the Bonds, (ii) the delivery to any Participant, beneficial owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any Redemption Notice (as defined in Section 28 below), (iii) the selection by the Depository and the Participants of the beneficial interests in the Bonds to be redeemed in part, or (iv) the payment to any Participant, beneficial owner or any other person, other than the Depository, of any amount with respect to Principal of, premium, if any, and interest on the Bonds. The Improvement District and the Paying Agent may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute Owner of such Bond for the purpose of payment of Principal of, premium, if any, and interest on such Bond, for the purpose of giving Redemption Notices and other notices with respect to such Bond, and for all other purposes whatsoever, including, without limitation, registering transfers with respect to the Bonds.

The Paying Agent shall pay all Principal of, premium, if any, and interest on the Bonds only to the respective Owners, as shown in the Bond Register, and all such payments shall be valid hereunder with respect to payment of Principal of, premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than an Owner, as shown in the Bond Register, shall receive a Bond evidencing the obligation to make payments of Principal of, premium, if any, and interest, pursuant to this Resolution. Upon delivery by the Depository to the Paying Agent and the College District of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee, and subject to the provisions hereof with respect to Record Dates, the word Nominee in this Resolution shall refer to such new nominee of the Depository.

(B) In order to qualify the Bonds for the Depository's book-entry system, the Improvement District is hereby authorized to execute and deliver to such Depository a letter from the Improvement District representing such matters as shall be necessary to so qualify the Bonds (the "Representation Letter"). The execution and delivery of the Representation Letter shall not in any way limit the provisions of subsection (a) hereof or in any other way impose upon the College District any obligation whatsoever with respect to persons having beneficial interests in the Bonds other than the Owners, as shown in the Bond Register. In addition to the execution and delivery of the Representation Letter, the Improvement District, and its Authorized Officers are hereby authorized to take any other actions, not inconsistent with this Resolution, to qualify the Bonds for the Depository's book-entry program.

(C) If at any time the Depository notifies the College District or the Improvement District that it is unwilling or unable to continue as Depository with respect to the Bonds or if at any time the Depository shall no longer be registered or in good standing under the Securities Exchange Act or other applicable statute or regulation and a successor Depository is not appointed by the College District within 90 days after the College District receives notice or become aware of such condition, as the case may be, subsection (a) hereof shall no longer be applicable and the College District shall cause the issuance of bonds representing the Bonds as provided below. In addition, the College District may determine at any time that the Bonds shall no longer be lodged with a Depository and that the provisions of subsection (a) hereof shall no

longer apply to the Bonds. In any such event the College District shall cause the execution and delivery of certificated securities representing the Bonds as provided below. Bonds issued in exchange for global bonds pursuant to this subsection (c) shall be registered in such names and delivered in such denominations as the Depository shall instruct the College District. The College District shall cause delivery of such certificated securities representing the Bonds to the persons in whose names such Bonds are so registered.

If the College District determines to replace the Depository with another qualified securities depository, the College District shall prepare or cause to be prepared a new fully registered global bond for each of the maturities of Bonds, registered in the name of such successor or substitute securities depository or its nominee, or make such other arrangements as are acceptable to the College District and such securities depository and not inconsistent with the terms of this Resolution.

(D) Notwithstanding any other provision of this Resolution to the contrary, so long as any Bond is registered in the name of the Nominee, all payments with respect to Principal of, premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, as provided in the Representation Letter or as otherwise instructed by the Depository.

(E) The initial Depository under this Resolution shall be DTC. The initial Nominee shall be Cede & Co., as nominee of DTC.

SECTION 13. Execution of the Bonds.

(A) The Bonds shall be issued by the Improvement District in the manner required by the Authorizing Law. In case any one or more of the Authorized Officers who shall have signed any of the Bonds shall cease to be such officer before the Bonds signed on behalf of the Improvement District shall have been issued, such Bonds may, nevertheless, be issued, as herein provided, as if the Authorized Officers who signed such Bonds had not ceased to hold such offices. Any of the Bonds may be signed on behalf of the College District by such persons as at the time of the execution of such Bonds shall be duly authorized to hold or shall hold the proper offices in the College District, although at the date borne by the Bonds such persons may not have been so authorized or have held such offices.

(B) The Bonds shall bear thereon a certificate of authentication executed manually by the Paying Agent. Only such Bonds as shall bear thereon such certificate of authentication duly executed by the Paying Agent shall be entitled to any right or benefit under this Resolution and no Bond shall be valid or obligatory for any purpose until such certificate of authentication shall have been duly executed by the Paying Agent. Such certificate of the Paying Agent upon any Bond shall be conclusive evidence that the Bond so authorized has been duly authenticated and delivered under this Resolution and that the Owner thereof is entitled to the benefit of this Resolution.

SECTION 14. Transfer and Exchange. The registration of any Bond may be transferred upon the Bond Register upon surrender of such Bond to the Paying Agent. Such Bond shall be endorsed or accompanied by delivery of the written instrument of transfer shown

in one of the Exhibits hereto, duly executed by the Owner or such Owner's duly authorized attorney, and payment of such reasonable transfer fees as the Paying Agent may establish. Upon such registration of transfer, a new Bond or Bonds, of like tenor and maturity in the same Principal Amount and in authorized denominations, will be executed and delivered to the transferee in exchange therefor.

The Paying Agent shall deem and treat the person in whose name any Outstanding Bond shall be registered upon the Bond Register as the absolute owner of such Bond, whether the Principal of and premium, if any, or interest on such Bond shall be overdue or not, for the purpose of receiving payment of Principal, premium, if any, and interest with respect to such Bond and for all other purposes, and any such payments so made to any such Owner or upon his order shall be valid and effective to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and the College District, the Improvement District or the Paying Agent shall not be affected by any notice to the contrary.

Bonds may be exchanged at the office of the Paying Agent for Bonds of like tenor, maturity or Principal Amount. All Bonds surrendered in any such exchange shall thereupon be cancelled by the Paying Agent. The Paying Agent may charge the Owner a reasonable sum for each new Bond executed and delivered upon any exchange (except in the case of the first exchange of any Bond in the form in which it is originally delivered, for which no charge shall be imposed) and the Paying Agent may require the payment by the Owner requesting such exchange of any tax or other governmental charge required to be paid with respect to such exchange.

The Paying Agent shall not be required to register the transfer or exchange of any Bond (i) during the period beginning at the close of business on any Record Date through the close of business on the immediately following Interest Payment Date, or (ii) that has been called or is subject to being called for redemption, during a period beginning at the opening of business 15 days before any selection of Bonds to be redeemed through the close of business on the applicable redemption date, except for the unredeemed portion of any Bond to be redeemed only in part.

SECTION 15. Bonds Mutilated, Destroyed, Stolen or Lost. In case any Bond shall become mutilated, the Paying Agent, at the expense of the Owner, shall deliver a new Bond of like date, interest rate, maturity, Transfer Amount and tenor as the Bond so mutilated in exchange and substitution for such mutilated Bond, upon surrender and cancellation thereof. All Bonds so surrendered shall be cancelled. If any Bond shall be destroyed, stolen or lost, evidence of such destruction, theft or loss may be submitted to the Paying Agent and if such evidence is satisfactory to the Paying Agent that such Bond has been destroyed, stolen or lost, and upon furnishing the Paying Agent with indemnity satisfactory to the Paying Agent and complying with such other reasonable regulations as the Paying Agent may prescribe and paying such expenses as the Paying Agent may incur, the Paying Agent shall, at the expense of the Owner, execute and deliver a new Bond of like date, interest rate, maturity, Transfer Amount and tenor in lieu of and in substitution for the Bond so destroyed, stolen or lost. Any new Bonds issued pursuant to this Section in substitution for Bonds alleged to be destroyed, stolen or lost shall constitute original additional contractual obligations on the part of the Improvement District, whether or not the Bonds so alleged to be destroyed, stolen or lost are at any time enforceable by anyone, and shall

be equally secured by and entitled to equal and proportionate benefits with all other Bonds issued under this Resolution in any moneys or securities held by the Paying Agent for the benefit of the Owners of the Bonds.

SECTION 16. Bond Register. The Paying Agent shall keep or cause to be kept at its office sufficient books for the registration and registration of transfer of the Bonds. Upon presentation for registration of transfer, the Paying Agent shall, as above provided and under such reasonable regulations as it may prescribe subject to the provisions hereof, register or register the transfer of the Bonds, or cause the same to be registered or cause the registration of the same to be transferred, on such books. While the Bonds are held in the book-entry system, the Paying Agent is not required to keep the Bond Register.

SECTION 17. Unclaimed Money. All money which the Paying Agent shall have received from any source and set aside for the purpose of paying or redeeming any of the Bonds shall be held in trust for the respective Owners of such Bonds, but any money which shall be so set aside or deposited by the Paying Agent and which shall remain unclaimed by the Owners of such Bonds for a period of one year after the date on which any payment or redemption with respect to such Bonds shall have become due and payable shall be transferred to the general fund of the College District (the "General Fund"); provided, however, that the Paying Agent, before making such payment, shall cause notice to be mailed to the Owners of such Bonds, by first-class mail, postage prepaid, not less than 90 days prior to the date of such payment to the effect that said money has not been claimed and that after a date named therein any unclaimed balance of said money then remaining will be transferred to the General Fund of the College District.

SECTION 18. Application of Proceeds.

(A) Upon the sale of the Bonds and at the further written instruction of an Authorized Officer, the Treasurer is hereby directed to apply or deposit the designated net proceeds thereof, exclusive of accrued interest and any original issue premium, into the Building Fund. The College District shall, from time to time, disburse or cause to be disbursed amounts from the Building Fund to pay the Project Costs. Amounts in the Building Fund shall be invested so as to be available for the aforementioned disbursements. The College District shall keep a written record of disbursements from the Building Fund. Any amounts that remain in the Building Fund following the completion of the related Projects shall be transferred to the Debt Service Fund to be used to pay Principal of, and premium, if any, and interest on the Bonds, subject to any conditions set forth in the Nonarbitrage Certificate. All funds held in the Debt Service Fund shall be invested at the sole discretion of the Treasurer. Proceeds of the Bonds held by the Treasurer shall be invested at the Treasurer's sole discretion pursuant to law and the investment policy of Orange County.

(B) Accrued interest, if any, and except as shall otherwise be directed by the College District in accordance with applicable law, any original issue premium received by the College District from the sale of the Bonds, shall be kept separate and apart in the fund hereby created and established and to be designated as the "Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District Election of 2012, 2018 Series B General Obligation Bonds Debt Service Fund" (the "**Debt Service Fund**") and used only for

payment of Principal of and interest on the Bonds. Any excess proceeds of the Bonds not needed for the authorized purposes set forth herein for which the Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of the Principal of and interest on the Bonds. The Treasurer is directed to create any accounts and subaccounts in the Debt Service Fund as provided in the Nonarbitrage Certificate.

(C) All Pledged Moneys (defined below) shall be deposited upon collection by the County into the Debt Service Fund and used for the payment of the Principal of, premium, if any, and interest on the Bonds.

(D) On or before the Business Day immediately preceding each Interest Payment Date if the Paying Agent is not the Treasurer, and on the Interest Payment Date if the Paying Agent is the Treasurer, the College District shall transfer or cause to be transferred from the Debt Service Fund to the Paying Agent, an amount, in immediately available funds, sufficient to pay all the Principal of, premium, if any, and interest on the Bonds coming due (collectively, "Debt Service") on such payment date. Debt Service on the Bonds shall be paid by the Paying Agent in the manner provided by law for the payment of Debt Service.

(E) The College District shall cause moneys to be transferred to the Excess Earnings Fund, to the extent needed to comply with the Nonarbitrage Certificate. Any amounts on deposit in the Debt Service Fund when there are no longer any Bonds Outstanding shall be transferred to the General Fund of the College District subject to any conditions set forth in the Nonarbitrage Certificate.

(F) Certain proceeds of the Bonds may be applied to pay Costs of Issuance as provided in Section 21 below.

(G) Except as required to satisfy the requirements of Section 148(f) of the Code or to comply with the provisions of any Nonarbitrage Certificate, interest earned on the investment of monies held in the Debt Service Fund shall be retained in the Debt Service Fund and used to pay Principal of and interest on the Bonds when due.

SECTION 19. Payment of and Security for the Bonds. There shall be levied on all the taxable property in the Improvement District, in addition to all other taxes, a continuing direct *ad valorem* property tax annually during the period the Bonds are Outstanding in an amount sufficient, together with moneys on deposit in the Debt Service Fund and available for such purpose, to pay the Principal of and premium, if any, and interest on the Bonds as each becomes due and payable, which monies when collected will be placed in the Debt Service Fund of the Improvement District, which fund is irrevocably pledged for the payment of the Principal of and interest on the Bonds when and as the same fall due (the "**Pledged Moneys**"). When collected by the County, Pledged Moneys will be placed in the Debt Service Fund. The property taxes and amounts collected shall be immediately be subject to this pledge, and the pledge shall constitute a lien and security interest which shall immediately attach to the property taxes and amounts held in the Debt Service Fund when collected, to secure the payment of the Bonds and shall be effective, binding, and enforceable against the Improvement District, its successors, creditors and all others irrespective of whether those parties have notice of the pledge and without the need of any physical delivery, recordation, filing, or further act. The tax levy may

include an allowance for a reasonably required reserve in accordance with the Nonarbitrage Certificate, established for the purpose of ensuring that the tax or assessment actually collected is sufficient to pay the annual debt service requirements on the Bonds due in such fiscal year. The College District and the Improvement District each covenant to cause the County to take all actions necessary to levy such *ad valorem* property tax in accordance with this Section, and Section 15140 of the Education Code and Section 53508.7 of the Government Code.

Except as required below to satisfy the requirements of Section 148(f) of the Code, interest earned on the investment of moneys held in the Debt Service Fund shall be retained in the Debt Service Fund and used to pay Principal Amount of and interest on the Bonds when due.

The pledge is an agreement between the Improvement District and the Owners of the Bonds to provide security for the Bonds in addition to any statutory lien that may exist, and the Bonds and each of the other bonds secured by the pledge are or were issued to finance one or more of the projects specified in the applicable voter-approved measure.

SECTION 20. Establishment and Application of Excess Earnings Fund. There is hereby established in trust a special fund designated “Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District Election of 2012, 2018 Series B General Obligation Bonds Excess Earnings Fund” (the “**Excess Earnings Fund**”) which shall be held by the County Office of Education for the account of the Improvement District and which shall be kept separate and apart from all other funds and accounts held hereunder. The College District shall transfer, or cause to be transferred, moneys to the Excess Earnings Fund in accordance with the provisions of the Nonarbitrage Certificate. Amounts on deposit in the Excess Earnings Fund shall only be applied to payments made to the United States or otherwise transferred to other accounts or funds established hereunder in accordance with the Nonarbitrage Certificate.

SECTION 21. Payment of Costs of Issuance. Proceeds of the sale of the Bonds necessary to pay certain costs of issuing the Bonds may be deposited in the fund of the College District and the Improvement District known as the “Santa Ana College Improvement District No. 1 of the Rancho Santiago Community College District Election of 2012, 2018 Series B General Obligation Bonds Costs of Issuance Fund” (the “**Cost of Issuance Fund**”) and shall be kept separate and distinct from all other College District and Improvement District funds, and those proceeds shall be used solely for the purpose of paying Costs of Issuance of the Bonds. The Cost of Issuance Fund may be held and administered by the Paying Agent. Notwithstanding the foregoing, all or a portion of the costs of issuance may be paid by the Underwriter, by the Paying Agent or by a fiscal agent designated for such purpose. Any amounts retained for payment of Costs of Issuance and returned to the Improvement District pursuant to the Contract of Purchase shall be transferred to the Building Fund.

SECTION 22. Negotiated Sale/Method of Sale. The Bonds shall be sold by negotiated sale to the Underwriter inasmuch as: (i) such a sale will allow the College District and the Improvement District to integrate the sale of the Bonds with public financings undertaken, or to be undertaken, by the College District and the Improvement District in order to fund its public education facilities; (ii) such a sale will allow the College District and the Improvement District to utilize the services of consultants who are familiar with the financial needs, status and plans of

the College District and the Improvement District; and (iii) such a sale will allow the College District and the Improvement District to control the timing of the sale of the Bonds to the municipal bond market and, potentially, take advantage of interest rate opportunities for favorable sale of the Bonds to such market and the generation of savings to the taxpayers of the Improvement District.

SECTION 23. Engagement of Consultants; Parameters of Sale. Nixon Peabody LLP has been selected as the College District's and the Improvement District's Bond and Disclosure Counsel, Piper Jaffray & Co. has been selected to act as Underwriter, and Cooperative Strategies, LLC has been selected as Financial Advisor with respect to the authorization, sale and issuance of the Bonds. The estimated costs of issuance associated with the sale of the Bonds are approximately 0.40% of the aggregate Principal Amount of the Bonds, which include Bond and Disclosure Counsel fees, Financial Advisor fees, costs of printing the Preliminary Official Statement and Official Statement, rating agency fees, Paying Agent fees and other related costs. In addition, the Underwriter's discount, which is not included in the percentage above, shall not be greater than 0.55% of the par amount. An estimate of the itemized fees and expenses on file with the Chancellor.

SECTION 24. Establishment of Additional Funds and Accounts. If at any time it is deemed necessary or desirable by the College District or the Improvement District, the Treasurer, the County Office of Education, or the Paying Agent, the College District may establish additional funds under this Resolution and/or accounts within any of the funds or accounts established hereunder.

SECTION 25. Request for Necessary County Actions. The Board of Supervisors, the Auditor-Controller, the Treasurer, and other officials of the County, are hereby requested to take and authorize such actions as may be necessary pursuant to law to provide for the levy and collection of a property tax on all taxable property of the Improvement District sufficient to provide for payment of all Principal of, redemption premium, if any, and interest on the Bonds as the same shall become due and payable as necessary for the payment of the Bonds, and the Clerk of the Governing Board is hereby authorized and directed to deliver certified copies of this Resolution to the Clerk of the Governing Board of Supervisors of the County, the Auditor-Controller of the County, and the Treasurer. The Governing Board hereby agrees to reimburse the County for any costs associated with the levy and collection of said tax, upon such documentation of said costs as the College District shall reasonably request.

SECTION 26. Redemption. The Bonds shall be subject to redemption as provided in the Contract of Purchase.

SECTION 27. Selection of Bonds for Redemption.

(A) Whenever provision is made in this Resolution or in the Contract of Purchase for the redemption of the Bonds and less than all Outstanding Bonds are to be redeemed, the Paying Agent, upon written instruction from the College District given at least 60 days prior to the payment date designated for such redemption, shall select maturities of Bonds for redemption in the manner directed by the College District.

(B) With respect to any Bonds, or within a maturity of any Bond, the Paying Agent shall select such Bonds for redemption as directed by the College District, or, in the absence of such direction, by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; provided, however, that the portion of any Bond to be redeemed in part shall be in the Principal Amount of \$5,000 or any integral multiple thereof.

(C) With respect to any Bonds designated as taxable Bonds by an Authorized Officer, if such Bonds are registered in book-entry only form and so long as DTC or a successor securities depository is the sole registered owner of such Bonds, if less than all of such Bonds of a series and maturity are called for prior redemption, the particular Bonds or portions thereof to be redeemed shall be selected on a “Pro Rata Pass Through Distribution of Principal” basis in accordance with DTC procedures, provided that, so long as such Bonds are held in book-entry form, the selection for redemption of such Bonds shall be made in accordance with the operational arrangements of DTC then in effect that currently provide for adjustment of the principal by a factor provided by the Paying Agent pursuant to DTC operational arrangements. If the Paying Agent does not provide the necessary information and identify the redemption as on a “Pro Rata Pass Through Distribution of Principal” basis, such Bonds will be selected for redemption in accordance with DTC procedures by lot. It is the College District’s intent that redemption allocations made by DTC, participants in DTC or such other intermediaries that may exist between the College District and the Beneficial Owners be made on a “Pro Rata Pass Through Distribution of Principal” basis as described above. In the event that such Bonds are no longer held by DTC or a successor securities depository, such Bonds shall be selected for redemption in the manner provided in the Contract of Purchase.

In the event that a Term Bond is optionally redeemed, the Principal Amount of the remaining sinking fund payment with respect to such Term Bond will be reduced as directed by the Improvement District in the aggregate amount equal to the amount so redeemed.

SECTION 28. Notice of Redemption. When redemption is authorized or required pursuant to this Resolution or the Contract of Purchase, the Paying Agent, upon written instruction from the College District given at least 60 days prior to the payment date designated for such redemption, shall give notice (each, a “**Redemption Notice**”) of the redemption of the Bonds. Such Redemption Notice shall specify: (a) the Bonds or designated portions thereof (in the case of redemption of the Bonds in part but not in whole) which are to be redeemed, (b) the date of redemption, (c) the place or places where the redemption will be made, including the name and address of the Paying Agent, (d) the redemption price, (e) the CUSIP numbers (if any) assigned to the Bonds to be redeemed, (f) the bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the Principal Amount of such Bond to be redeemed, and (g) the original issue date, interest rate and stated maturity date of each Bond to be redeemed in whole or in part. Such Redemption Notice shall further state (i) that on the specified date there shall become due and payable upon each Bond or portion thereof being redeemed the redemption price, together with the interest accrued to the redemption date, and (ii) that from and after such date interest with respect thereto shall cease to accrue and be payable.

The Paying Agent shall take the following actions with respect to such Redemption Notice:

(A) At least 20 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of Bonds designated for redemption by first class mail, postage prepaid, at their addresses appearing on the Bond Register, and to the MSRB.

(B) In the event that the Bonds shall be no longer be held in book-entry-only form, at least 35 but not more than 45 days before the redemption date, such Redemption Notice shall be given (x) by (i) first class mail, postage prepaid, (ii) telephonically confirmed facsimile transmission, or (iii) overnight delivery service, to each of the Securities Depositories, and (y)(i) first class mail, postage prepaid, or (ii) overnight delivery service to the MSRB.

Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Bonds shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

SECTION 29. Partial Redemption of Bonds. Upon the surrender of any Bond redeemed in part only, the Paying Agent shall execute and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in Transfer Amounts to the unredeemed portion of the Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner, and the College District and the Improvement District shall be released and discharged thereupon from all liability to the extent of such payment.

SECTION 30. Conditional Redemption. Any Redemption Notice given hereunder may be made conditional upon the satisfaction of certain conditions and may be rescinded by the College District at any time prior to the scheduled date of redemption by so notifying the Owners of affected Bonds and the Information Services.

SECTION 31. Effect of Notice of Redemption. Notice having been given as aforesaid, and the moneys for the redemption (including the interest to the applicable date of redemption) having been set aside in the Debt Service Fund, the Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Bonds to be redeemed as provided in this Resolution and the Contract of Purchase, together with interest to such redemption date, shall be held by the Paying Agent so as to be available therefor on such redemption date, and if notice of redemption thereof shall have been given as aforesaid, then from and after such redemption date, interest with respect to the Bonds to be redeemed shall cease to accrue and become payable. All money held by or on behalf of the Paying Agent for the redemption of Bonds shall be held in trust for the account of the Owners of the Bonds so to be redeemed.

All Bonds paid at maturity or redeemed prior to maturity pursuant to the provisions of this Resolution and the Contract of Purchase shall be cancelled upon surrender thereof and delivered to or upon the order of the Improvement District. All or any portion of a Bond

purchased by the Improvement District shall be cancelled by the Paying Agent upon written notice by the Improvement District given to the Paying Agent.

SECTION 32. Paying Agent; Appointment and Acceptance of Duties.

(A) Wells Fargo Bank, National Association is hereby appointed as the initial authenticating agent, bond registrar, transfer agent and paying agent (collectively, the “Paying Agent”). All fees and expenses incurred for services of the Paying Agent, shall be the sole responsibility of the College District and may be paid from the annual *ad valorem* property tax levy supporting the Bonds. The Paying Agent shall keep accurate records of all funds administered by it and all of the Bonds paid and discharged by it.

(B) Unless otherwise provided, the office of the Paying Agent designated by the Paying Agent shall be the place for the payment of Principal of, premium, if any, and interest on the Bonds.

SECTION 33. Liability of Paying Agent. The Paying Agent makes no representations as to the validity or sufficiency of this Resolution or of any Bonds issued hereunder or as to the security afforded by this Resolution, and the Paying Agent shall incur no liability in respect hereof or thereof.

SECTION 34. Evidence on Which Paying Agent May Act. The Paying Agent, upon receipt of any notice, resolution, request, consent, order, certificate, report, opinion, bond, or other paper or document furnished to it pursuant to any provision of this Resolution, shall examine such instrument to determine whether it conforms to the requirements of this Resolution and shall be protected in acting upon any such instrument believed by it to be genuine and to have been signed or presented by the proper party or parties. The Paying Agent may consult with counsel, who may or may not be counsel to the College District, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it under this Resolution in good faith and in accordance therewith.

SECTION 35. Compensation. The College District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of its attorneys, agents, and employees, incurred in and about the performance of their powers and duties under this Resolution, all of which may, pursuant to Education Code Section 15232, be paid from the County’s annual levy of *ad valorem* property taxes.

SECTION 36. Ownership of Bonds Permitted. The Paying Agent or the Underwriter may become the Owner of any Bonds.

SECTION 37. Resignation or Removal of Paying Agent and Appointment of Successor.

(A) The initially appointed Paying Agent may resign from service as Paying Agent at any time. Prior to such resignation a new Paying Agent shall be appointed by the College District in accordance with applicable law, which shall be the Treasurer or a bank or trust company doing business in and having a corporate trust office in Los Angeles or San

Francisco, California, with at least \$50,000,000 in net assets. Such successor Paying Agent shall signify the acceptance of its duties and obligations hereunder by executing and delivering to the College District a written acceptance thereof. Resignation of the initial or a successor Paying Agent shall be effective upon appointment and acceptance of a successor Paying Agent.

(B) Any Paying Agent appointed may resign from service as Paying Agent and may be removed at any time by the College District as provided in the Paying Agent's service agreement. If at any time the Paying Agent shall resign or be removed, a new Paying Agent shall be appointed in accordance with applicable law, which shall be either the Treasurer or a bank or trust company doing business in and having a corporate trust office in Los Angeles or San Francisco, California, with at least \$50,000,000 in net assets. Such successor Paying Agent shall signify the acceptance of its duties and obligations hereunder by executing and delivering to the College District, a written acceptance thereof. Resignation or removal of the Paying Agent shall be effective upon appointment and acceptance of a successor Paying Agent.

(C) In the event of the resignation or removal of the Paying Agent, such Paying Agent shall pay over, assign and deliver any moneys held by it as Paying Agent to its successor. The College District shall promptly provide notice of the name and principal corporate trust office address of the Paying Agent appointed to replace any resigned or removed Paying Agent to the Owners of the Bonds by first class mail, postage prepaid, at their addresses appearing on the Bond Register.

SECTION 38. Investment of Certain Funds. Moneys held in all funds and accounts established hereunder shall be invested and reinvested in Authorized Investments to the fullest extent practicable as shall be necessary to provide moneys when needed for payments to be made from such funds and accounts, subject to any conditions in the Nonarbitrage Certificate. Nothing in this Resolution shall prevent any investment securities acquired as investments of funds held hereunder from being issued or held in book entry form on the books of the Department of Treasury of the United States. All investment earnings on amounts on deposit in the Debt Service Fund shall remain on deposit in such fund.

SECTION 39. Valuation and Sale of Investments. Obligations purchased as an investment of moneys in any fund or account shall be deemed at all times to be a part of such fund or account. Profits or losses attributable to any fund or account shall be credited or charged to such fund or account. In computing the amount in any fund or account created under the provisions of this Resolution for any purpose provided in this Resolution, obligations purchased as an investment of moneys therein shall be valued at cost, plus, where applicable, accrued interest.

SECTION 40. Supplemental Resolutions with Consent of Owners. This Resolution, and the rights and obligations of the College District and the Improvement District and of the Owners of the Bonds issued hereunder, may be modified or amended at any time by a Supplemental Resolution adopted by the College District with the written consent of Owners owning at least 60% in aggregate Principal Amount of the Outstanding Bonds, exclusive of Bonds, if any, owned by the College District and the Improvement District. Notwithstanding the foregoing, no such modification or amendment shall, without the express consent of the Owner of each Bond affected, reduce the Principal Amount of any Bond, reduce the interest rate payable

thereon, advance the earliest redemption date thereof, extend its maturity or the times for paying interest thereon or change the monetary medium in which Principal and interest is payable, nor shall any modification or amendment reduce the percentage of consents required for amendment or modification. No such Supplemental Resolution shall change or modify any of the rights or obligations of any Paying Agent without its written assent thereto. Notwithstanding anything herein to the contrary, no such consent shall be required if the Owners are not directly and adversely affected by such amendment or modification.

SECTION 41. Supplemental Resolutions Effective Without Consent of Owners. For any one or more of the following purposes and at any time or from time to time, a Supplemental Resolution of the College District may be adopted, which, without the requirement of consent of the Owners, shall be fully effective in accordance with its terms:

(A) To add to the covenants and agreements of the College District or the Improvement District in this Resolution, other covenants and agreements to be observed by the College District or the Improvement District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(B) To add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the College District or the Improvement District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(C) To confirm as further assurance, any pledge under, and the subjection to any lien or pledge created or to be created by this Resolution, of any moneys, securities or funds, or to establish any additional funds, or accounts to be held under this Resolution;

(D) To cure any ambiguity, supply any omission, or cure to correct any defect or inconsistent provision in this Resolution; or

(E) To amend or supplement this Resolution in any other respect, provided such Supplemental Resolution does not, in the opinion of Bond Counsel, adversely affect the interests of the Owners.

SECTION 42. Effect of Supplemental Resolution. Any act done pursuant to a modification or amendment so consented to shall be binding upon the Owners of all the Bonds and shall not be deemed an infringement of any of the provisions of this Resolution, whatever the character of such act may be, and may be done and performed as fully and freely as if expressly permitted by the terms of this Resolution, and after consent relating to such specified matters has been given, no Owner shall have any right or interest to object to such action or in any manner to question the propriety thereof or to enjoin or restrain the College District or the Improvement District or any officer or agent thereof from taking any action pursuant thereto.

SECTION 43. Discharge and Defeasance. If any or all Outstanding Bonds shall be paid and discharged in any one or more of the following ways:

(i) by paying or causing to be paid the Principal, premium, if any, and interest on such Bonds, and when the same become due and payable;

(ii) by depositing with the Paying Agent, in trust, at or before maturity, cash which together with the amounts then on deposit in the Debt Service Fund (and the accounts therein other than amounts that are not available to pay Debt Service) together with the interest to accrue thereon without the need for further investment, is fully sufficient to pay such Bonds at maturity thereof, including any premium and all interest thereon, notwithstanding that any Bonds shall not have been surrendered for payment; or

(iii) by depositing with an institution that meets the requirements of serving as successor Paying Agent pursuant to Section 37 selected by the College District, in trust, lawful money or noncallable direct obligations issued by the United States Treasury (including State and Local Government Series) or obligations which are unconditionally guaranteed by the United States of America and permitted under Section 149(b) of the Code and Regulations which, in the opinion of nationally recognized bond counsel, will not impair the exclusion from gross income for federal income tax purposes of interest on the Bonds, in such amount as will, together with the interest to accrue thereon without the need for further investment, be fully sufficient to pay and discharge such Bonds at maturity or earlier redemption thereof, for which notice has been given or provided for, including any premium and all interest thereon, notwithstanding that any Bonds shall not have been surrendered for payment;

then all obligations of the College District, the Improvement District and the Paying Agent under this Resolution with respect to such Bonds shall cease and terminate, except only the obligation of the Paying Agent to pay or cause to be paid to the Owners of such Bonds all sums due thereon, and the obligation of the College District to pay to the Paying Agent amounts owing to the Paying Agent under Section 35 hereof.

SECTION 44. Approval of Actions; Miscellaneous.

(A) The Chancellor and the other Authorized Officers are each hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all certificates, statements, disclosures, notices, contracts, or other documents which they may deem necessary or advisable in order to proceed with the sale and issuance of the Bonds or otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

(B) The County, the Board of Supervisors, officers, agents, and employees shall not be responsible for any proceedings or the preparation or contents of any resolutions, certificates, statements, disclosures, notices, contracts, or other documents relating to the sale and issuance of the Bonds.

(C) The Principal of and interest and redemption premium (if any) on the Bonds shall not constitute debt or an obligation of the County, the Board of Supervisors, officers, agents, or employees, and the County, the Board of Supervisors, officers, agents, and employees thereof shall not be liable thereon. In no event shall the Principal of and interest and redemption premium (if any) on any Bond be payable out of any funds or property of the County.

(D) The Clerk shall send a certified copy of this Resolution, together with the final debt service schedule for the Bonds, to the Treasurer.

SECTION 45. Conflicts. If there is any inconsistency or conflict between any provision of this Resolution and any provision of the Contract of Purchase, the Contract of Purchase prevails to the extent of the inconsistency or conflict. If there is any inconsistency or conflict between any provision of this Resolution and any provision of the Nonarbitrage Certificate, the Nonarbitrage Certificate prevails to the extent of the inconsistency or conflict.

SECTION 46. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this 13th day of November, 2017, by the Board of Trustees of the Rancho Santiago Community College District, at a regularly scheduled meeting held in Santa Ana, California, at a location freely accessible to the public, by the following roll-call vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

BOARD OF TRUSTEES OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, acting as legislative body for the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District

By: _____
President of the Board of Trustees of
Rancho Santiago Community College District

Attest:

By: _____
Clerk of the Board of Trustees of
Rancho Santiago Community College District

EXHIBIT A

FORM OF BOND

UNLESS THIS BOND IS PRESENTED BY AN AUTHORIZED REPRESENTATIVE OF THE DEPOSITORY (AS DEFINED IN THE RESOLUTION) TO THE BOND REGISTRAR FOR REGISTRATION OF TRANSFER, EXCHANGE, OR PAYMENT, AND ANY BOND ISSUED IS REGISTERED IN THE NAME OF CEDE & CO. OR IN SUCH OTHER NAME AS IS REQUESTED BY AN AUTHORIZED REPRESENTATIVE OF THE DEPOSITORY (AND ANY PAYMENT IS MADE TO CEDE & CO. OR TO SUCH OTHER ENTITY AS IS REQUESTED BY AN AUTHORIZED REPRESENTATIVE OF THE DEPOSITORY), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL INASMUCH AS THE REGISTERED OWNER HEREOF, CEDE & CO., HAS AN INTEREST HEREIN.

UNITED STATES OF AMERICA

STATE OF CALIFORNIA

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT
(COUNTY OF ORANGE, CALIFORNIA)
GENERAL OBLIGATION BONDS
ELECTION OF 2012, 2018 SERIES B**

\$ _____

No. _____

Interest Rate

Maturity Date

Dated Date

CUSIP

____%

August 1, 20__

Date of Delivery

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

The Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the "Improvement District") of the County of Orange (the "County"), State of California, for value received, hereby acknowledges itself indebted and promises to pay to the Registered Owner named above, or registered assigns, the Principal Amount set forth above, on the Maturity Date set forth above, together with interest thereon from the Dated Date set forth above until the Principal Amount hereof shall have been paid or provided for, in accordance with the Resolution hereinafter referred to, at the Interest Rate set forth above. Interest on this Bond is payable on August 1, 2018 and semiannually thereafter on the first day of February and August (each, an "Interest Payment Date") in each year to the registered owner hereof (the "Owner") from the Interest Payment Date next preceding the date on which this Bond is registered (unless it is registered after the close of business on the fifteenth calendar day of the month preceding any Interest Payment Date (a "Record Date") and before the close of business on the immediately following Interest Payment Date, in which event it shall bear interest from

such following Interest Payment Date, or unless this Bond is registered prior to the close of business on July 15, 2018, in which event it shall bear interest from its date; *provided, however*, that if at the time of registration of this Bond interest with respect hereto is in default, interest with respect hereto shall be payable from the Interest Payment Date to which interest has previously been paid or made available for payment. The principal amount hereof is payable at the office of Wells Fargo Bank, National Association, as initial paying agent (the “Paying Agent”), in Los Angeles, California. The interest hereon is payable by check or draft mailed by first class mail to each Owner, at his address as it appears on the registration books kept by the Paying Agent as of the Record Date, or by wire transfer to any Owner of \$1,000,000 aggregate principal amount of such Bonds, to the account specified by such Owner in a written request delivered to the Paying Agent on or prior to the Record Date for such Interest Payment Date; provided however, that payments of defaulted interest shall be payable to the person in whose name such Bond is registered at the close of business on a special record date fixed therefor by the Paying Agent, which shall not be more than fifteen days and not less than ten days prior to the date of the proposed payment of defaulted interest.

The Bonds of this issue are comprised of \$_____ principal amount of Bonds. This Bond is issued by the Improvement District under and in accordance with the provisions of (i) Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code; (ii) applicable provisions of the Education Code of the State of California; and (iii) Article XIII A of the California Constitution, and pursuant to a resolution of the Board of Trustees of the College District adopted on November [___], 2017 (the “Resolution”). Reference is hereby made to the Resolution, a copy of which is on file at the Rancho Santiago Community College District (the “College District”), for a description of the terms on which the Bonds are delivered, and the rights thereunder of the Owners of the Bonds and the rights and duties of the Paying Agent, the College District and the Improvement District, to all of the provisions of which the Owner of this Bond, by acceptance hereof, assents and agrees. All capitalized terms used but not otherwise defined herein shall have the respective meanings set forth in the Resolution. The Bonds were authorized by a vote of more than 55% of the qualified electors of the Improvement District voting on the proposition at a general election held therein to determine whether such Bonds should be issued.

Reference is made to the Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Bonds of this series, the rights, duties and obligations of the College District and the Improvement District, the County, the Paying Agent and the Owners, and the terms and conditions upon which the Bonds are issued and secured. The Owner of this Bond assents, by acceptance hereof, to all of the provisions of the Resolution.

This Bond is a general obligation of the Improvement District, payable as to both principal and interest from *ad valorem* property taxes which, under the laws now in force, may be levied without limitation as to rate or amount upon all of the taxable property in the Improvement District. Neither the payment of the principal of this Bond, or any part thereof, nor any interest or premium hereon constitute a debt, liability or obligation of the County.

The Bonds maturing on or before August 1, 20__ shall not be subject to redemption prior to their maturity dates. The Bonds maturing on or after August 1, 20__ may be redeemed before

maturity at the option of the College District, from any source of funds, on August 1, 20__ or on any date thereafter as a whole, or in part. For the purposes of such selection, Bonds will be deemed to consist of \$5,000 portions by principal amount, and any such portion may be separately redeemed.

Bonds maturing on August 1, 20__, are subject to mandatory sinking fund redemption on August 1 of each year, commencing August 1, 20__, in the following principal amounts, at a redemption price of par, plus accrued interest to the redemption date:

Mandatory Sinking Fund Payment Date (<u>August 1</u>)	Mandatory Sinking <u>Fund Payment</u>
20__	\$
20__	
20__	
20__	

Whenever provision is made for the redemption of Bonds and less than all outstanding Bonds are to be redeemed, the Paying Agent, upon written instruction from the College District given at least 60 days prior to the date designated for such redemption, shall select Bonds for redemption in such order as the College District may direct. Within a maturity, the Paying Agent shall select Bonds for redemption as directed by the College District, or in the absence of such direction, in inverse order of maturity and within a maturity, by lot. The portion of any Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

This Bond is issued in fully registered form. Registration of this Bond is transferable by the Owner hereof, in person or by his attorney duly authorized in writing, at the aforesaid offices of the Paying Agent, but only in the manner, subject to the limitations, and upon payment of the charges, provided in the Resolution and upon surrender and cancellation of this Bond. Upon such registration of transfer, a new Bond or Bonds of like tenor and maturity in the same Transfer Amount and in authorized denominations will be issued to the transferee in exchange herefor. The College District, the Improvement District and the Paying Agent may treat the Owner hereof as the absolute owner hereof for all purposes, whether or not this Bond shall be overdue, and shall not be affected by any notice to the contrary.

The Paying Agent shall not be required to register the transfer or exchange of any Bond (i) during the period beginning at the close of business on any Record Date through the close of business on the immediately following Interest Payment Date, or (ii) that has been called or is subject to being called for redemption, during a period beginning at the opening of business 15 days before any selection of Bonds to be redeemed through the close of business on the applicable redemption date, except for the unredeemed portion of any Bond to be redeemed only in part.

The rights and obligations of the College District, the Improvement District and of the Owners of the Bonds may be modified or amended at any time by a supplemental resolution adopted by the College District with the written consent of owners of at least 60% in aggregate

Principal Amount of the Outstanding Bonds, exclusive of Bonds, if any, owned by the College District and the Improvement District; *provided, however*, that no such modification or amendment shall, without the express consent of the Owner of each Bond affected, reduce the Principal Amount of any Bond, reduce the interest rate payable thereon, advance the earliest redemption date thereof, extend its maturity or the times for paying interest thereon or change the monetary medium in which the Principal and interest is payable, nor shall any modification or amendment reduce the percentage of consents required for amendment or modification hereof.

A supplemental resolution of the College District may be adopted, which, without the requirement of consent of the registered owners, shall be fully effective in accordance with its terms: (1) to add to the covenants and agreements of the College District and the Improvement District in the Resolution, other covenants and agreements to be observed by the College District and the Improvement District which are not contrary to or inconsistent with the Resolution as theretofore in effect; (2) to add to the limitations and restrictions in the Resolution, other limitations and restrictions to be observed by the College District and the Improvement District which are not contrary to or inconsistent with the Resolution as theretofore in effect; (3) to confirm as further assurance, any pledge under, and the subjection to any lien or pledge created or to be created by the Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under the Resolution; (4) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in the Resolution; or (5) to amend or supplement the Resolution in any other respect, provided such supplemental resolution does not, in the opinion of nationally recognized bond counsel, adversely affect the interests of the owners.

If this Bond is called for redemption and the principal amount of this Bond plus premium, if any, and accrued interest due with respect hereto are duly provided therefor as specified in the Resolution, then interest shall cease to accrue with respect hereto from and after the date fixed for redemption.

This Bond shall not become valid or obligatory for any purpose until the Certificate of Authentication hereon endorsed shall have been dated and executed manually by the Paying Agent.

IT IS HEREBY CERTIFIED, RECITED AND DECLARED, that an election was duly and legally called, held and conducted, and the notices thereof duly given, and the results thereof canvassed and declared in accordance with the provisions of the Act and that all of the proceedings of the Board of Trustees of the College District, acting as legislative body for the Improvement District, in the matter of the issuance of this Bond were regular and in strict accordance with the provisions of the Act, including the Constitution of the State of California, that the total bonded indebtedness of the Improvement District, including the issue of which this Bond is a part, does not exceed any limit prescribed by said Act, and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the Improvement District in an amount sufficient to pay Principal and interest when due.

IN WITNESS WHEREOF, the Rancho Santiago Community College District, on behalf of its Santa Ana College Improvement District No.1 has caused this Bond to be executed in their official capacities by the manual or facsimile signature of the President of the Board of Trustees of the Rancho Santiago Community College District and countersigned by the manual or facsimile signature of the Clerk of the Board of Trustees of the Rancho Santiago Community College District, acting as the legislative body for the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District as of the date stated above.

SANTA ANA COLLEGE IMPROVEMENT
DISTRICT NO. 1 OF THE RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

By: _____ [Form Document]
Authorized Officer

Countersigned:

By: _____ [Form Document]
Clerk of the Board of Trustees
of Rancho Santiago Community College District

The following Certificate of Authentication shall be printed on each Bond:

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds described in the within-mentioned Resolution of the Board of Trustees of the Rancho Santiago Community College District.

DATED: _____, 2018

WELLS FARGO BANK, NATIONAL
ASSOCIATION, as Paying Agent

By: _____
Authorized Officer

FORM OF ASSIGNMENT

FOR VALUE RECEIVED, the undersigned registered owner hereby sells, assigns and transfers unto

Name of Transferee: _____

Address for Payment of Interest: _____

Social Security Number or other Tax Identification No.:

the within-mentioned Bond and hereby irrevocably constitutes and appoints attorney, to transfer the same on the books of the Paying Agent with full power of substitution in the premises.

Registered Owner

Dated:

NOTICE: The signature on this Assignment must correspond with the name as written on the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature _____
guaranteed

[Bank, Trust Company or Firm]

By _____
Authorized Officer

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

EXHIBIT B

FORM OF 15c2-12 CERTIFICATE

With respect to the proposed sale of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2018 Series B in the maximum aggregate principal amount of not to exceed \$71,000,000, the Rancho Santiago Community College District (the “**College District**”), acting as the legislative body of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the “**Improvement District**”) has delivered to you a Preliminary Official Statement, dated as of the date hereof (the “**Preliminary Official Statement**”). The College District and the Improvement District, for purposes of compliance with Rule 15c2-12 of the Securities Exchange Commission (“**Rule 15c2-12**”), deems the Preliminary Official Statement to be final as of its date, except for the omission of no more than the information permitted under Rule 15c2-12.

SANTA ANA COLLEGE FACILITIES DISTRICT
NO. 1 OF RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Dated: _____, 2017

By: [FORM ONLY]
 Authorized Officer

\$ _____
**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
GENERAL OBLIGATION BONDS, ELECTION OF 2012, 2018 SERIES B**

CONTRACT OF PURCHASE

January __, 2018

Board of Trustees
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706-1640

Ladies and Gentlemen:

The undersigned, Piper Jaffray & Co., acting on its own behalf and not as fiduciary or agent for you (the "Underwriter"), offers to enter into this Contract of Purchase (the "Purchase Contract") with the Rancho Santiago Community College District (the "District"), which, upon your acceptance hereof, will be binding upon both the District and the Underwriter. This offer is made subject to the written acceptance of this Purchase Contract by the District and delivery of such acceptance to us at or prior to 11:59 P.M., Pacific Standard Time, on the date hereof. Capitalized terms used herein and not otherwise defined shall have the meanings given to such terms in the Resolution (defined below).

1. **Purchase and Sale of the Bonds.** Upon the terms and conditions and in reliance upon the representations, warranties and agreements herein set forth, the Underwriter hereby agrees to purchase from the District for reoffering to the public, and the District hereby agrees to sell to the Underwriter for such purpose, all (but not less than all) of \$_____ in aggregate principal amount of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2018 Series B (the "Bonds"). The Bonds shall bear interest at the rates, shall mature in the years and shall be subject to redemption as shown on Exhibit A hereto, which is incorporated herein by this reference. The Bonds shall be dated the date of delivery thereof and shall be payable as to interest on each February 1 and August 1, commencing August 1, 2018. The Underwriter shall purchase the Bonds at a price of \$_____ (consisting of the aggregate principal amount of the Bonds of \$_____, plus net original issue premium of \$_____ and less an underwriter's discount of \$_____).

Inasmuch as this purchase and sale represents a negotiated transaction, the District acknowledges and agrees that: (i) the purchase and sale of the Bonds pursuant to this Purchase Contract is an arm's-length, commercial transaction between the District and the Underwriter in which the Underwriter is acting solely as a principal and is not acting as a municipal advisor, financial advisor, or fiduciary to the District; (ii) the Underwriter has not assumed any advisory or fiduciary responsibility to the District with respect to the transaction contemplated hereby and the

discussions, undertakings, and procedures leading thereto (irrespective of whether the Underwriter has provided other services or is currently providing other services to the District on other matters); (iii) the Underwriter is acting solely in its capacity as underwriter for its own account; (iv) the only obligations the Underwriter has to the District with respect to the transaction contemplated hereby are expressly set forth in this Purchase Contract; and (v) the District has consulted its own legal, accounting, tax, financial and other advisors, as applicable, including Cooperative Strategies LLC, as municipal advisor to the District (the “Municipal Advisor”) to the extent it has deemed appropriate.

The District acknowledges that it has previously provided the Underwriter with an acknowledgement of receipt of the required Underwriter disclosure under Rule G-17 of the Municipal Securities Rulemaking Board (the “MSRB”).

2. **The Bonds.** The Bonds shall mature as shown on Exhibit A hereto and shall otherwise be as described in the Official Statement (as defined below), and shall be issued and secured pursuant to, the provisions of the Resolution of the Board of Trustees of the District adopted on November __, 2017 (the “Resolution”), this Purchase Contract, and Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the “Act”).

The Bonds shall be executed and delivered under and in accordance with the provisions of this Purchase Contract and the Resolution. The Bonds shall bear CUSIP numbers, shall be in fully registered book-entry form, and registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York (“DTC”); the Bonds shall initially be in authorized denominations of \$5,000 principal amount or any integral multiple thereof.

3. **Use of Documents.** The District hereby authorizes the Underwriter to use, in connection with the offer and sale of the Bonds, this Purchase Contract, the Preliminary Official Statement (defined below) and Official Statement (defined in Section 8(c) hereof), the Resolution and all information contained herein and therein and all of the documents, certificates or statements furnished by the District to the Underwriter in connection with the issuance and offering of the Bonds (except as such documents may otherwise provide).

4. **Public Offering of the Bonds.** The Underwriter agrees to make a bona fide public offering of all the Bonds at the initial public offering prices or yields to be set forth on the inside cover page of the Official Statement and Exhibit A hereto. Subsequent to such initial public offering, the Underwriter reserves the right to change such initial public offering prices or yields as it deems necessary in connection with the marketing of the Bonds.

(a) The Underwriter agrees to assist the District in establishing the issue price of the Bonds and shall execute and deliver to the District at Closing an “issue price” or similar certificate, together with the supporting pricing wires or equivalent communications, substantially in the form attached hereto as Exhibit C, with such modifications as may be appropriate or necessary, in the reasonable judgment of the Underwriter, the District and Bond Counsel (as defined herein), to accurately reflect, as applicable, the sales price or prices or the initial offering price or prices to the public of the Bonds. All actions to be taken by the District under this section to establish the issue price of the Bonds may be taken on behalf of the District by the District’s municipal advisor identified herein and any notice or report to be provided to the District may be provided to the District’s municipal advisor.

(b) [Except as otherwise set forth in Exhibit A attached hereto,] the District will treat the first price at which 10% of each maturity of the Bonds (the “10% test”) is sold to the public as the issue price of that maturity (if different interest rates apply within a maturity, each separate CUSIP number within that maturity will be subject to the 10% test). At or promptly after the execution of this Purchase Contract, the Underwriter shall report to the District the price or prices at which it has sold to the public each maturity of Bonds. If at that time the 10% test has not been satisfied as to any maturity of the Bonds, the Underwriter agrees to promptly report to the District the prices at which Bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied as to the Bonds of that maturity or until all Bonds of that maturity have been sold to the public.

[SECTION (C) TO APPLY ONLY IF THE UNDERWRITER AGREES TO HOLD THE PRICE]

(c) The Underwriter confirms that it has offered the Bonds to the public on or before the date of this Purchase Contract at the offering price or prices (the “initial offering price”), or at the corresponding yield or yields, set forth in Exhibit A attached hereto, except as otherwise set forth therein. Exhibit A also sets forth, as of the date of this Purchase Contract, the maturities, if any, of the Bonds for which the 10% test has not been satisfied and for which the District and the Underwriter agrees that the restrictions set forth in the next sentence shall apply, which will allow the District to treat the initial offering price to the public of each such maturity as of the sale date as the issue price of that maturity (the “hold-the-offering-price rule”). So long as the hold-the-offering-price rule remains applicable to any maturity of the Bonds, the Underwriter will neither offer nor sell unsold Bonds of that maturity to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

- (i) the close of the fifth (5th) business day after the sale date; or
- (ii) the date on which the Underwriter has sold at least 10% of that maturity of the Bonds to the public at a price that is no higher than the initial offering price to the public.

The Underwriter shall promptly advise the District when it has sold 10% of that maturity of the Bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5th) business day after the sale date.

The District acknowledges that, in making the representation set forth in this subsection, the Underwriter will rely on (i) the agreement of each Underwriter to comply with the hold-the-offering-price rule, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the Bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an Underwriter is a party to a retail distribution agreement that was employed in connection with the initial sale of the Bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, as set forth in the retail distribution agreement and the related pricing wires. The District further acknowledges that each Underwriter shall be solely liable for its failure to comply with its agreement regarding the hold-the-offering-price rule and that no Underwriter shall be liable for the failure of any other Underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a retail

distribution agreement, to comply with its corresponding agreement regarding the hold-the-offering-price rule as applicable to the Bonds.

(d) The Underwriter confirms that:

(i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the Underwriter is a party) relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to (A) report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the Underwriter that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public and (B) comply with the hold-the-offering-price rule, if applicable, in each case if and for so long as directed by the Underwriter and as set forth in the related pricing wires, and

(ii) any agreement among underwriters relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each Underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the Bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to (A) report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the Underwriter that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public and (B) comply with the hold-the-offering-price rule, if applicable, in each case if and for so long as directed by the Underwriter and as set forth in the related pricing wires.

(e) The Underwriter acknowledges that sales of any Bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this section. Further, for purposes of this section:

(i) “public” means any person other than an underwriter or a related party,

(ii) “underwriter” means (A) any person that agrees pursuant to a written contract with the District (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the public),

(iii) a purchaser of any of the Bonds is a “related party” to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) “sale date” means the date of execution of this Purchase Contract by all parties.

5. **Review of Official Statement.** The Underwriter hereby represents that it has received and reviewed the Preliminary Official Statement with respect to the Bonds, dated December __, 2017 (the “Preliminary Official Statement”), which has been duly authorized and prepared by the District for use by the Underwriter in connection with the Bonds. The District represents that it has deemed the Preliminary Official Statement to be final as of its date, except for either revision or addition of the offering price(s), interest rate(s), yield(s) to maturity, selling compensation, aggregate principal amount, principal amount per maturity, delivery date, rating(s) and other terms of the Bonds which depend upon the foregoing, as provided in and pursuant to Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended (“Rule 15c2-12”).

The Underwriter agrees that prior to the time the final Official Statement relating to the Bonds is available, the Underwriter will send to any potential purchaser of the Bonds, upon the request of such potential purchaser, a copy of the most recent Preliminary Official Statement. The Preliminary Official Statement shall be sent by first class mail or electronic distribution (or other equally prompt means) not later than the first business day following the date upon which each such request is received.

The Underwriter hereby represents that it will provide, consistent with the requirements of MSRB Rule G-32, for the delivery of a copy of the Official Statement to each customer who purchases any Bonds during the underwriting period (as such term is defined in MSRB Rule G-11), and deliver a copy of the Official Statement to the MSRB in electronic format as prescribed by the MSRB on or before the Closing Date, and that it will otherwise comply with all applicable statutes and regulations in connection with the offering and sale of the Bonds, including, without limitation, MSRB Rule G-32 and G-36 and Rule 15c2-12.

References herein to the Preliminary Official Statement and the final Official Statement include the cover page, inside cover and all appendices, exhibits, maps, reports and statements included therein or attached thereto.

6. **Closing.** At 9:00 A.M., Pacific Standard Time, on January __, 2018 or at such other time or on such other date as shall have been mutually agreed upon by the District and the Underwriter (the “Closing”), the District shall deliver to the Underwriter, through the facilities of DTC, or at such other place as the parties hereto may mutually agree upon, the Bonds in fully registered book-entry form, duly executed and registered in the name of Cede & Co., as nominee of DTC, and at the offices of Nixon Peabody LLP (“Bond Counsel”), in Los Angeles, California, the other documents hereinafter mentioned; and Underwriter will accept such delivery and pay the purchase price thereof in immediately available funds by check, draft or wire transfer to or upon the order of the District.

7. **Representations, Warranties and Agreements of the District.** The District hereby represents, warrants and agrees with the Underwriter that:

(a) Due Organization of the Improvement District. Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the

“Improvement District”) is a school facilities improvement district duly organized and validly existing under the laws of the State of California.

(b) Due Organization of the District. The District is a community college district duly established and validly existing under the laws of the State of California, with the power to issue the Bonds on behalf of the Improvement District pursuant to the Act.

(c) Due Authorization. (i) At or prior to the Closing, the District, acting on behalf of the Improvement District, will have taken all action required to be taken by it to authorize the issuance and delivery of the Bonds; (ii) the District, acting on behalf of the Improvement District, has full legal right, power and authority to enter into this Purchase Contract and the Continuing Disclosure Undertaking (as defined in Section 7(k) hereof), to adopt the Resolution, to perform its obligations under each such document or instrument, to approve the Official Statement and to carry out and effectuate the transactions contemplated by this Purchase Contract, the Official Statement and the Resolution; (iii) the execution and delivery or adoption of, and the performance by the District of the obligations contained in the Bonds, the Resolution, the Continuing Disclosure Undertaking and this Purchase Contract have been duly authorized and such authorization shall be in full force and effect at the time of the Closing; (iv) this Purchase Contract constitutes a valid and legally binding obligation of the District; and (v) the District has duly authorized the consummation by it of all transactions contemplated by this Purchase Contract.

(d) Consents. No consent, approval, authorization, order, filing, registration, qualification, election or referendum, of or by any court or governmental agency or public body whatsoever is required in connection with the issuance, delivery or sale of the Bonds, the execution and delivery of this Purchase Contract and the Continuing Disclosure Undertaking, the adoption of the Resolution, or the consummation of the other transactions effected or contemplated herein or hereby, which has not been taken or obtained, except for such actions as may be necessary to qualify the Bonds for offer and sale under Blue Sky or other securities laws and regulations of such states and jurisdictions of the United States as the Underwriter may reasonably request; provided, however, that neither the District nor the Improvement District shall be required to subject itself to service of process in any jurisdiction in which it is not so subject as of the date hereof.

(e) Internal Revenue Code. The District has complied with the requirements of the Internal Revenue Code of 1986, as amended, with respect to the Bonds.

(f) No Conflicts. To the best knowledge of the District, the issuance of the Bonds, and the execution, delivery and performance of this Purchase Contract, the Resolution, the Continuing Disclosure Undertaking and the Bonds, and the compliance with the provisions hereof do not conflict with or constitute on the part of the District a violation of, or default under, the Constitution of the State of California or any existing law, charter, ordinance, regulation, decree, order or resolution and do not conflict with or result in a violation or breach of, or constitute a default under, any agreement, indenture, mortgage, lease or other instrument to which the District is a party or by which it is bound or to which it is subject.

(g) Litigation. As of the time of acceptance hereof, no action, suit, proceeding, hearing or investigation is pending or, to the best knowledge of the District, threatened against the District or the Improvement District: (i) in any way affecting the existence of the District or the Improvement District or in any way challenging the respective powers of the several offices or of the titles of the officials of the District who are required to execute any contracts, certificates, or official statements in connection with the delivery of the Bonds to their respective offices, or the powers of those offices; or (ii) seeking to restrain or enjoin the sale, issuance or delivery of any of the Bonds, the application of the proceeds of the sale of the Bonds, the levy or collection of *ad valorem* property taxes by the County of Orange, California (the “County”) on behalf of the Improvement District required to be collected and applied to pay the principal of and interest on the Bonds, or the application of the proceeds thereof, or, the levy of any taxes contemplated by the Resolution or in any way contesting or affecting the validity or enforceability of the Bonds, this Purchase Contract, the Resolution or contesting the powers of the District or the Improvement District or its authority with respect to the Bonds, the Resolution or this Purchase Contract; or (iii) in which a final adverse decision could (A) materially adversely affect the operations of the District or the Improvement District or the consummation of the transactions contemplated by this Purchase Contract or the Resolution, (B) declare this Purchase Contract to be invalid or unenforceable in whole or in material part, or (C) adversely affect the exclusion of the interest paid on the Bonds from gross income for federal income tax purposes and the exemption of such interest paid on the Bonds from California personal income taxation.

(h) No Other Debt. Between the date hereof and the Closing, without the prior written consent of the Underwriter, neither the Improvement District nor the District directly, nor any person on behalf of the District or the Improvement District, will have issued in the name and on behalf of the District or the Improvement District any bonds, notes or other obligations for borrowed money except for such borrowings as may be described in or contemplated by the Official Statement.

(i) Levy of Tax. The District hereby agrees to take any and all actions as may be required by the County or otherwise necessary in order to arrange for the levy and collection of taxes, payment of the Bonds, and the deposit and investment of Bond proceeds. In particular, the District hereby agrees to provide to the Auditor-Controller of the County and the Treasurer-Tax Collector of the County a copy of the Resolution, a copy of Exhibit A hereto, and the full debt service schedule for the Bonds, in accordance with Education Code Section 15140(c) and policies and procedures of the County. The District acknowledges that net original issue premium on the Bonds that is deposited to the Debt Service Fund will be used to pay interest on the Bonds as set forth on Exhibit B hereto.

(j) Certificates. Any certificates signed by any officer of the District and delivered to the Underwriter shall be deemed a representation and warranty by the District or the Improvement District to the Underwriter, but not by the person signing the same, as to the statements made therein.

(k) Continuing Disclosure. At or prior to the Closing, the District shall have duly authorized, executed and delivered a continuing disclosure undertaking with respect to the Bonds (the “Continuing Disclosure Undertaking”) on behalf of each obligated person for which financial and/or operating data is presented in the Official Statement. Except as

disclosed in the Official Statement, for the past five fiscal years, the District has not otherwise failed to comply in all material respects with its previous undertakings pursuant to Rule 15c2-12 to file annual reports or notices of significant events, and for such years, the District is currently in compliance with all prior continuing disclosure obligations. The Continuing Disclosure Undertaking shall comply with the provisions of Rule 15c2-12 and be substantially in the form attached to the Preliminary Official Statement and Official Statement as Appendix D.

(l) Official Statement Accurate and Complete. The Preliminary Official Statement, at the date thereof, did not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. At the date hereof and on the Closing Date, the final Official Statement does not and will not contain any untrue statement of a material fact or omit to state any material fact required to be stated therein or necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. The District makes no representation or warranty as to the information contained in or omitted from the Preliminary Official Statement or the final Official Statement in reliance upon and in conformity with information furnished in writing to the District by or on behalf of the Underwriter through a representative of the Underwriter specifically for inclusion therein.

(m) No Material Adverse Change. The financial statements of, and other financial information regarding the District in the Preliminary Official Statement and the Official Statement, fairly present the financial position and results of the District as of the dates and for the periods therein set forth. As of the date hereof, there has been no adverse change of a material nature in such financial position, results of operations or condition, financial or otherwise, of the District.

8. **Covenants of the District.** The District covenants and agrees with the Underwriter that:

(a) Securities Laws. The District will furnish such information, execute such instruments, and take such other action in cooperation with the Underwriter if and as the Underwriter may reasonably request in order to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations of such states and jurisdictions, provided, however, that the District shall not be required to consent to service of process in any jurisdiction in which it is not so subject as of the date hereof.

(b) Application of Proceeds. The District will apply the proceeds from the sale of the Bonds for the purposes specified in the Resolution.

(c) Official Statement. The District hereby agrees to deliver or cause to be delivered to the Underwriter, not later than the seventh (7th) business day following the date this Purchase Contract is signed, and in sufficient time to accompany any confirmation that requests payment from any customer, copies of a final Official Statement substantially in the form of the Preliminary Official Statement, with only such changes therein as shall have been accepted by the Underwriter and the District (such Official Statement with such changes, if any, and including the cover page and all appendices, exhibits, maps, reports and statements

included therein or attached thereto being herein called the “Official Statement”) in such quantities as may be requested by the Underwriter not later than five (5) business days following the date this Purchase Contract is signed, in order to permit the Underwriter to comply with paragraph (b)(4) of Rule 15c2-12 and with the rules of the Municipal Securities Rulemaking Board. The District hereby authorizes the Underwriter to use and distribute the Official Statement in connection with the offering and sale of the Bonds.

(d) Subsequent Events. The District hereby agrees to notify the Underwriter of any event or occurrence that may affect the accuracy or completeness of any information set forth in the Official Statement relating to the District or the Improvement District, respectively, until the date which is twenty-five (25) days following the Closing or until such time (if earlier) as the Underwriter shall no longer hold any of the Bonds for sale.

(e) References. References herein to the Preliminary Official Statement and the final Official Statement include the cover page, inside cover page, and all appendices, exhibits, maps, reports and statements included therein or attached thereto.

(f) Amendments to Official Statement. During the period ending on the 25th day after the End of the Underwriting Period (or such other period as may be agreed to by the District and the Underwriter), the District (i) shall not supplement or amend the Official Statement or cause the Official Statement to be supplemented or amended without the prior written consent of the Underwriter and (ii) shall notify the Underwriter promptly if any event shall occur, or information comes to the attention of the District, that is reasonably likely to cause the Official Statement (whether or not previously supplemented or amended) to contain any untrue statement of a material fact or to omit to state a material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. If, in the opinion of the Underwriter, such event requires the preparation and distribution of a supplement or amendment to the Official Statement, the District shall prepare and furnish to the Underwriter, at the District’s expense, such number of copies of the supplement or amendment to the Official Statement, in form and substance mutually agreed upon by the District and the Underwriter, as the Underwriter may reasonably request. If the Official Statement is supplemented or amended, the supplement will not contain any untrue statement of a material fact or omit to state any material fact required to be stated therein or necessary to make the statements therein, in light of the circumstances under which made, not misleading. If such notification shall be given subsequent to the Closing, the District also shall furnish, or cause to be furnished, such additional legal opinions, certificates, instruments and other documents as the Underwriter may reasonably deem necessary to evidence the truth and accuracy of any such supplement or amendment to the Official Statement.

(g) For purposes of this Agreement, the “End of the Underwriting Period” is used as defined in Rule 15c2-12 and shall occur on the later of (i) the date of Closing or (ii) when the Underwriter no longer retains an unsold balance of the Bonds; unless otherwise advised in writing by the Underwriter on or prior to the Closing Date, or otherwise agreed to by the District and the Underwriter, the District may assume that the End of the Underwriting Period is the Closing Date.

9. **Representations, Warranties and Agreements of the Underwriter.** The Underwriter represents to and agrees with the District that, as of the date hereof and as of the date of the Closing:

(a) The Underwriter is duly authorized to execute this Purchase Contract and to take any action under the Purchase Contract required to be taken by it.

(b) The Underwriter is in compliance with MSRB Rule G-37 with respect to the District, and is not prohibited thereby from acting as underwriter with respect to securities of the District.

(c) The Underwriter has, and has had, no financial advisory relationship, as that term is defined in the California Government Code Section 53590(c) or MSRB Rule G-23, with the District with respect to the Bonds, and no investment firm controlling, controlled by or under common control with the Underwriter has or has had any such financial advisory relationship.

10. **Conditions to Closing.** The Underwriter has entered into this Purchase Contract in reliance upon the representations and warranties of the District contained herein and the performance by the District of its obligations hereunder, both as of the date hereof and as of the date of Closing. The Underwriter's obligations under this Purchase Contract are and shall be subject, at the option of the Underwriter, to the following further conditions at the Closing:

(a) Representations True. The representations and warranties of the District contained herein shall be true, complete and correct in all material respects at the date hereof and at and as of the Closing, as if made at and as of the Closing, and the statements made in all certificates and other documents delivered to the Underwriter at the Closing pursuant hereto shall be true, complete and correct in all material respects on the date of the Closing; and the District and the Improvement District shall be in compliance with each of the agreements made by it in this Purchase Contract;

(b) Obligations Performed. At the time of the Closing, (i) the Official Statement, this Purchase Contract and the Resolution shall be in full force and effect and shall not have been amended, modified or supplemented except as may have been agreed to in writing by us; (ii) all actions under the Act which, in the opinion of Bond Counsel, shall be necessary in connection with the transactions contemplated hereby, shall have been duly taken and shall be in full force and effect; and (iii) the District shall perform or have performed all of its obligations required under or specified in the Resolution, this Purchase Contract, or the Official Statement to be performed at or prior to the Closing;

(c) Adverse Rulings. No decision, ruling or finding shall have been entered by any court or governmental authority since the date of this Purchase Contract (and not reversed on appeal or otherwise set aside) or shall be pending or, to the best knowledge of the District, threatened which has any of the effects described in Section 7(g) hereof or contesting in any way the completeness or accuracy of the Official Statement;

(d) Marketability. Between the date hereof and the Closing, the market price or marketability or the ability of the Underwriter to enforce contracts for the sale of the Bonds,

at the initial offering prices set forth in the Official Statement, shall not have been materially adversely affected in the judgment of the Underwriter (evidenced by a written notice to the District terminating the obligation of the Underwriter to accept delivery of and pay for the Bonds) by reason of any of the following:

(i) legislation enacted or introduced in the Congress or recommended for passage by the President of the United States, or a decision rendered by a court established under Article III of the Constitution of the United States or by the United States Tax Court, or an order, ruling, regulation (final, temporary or proposed) or official statement issued or made:

(A) by or on behalf of the United States Treasury Department, or by or on behalf of the Internal Revenue Service, with the purpose or effect, directly or indirectly, of causing inclusion in gross income for purposes of federal income taxation of the interest received by the owners of the Bonds; or

(B) by or on behalf of the Securities and Exchange Commission, or any other governmental agency having jurisdiction over the subject matter thereof, to the effect that the Bonds, or obligations of the general character of the Bonds, including any and all underlying arrangements, are not exempt from registration under the Securities Act of 1933, as amended;

(ii) legislation enacted by the legislature of the State of California (the "State"), or a decision rendered by a court of the State, or a ruling, order, or regulation (final or temporary) made by State authority, which would have the effect of changing, directly or indirectly, the State tax consequences of interest on obligations of the general character of the Bonds in the hands of the holders thereof;

(iii) the formal declaration of war by Congress or a new major engagement in or escalation of military hostilities by order of the President of the United States, or the occurrence of any other declared national or international emergency that interrupts or causes discord to the operation of the financial markets in the United States;

(iv) the declaration of a general banking moratorium by federal, New York or California authorities, or the general suspension of trading on any national securities exchange;

(v) the imposition by the New York Stock Exchange, other national securities exchange, or any governmental authority, of any material restrictions not now in force with respect to the Bonds, or obligations of the general character of the Bonds, or securities generally, or the material increase of any such restrictions now in force, including those relating to the extension of credit by, or the charge to the net capital requirements of, the Underwriter;

(vi) an order, decree or injunction of any court of competent jurisdiction, or order, filing, regulation or official statement by the Securities and Exchange

Commission, or any other governmental agency having jurisdiction over the subject matter thereof, issued or made to the effect that the issuance, offering or sale of obligations of the general character of the Bonds, or the issuance, offering or sale of the Bonds, as contemplated hereby or by the Official Statement, is or would be in violation of the federal securities laws, as amended and then in effect;

(vii) there shall have occurred or any notice shall have been given of any intended review, downgrading, suspension, withdrawal, or negative change in credit watch status to any rating of the District's or the Improvement District's outstanding indebtedness by a national rating agency;

(viii) any event occurring, or information becoming known which, in the reasonable judgment of the Underwriter, makes untrue in any material adverse respect any statement or information contained in the Official Statement, or has the effect that the Official Statement contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading;

(ix) the suspension by the SEC of trading in the outstanding securities of the District or the Improvement District; or

(x) any fact or event shall exist or have existed that, in the Underwriter's reasonable judgment, requires or has required an amendment of or supplement to the Official Statement.

(e) Delivery of Documents. At or prior to the date of the Closing, Bond Counsel shall deliver sufficient copies of each of the following documents, in each case dated as of the Closing Date and satisfactory in form and substance to the Underwriter:

(i) Bond Opinion. An approving opinion of Bond Counsel, as to the validity and tax-exempt status of the Bonds, dated the date of the Closing, addressed to the District in substantially the form set forth in the Preliminary Official Statement and the Official Statement as Appendix B;

(ii) Reliance Letter. A reliance letter from Bond Counsel to the effect that the Underwriter may rely upon the opinion described in (e)(i) above;

(iii) Supplemental Opinion of Bond Counsel. A supplemental opinion of Bond Counsel in form and substance satisfactory to the Underwriter, dated the Closing Date and addressed to District and the Underwriter, to the effect that:

(A) the description of the Bonds and the security for the Bonds and statements in the Official Statement on the cover page thereof and under the captions "INTRODUCTION," "THE BONDS" (excluding any and all information contained under the subheading " – Book-Entry Only System"), "PLAN OF FINANCE," "LEGAL MATTERS," and "TAX MATTERS," to the extent they purport to summarize certain provisions of the Bonds, the

Resolution, the Continuing Disclosure Undertaking, and the form and content of Bond Counsel's opinion regarding treatment of interest on the Bonds under California law or federal law, fairly and accurately summarize the matters purported to be summarized therein; provided that Bond Counsel need not express any opinion with respect to any financial or statistical data, or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion, information concerning the DTC or related to its book-entry only system, or Appendices C, E and F of the Official Statement;

(B) the Continuing Disclosure Undertaking and this Purchase Contract have each been duly authorized, executed and delivered by the District and, assuming due authorization, execution and delivery by the other parties thereto, constitute legal, valid and binding agreements of the District and are enforceable in accordance with their respective terms, except as enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws relating to or affecting generally the enforcement of creditors' rights and except as their enforcement may be subject to the application of equitable principles and the exercise of judicial discretion in appropriate cases if equitable remedies are sought and by the limitations on legal remedies against public agencies in the State of California; and

(C) the Bonds are exempt from registration pursuant to the Securities Act of 1933, as amended, and the Resolution is exempt from qualification as an indenture pursuant to the Trust Indenture Act of 1939, as amended.

(iv) Disclosure Counsel Opinion. The Opinion of Nixon Peabody LLP, as disclosure counsel to the District ("Disclosure Counsel"), dated the Closing Date and addressed to the District and the Underwriter, substantially to the effect that, based on such counsel's participation in conferences with representatives of the District, the Underwriter, and others, during which conferences the contents of the Official Statement and related matters were discussed, and in reliance thereon and on the records, documents, certificates and opinions described therein, such counsel advises the District and the Underwriter, that during the course of its engagement as Disclosure Counsel no information came to the attention of such counsel's attorneys rendering legal services in connection with such representation which caused such counsel to believe that the Official Statement as of its date (except for any financial or statistical data or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion, Appendices C, E and F, or any information regarding DTC or its book-entry only system included therein, as to which such counsel need express no opinion or view) contained any untrue statement of a material fact or omitted to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading;

(v) Certificates of the District. Certificate signed by appropriate officials of the District to the effect that (i) such officials are authorized to execute this Purchase Contract, (ii) the representations, agreements and warranties of the District

herein are true and correct in all material respects as of the date of Closing, (iii) the District has complied with all the terms of the Resolution, and this Purchase Contract to be complied with by the District prior to or concurrently with the Closing and such documents are in full force and effect, (iv) such District officials have reviewed the Official Statement and on such basis certify that the Official Statement (excluding therefrom information regarding DTC and its book-entry only system, and information regarding the investment portfolio, policies, practices and valuation procedures of the County Treasurer-Tax Collector, as to which no view need be expressed) does not contain any untrue statement of a material fact nor omit to state any material fact required to be stated therein or necessary to make the statements therein, in light of the circumstances in which they were made, not misleading, and (v) the Bonds being delivered on the date of the Closing to the Underwriter under this Purchase Contract substantially conform to the descriptions thereof contained in the Resolution;

(vi) Arbitrage. A Tax Exemption Certificate of the District in form satisfactory to Bond Counsel;

(vii) Rating. Evidence satisfactory to the Underwriter that (i) the Bonds shall have been rated “___” by S&P Global Ratings (“S&P”), and “___” by Moody’s Investors Service (“Moody’s”) (or such other equivalent ratings as such rating agencies may give), and (ii) that any such ratings have not been revoked or downgraded;

(viii) Resolution. A certificate, together with fully executed copies of the Resolution, of the Secretary of the District Board of Trustees to the effect that:

(A) such copies are true and correct copies of the Resolution; and

(B) that the Resolution was duly adopted and has not been modified, amended, rescinded or revoked and is in full force and effect on the date of the Closing.

(ix) Official Statement. A certificate of the appropriate official of the District evidencing his or her determinations respecting the Preliminary Official Statement in accordance with Rule 15c2-12;

(x) Continuing Disclosure Undertaking. An executed copy of the Continuing Disclosure Undertaking, substantially in the form presented in the Official Statement as Appendix D thereto.

(xi) Underwriter’s Counsel Opinion. The opinion of Stradling Yocca Carlson & Rauth, a Professional Corporation, counsel to the Underwriter, addressed to the Underwriter, dated the Closing Date, in form and substance satisfactory to the Underwriter;

(xii) Certificate of the Paying Agent. A certificate of the Paying Agent, signed by a duly authorized officer thereof, and in form and substance satisfactory to

the Underwriter, substantially to the effect that no litigation is pending or, to the best of the Paying Agent's knowledge, threatened (either in state or federal courts) (A) seeking to restrain or enjoin the delivery by the Paying Agent of any of the Bonds, or (B) in any way contesting or affecting any authority of the Paying Agent for the delivery of the Bonds or the validity or enforceability of the Bonds or any agreement with the Paying Agent; and

(xiii) Other Documents. Such additional legal opinions, certificates, proceedings, instruments and other documents as the Underwriter or Bond Counsel may reasonably request to evidence compliance (A) by the District with legal requirements, (B) the truth and accuracy, as of the time of Closing, of the representations of the District herein contained and of the Official Statement, and (C) the due performance or satisfaction by the District at or prior to such time of all agreements then to be performed and all conditions then to be satisfied by the District.

(f) Termination. Notwithstanding anything to the contrary herein contained, if for any reason whatsoever the Bonds shall not have been delivered by the District to the Underwriter for review prior to the close of business, Pacific Standard Time, on a day no later than two Business Days prior to the Closing, then the obligation to purchase Bonds hereunder shall terminate and be of no further force or effect except with respect to the obligations of the District and the Underwriter under Section 14 hereof.

If the District shall be unable to satisfy the conditions to the Underwriter's obligations contained in this Purchase Contract or if the Underwriter's obligations shall be terminated for any reason permitted by this Purchase Contract, this Purchase Contract may be cancelled by the Underwriter at, or at any time prior to, the time of the Closing. Notice of such cancellation shall be given to the District in writing, or by telephone or telegraph, confirmed in writing. Notwithstanding any provision herein to the contrary, the performance of any and all obligations of the District hereunder and the performance of any and all conditions contained herein for the benefit of the Underwriter may be waived by the Underwriter in writing at its sole discretion.

11. **Conditions to Obligations of the District.** The performance by the District of its obligations is conditioned upon (a) the performance by the Underwriter of its obligations hereunder; and (b) receipt by the District and the Underwriter of opinions and certificates being delivered at the Closing by persons and entities other than the District.

12. **Costs of Issuance; Expenses.** (a) To the extent that the transactions contemplated by this Purchase Contract are consummated, the District shall pay from the proceeds of the Bonds, all costs of issuance of the Bonds from bond proceeds, including but not limited to the following costs of issuance: (i) the cost of the preparation and reproduction of the Resolution; (ii) the fees and disbursements of Bond Counsel and Disclosure Counsel; (iii) the cost of the preparation, printing and delivery of the Bonds; (iv) the fees, if any, for ratings on the Bonds, including all necessary travel expenses; (v) the cost of the printing and distribution of the Preliminary Official Statement and the Official Statement; (vi) the initial fees, if any, of the Paying Agent; (vii) the fees of the Municipal Advisor; (viii) the fees of any Fiscal Agent disbursing funds for such expenses, and (ix) all other fees and expenses incident to the issuance and sale of the Bonds.

In accordance with Section 21 of the Resolution, the District hereby directs the Underwriter to wire, at the Closing, a portion of the purchase price of the Bonds equal to \$_____ to Wells Fargo Bank, National Association, as fiscal agent to the District, to be deposited in the Costs of Issuance Fund for the payment of costs of issuance with respect to the Bonds. In the event that following payment of the expenses set forth above, there is any portion remaining in the costs of issuance account, such remaining amount shall be deposited into the Building Fund for the Bonds.

(b) Notwithstanding any of the foregoing, the Underwriter shall pay all out-of-pocket expenses of the Underwriter, including the California Debt and Investment Advisory Commission fee, the fees and disbursements of counsel to the Underwriter, and other expenses (except those expressly provided above) without limitation, except travel and related expenses in connection with obtaining credit ratings on the Bonds.

(c) The District acknowledges that it has had an opportunity, in consultation with such advisors as it may deem appropriate, if any, to evaluate and consider the fees and expenses being incurred as part of the issuance of the Bonds.

13. **Notices.** Any notice or other communication to be given under this Purchase Contract (other than the acceptance hereof as specified in the first paragraph hereof) may be given by delivering the same in writing at the following notice addresses or facsimile numbers or such other addresses or facsimile numbers as any of the following may designate in writing to the others:

If to the Underwriters: Piper Jaffray & Co.
2321 Rosecrans Avenue, Suite 3200,
El Segundo, California 90245
Attn: Trennis Wright
Fax: (310) 297-6001

If to the District: Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706-1640
Fax: (714) 796-3935

14. **Parties in Interest; Survival of Representations and Warranties.** When accepted by the District in writing as heretofore specified, this Purchase Contract shall constitute the entire agreement between the District and the Underwriter. This Purchase Contract is made solely for the benefit of the District and the Underwriter (including the successors or assigns of the Underwriter). No person shall acquire or have any rights hereunder or by virtue hereof. All representations, warranties and agreements of the District in this Purchase Contract shall survive regardless of (a) any investigation or any statement in respect thereof made by or on behalf of the Underwriter, (b) delivery of and payment by the Underwriter for the Bonds hereunder, and (c) any termination of this Purchase Contract.

15. **Execution in Counterparts.** This Purchase Contract may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same document.

16. **Applicable Law.** This Purchase Contract shall be interpreted, governed and enforced in accordance with the laws of the State of California applicable to contracts made and performed in such State.

Very truly yours,

PIPER JAFFRAY & CO.

By: _____
Authorized Officer

The foregoing is hereby agreed to and accepted as of _____ p.m. Pacific Standard Time on the date first above written:

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

By: _____
Vice Chancellor, Business Operations/
Fiscal Services

EXHIBIT A

\$ _____
SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1
OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
 (Orange County, California)
GENERAL OBLIGATION BONDS, ELECTION OF 2012, 2018 SERIES B

\$ _____ **Serial Bonds**

Maturity (August 1)	Principal Amount	Interest Rate	Yield	Price	10% Rule	Hold the Price Rule
--------------------------------	-----------------------------	--------------------------	--------------	--------------	-----------------	--------------------------------

\$ _____ **Term Bonds**

Maturity (August 1)	Principal Amount	Interest Rate	Yield	Price	10% Rule	Hold the Price Rule
--------------------------------	-----------------------------	--------------------------	--------------	--------------	-----------------	--------------------------------

⁽¹⁾ Yield to call at par on August 1, 20__.

Redemption

Optional Redemption. The Bonds maturing on or before August 1, 20__ are not subject to redemption prior to their fixed maturity dates. The Bonds maturing on or after August 1, 20__ are subject to redemption prior to their respective stated maturity dates, at the option of the District, from any source of funds, on August 1, 20__ or on any date thereafter, as a whole or in part, at a redemption price equal to the principal amount of Bonds so redeemed, together with interest accrued thereon to the date fixed for redemption, without premium.

Mandatory Sinking Fund Redemption. The Term Bonds maturing on August 1, 20__, are subject to redemption prior to maturity from mandatory sinking fund payments on August 1 of each year, on and after August 1, 20__, at a redemption price equal to the principal amount thereof, together with accrued interest to the date fixed for redemption, without premium. The principal amount represented by such Term Bonds to be so redeemed and the dates therefor and the final principal payment date is as indicated in the following table:

Redemption Date <u>(August 1)</u>	<u>Principal Amount</u>
--------------------------------------	-------------------------

⁽¹⁾ Maturity.

In the event that a portion of the Term Bonds maturing on August 1, 20__ are optionally redeemed prior to maturity, the remaining mandatory sinking fund payments shown above shall be reduced proportionately, in integral multiples of \$5,000, in respect of the portion of such Term Bonds optionally redeemed.

The Term Bonds maturing on August 1, 20__, are subject to redemption prior to maturity from mandatory sinking fund payments on August 1 of each year, on and after August 1, 20__, at a redemption price equal to the principal amount thereof, together with accrued interest to the date fixed for redemption, without premium. The principal amount represented by such Term Bonds to be so redeemed and the dates therefor and the final principal payment date is as indicated in the following table:

Redemption Date <u>(August 1)</u>	<u>Principal Amount</u>
--------------------------------------	-------------------------

⁽¹⁾ Maturity.

In the event that a portion of the Term Bonds maturing on August 1, 20__ are optionally redeemed prior to maturity, the remaining mandatory sinking fund payments shown above shall be reduced proportionately, in integral multiples of \$5,000, in respect of the portion of such Term Bonds optionally redeemed.

EXHIBIT B

SCHEDULE OF CAPITALIZED INTEREST; USE OF ORIGINAL ISSUE PREMIUM

<u>Period Ending</u>	<u>Premium used to pay Debt Service</u>
February 1, 2018	
August 1, 2018	
February 1, 2019	
August 1, 2019	
February 1, 2020	†
August 1, 2020	‡

† Plus any interest accrued on such original issue premium since the Closing, up to a maximum amount of \$_____.

‡ Remaining interest accrued on such original issue premium, if any.

EXHIBIT C
FORM OF ISSUE PRICE CERTIFICATE

[to come]

NEW ISSUE—BOOK ENTRY ONLY

RATINGS: S&P: “[___]”
Moody’s: “[___]”
(See “RATINGS” herein.)

In the opinion of Nixon Peabody LLP, Bond Counsel, under existing law and assuming compliance with the tax covenants described herein, and the accuracy of certain representations and certifications made by the College District and the Improvement District described herein, interest on the Bonds is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”). Bond Counsel is also of the opinion that such interest on the Bonds is not treated as a preference item in calculating the alternative minimum tax imposed under the Code with respect to individuals and corporations. Bond Counsel is further of the opinion that interest on the Bonds is exempt from personal income taxes of the State of California (the “State”) under present State law. See “TAX MATTERS” herein regarding certain other tax considerations.

\$71,000,000*
SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
GENERAL OBLIGATION BONDS, ELECTION OF 2012
2018 SERIES B

Dated: Date of Delivery

Due: August 1, as shown on inside cover.

The above-captioned bonds (the “Bonds”) offered hereunder by Rancho Santiago Community College District (the “College District”) on behalf of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the “Improvement District”) were authorized at a bond election conducted within the Improvement District on November 6, 2012 (the “Election”), at which more than 55% of the voters within the Improvement District voting on the measure voted to approve the issuance by the College District on behalf of the Improvement District of \$198,000,000 aggregate principal amount of bonds, as more fully described herein under the caption “INTRODUCTION.” The proceeds of the Bonds are being used to (i) finance the construction, acquisition, furnishing and equipping of College District facilities located within the Improvement District, (ii) make a deposit to the debt service fund of the Improvement District, and (iii) pay certain costs of issuance associated therewith, as more fully described herein under the caption “PLAN OF FINANCE.” The Bonds will be issued in denominations of \$5,000 principal amount or integral multiples thereof, and are payable as to principal amount or redemption price at the office of Wells Fargo Corporate Trust Services, as Paying Agent (the “Paying Agent”).

The Bonds are the second series of bonds issued pursuant to the authorization approved by the voters at the Election, and, following the issuance thereof, \$56,415,000* of authorization under the Election will remain. The Bonds are issued on parity with all other general obligation bonds of the Improvement District, including any issued pursuant to any future authorizations. **The Bonds are not a general obligation of the College District. See “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS.”**

The Bonds will be issued as current interest bonds. The Bonds will mature on the dates and in the amounts and bear interest at the rates shown on the inside cover hereof. Interest on the Bonds is payable commencing August 1, 2018, and semiannually thereafter on February 1 and August 1 of each year. See “THE BONDS” herein.

The Bonds are issued in fully registered form and, when delivered, will be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”). DTC will act as securities depository of the Bonds as described herein under the caption “THE BONDS – Book-Entry Only System.”

The Bonds are subject to redemption prior to maturity as described herein*. See “THE BONDS – Optional Redemption” and “– Mandatory Sinking Fund Redemption” herein.

The Bonds are general obligations of the Improvement District only and are not obligations of the College District as a whole, Orange County, the State of California or any of its other political subdivisions. The Board of Supervisors of Orange County has the power and is obligated to levy and collect *ad valorem* property taxes for each fiscal year upon the taxable property within the Improvement District in an amount at least sufficient, together with other moneys available for such purpose, to pay the principal of, and premium, if any, and interest on each Bond as the same becomes due and payable.

MATURITY SCHEDULE
(On Inside Cover)

THIS COVER PAGE CONTAINS CERTAIN INFORMATION FOR QUICK REFERENCE ONLY. IT IS NOT A SUMMARY OF THIS ISSUE. INVESTORS MUST READ THE ENTIRE OFFICIAL STATEMENT TO OBTAIN INFORMATION ESSENTIAL TO THE MAKING OF AN INFORMED INVESTMENT DECISION.

The Bonds will be offered when, as and if issued and received by Piper Jaffray & Co. (the “Underwriter”) subject to the approval of legality by Nixon Peabody LLP, Bond Counsel, and certain other conditions. Nixon Peabody LLP is also acting as Disclosure Counsel for the issue. Certain legal matters will be passed upon for the Underwriter by its counsel, Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California. It is anticipated that the Bonds will be available through the facilities of DTC on or about January ___, 2018.

PIPER JAFFRAY & CO.

Dated: January ___, 2018.

* Preliminary; subject to change.

This Preliminary Official Statement and the information contained herein are subject to completion or amendment without notice. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of, these securities in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to registration or qualification under the securities laws of any such jurisdiction.

MATURITY SCHEDULE

\$71,000,000*

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
GENERAL OBLIGATION BONDS, ELECTION OF 2012
2018 SERIES B**

Base CUSIP: 801181[†]

Maturity Date (August 1)	Principal Amount	Interest Rate	Yield	CUSIP No.
---	-----------------------------	--------------------------	--------------	------------------

\$ _____ % Term Bonds Maturing August 1, 20 __, Yield: ____, CUSIP No.[†] 801181__

* Preliminary; subject to change.

[†] Copyright 2017, American Bankers Association. CUSIP® is a registered trademark of the American Bankers Association. CUSIP data herein is provided by CUSIP Global Services (“CGS”), which is managed on behalf of The American Bankers Association by S&P Global Market Intelligence. This information is not intended to create a database and does not serve in any way as a substitute for the CGS database. CUSIP numbers have been assigned by an independent company not affiliated with the College District and are included solely for the convenience of the registered owners of the applicable Bonds. Neither the College District nor the Underwriter is responsible for the selection or uses of these CUSIP numbers, and no representation is made as to their correctness on the applicable Bonds or as included herein. The CUSIP number for a specific maturity is subject to being changed after the issuance of the Bonds as a result of various subsequent actions including, but not limited to, a refunding in whole or in part or as a result of the procurement of secondary market portfolio insurance or other similar enhancement by investors that is applicable to all or a portion of certain maturities of the Bonds.

No dealer, broker, salesperson or other person has been authorized by the College District to provide any information or to make any representations other than as contained herein and, if given or made, such other information or representation must not be relied upon as having been authorized by the College District. This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the Bonds by a person in any jurisdiction in which it is unlawful for such person to make such an offer, solicitation or sale.

This Official Statement is not to be construed as a contract with the purchasers of the Bonds. Statements contained in this Official Statement which involve estimates, forecasts or matters of opinion, whether or not expressly described herein, are intended solely as such and are not to be construed as a representation of facts.

The information and expressions of opinion herein are subject to change without notice and neither delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the affairs of the College District since the date hereof. Although certain information set forth in this Official Statement has been provided by Orange County, Orange County has not approved this Official Statement and is not responsible for the accuracy or completeness of the statements contained in this Official Statement.

The Bonds have not been registered under the Securities Act of 1933, as amended (the "Securities Act"), or the Securities Exchange Act of 1934, as amended (the "Exchange Act"), in reliance upon exemptions contained in Section 3(a)2 of the Securities Act and Section 3(a)12 of the Exchange Act, and have not been registered or qualified under the securities laws of any state.

The Underwriter has provided the following sentence for inclusion in this Official Statement. The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities to investors under the federal securities laws, but the Underwriter does not guarantee the accuracy or completeness of such information.

IN CONNECTION WITH THIS OFFERING, THE UNDERWRITER MAY OVER-ALLOT OR EFFECT TRANSACTIONS WHICH STABILIZE OR MAINTAIN THE MARKET PRICE OF THE BONDS OFFERED HEREBY AT A LEVEL ABOVE THAT WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME. THE UNDERWRITER MAY OFFER AND SELL THE BONDS TO CERTAIN DEALERS, INSTITUTIONAL INVESTORS, BANKS OR OTHERS AT PRICES LOWER OR HIGHER THAN THE PUBLIC OFFERING PRICES STATED ON THE INSIDE COVER PAGE HEREOF AND SAID PUBLIC OFFERING PRICES MAY BE CHANGED FROM TIME TO TIME BY THE UNDERWRITER.

This Official Statement is submitted in connection with the sale of the Bonds referred to herein and may not be reproduced or used, in whole or in part, for any other purpose.

Statements included or incorporated by reference in the following information constitute "forward looking statements." Such statements are generally identifiable by the terminology used such as "plan," "project," "expect," "estimate," "budget" or other similar words. The achievement of results or other expectations contained in forward looking statements involve known and unknown risks, uncertainties and other factors which may cause actual results, performance or achievements to be materially different from any future results, performance or achievements expressed or implied by such forward looking statements. Actual results may differ from the College District's forecasts. The College District is not obligated to issue any updates or revisions to the forward looking statements in any event.

The College District maintains a website. However, the information presented on that website is not part of this Official Statement and should not be relied upon in making investment decisions with respect to the Bonds. Various other websites referred to in this Official Statement are also not incorporated herein by such references.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Orange County, State of California

Board of Trustees

John R. Hanna, *President*
Nelida Mendoza, *Vice President*
Arianna P. Barrios, *Clerk*
Claudia C. Alvarez, *Member*
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Administrators

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Mr. Peter J. Hardash, *Vice Chancellor, Business Operations/Fiscal Services*
Mr. Enrique Perez, *Vice Chancellor, Educational Services*
Ms. Judyanne Chitlik, *Interim Vice Chancellor, Human Resources*
Linda D. Rose, *Ed.D., President, Santa Ana College*
John C. Hernandez, *Ph.D., President, Santiago Canyon College*

SPECIAL SERVICES

Underwriter

Piper Jaffray & Co.

Bond Counsel and Disclosure Counsel

Nixon Peabody LLP

San Francisco, California

Financial Advisor

Cooperative Strategies, LLC

Irvine, California

Paying Agent

Wells Fargo Corporate Trust Services

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\$71,000,000*
SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Orange County, California)
GENERAL OBLIGATION BONDS, ELECTION OF 2012
2018 SERIES B

INTRODUCTION

The Rancho Santiago Community College District (the “College District”), on behalf of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the “Improvement District”), proposes to issue \$71,000,000* aggregate principal amount of Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2018 Series B (the “Bonds”), pursuant to the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with Section 53506) (the “Act”), and other applicable laws and regulations of the State of California (the “State”), an authorization received from the Improvement District’s voters at an election conducted on November 6, 2012, at which more than 55% of the persons voting on the proposition voted to authorize the issuance of \$198,000,000 principal amount of general obligation bonds of the Improvement District (the “Authorization”), and a resolution adopted by the Board of Trustees of the College District (the “Board”) on November [13], 2017 (the “Resolution”). The issuance of the Bonds was approved in accordance with the requirements of the Act.

All general obligation bonds issued by or on behalf of the Improvement District are issued on parity with the Bonds and with each other.

Proceeds from the sale of the Bonds will be used to (i) finance the acquisition, construction, furnishing and equipping of College District facilities within the Improvement District, (ii) make a deposit to the debt service fund of the Improvement District (the “Debt Service Fund”), and (iii) pay related costs of issuance of the Bonds. See “PLAN OF FINANCE.”

The College District was established in 1971. The College District encompasses approximately 193 square miles in Orange County (the “County”). The College District maintains two comprehensive community colleges, each providing collegiate level instruction across a wide spectrum of subjects. Santa Ana College, founded in 1915, is located in Santa Ana and Santiago Canyon College, founded in 1997, is located in Orange. The College District also provides comprehensive college and continuing education programs at the Centennial Continuing Education Center, the Orange Continuing Education Center, the Santa Ana College Orange County Sheriff’s Regional Training Academy, the Digital Media Center, the Orange County Regional Fire Training Center, and various other sites throughout the College District. The College District serves a resident population of over 700,000, and includes portions of Santa Ana, Orange, Anaheim, Irvine, Garden Grove, Tustin, Villa Park, Costa Mesa, and Fountain Valley.

The College District’s total enrollment for fiscal year 2016-17 was 92,516 students (full-time and part-time), with approximately 27,517 California resident full-time equivalent students (“FTES”) and 721 non-resident FTES. The College District projects total enrollment for fiscal year 2017-18 to be 94,027 students (full-time and part-time), with approximately 28,901 California resident FTES and 721 non-resident FTES. The College District has certain existing lease obligations as set forth in APPENDIX A and direct and overlapping bonded indebtedness as set forth under the caption “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS – College District and Improvement District Debt” herein. The College District’s audited financial statements for fiscal year 2015-16 are attached hereto as

APPENDIX C. For further information concerning the College District, see APPENDICES A and C attached hereto.

The Improvement District encompasses approximately 35 square miles, representing approximately 18.1% of the territory of the College District. The assessed valuation of the Improvement District for fiscal years 2016-17 and 2017-18 was \$36,337,659,604 and \$38,507,755,295, respectively. The Improvement District was formed following a public hearing on July 21, 2008, pursuant to the provisions of Chapter 2 of Part 10 of Division 1 of Title 1 of the California Education Code (the “Education Code”) and proceedings taken by the College District.

PLAN OF FINANCE

The net proceeds of the Bonds will be used to finance the acquisition, construction, modernization, furnishing and equipping of College District facilities within the Improvement District as approved by the voters of the Improvement District pursuant to the Authorization and to pay certain costs of issuance of the Bonds. Prior to the Authorization, the College District prepared and submitted to the Board for approval a master list of capital improvement projects to be built, acquired, constructed or installed with the proceeds of the Bonds (the “Project List”). Proceeds of the Bonds will be used for certain items on the Project List, including but not limited to certain infrastructure improvements and renovations.

ESTIMATED SOURCES AND USES OF FUNDS

The estimated sources and uses of funds in connection with the Bonds are as follows:

Source of Funds	
Principal Amount	\$
<i>Plus</i> Net Original Issue Premium	
Total Sources	\$
Uses of Funds	
Project Fund	\$
Debt Service Fund	
Costs of Issuance ⁽¹⁾	
Total Uses	\$

⁽¹⁾ Costs of issuance include, but are not limited to, Underwriter’s discount, financial advisor fees, printing and rating costs, fees and expenses of the Paying Agent, and Bond and Disclosure Counsel.

THE BONDS

Authority for Issuance and Security for the Bonds

The Bonds are general obligations of the Improvement District. The Improvement District received authorization to issue \$198,000,000 of its general obligation bonds at an election held on November 6, 2012, by more than fifty-five percent of the votes cast on the ballot proposition by eligible voters within the Improvement District. The Bonds are being issued by the College District on behalf of Improvement District under the Act and other applicable laws and regulations of the State, and pursuant

to the Resolution and the Authorization. The Bonds represent the second series of bonds issued under the Authorization, following which \$56,415,000* of the Authorization will remain.

All general obligation bonds issued by the Improvement District are issued on parity with one another, and hence, with the Bonds offered hereunder. The Board of Supervisors of the County has the power and is obligated to levy *ad valorem* property taxes upon all property subject to taxation within the Improvement District, without limitation as to rate or amount (except certain personal property, which is taxable at limited rates), for the payment of principal of and interest on the Bonds. See “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS.”

Permitted Investments

Under State law, the College District and Improvement District are generally required to pay all moneys received from any source into the County treasury to be held on behalf of the College District and Improvement District. The proceeds from the sale of the Bonds to the extent of the principal amount thereof, will be deposited in the County Treasury to the credit of the Building Fund (as defined in the Resolution) and shall be accounted for, together with the proceeds of other bonds of the Improvement District separately from all other College District, Improvement District and County funds. Such proceeds shall be applied solely for the purposes for which the Bonds were authorized. Any premium or accrued interest received by the College District will be deposited in the Debt Service Fund in the County treasury. Interest and earnings on each fund will accrue to that fund.

All funds held by the Orange County Treasurer (the “County Treasurer”) in the Building Fund and the Debt Service Fund are expected to be invested at the sole discretion of the County Treasurer, on behalf of the Improvement District, in such investments as are authorized by Section 53601 and following of the California Government Code and the investment policy of the County, as either may be amended or supplemented from time to time. See APPENDIX G – “ORANGE COUNTY INVESTMENT POLICY STATEMENT” for a description of the permitted investments under the investment policy of the County.

See APPENDIX F – “ORANGE COUNTY EDUCATIONAL INVESTMENT POOL DISCLOSURE” and APPENDIX G – “ORANGE COUNTY INVESTMENT POLICY STATEMENT.”

Description of the Bonds

The Bonds will be dated their date of delivery and will be issued in denominations of \$5,000 or integral multiples thereof. The Bonds will mature on the dates and in the amounts and bear interest at the rates per annum all as set forth on the inside cover page of this Official Statement. The Bonds will be issued as current interest bonds with principal payable at the maturity dates of the Bonds or their earlier redemption. Interest on the Bonds shall be computed using a year of 360 days comprising twelve 30 day months. Interest on the Bonds is payable on February 1 and August 1 in each year (each, an “Interest Payment Date”), commencing on August 1, 2018 to the registered owner thereof (each, an “Owner”) as of the close of business on the fifteenth calendar day of the month preceding any Interest Payment Date (a “Record Date”). Interest on each Bond will be payable from the Interest Payment Date next preceding the date of registration thereof, unless (i) it is registered after the close of business on any Record Date and before the close of business on the immediately following Interest Payment Date, in which event interest thereon shall be payable from such following Interest Payment Date; or (ii) it is registered prior to the close of business on the first Record Date, in which event, interest shall be payable from its dated date; provided, however, that if at the time of registration of any Bond interest thereon is in default, interest thereon shall be payable from the Interest Payment Date to which interest has previously been paid or made available for payment. Payment of interest on the Bonds will be made on each Interest Payment

* Preliminary; subject to change.

Date by check or draft of the Paying Agent sent by first-class mail, postage prepaid, to the Owner thereof on the Record Date, or by wire transfer to any Owner of \$1,000,000 or more of such Bonds, to the account specified by such Owner in a written request delivered to the Paying Agent on or prior to the Record Date; provided however, that payments of defaulted interest shall be payable to the person in whose name such Bond is registered at the close of business on a special record date fixed therefor by the Paying Agent. Principal shall be payable in the years and amounts set forth on the inside cover page of this Official Statement.

The Bonds will be issued in fully registered form and, when issued, will be registered in the name of Cede & Co., as registered owner and nominee of DTC. DTC will act as securities depository for the Bonds. So long as Cede & Co. is the registered owner of the Bonds, as nominee of DTC, references herein to the Owners or registered owners shall mean Cede & Co. as aforesaid, and shall not mean the Beneficial Owners (as defined in APPENDIX E hereto) of the Bonds.

So long as Cede & Co. is the registered owner of the Bonds, principal of and interest, or premium, if any, on the Bonds are payable by wire transfer of New York Clearing House or equivalent next-day funds or by wire transfer of same day funds by the Paying Agent, to Cede & Co., as nominee for DTC. DTC is obligated, in turn, to remit such amounts to the DTC participants (“DTC Participants”) for subsequent disbursement to the Beneficial Owners. See APPENDIX E – “BOOK ENTRY ONLY SYSTEM” herein.

Redemption*

Optional Redemption

The Bonds maturing on or before August 1, 20__ are not subject to optional redemption prior to their respective stated maturity dates. The Bonds maturing on or after August 1, 20__ may be redeemed before maturity, at the option of the College District, from any source of available funds, in whole or in part on any date on or after August 1, 20__, at par, together with interest accrued thereon to the date of redemption, without premium.

Mandatory Sinking Fund Redemption

The Bonds maturing on August 1, 20__ (the “Term Bonds”), are subject to mandatory sinking fund redemption prior to their stated maturity in part (by lot) from mandatory sinking fund payments on any August 1 on or after August 1, 20__, at a redemption price equal to the principal amount, together with accrued interest thereon to the date fixed for redemption, without premium, on the dates and in the aggregate principal amounts listed below:

**Mandatory Sinking
Fund Payment Date
(August 1)**

**Mandatory
Sinking Fund
Payment**

(1)

(1) Maturity.

In the event that a Term Bond is optionally redeemed prior to maturity, the principal amount of each remaining sinking fund payment with respect to such Term Bond will be reduced as directed by the Improvement District in the aggregate amount equal to the amount so redeemed.

Selection of Bonds for Redemption

Whenever provision is made for the redemption of Bonds and less than all outstanding Bonds are to be redeemed, the Paying Agent, upon written instruction from the College District given at least 60 days prior to the date designated for such redemption, shall select maturities of Bonds for redemption in such manner as the College District shall direct. Within a maturity, the Paying Agent shall select Bonds for redemption in such manner as the College District shall direct, or, in the absence of such direction, by lot. Redemption by lot shall be in such manner as the Paying Agent shall determine; *provided, however*, that the portion of any Bond to be redeemed in part shall be in the principal amount of \$5,000 or any integral multiple thereof.

Notice of Redemption

When redemption is authorized or required pursuant to the Resolution, the Paying Agent, upon written instruction from the College District given at least 60 days prior to the date designated for such redemption, shall give notice (each, a “Redemption Notice”) of the redemption of the Bonds. Such Redemption Notice shall specify: (a) the Bonds or designated portions thereof (in the case of any Bond to be redeemed in part but not in whole) which are to be redeemed, (b) the date of redemption, (c) the place or places where the redemption will be made, including the name and address of the Paying Agent, (d) the redemption price, (e) the CUSIP numbers (if any) assigned to the Bonds to be redeemed, (f) the Bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the principal amount of such Bond to be redeemed, and (g) the original issue date, interest rate and stated maturity date of each Bond to be redeemed in whole or in part. Such Redemption Notice shall further state (A) that on the specified date there shall become due and payable upon each Bond or portion thereof being redeemed the redemption price thereof, and (B) that from and after such date, interest on Bonds shall cease to accrue and be payable.

The Paying Agent shall take the following actions with respect to each such Redemption Notice: (i) at least 20 days but not more than 45 days prior to the redemption date, such Redemption Notice shall be given to the respective Owners of the Bonds designated for redemption by first-class mail, postage prepaid, at their addresses appearing on the bond register, and to the Municipal Securities Rulemaking Board (the “MSRB”); and (ii) in the event the Bonds are no longer held in book-entry form, at least 35 but not more than 45 days prior to the redemption date, such Redemption Notice shall be given by (x) (1) first-class mail, postage prepaid, (2) telephonically confirmed facsimile transmission, or (3) overnight delivery service, to each of the Securities Depositories (defined below), and (y) (i) first class mail, postage prepaid, or (ii) overnight delivery service to the MSRB.

The “Securities Depositories” shall mean DTC and, in accordance with then-current guidelines of the Securities and Exchange Commission, such other securities depositories as the College District may designate in a certificate delivered to the Paying Agent.

Neither failure to receive any Redemption Notice nor any defect in any such Redemption Notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds. Each check issued or other transfer of funds made by the Paying Agent for the purpose of redeeming Bonds shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

Conditional Redemption

Any Redemption Notice may be made conditional upon the satisfaction of certain conditions and may be rescinded by the College District at any time prior to the scheduled date of redemption by so notifying the Owners of affected Bonds and the MSRB.

Partial Redemption of Bonds

Upon the surrender of any Bond redeemed in part only, the Paying Agent shall execute and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in principal amount to the unredeemed portion of the Bond surrendered. Such partial redemption shall be valid upon payment of the amount required to be paid to such Owner, and the College District and the Improvement District shall be released and discharged thereupon from all liability to the extent of such payment.

Effect of Notice of Redemption

Notice having been given as required in the Resolution, and the moneys for redemption (including the interest to the applicable date of redemption) having been set aside in the Improvement District's Debt Service Fund, the Bonds to be redeemed shall become due and payable on such date of redemption.

If on such redemption date, money for the redemption of all the Bonds to be redeemed, together with interest to such redemption date, shall be held by the Paying Agent so as to be available therefor on such redemption date, and if notice of redemption thereof shall have been given, then from and after such redemption date, interest on the Bonds to be redeemed shall cease to accrue and become payable.

Transfer and Exchange

Any Bond may be exchanged for Bonds of like tenor, maturity and principal amount and transferred upon the bond registrar upon presentation and surrender of such Bond at the office of the Paying Agent, together with an assignment executed by the Owner or a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete, authenticate and deliver a new Bond or Bonds of like tenor and maturity and of any authorized denomination or denominations requested by the Owner equal to the principal amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

Discharge and Defeasance

All or any portion of the outstanding Bonds shall be paid and discharged in any one of the following ways:

(a) by paying or causing to be paid the principal of, premium, if any, and interest on all Bonds outstanding, and when the same become due and payable;

(b) by depositing with the Paying Agent, in trust, at or before maturity, cash which, together with the amounts then on deposit in the Debt Service Fund (and the accounts therein other than amounts that are not available to pay debt service) together with the interest to accrue thereon without the need for further investment, is fully sufficient to pay such Bonds at maturity thereof, including any premium and all interest thereon, notwithstanding that any Bonds shall not have been surrendered for payment; or

(c) by depositing with an institution which meets the requirements for acting as a successor Paying Agent pursuant to the Resolution selected by the College District, in trust, lawful money or

noncallable direct obligations issued by the United States Treasury (including State and Local Government Series) or obligations which are unconditionally guaranteed by the United States of America and permitted under Section 149(b) of the Code and Regulations which, in the opinion of nationally recognized bond counsel, will not impair the exclusion from gross income for federal income tax purposes of interest on the Bonds, in such amount as will, together with the interest to accrue thereon without the need for further investment, be fully sufficient to pay and discharge all Bonds outstanding at maturity thereof, including any premium and all interest thereon, for which notice has been given or provided for, notwithstanding that any Bonds shall not have been surrendered for payment;

then all obligations of the College District and the Paying Agent under the Resolution with respect to the affected Bonds shall cease and terminate, except only the obligation of the Paying Agent to pay or cause to be paid to the Owners of the Bonds all sums due thereon, and the obligation of the College District and the College District to pay the Paying Agent amounts owing to the Paying Agent under the Resolution.

Book-Entry Only System

The Bonds will be issued in denominations of \$5,000 or any integral multiple thereof and will mature on the dates and in the principal amounts and bear interest at the rates per annum, all as set forth on the inside cover page of this Official Statement. The Bonds will be issued in fully registered form and, when issued, will be registered in the name of Cede & Co., as registered owner and nominee of DTC. DTC will act as securities depository for the Bonds. So long as Cede & Co. is the registered owner of the Bonds, as nominee of DTC, references herein to the Owners or registered owners shall mean Cede & Co. as aforesaid, and shall not mean the Beneficial Owners of the Bonds. For further information regarding DTC and the book-entry system, see APPENDIX E – “BOOK-ENTRY ONLY SYSTEM” hereto.

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DEBT SERVICE SCHEDULE

The following table summarizes the debt service requirements for the Bonds:

Year Ending (August 1)	Outstanding Bonds Debt Service	The Bonds		Total Annual Debt Service
		Annual Principal Payment	Annual Interest Payment	
(1)				

⁽¹⁾ Interest payments are to be paid in full or in part from original interest premium and interest accrued thereon, if any, deposited in the Debt Service Fund on the date of closing.

SECURITY AND SOURCES OF PAYMENT FOR THE BONDS

General

The Bonds are general obligations of the Improvement District, and the Board of Supervisors of the County has the power and is obligated to levy and collect *ad valorem* taxes upon all property within the Improvement District subject to taxation by the County, without limitation as to rate or amount (except certain personal property which is taxable at limited rates) for payment of both principal of and interest on the Bonds. Subsequent to the issuance of the Bonds, \$57,415,000* will remain for issuance of additional general obligation bonds under the Authorization. All general obligation bonds issued by or on behalf of the Improvement District are issued on parity with one another.

Assessed Valuations – Constitutional and Statutory Initiatives

Article XIII A of the California Constitution. Article XIII A of the California Constitution limits the amount of any *ad valorem* tax on real property, to one percent of the full cash value thereof, except that additional *ad valorem* taxes may be levied to pay debt service on indebtedness approved by the voters prior to July 1, 1978, and on bonded indebtedness for the acquisition or improvement of real property which has been approved on or after July 1, 1978 by two-thirds of the voters on such indebtedness or 55% of voters voting on the proposition. Article XIII A defines full cash value to mean “the county assessor’s valuation of real property as shown on the 1975-76 tax bill under “full cash value,” or thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership have occurred after the 1975 assessment.” The full cash value may be increased at a rate not to exceed two percent per year to account for inflation.

Article XIII A has subsequently been amended to permit reduction of the “full cash value” base in the event of declining property values caused by damage, destruction or other factors, to provide that there would be no increase in the “full cash value” base in the event of reconstruction of property damaged or destroyed in a disaster and in other minor or technical ways.

Legislation Implementing Article XIII A. Legislation has been enacted and amended a number of times since 1978 to implement Article XIII A. Under current law, local agencies are no longer permitted to levy directly any property tax (except to pay voter-approved indebtedness). The one percent property tax is automatically levied by the county and distributed according to a formula among taxing agencies. The formula apportions the tax roughly in proportion to the relative shares of taxes levied prior to 1979.

Increases of assessed valuation resulting from reappraisals of property due to new construction, change in ownership or from the two percent annual adjustment are allocated among the various jurisdictions in the “taxing area” based upon their respective “situs.” Any such allocation made to a local agency continues as part of its allocation in future years.

All taxable property is shown at full market value on the tax rolls, with tax rates expressed as \$1 per \$100 of taxable value. All taxable property value included in this Official Statement is shown at 100% of market value (unless noted differently) and all general tax rates reflect the \$1 per \$100 of taxable value.

* Preliminary; subject to change.

Assessed Valuations of the Improvement District

The assessed valuation of property in the Improvement District is established by the Assessor of the County (the “County Assessor”), except for public utility property which is assessed by the State Board of Equalization. Assessed valuations are reported at 100% of the full value of the property, as defined in Article XIII A of the California Constitution.

The State-reimbursed exemption currently provides a credit of \$7,000 of the full value of an owner-occupied dwelling for which application has been made to the County Assessor. The revenue estimated to be lost to local taxing agencies due to the exemption is reimbursed from State sources. Reimbursement is based upon total taxes due upon such exempt value and is not reduced by any amount for estimated or actual delinquencies.

In addition, certain classes of property such as churches, colleges, not-for-profit hospitals and charitable institutions are exempt from property taxation and do not appear on the tax rolls. No reimbursement is made by the State for such exemptions.

Economic and other factors beyond the Improvement District’s control, such as a general market decline in land values, reclassification of property to class exempt from taxation, whether by ownership or use (such as exemptions for property owned by State and local agencies and property used for qualified educational, hospital, charitable, or religious purposes), or the complete or partial destruction of taxable property caused by natural or manmade disaster such as earthquake, flood, fire, drought, toxic dumping, etc., could cause a reduction in the assessed value of taxable property within the Improvement District and necessitate a corresponding increase in the annual tax rate to be levied to pay the principal of and interest on the Improvement District’s outstanding general obligation bonds, including the Bonds.

For fiscal year 2016-17 and 2017-18, the Improvement District’s total assessed valuation was \$36,337,659,604 and is \$38,507,755,295, respectively. Shown in the following tables is information relating to the assessed valuation of property in the Improvement District during the current fiscal year and the past four fiscal years, assessed valuation and parcels by land use in the Improvement District, and per parcel assessed valuation of single-family homes in the Improvement District.

SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT Summary of Assessed Valuations

	<u>Local Secured</u>	<u>Utility</u>	<u>Unsecured</u>	<u>Total</u>
2013-14	\$28,411,170,056	\$4,173,525	\$2,962,051,017	\$31,377,394,598
2014-15	29,758,085,237	4,173,525	3,169,870,537	32,932,129,299
2015-16	31,619,986,142	4,173,525	2,904,498,126	34,528,657,793
2016-17	33,328,936,021	4,173,525	3,004,649,010	36,337,659,604
2017-18	35,488,206,587	4,173,525	3,015,474,135	38,507,755,295

Source: California Municipal Statistics, Inc.

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2017-18 Assessed Valuation and Parcels by Land Use**

<u>Non-Residential:</u>	<u>2017-18 Assessed Valuation⁽¹⁾</u>	<u>% of Total</u>	<u>No. of Parcels</u>	<u>% of Total</u>
Commercial/Office	\$11,837,999,243	33.36%	4,751	7.38%
Industrial	5,255,554,705	14.81	2,588	4.02
Government/Social/Institutional	412,749	0.00	170	0.26
Miscellaneous	419,002	0.00	13	0.02
Subtotal Non-Residential	<u>\$17,094,385,699</u>	<u>48.17%</u>	<u>7,522</u>	<u>11.68%</u>
 <u>Residential:</u>				
Single-Family Residence	\$11,634,748,923	32.78%	38,796	60.24%
Condominium/Townhouse	3,325,863,018	9.37	11,768	18.27
Mobile Home	58,639,936	0.17	3,322	5.16
2+ Residential Units/Apartments	3,374,569,011	9.51	2,996	4.65
Subtotal Residential	<u>\$18,393,820,888</u>	<u>51.83%</u>	<u>56,882</u>	<u>88.32%</u>
 Total	 <u>\$35,488,206,587</u>	 <u>100.00%</u>	 <u>64,404</u>	 <u>100.00%</u>

⁽¹⁾ Local Secured Assessed Valuation, excluding tax-exempt property.
Source: California Municipal Statistics, Inc.

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Per Parcel 2017-18 Assessed Valuation of Single-Family Homes**

	<u>No. of Parcels</u>	<u>2017-18 Assessed Valuation</u>	<u>Average Assessed Valuation</u>	<u>Median Assessed Valuation</u>
Single-Family Residential	38,796	\$11,634,748,923	\$299,896	\$281,494

<u>2017-18 Assessed Valuation</u>	<u>No. of Parcels⁽¹⁾</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>	<u>Total Valuation</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>
\$0 - \$49,999	1,231	3.173%	3.173%	\$ 50,411,457	0.433%	0.433%
\$50,000 - \$99,999	3,885	10.014	13.187	264,871,599	2.277	2.710
\$100,000 - \$149,999	2,035	5.245	18.432	260,581,053	2.240	4.950
\$150,000 - \$199,999	3,569	9.199	27.632	629,845,366	5.413	10.363
\$200,000 - \$249,999	5,253	13.540	41.172	1,184,697,603	10.182	20.545
\$250,000 - \$299,999	5,237	13.499	54.671	1,437,491,052	12.355	32.901
\$300,000 - \$349,999	4,021	10.364	65.035	1,303,619,920	11.205	44.105
\$350,000 - \$399,999	3,839	9.895	74.930	1,437,899,154	12.359	56.464
\$400,000 - \$449,999	3,321	8.560	83.491	1,408,543,023	12.106	68.570
\$450,000 - \$499,999	2,463	6.349	89.839	1,163,819,341	10.003	78.573
\$500,000 - \$549,999	1,483	3.823	93.662	775,552,002	6.666	85.239
\$550,000 - \$599,999	975	2.513	96.175	557,851,034	4.795	90.034
\$600,000 - \$649,999	564	1.454	97.629	350,821,334	3.015	93.049
\$650,000 - \$699,999	271	0.699	98.327	182,135,571	1.565	94.614
\$700,000 - \$749,999	177	0.456	98.783	128,209,675	1.102	95.716
\$750,000 - \$799,999	99	0.255	99.039	76,523,849	0.658	96.374
\$800,000 - \$849,999	46	0.119	99.157	37,896,311	0.326	96.700
\$850,000 - \$899,999	39	0.101	99.258	34,103,132	0.293	96.993
\$900,000 - \$949,999	32	0.082	99.340	29,644,971	0.255	97.248
\$950,000 - \$999,999	33	0.085	99.425	32,348,512	0.278	97.526
\$1,000,000 and greater	223	0.575	100.000	287,882,964	2.474	100.000
Total	38,796	100.000%		\$11,634,748,923	100.000%	

⁽¹⁾ Improved single family residential parcels. Excludes condominiums and parcels with multiple family units.
Source: California Municipal Statistics, Inc.

Tax Rates, Levies, Collections and Delinquencies

Taxes are levied for each fiscal year on taxable real and personal property which is situated in the County as of the preceding January 1. However, upon a change in ownership of property or completion of new construction, State law permits an accelerated recognition and taxation of increases in real property assessed valuation (known as a “floating lien date”). For assessment and collection purposes, property is classified either as “secured” or “unsecured” and is listed accordingly on separate parts of the assessment roll. The “secured roll” is that part of the assessment roll containing State assessed property secured by a lien which is sufficient, in the opinion of the assessor, to secure payment of the taxes. Other property is assessed on the “unsecured roll.”

The County levies a 1% property tax on behalf of all taxing agencies in the County. The taxes collected are allocated on the basis of a formula established by State law enacted in 1979. Under this formula, the County and all other taxing entities receive a base year allocation plus an allocation on the basis of “situs” growth in assessed value (new construction, change of ownership, inflation) prorated among the jurisdictions which serve the tax rate areas within which the growth occurs. Tax rate areas are specifically defined geographic areas which were developed to permit the levying of taxes for less than

county-wide or less than city-wide special and school districts. In addition, the County levies and collects additional approved property taxes and assessments on behalf of any taxing agency within the County.

Property taxes on the secured roll are due in two installments, on November 1 and February 1. If unpaid, such taxes become delinquent after December 10 and April 10, respectively, then a ten percent penalty attaches to any delinquent payment. In addition, property on the secured roll with respect to which taxes are delinquent is declared tax-defaulted on or about June 30. Such property may thereafter be redeemed by payment of the delinquent taxes and the delinquency penalty, plus costs and redemption penalty of one and one-half percent per month to the time of redemption. If taxes are unpaid for a period of five years or more, the tax-defaulted property is subject to sale by the County Treasurer.

Property taxes on the unsecured roll are currently due as of the January 1 lien date prior to the commencement of a fiscal year and become delinquent, if unpaid, on August 31. A ten percent penalty attaches to delinquent taxes on property on the unsecured roll and an additional penalty of one and one-half percent per month begins to accrue on November 1. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the taxpayer; (2) filing a certificate in the office of the Clerk of the County (the “County Clerk”) specifying certain facts in order to obtain a judgment lien on certain property of the taxpayer; (3) filing a certificate of delinquency for recordation in the County Recorder’s office in order to obtain a lien on certain property of the taxpayer; and (4) seizure and sale of personal property, improvements, bank accounts or possessory interests belonging or assessed to the taxpayer.

The County levies and collects all property taxes for property falling within its taxing boundaries.

The following tables set forth secured tax charges and delinquencies levied in the College District for fiscal years 2012-13 through 2013-14 and the Improvement District for fiscal years 2014-15 through 2016-17. Prior to the issuance of the Improvement District’s General Obligation Bonds, Election of 2012, 2014 Series A Bonds (the “2014A Bonds”) no taxes were levied in just the Improvement District, and so information regarding secured tax charges and delinquencies of the Improvement District prior to fiscal year 2014-15 is not available. The College District has previously issued general obligation bonds which are issued under authorizations separate and distinct from the Authorization and which are general obligation bonds payable from *ad valorem* taxes levied upon taxpayers within the entire College District.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Secured Tax Charges and Delinquencies**

	Secured Tax Charge⁽¹⁾	Amount Delinquent June 30	% Delinquent June 30
2012-13	\$38,043,584	\$365,867	0.96%
2013-14	39,204,470	292,774	0.75

(1) 1% general fund apportionment. Excludes supplemental roll.
Source: California Municipal Statistics, Inc.

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

	Secured Tax Charge⁽¹⁾	Amount Delinquent June 30	% Delinquent June 30
2014-15	6,825,841	76,308	1.12%
2015-16	6,342,328	45,256	0.71
2016-17	6,601,804	48,171	0.73

(1) Bond debt service levy. Levy began in fiscal year 2014-15.
Source: California Municipal Statistics, Inc.

Alternative Method of Tax Apportionment – Teeter Plan

The Board of Supervisors of the County (the “Board of Supervisors”) has approved the implementation of the Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds (the “Teeter Plan”), as provided for in Section 4701 *et seq.* of the California Revenue and Taxation Code. Under the Teeter Plan, the County apportions secured property taxes on an accrual basis when due (irrespective of actual collections) to its local political subdivisions, including the College District and the Improvement District, for which the County acts as the tax-levying or tax-collecting agency.

The Teeter Plan is applicable to all tax levies for which the County acts as the tax-levying or tax-collecting agency, or for which the County treasury is the legal depository of the tax collections. The Teeter Plan does apply to *ad valorem* property tax levies made to support debt service on the Bonds.

The *ad valorem* property tax to be levied to pay the interest on and principal of the Bonds will be subject to the Teeter Plan, beginning in the first fiscal year of such levy. The Improvement District will receive 100% of the *ad valorem* property taxes levied to pay the Bonds irrespective of actual delinquencies in the collection of the taxes by the County.

The Teeter Plan is to remain in effect unless the Board of Supervisors orders its discontinuance or unless, prior to the commencement of any fiscal year of the County (which commences on July 1), the Board of Supervisors receives a petition for its discontinuance joined in by a resolution adopted by at least two-thirds of the participating revenue districts in the County. In the event the Board of Supervisors is to order discontinuance of the Teeter Plan subsequent to its implementation, only those secured property taxes actually collected would be allocated to political subdivisions (including the College District and the Improvement District) for which the County acts as the tax-levying or tax-collecting agency.

Tax Rates

Representative tax rate areas (each a “TRA”) located within the Improvement District include Tax Rate Area 11-003. The table below shows the total *ad valorem* tax rates levied by all taxing entities in the TRA during the five year period from 2013-14 through 2017-18.

**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Typical Tax Rates**

TRA 11-003 / 2017-18 Assessed Valuation: \$6,212,219,152⁽¹⁾

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
General	1.00000%	1.00000%	1.00000%	1.00000%	1.00000%
Santa Ana Unified School District	.07359	.06869	.06604	.06377	.06327
Rancho Santiago Community College District	.03334	.02878	.03063	.02999	.03013
Rancho Santiago Community College District SFID No. 1	-	.02200	.01976	.01946	.02075
Metropolitan Water District	.00350	.00350	.00350	.00350	.00350
Total	<u>1.11043%</u>	<u>1.12297%</u>	<u>1.11993%</u>	<u>1.11672%</u>	<u>1.11765%</u>

(1) 16.13% of total College District valuation.
Source: California Municipal Statistics, Inc

Largest Taxpayers

The twenty largest local secured taxpayers in the Improvement District and their assessed valuations for 2017-18 are shown in the following tables.

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**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Largest 2017-18 Local Secured Taxpayers**

	<u>Property Owner</u>	<u>Primary Land Use</u>	<u>2017-18 Assessed Valuation</u>	<u>% of Total⁽¹⁾</u>
1.	The Irvine Company	Commercial	\$ 421,354,100	1.19%
2.	Allergan Pharmaceuticals	Industrial	362,269,167	1.02
3.	Irvine Office Towers 1 LLC	Commercial	304,405,058	0.86
4.	Irvine Apartment Communities LP	Apartments	301,205,536	0.85
5.	Hancock S-REIT Irvine Corp.	Commercial	281,519,999	0.79
6.	Mainplace Shoppingtown LLC	Commercial	262,782,196	0.74
7.	Jacaranda Holdings LLC	Commercial	260,000,000	0.73
8.	Lakeshore Properties LLC	Commercial	200,560,804	0.57
9.	GWGG LLC	Commercial	183,177,778	0.52
10.	Edwards Lifesciences LLC	Industrial	171,283,194	0.48
11.	Astoria Central Park West	Apartments	154,739,575	0.44
12.	RP/Essex Skyline Holdings LLC	Apartments	138,783,922	0.39
13.	BRE/OC Griffin LLC	Commercial	136,180,714	0.38
14.	Investel Harbor Resorts LLC	Commercial	135,833,400	0.38
15.	SPUS7 Irvine Hotel Owner LP	Commercial	130,692,141	0.37
16.	4000 MacArthur Owner LLC	Commercial	130,170,360	0.37
17.	First American Title Insurance Co.	Commercial	129,259,705	0.36
18.	Third Ave. Investment LLC	Commercial	115,823,107	0.33
19.	2050 Main Street LLC	Commercial	113,511,721	0.32
20.	BRE/OC Property Holdings LLC	Commercial	111,942,279	.32
			<u>\$4,045,494,756</u>	<u>11.40%</u>

⁽¹⁾ 2017-18 Local Secured Assessed Valuation: \$35,488,206,587
Source: California Municipal Statistics, Inc.

College District and Improvement District Debt

Prior to delivery of the Bonds, the Improvement District has \$50,795,000 outstanding in general obligation indebtedness as a result of the issuance of the 2014A Bonds. All additional series of bonds issued under and pursuant to the Authorization, and any other authorization of the Improvement District will be secured on parity with the Bonds. Following issuance of the Bonds, \$56,415,000* of the Authorization remains. See APPENDIX A for information on debt of the College District.

The following table is a statement of the Improvement District's direct and estimated overlapping bonded debt as of October 1, 2017. The debt report is included for general information purposes only. Neither the College District nor the Improvement District has reviewed the debt report for completeness or accuracy or makes any representation in connection therewith.

The debt report below generally includes long-term obligations sold in the public credit markets by public agencies whose boundaries overlap the boundaries of the Improvement District in whole or in part. Such long term obligations generally are not payable from revenues of the Improvement District (except as indicated) nor are they necessarily obligations secured by land within the Improvement

* Preliminary; subject to change.

District. In many cases long-term obligations issued by a public agency are payable only from the general fund or other revenues of such public agency.

Column 1 in the table names each public agency which has outstanding debt as of the date of the report and whose territory overlaps the Improvement District in whole or in part. Column 2 shows the percentage of each overlapping agency's assessed value located within the boundaries of the Improvement District. This percentage, multiplied by the total outstanding debt of each overlapping agency (which is not shown in the table) produces the amount shown in Column 3, which is the apportionment of each overlapping agency's outstanding debt to taxable property in the Improvement District.

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**SANTA ANA COLLEGE IMPROVEMENT DISTRICT NO. 1 OF
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DIRECT AND OVERLAPPING BONDED INDEBTEDNESS**

2017-18 Assessed Valuation: \$38,507,755,295

<u>DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT:</u>	<u>% Applicable⁽¹⁾</u>	<u>Debt 10/1/17</u>
Metropolitan Water District	1.405%	\$ 1,052,415
Rancho Santiago Community College District	52.298	129,037,078
Rancho Santiago Community College District School Facilities Improvement District No. 1	100.	50,795,000 (2)
Garden Grove Unified School District	28.471	93,538,669
Santa Ana Unified School District	100.	256,466,073
Irvine Ranch Water District, I.D. Nos. 113 and 213	3.627	1,410,509
Santa Ana Unified School District Community Facilities District No. 2004-1	100.	7,340,000
City of Irvine Community Facilities District No. 2004-1	100.	17,960,000
City 1915 Act Bonds	0.660-100.	<u>2,054,188</u>
TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT		\$559,653,932
 <u>OVERLAPPING GENERAL FUND DEBT:</u>		
Orange County General Fund Obligations	6.921%	\$ 15,359,498
Orange County Pension Obligation Bonds	6.921	25,867,887
Orange County Board of Education Certificates of Participation	6.921	999,392
Santa Ana Unified School District Certificates of Participation	100.	75,937,067
City of Anaheim General Fund Obligations	0.343	2,079,748
City of Garden Grove General Fund Obligations	26.940	6,357,840
City of Santa Ana General Fund Obligations	86.294	45,584,806
Other City General Fund Obligations	Various	<u>5,573,489</u>
TOTAL GROSS OVERLAPPING GENERAL FUND DEBT		\$177,759,727
Less: City of Anaheim supported obligations		<u>2,079,748</u>
TOTAL NET OVERLAPPING GENERAL FUND DEBT		\$175,679,979
 <u>OVERLAPPING TAX INCREMENT DEBT:</u>		
Successor Agency to Garden Grove Redevelopment Agency	42.664%	\$ 28,533,683
Successor Agency to Santa Ana Redevelopment Agency	83.247-88.904	74,272,117
Other Redevelopment Successor Agencies	various	<u>6,847,200</u>
TOTAL OVERLAPPING TAX INCREMENT DEBT		\$109,653,000
 GROSS COMBINED TOTAL DEBT		 \$847,066,659 (3)
NET COMBINED TOTAL DEBT		\$844,986,911

Ratios to 2017-18 Assessed Valuation:

Direct Debt (\$50,795,000)	0.13%
Total Direct and Overlapping Tax and Assessment Debt	1.45%
Gross Combined Total Debt	2.20%
Net Combined Total Debt	2.19%

Ratios to 2016-17 Redevelopment Incremental Valuation (\$7,932,299,223):

Total Overlapping Tax Increment Debt	1.38%
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(1) 2016-17 ratios.

(2) Excludes issue to be sold.

(3) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.

Source: California Municipal Statistics, Inc.

TAX MATTERS

Federal Income Taxes

The Internal Revenue Code of 1986 as amended (the “Code”), imposes certain requirements that must be met subsequent to the issuance and delivery of the Bonds for interest thereon to be and remain excluded from gross income for federal income tax purposes. Noncompliance with such requirements could cause the interest on the Bonds to be included in gross income for federal income tax purposes retroactive to the date of issue of the Bonds. Pursuant to the Resolution and the Tax and Nonarbitrage Certificate executed by the College District and the Improvement District in connection with the issuance of the Bonds (the “Tax Certificate”), the College District and the Improvement District have covenanted to comply with the applicable requirements of the Code in order to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes pursuant to Section 103 of the Code. In addition, the College District and the Improvement District have made certain representations and certifications in the Resolution and the Tax Certificate. Bond Counsel will not independently verify the accuracy of those representations and certifications.

In the opinion of Nixon Peabody LLP, Bond Counsel, under existing law and assuming compliance with the aforementioned covenant, and the accuracy of certain representations and certifications made by the College District and the Improvement District described above, interest on the Bonds is excluded from gross income for federal income tax purposes under Section 103 of the Code. Bond Counsel is also of the opinion that such interest is not treated as a preference item in calculating the alternative minimum tax imposed under the Code with respect to individuals and corporations. Interest on the Bonds is, however, included in the adjusted current earnings of certain corporations for purposes of computing the alternative minimum tax imposed on such corporations.

In rendering these opinions, Bond Counsel has relied upon representations and covenants of the College District and the Improvement District in the Tax Certificate concerning the property financed with Bond proceeds, the investment and use of Bond proceeds and the rebate to the federal government of certain earnings thereon. In addition, Bond Counsel has assumed that all such representations are true and correct and that the College District and the Improvement District will comply with such covenants. Bond Counsel has expressed no opinion with respect to the exclusion of the interest on the Bonds from gross income under Section 103(a) of the Code in the event that any of such College District and the Improvement District representations are untrue or the College District and the Improvement District fails to comply with such covenants, unless such failure to comply is based on the advice or the opinion of Bond Counsel.

State Taxes

Bond Counsel is also of the opinion that interest on the Bonds is exempt from personal income taxes of the State of California under present State law. Bond counsel expresses no opinion as to other state or local tax consequences arising with respect to the Bonds nor as to the taxability of the Bonds or the income therefrom under the laws of any state other than California.

Original Issue Discount

Bond Counsel is further of the opinion that the excess of the principal amount of any maturity of the Bonds over the price at which a substantial amount of such maturity of the Bonds was sold to the public (excluding bond houses, brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers) (each, a “Tax-Exempt Discount Bond” and collectively, the “Tax-Exempt Discount Bonds”) constitutes original issue discount which is excluded from gross income for federal income tax purposes to the same extent as interest on the Bonds. Further, such original issue discount accrues actuarially on a constant interest rate basis over the term of each Tax-Exempt Discount Bond and

the basis of each Tax-Exempt Discount Bond acquired at such initial offering price by an initial purchaser thereof will be increased by the amount of such accrued original issue discount. The accrual of original issue discount may be taken into account as an increase in the amount of tax-exempt income for purposes of determining various other tax consequences of owning the Tax-Exempt Discount Bonds, even though there will not be a corresponding cash payment. Owners of the Tax-Exempt Discount Bonds are advised that they should consult with their own advisors with respect to the state and local tax consequences of owning such Tax-Exempt Discount Bonds.

Original Issue Premium

Bonds sold at prices in excess of their principal amounts are “Premium Bonds.” An initial purchaser with an initial adjusted basis in a Premium Bond in excess of its principal amount will have amortizable bond premium which is not deductible from gross income for federal income tax purposes. The amount of amortizable bond premium for a taxable year is determined actuarially on a constant interest rate basis over the term of each Premium Bond based on the purchaser’s yield to maturity (or, in the case of Premium Bonds callable prior to their maturity, over the period to the call date, based on the purchaser’s yield to the call date and giving effect to any call premium). For purposes of determining gain or loss on the sale or other disposition of a Premium Bond, an initial purchaser who acquires such obligation with an amortizable bond premium is required to decrease such purchaser’s adjusted basis in such Premium Bond annually by the amount of amortizable bond premium for the taxable year. The amortization of bond premium may be taken into account as a reduction in the amount of tax-exempt income for purposes of determining various other tax consequences of owning such Bonds. Owners of the Premium Bonds are advised that they should consult with their own advisors with respect to the state and local tax consequences of owning such Premium Bonds.

Ancillary Tax Matters

Ownership of the Bonds may result in other federal tax consequences to certain taxpayers, including, without limitation, certain S corporations, foreign corporations with branches in the United States, property and casualty insurance companies, individuals receiving Social Security or Railroad Retirement benefits, and individuals seeking to claim the earned income credit. Ownership of the Bonds may also result in other federal tax consequences to taxpayers who may be deemed to have incurred or continued indebtedness to purchase or to carry the Bonds. Prospective investors are advised to consult their own tax advisors regarding these rules.

Interest paid on tax-exempt obligations such as the Bonds is subject to information reporting to the Internal Revenue Service (“IRS”) in a manner similar to interest paid on taxable obligations. In addition, interest on the Bonds may be subject to backup withholding if such interest is paid to a registered owner that (a) fails to provide certain identifying information (such as the registered owner’s taxpayer identification number) in the manner required by the IRS, or (b) has been identified by the IRS as being subject to backup withholding.

Bond Counsel is not rendering any opinion as to any federal tax matters other than those described in the opinion attached as APPENDIX B. Prospective investors, particularly those who may be subject to special rules described above, are advised to consult their own tax advisors regarding the federal tax consequences of owning and disposing of the Bonds, as well as any tax consequences arising under the laws of any state or other taxing jurisdiction.

Changes in Law and Post Issuance Events

Legislative or administrative actions and court decisions, at either the federal or state level, could have an adverse impact on the potential benefits of the exclusion from gross income of the interest on the Bonds for federal or state income tax purposes, and thus on the value or marketability of the Bonds. This

could result from changes to federal or state income tax rates, changes in the structure of federal or state income taxes (including replacement with another type of tax), repeal of the exclusion of the interest on the Bonds from gross income for federal or state income tax purposes, or otherwise. In this regard, there have been various proposals in recent years that would limit the extent of the exclusion from gross income of interest on obligations of states and political subdivisions under Section 103 of the Code for taxpayers whose income exceeds certain thresholds. It is not possible to predict whether any legislative or administrative actions or court decisions having an adverse impact on the federal or state income tax treatment of holders of the Bonds may occur. Prospective purchasers of the Bonds should consult their own tax advisors regarding the impact of any change in law on the Bonds. Bond Counsel has not undertaken to advise in the future whether any events after the date of issuance and delivery of the Bonds may affect the tax status of interest on the Bonds. Bond Counsel expresses no opinion as to any federal, state or local tax law consequences with respect to the Bonds, or the interest thereon, if any action is taken with respect to the Bonds or the proceeds thereof upon the advice or approval of other counsel.

IN ALL EVENTS, ALL INVESTORS SHOULD CONSULT THEIR OWN TAX ADVISORS IN DETERMINING THE FEDERAL, STATE, LOCAL, FOREIGN AND OTHER TAX CONSEQUENCES TO THEM OF THE PURCHASE, OWNERSHIP AND DISPOSITION OF THE BONDS.

LEGAL OPINION

The legal opinion of Bond Counsel attesting to the validity and tax status of the Bonds will be supplied to the original purchasers of the Bonds without charge. Bond Counsel will receive compensation contingent upon the sale and delivery of the Bonds.

LEGALITY FOR INVESTMENT

Under provisions of the California Financial Code, the Bonds are legal investments for commercial banks in California to the extent that the Bonds, in the informed opinion of the investing bank, are prudent for the investment of funds of depositors. Under provisions of the California Government Code, the Bonds are eligible to secure deposits of public moneys in California.

RATINGS

S&P Global Ratings (“S&P”) and Moody’s Investors Service (“Moody’s” and, together with S&P, the “Rating Agencies”) have assigned their municipal bond ratings of “[]” and “[]” to the Bonds, respectively. The College District and the Improvement District has furnished to the Rating Agencies certain materials and information with respect to itself and the Bonds, including information not included in this Official Statement, about the College District, the Improvement District and the Bonds. Generally, a rating agency bases its rating on such information and materials and on its own investigations, studies and assumptions. Such ratings reflect only the view of S&P and Moody’s, respectively, and an explanation of the significance of such ratings may be obtained as follows: S&P, 7 World Trade Center at 250 Greenwich Street, New York, New York 10007, tel. (212) 553 0300 and Moody’s, at 7 World Trade Center at 250 Greenwich Street, New York, New York 10007, tel. (212) 553-0300. There is no assurance that such ratings will continue for any given period of time or that they will not be revised downward or withdrawn entirely if, in the judgment of the rating agencies, circumstances so warrant. Any such downward revision or withdrawal of such ratings may have an adverse effect on the market price of the Bonds.

LEGAL MATTERS

Continuing Disclosure

In accordance with the requirements of Rule 15c2-12 (the “Rule”) promulgated by the Securities and Exchange Commission, the College District will enter into a Continuing Disclosure Undertaking (the “Continuing Disclosure Undertaking”) in the form of APPENDIX D hereto, on or prior to the sale of the Bonds in which the College District will undertake, on behalf of the Improvement District, for the benefit of the Beneficial Owners of the Bonds, to provide certain information as set forth therein. The covenants contained in the Continuing Disclosure Undertaking have been made to assist the Underwriter in complying with the Rule. See APPENDIX D – “FORM OF CONTINUING DISCLOSURE UNDERTAKING” hereto.

Within the past five years, the College District failed to file in a timely manner the annual report for fiscal year 2011-12. The College District provided certain required general fund information in a timely fashion within the College District’s offering document posted to EMMA in January 2013, however, such information was not linked to all the CUSIPs of the College District’s outstanding debt. Additionally, the College District failed to file required material event notices relating to bond insurer downgrades and underlying rating changes. [The College District has since filed all such notices]. The College District has implemented internal procedures to ensure future compliance with the College District’s obligations to provide annual reports under its existing continuing disclosure undertakings and the Continuing Disclosure Undertaking relating to the Bonds.

Limitation on Remedies; Amounts Held in the County Treasury Pool

The opinion of Bond Counsel, the proposed form of which is attached hereto as APPENDIX B, is qualified by reference to bankruptcy, insolvency and other laws relating to or affecting creditor’s rights. The rights of the Owners of the Bonds are subject to certain limitations. Enforceability of the rights and remedies of the Owners of the Bonds, and the obligations incurred by the College District and the Improvement District, are limited by applicable bankruptcy, insolvency, reorganization, moratorium, and similar laws relating to or affecting the enforcement of creditors’ rights generally, now or hereafter in effect, equity principles that may limit the specific enforcement under State law of certain remedies, the exercise by the United States of America of the powers delegated to it by the Constitution, the reasonable and necessary exercise, in certain exceptional situations, of the police powers inherent in the sovereignty of the State and its governmental bodies in the interest of serving a significant and legitimate public purpose, and the limitations on remedies against college and community college districts in the State. Bankruptcy proceedings, if initiated, could subject the beneficial owners of the Bonds to judicial discretion and interpretation of their rights in bankruptcy or otherwise, and consequently may entail risks of delay, limitation, or modification of their rights.

Under Chapter 9 of the Federal Bankruptcy Code (Title 11, United States Code) (the “Bankruptcy Code”), which governs the bankruptcy proceedings for public agencies, no involuntary petitions for bankruptcy relief are permitted. While current State law precludes school districts from voluntarily seeking bankruptcy relief under Chapter 9 of the Bankruptcy Code without the concurrence of the State, such concurrence could be granted or State law could be amended.

The Resolution and the Act require the County to annually levy *ad valorem* taxes upon all property subject to taxation by the Improvement District, without limitation as to rate or amount (except as to certain personal property which is taxable at limited rates), for the payment of the principal of, premium, if any, and interest on the Bonds. The County on behalf of the Improvement District is thus expected to be in possession of the annual *ad valorem* taxes and certain funds to repay the Bonds and may invest these funds in the County’s Educational Investment Pool, as described in APPENDIX F – “ORANGE COUNTY EDUCATIONAL INVESTMENT POOL DISCLOSURE” herein. In the event the

Improvement District, the College District, or the County were to go into bankruptcy, there could be delays or reductions in payments on the Bonds.

California Senate Bill 222

On July 13, 2015, the Governor signed Senate Bill 222 (“SB 222”) into law, effective January 1, 2016. SB 222 was introduced on February 12, 2015, initially to amend Section 15251 of the California Education Code to clarify the process of lien perfection for general obligation bonds issued by or on behalf of California school and community college districts. Subsequently, on April 15, 2015, SB 222 was amended to include an addition to the Government Code to similarly clarify the process of lien perfection for general obligation bonds issued by cities, counties, authorities and special districts.

SB 222, applicable to general obligations bonds issued after its effective date, such as the Bonds, removes the extra step between (a) the issuance of general obligation bonds by cities, counties, cities and counties, school districts, community college districts, authorities and special districts; and (b) the imposition of a lien on the future *ad valorem* property taxes that are the source of repayment of the general obligation bonds. By clarifying that the lien created with each general obligation bond issuance is a “statutory” lien (consistent with bankruptcy statutory law and case precedent), SB 222, while it does not prevent default, should reduce the ultimate bankruptcy risk of non-recovery on local general obligation bonds, and thus potentially improve ratings, interest rates and bond cost of issuance.

Special Revenues

If the College District and Improvement District were to become debtors in a Chapter 9 proceeding, because the Bonds are for the financing of specific capital projects and are supported by a consensual lien on *ad valorem* property taxes that are use-restricted to the repayment of the Bonds, the College District and the Improvement District believe that those taxes are “special revenues” as defined in the Bankruptcy Code, and thus there is a special revenue lien in favor of owners of the Bonds in addition to, and separate and independent of, the statutory lien created by SB 222. In comparison to other consensual pledges and liens arising by agreement (that are all made ineffective post-bankruptcy by Section 552 of the Bankruptcy Code), special revenues acquired by a municipality during a Chapter 9 case will remain subject to the lien that arose from the security agreement entered into prior to the beginning of the case, and will survive the conclusion of the Chapter 9 proceeding. In addition, the automatic stay arising upon the filing of the bankruptcy petition does not stay the application of those special revenues to payment of the bonds secured by such special revenues. Thus, regularly scheduled payments of principal of and interest to owners of the Bonds likely would continue under 11 U.S.C. § 922(d) throughout any bankruptcy proceeding.

Based on the foregoing, if the College District and the Improvement District were to become debtors in a Chapter 9 proceeding, the College District and the Improvement District believe that: the *ad valorem* property taxes could not be used for any other purpose other than repayment of the Bonds; the *ad valorem* property taxes should be determined to be special revenues in a Chapter 9 proceeding, and thus owners of the Bonds would ordinarily continue to be paid post-petition; and the *ad valorem* property taxes are also protected by a statutory lien in favor of the bondholders. It should be noted, however, that it is possible – in the context of confirming a Plan of Adjustment (the “Plan”) in a Chapter 9 case where the Plan has not received the requisite consent of the holders of the Bonds – a bankruptcy court may confirm a Plan that adjusts the timing of payments on the Bonds or the interest rate or other terms of the Bonds provided that (a) the bondholders retain their lien on the revenues subject to the statutory and/or special revenues lien, (b) the payment stream has a present value equal to the value of the revenues subject to the lien(s) and (c) the bankruptcy court finds that these and any other adjustments to the Bonds’ terms are fair and equitable.

UNDERWRITING

Piper Jaffray & Co. (the “Underwriter”), has agreed to purchase the Bonds from the College District on behalf of the Improvement District at the purchase price of \$_____ (being the principal amount of the Bonds, plus net original issue premium of \$_____, and less Underwriter’s discount of \$_____), at the rates and yields shown on the inside cover hereof.

[Add PJC distribution language, if any]

NO LITIGATION

No litigation is pending or threatened concerning the validity of the Bonds. Neither the College District nor the Improvement District is aware of any litigation that is pending or threatened questioning the political existence of the College District or the Improvement District or the boundaries or contesting the Improvement District’s ability to receive *ad valorem* taxes or to collect other revenues or contesting the Improvement District’s ability to issue the Bonds. The College District is subject to lawsuits and claims in the ordinary course of its operations. In the opinion of the College District, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the College District.

FINANCIAL ADVISOR

Cooperative Strategies, LLC (the “Financial Advisor”) is employed as Financial Advisor to the College District in connection with the issuance of the Bonds. The Financial Advisor’s fee for services rendered with respect to the sale of the Bonds is contingent upon the issuance and delivery of the Bonds. Cooperative Strategies, LLC, in its capacity as Financial Advisor, does not assume any responsibility for the information, covenants and representations contained in any of the legal documents with respect to the federal income status of the Bond, or the possible impact of any present, pending or future actions taken by any legislative or judicial bodies.

OTHER INFORMATION

References are made herein to certain documents and reports which are brief summaries thereof which do not purport to be complete or definitive and reference is made to such documents and reports for full and complete statements of the contents thereof. Copies of the Resolution are available upon request from the Vice Chancellor, Business Operations/Fiscal Services, Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana, California 92706-1640.

Any statements in this Official Statement involving matters of opinion, whether or not expressly so stated, are intended as such and not as representations of fact. This Official Statement is not be construed as a contract or agreement between the College District or the Improvement District and the purchasers or owners of any of the Bonds.

The execution and delivery of this Official Statement has been duly authorized by the Rancho Santiago Community College District, acting as the legislative body for the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District.

SANTA ANA COLLEGE FACILITIES DISTRICT
NO. 1 OF RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____
Chancellor of Rancho Santiago Community College
District

APPENDIX A
FINANCIAL AND DEMOGRAPHIC INFORMATION
RELATING TO THE COLLEGE DISTRICT

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APPENDIX A

FINANCIAL AND DEMOGRAPHIC INFORMATION RELATING TO THE COLLEGE DISTRICT

Prospective purchasers of the Bonds should be aware that the following discussion of the financial condition of the Rancho Santiago Community College District (the “College District”), its fund balances, budgets and obligations, is intended as general information only, and no implication is made that the payment of principal of or interest on the Bonds is dependent in any way upon the College District's financial condition. The College District neither receives nor accounts for ad valorem tax revenues collected by Orange County (the “County”) to pay debt service on the Bonds (or its other general obligation bonds) in the following tables or in its annual financial statements. Pursuant to Section 15251 of the California Education Code, all tax revenues collected for payment of debt service on the Bonds must be deposited into the debt service fund of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the “Improvement District”). The Bonds are and will continue to be payable solely from ad valorem taxes levied and collected by the County within the boundaries of the Improvement District. See the body of this Official Statement under the caption “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS.”

This Appendix A provides information concerning the operations and finances of the College District. The Bonds are general obligation bonds of the Improvement District, secured and payable from *ad valorem* property taxes assessed on taxable properties within the Improvement District. The Bonds are not an obligation of the County, the State of California (the “State”) or any of its other political subdivisions or of the General Fund of the College District. See “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS” in the forepart of this Official Statement.

THE COLLEGE DISTRICT

College District General Information

The College District was established in 1971. The College District encompasses approximately 193 square miles in Orange County (the “County”). The College District maintains two comprehensive community colleges, each providing collegiate level instruction across a wide spectrum of subjects. Santa Ana College, founded in 1915, is located in Santa Ana and Santiago Canyon College, founded in 1997, is located in Orange. The College District also provides comprehensive college and continuing education programs at the Centennial Continuing Education Center, the Orange Continuing Education Center, the Santa Ana College Orange County Sheriff’s Regional Training Academy, the Digital Media Center, the Orange County Regional Fire Training Center, and various other sites throughout the College District. The College District serves a resident population of over 700,000, and includes portions of Santa Ana, Orange, Anaheim, Irvine, Garden Grove, Tustin, Villa Park, Costa Mesa, and Fountain Valley.

Unless otherwise indicated, the following financial, statistical and demographic data has been provided by the College District. Additional information concerning the College District and copies of the most recent and subsequent audited financial statements of the College District may be obtained by contacting: Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana, California 92706-1640, Attention: Peter Hardash, Vice Chancellor, Business Operations/Fiscal Services.

The Improvement District

On July 21, 2008, the Improvement District was established by the Board (defined below) pursuant to its Resolution 08-22 and Chapter 2 of Part 10 of Division 1 of Title 1 of the California

Education Code. The Improvement District encompasses approximately 35 square miles, representing approximately 18.1% of the College District.

College District Organization

The College District is governed by an eight-member Board of Trustees (the “Board”), seven members of which are elected to four-year terms on a staggered basis and one student trustee. Elections for positions to the Board are held every two years, alternating between three and four available positions. A student trustee, who serves a one-year term, is elected by College District students. Current members of the Board, together with their offices and the dates their terms expire, are listed below.

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

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
John R. Hanna	President	December 2018
Nelida Mendoza	Vice President	December 2020
Arianna P. Barrios	Clerk	December 2020
Claudia C. Alvarez	Member	December 2020
Zeke Hernandez	Member	December 2020
Lawrence R. Labrado	Member	December 2018
Phillip E. Yarbrough	Member	December 2018
Gregory P. Pierot	Student Trustee	May 2018

The Chancellor of the College District is appointed by the Board and reports to the Board. The Chancellor is responsible for management of the College District’s day-to-day operations and supervises the work of other key administrators.

Brief biographies of the Chancellor and certain key administrators follow:

Dr. Raúl Rodríguez, Chancellor. Dr. Rodríguez has served as the Chancellor of the College District since August of 2010. Prior to joining the College District, Dr. Rodríguez held a number of positions in both single college and multi-college community college districts in California, including over 16 years of experience as a community college CEO. Dr. Rodríguez earned a Ph.D. in Psychology from the University of California, Santa Cruz. He also earned a Master’s Degree from Fairfield University in School and Applied Psychology and a Bachelor of Arts Degree in Liberal Studies from Bowling Green State University in Ohio. An educator who taught psychology at Cabrillo College and the University of California, Santa Cruz, he is also a graduate of the Harvard Institute for Educational Management.

Mr. Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services. Mr. Hardash was appointed Vice Chancellor, Business Operations/Fiscal Services of the College District in July 2006. Prior to working with the College District, he was Vice President of Administrative Services at Pasadena City College and Vice President of Business Services at Cerritos College. He has spent 36 years in public education. Mr. Hardash holds a Master’s Degree in Business Administration from Pepperdine University and a Bachelor’s Degree in Business Administration from Loyola Marymount University.

Mr. Enrique Perez, Vice Chancellor, Educational Services. Mr. Perez has worked for the College District since 2000 and currently serves as the Vice Chancellor of Educational Services with responsibilities that include resource development, research, workforce development, child development, and public and governmental affairs. Mr. Perez received his Bachelors in Political Science and Masters in

Public Administration from the University of Southern California and his Juris Doctorate from Whittier Law School.

Ms. Judyanne Chitlik, Interim Vice Chancellor, Human Resources. Ms. Chitlik has worked for the College District since 1975 and currently serves as the Interim Vice Chancellor of Human Resources with responsibilities that include labor negotiations, employee recruitment, selection, discipline, fringe benefit administration and risk management. Ms. Chitlik holds both a Bachelor's and Master's Degree in Linguistics from California State University, Fullerton.

Dr. Linda Rose, President, Santa Ana College. Dr. Rose was appointed President of Santa Ana College in July 2016. Prior to working for the College District, she served as the President of Los Angeles Southwest College from 2014 to 2016 where she provided leadership in the management, supervision, and development of instructional programs, student, and administrative services that support student achievement and progress; oversaw activities in planning and accreditation, and provided direction and leadership in the development and operation of the college's \$28 million budget and the planning and utilization of existing and new bond-funded facilities.. Dr. Rose served as Vice President of Academic Affairs at Santa Anna College from 2011 to 2014. Dr. Rose earned a Doctorate in Educational Leadership from the University of California, Los Angeles. She received a Master's Degree in English and a Bachelor's Degree in Interdisciplinary Studies from California State University.

Dr. John Hernandez, Santiago Canyon College. Dr. Hernandez was appointed President of Santiago Canyon College in July 2017. Dr. Hernandez has been in the field of student affairs for 33 years, twenty of those years in administration. Prior to his tenure at Santiago Canyon College, John served in the following administrative roles: Associate Vice President & Dean of Students at Cal Poly Pomona; Associate Dean for Student Development at Santa Ana College; and Assistant Dean for Students Affairs at California State University, Fullerton. Additionally, he has served as an adjunct instructor in the Student Development in Higher Education graduate program at Cal State University, Long Beach. Dr. Hernandez earned his Ph.D. in College Student Personnel Administration from the University of Maryland in College Park, a Master's Degree in Counseling with an emphasis in student development in higher education from CSU Long Beach, and a Bachelor's Degree in sociology from CSU Fullerton.

Labor Relations

As of August 25, 2017, the College District employed 368 full-time academic professionals, 481 full-time classified employees, 32 full-time child development teachers and 122 managers. In addition, the College District employs 2,959 part-time faculty and staff, including 606 unrepresented employees. These employees, except management and certain unrepresented employees, are represented by four bargaining units as noted below:

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Labor Relations Organizations**

<u>Labor Organization</u>	<u>Number of Employees In Organization</u>	<u>Contract Expiration Date</u>
Faculty Association of Rancho Santiago Community College District	368 Full Time 1,586 Part-Time	June 30, 2017 ⁽¹⁾
California School Employees Association Chapter 579	481 Full-Time 229 Part-Time	June 30, 2019
Continuing Education Faculty Association	538 Part-Time	June 30, 2018
California School Employees Association, Chapter 888 (Child Development Centers Teachers)	32 Full-Time	June 30, 2018

⁽¹⁾ Employees continue to work under the terms of the expired contract.

Insurance

Joint Powers Authority Risk Pools. The College District participates in two joint powers agreement entities: the Alliance of Schools for Cooperative Insurance Programs (“ASCIP”) and Schools Excess Liability Fund (“SELF”) (each, a “JPA” and together, the “JPAs”).

ASCIP arranges for and provides property, liability, health benefit programs and workers’ compensation insurance for its member school districts. The College District pays a premium commensurate with the level of coverage requested. SELF arranges for and provides a self-funded or additional insurance for excess liability for approximately 1,100 public educational agencies.

ASCIP is governed by a board consisting of a representative from each member district. The governing board controls the operations of its JPA independent of any influence by the College District beyond the College District’s representation on the governing boards. SELF is governed by a board of 16 elected voting members, elected alternates, and two ex-officio members. The board controls the operations of SELF, including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SELF’s board of directors and shares surpluses and deficits proportionately to its participation in SELF.

Each JPA is independently accountable for its fiscal matters. Budgets are not subject to any approval other than that of the respective governing boards. Member districts share surpluses and deficits proportionately to their participations in the JPA.

The relationships between the College District and the JPAs are such that neither of the JPAs is a component unit of the College District for financial reporting purposes.

Self-Insurance Fund. The College District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural

disaster; and medical claims. During the fiscal year, the College District maintained an internal service fund (the “Self-Insurance Fund”) to account for and finance its uninsured risks of loss. The Self-Insurance Fund provides coverage for up to a maximum of \$25,000 for each general liability claim and \$10,000 for each property damage claim. Workers’ Compensation has insured coverage with a \$150,000 Self-insured Retention. The College District participates in the JPAs to provide excess insurance coverage above the self-insured level for worker’s compensation and property and liability claims. Settled claims have never exceeded the coverage provided by the JPA.

Funding of the Self-Insurance Fund is based on estimates of the amounts needed to pay prior year claims and current year premiums. Workers’ Compensation claims are charged to the respective funds which are covered by the current year policy; Property and Liability claims are paid by the General Fund.

At June 30, 2016, the College District accrued its claims liability in accordance with GASB Statement No. 10, for claims that occurred when the College District was self-insured. The amount of liability is currently estimated at \$400,000.

Changes in this reported liability are shown below:

	<u>Workers’ Compensation</u>	<u>Property and Liability</u>
Liability Balance, July 1, 2014	\$ 400,000	\$ -
Claims and changes in estimates	173,460	125,183
Claims payments	(173,460)	(125,183)
Liability Balance, June 30, 2015	400,000	-
Claims and changes in estimates	9,121	65,301
Claims payments	(9,121)	(65,301)
Liability Balance, June 30, 2016	400,000	-
Assets Available to Pay Claims at June 30, 2016	<u>\$7,597,766</u>	<u>\$3,730,184</u>

Source: The College District.

College District Enrollment

The table below sets forth the enrollment for funded Full-Time Equivalent Students (“FTES”) for the College District for fiscal years 2010-11 through 2016-17.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Full-Time Equivalent Students⁽¹⁾**

<u>Fiscal Year</u>	<u>FTES⁽¹⁾</u>	<u>Increase (Decrease) From Prior Year</u>
2010-11	30,515	553
2011-12	27,712	(2,803)
2012-13	28,185	473
2013-14	28,628	443
2014-15	28,908	280
2015-16	28,901	(7)
2016-17	27,517	(1,384)

⁽¹⁾ Funded FTES figures include California resident (“Resident”) students. The College District receives apportionment from the State only for Resident students. Non-resident students are charged a higher fee per unit than Resident students, which income is independent and not subject to apportionment nor deduction by the State.
Source: The College District.

The College District has no unfunded FTES for fiscal year 2016-17 and is budgeted to have no unfunded FTES for fiscal year 2017-18. In 2016-17 the College District declined 1,384 FTES and went into stabilization. The College District expects to fully restore in 2017-18 and remain flat over the next several years. The table below sets forth the projected funded FTES in the College District for the next five fiscal years.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
FTES Five-Year Projections**

<u>Fiscal Year</u>	<u>FTES</u>	<u>Increase From Prior Year</u>
2017-18	28,901	1,384
2018-19	28,901	0
2019-20	28,901	0
2020-21	28,901	0
2021-22	28,901	0

Source: The College District.

The table below sets forth the historical total student enrollment in the College District for the fiscal years 2010-11 through 2016-17.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Historical Enrollment**

<u>Fiscal Year</u>	<u>Total Enrollment</u>
2010-11	91,118
2011-12	82,193
2012-13	89,724
2013-14	83,661
2014-15	94,092
2015-16	94,027
2016-17	92,516

Source: The College District.

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Population

The populations of the City of Orange, the City of Santa Ana (collectively, the “Cities”), the County and the State during the period from 2013 through 2017 are set forth in the following table.

**Population Figures⁽¹⁾
2013 through 2017**

<u>Year</u>	<u>City of Santa Ana</u>	<u>City of Orange</u>	<u>County of Orange</u>	<u>State of California</u>
2013	335,356	140,006	3,102,606	38,238,492
2014	337,201	140,208	3,127,083	38,572,211
2015	339,591	140,722	3,152,376	38,915,880
2016	339,997	140,761	3,172,152	39,189,035
2017	341,341	140,882	3,194,024	39,523,613

⁽¹⁾ As of January 1 of the respective year.
Source: California State Department of Finance.

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Employment

The following chart compares labor force, employment, civilian employment and the unemployment rate in the Cities, County and the State of California during the period from 2012 through 2016.

LABOR FORCE, EMPLOYMENT AND UNEMPLOYMENT City of Santa Ana, City of Orange, Orange County and the State of California Yearly Average for Years 2012 through 2016

Year and Area	<u>Labor Force</u>	<u>Civilian Employment</u>	<u>Civilian Unemployment</u>	<u>Unemployment Rate (%)</u>
<u>2012</u>				
City of Santa Ana	156,200	142,100	14,100	9.0
City of Orange	70,600	65,300	5,200	7.4
Orange County	1,562,100	1,439,300	122,900	7.9
State of California	18,523,800	16,602,700	1,921,100	10.4
<u>2013</u>				
City of Santa Ana	156,200	144,400	11,800	7.5
City of Orange	70,800	66,400	4,400	6.2
Orange County	1,565,300	1,462,400	102,900	6.6
State of California	18,624,300	16,958,700	1,665,600	8.9
<u>2014</u>				
City of Santa Ana	156,600	146,700	9,900	6.3
City of Orange	71,100	67,400	3,700	5.2
County of Orange	1,572,000	1,485,700	86,200	5.5
State of California	18,755,000	17,348,600	1,406,400	7.5
<u>2015</u>				
City of Santa Ana	158,000	149,900	8,100	5.1
City of Orange	71,900	68,900	3,000	4.2
County of Orange	1,588,700	1,518,000	70,700	4.4
State of California	18,893,200	17,723,300	1,169,900	6.2
<u>2016</u>				
City of Santa Ana	159,200	151,900	7,400	4.6
City of Orange	72,500	69,800	2,700	3.8
County of Orange	1,602,400	1,538,000	64,300	4.0
State of California	19,102,700	18,065,000	1,037,700	5.4

Source: State of California Employment Development Department; U.S. Department of Labor, Bureau of Labor Statistics.

Principal Employers

The following table lists the top ten employers in the City of Santa Ana.

CITY OF SANTA ANA Principal Employers 2016

<u>Employer</u>	<u>Number of Employees</u>
1. County of Orange	18,039
2. Santa Ana Unified School District	4,665
3. Santa Ana College	3,175
4. First American Title Co.	1,770
5. City of Santa Ana	1,424
6. KPC Healthcare	1,130
7. Superior Court of CA-County of Orange	742
8. Southern CA News Group	601
9. Abbott Medical Optics Inc.	600
10. Tenet Healthsystem Medical Group Inc.	N/A

Source: City of Santa Ana.

The following table lists the top ten employers in the City of Orange.

CITY OF ORANGE Principal Employers 2016

<u>Employer</u>	<u>Number of Employees</u>
1. St. Joseph Hospital of Orange	4,850
2. UCI Irvine Healthcare	4,000
3. CHOC Children's Hospital	2,900
4. Chapman University	1,235
5. Santiago Canyon College	913
6. CalOptima Health Plans	900
7. American Advisors Group (AAG)	800
8. City of Orange	800
9. Western Dental Services, Inc.	700
10. Orange County Transportation Authority	500

Source: City of Orange.

College District and Improvement District Investments

The Treasurer Tax Collector (the "Treasurer") of the County manages, in accordance with California Government Code Section 53600 *et seq.*, funds deposited with the Treasurer by County school and community college districts, various special districts, and some cities within the State. State law generally requires that all moneys of the County, school and community college districts and certain special districts be held in the County's Treasury Pool.

The composition and value of investments under management in the Treasury Pool vary from time to time depending on cash flow needs of the County and public agencies invested in the pool,

maturity or sale of investments, purchase of new securities, and due to fluctuations in interest rates generally.

Revenue Limits

California community college districts (other than Basic Aid districts, as described below) receive approximately 58% of their funds from the State, 39% from local sources, and 3% from federal sources. State funds include general apportionment, categorical funds, capital construction, the lottery, and other minor sources. Local funds include property taxes, student fees, and miscellaneous sources. Funds for fiscal years up to and including fiscal year 2005-06 were allocated to the colleges using a program-based model. The model used different factors to establish support levels for five different programs or functions: (1) Instruction and Instructional Administration; (2) Instructional Services; (3) Student Services; (4) Operation and Maintenance of Plants; and (5) Institutional Support. The program-based model was instituted in 1991, and replaced an older model based on enrollments. From and after fiscal year 2006-07, a revised model was and is used based on the adoption of Senate Bill 361 (“SB 361”). See “FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA – Major Revenues – *General*” herein. All State aid is subject to the appropriation of funds in the State’s annual budget. Decreases in State revenues may affect appropriations made by the legislature to the College District.

Funding of a district’s revenue limit is accomplished by a mix of (1) local property taxes and (2) State apportionments of basic aid and (3) student enrollment fees. Generally, the State apportionments amount to the difference between the college district’s revenue limit and its local property tax revenues and student enrollment fees.

Proposition 13 and its implementing legislation permit each county to levy and collect all property taxes (except for levies to support prior voter approved indebtedness), and prescribe how levies on county-wide property values were to be shared with local taxing entities within each county.

Taxes are levied for each fiscal year on taxable real and personal property which is situated in the County as of the preceding January 1. For assessment and collection purposes, property is classified either as “secured” or “unsecured,” and is listed accordingly on separate parts of the assessment roll. The “secured roll” is that part of the assessment roll containing State assessed property and real property having a tax secured by a lien which is sufficient, in the opinion of the assessor, to secure payment of the taxes. Other property is assessed on the “unsecured roll.”

Property taxes on the secured roll are due in two installments, on November 1 and February 1 of each fiscal year. If unpaid, such taxes become delinquent on December 10 and April 10, respectively, and a ten percent penalty attaches to any delinquent payment. In addition, property on the secured roll with respect to which taxes are delinquent is declared tax defaulted for non-payment on or about June 30 of the fiscal year and is subject to the power of sale five years from such date if delinquent taxes are not paid. Such property may thereafter be redeemed by payment of the delinquent taxes and the delinquency penalty, plus a redemption penalty of one and one-half percent per month to the time of redemption. If taxes are unpaid for a period of five years or more, the property is then subject to sale by the Treasurer. For additional details on property tax levies and collections, see “SECURITY AND SOURCES OF PAYMENT FOR THE BONDS – Assessed Valuations of the Improvement District” herein.

Expenditures

Funding of the above revenue limits is accomplished by a mix of local property taxes and State aid. Since the passage of Article XIII A of the California Constitution in 1978, property taxes received by the College District have been limited to the College District’s share of one percent of the full cash value

collected by the County. See “FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA – Constitutional Initiatives and Statutory Measures” herein.

As noted in the financial statements included and attached as APPENDIX C, the College District’s major expenditures each year are employee salaries and benefits.

Financial Statements of the College District

The College District’s General Fund finances the legally authorized activities of the College District. General Fund revenues are derived from such sources as State fund apportionments, taxes, use of money and property, and aid from other governmental agencies. Certain information from the College District’s financial statements follows. The College District’s audited financial statements for fiscal year 2015-16 are attached hereto as APPENDIX C.

The College District’s financial statements are prepared on a modified accrual basis of accounting in accordance with generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.

Funds and Account Groups used by the College District are categorized as follows:

- Governmental Funds
- General Fund
- Special Revenue Fund
- Debt Service Funds
- Internal Service Funds
- Fiduciary Funds
- Capital Projects Funds

The General Fund of the College District, as shown herein, is a combined fund comprised of moneys which are unrestricted and available to finance the legally authorized activities of the College District and restricted funds and moneys which are restricted to specific types of programs or purposes. General Fund revenues shown thereon are derived from such sources as taxes, aid from other government agencies, charges for current services and other revenue.

The financial statements included herein were prepared by the College District using information from the annual financial report which are prepared by the Director of Fiscal Services for the College District and audited by independent certified public accountants each year.

Budgets of College District

The fiscal year of the College District begins on the first day of July of each year and ends on the 30th day of June of the following year. On or before July 1 of each year the College District adopts a fiscal line-item budget setting forth expenditures in priority sequence so that appropriations during the fiscal year can be adjusted if revenues do not meet projections.

The College District is required by provisions of the California Education Code to maintain a balanced budget each year, where the sum of expenditures plus the ending fund balance cannot exceed the revenues plus the carry-over fund balance from the previous year. The Chancellor of California Community Colleges (the “Chancellor”) imposes a uniform budgeting format for each community college district in the State.

College District Finances

The following pages describe the College District's audited financial results for the fiscal years 2013-14 through 2016-17, as well as a comparison of the adopted general fund budget to audited actuals for fiscal years 2015-16 through 2016-17, and the general fund adopted budget for fiscal year 2017-18 [FY 16-17 data to be incorporated upon audit approval].

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT SCHEDULE OF REVENUES AND EXPENDITURES Fiscal Years 2013-14 through 2017-18 [TO BE UPDATED]

	Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17
OPERATING REVENUES				
Tuition and fees (gross)	\$27,043,638	\$28,865,720	\$28,652,585	
Less: Scholarship discounts and allowances	(14,236,394)	(14,934,698)	(14,613,331)	
Net tuition and fees	12,807,244	13,931,022	14,039,254	
Auxiliary Enterprise Sales and Charges				
Other Operating Revenues	660,070	662,398	782,543	
TOTAL OPERATING REVENUES	13,467,314	14,593,420	14,821,797	
OPERATING EXPENSES				
Salaries	108,770,693	112,841,769	118,339,127	
Employee benefits	38,183,492	41,415,996	46,701,520	
Supplies, materials, and other operating expenses and services	32,433,555	38,922,835	42,040,669	
Transfer to agency funds				
Student financial aid	25,274,924	25,782,791	26,363,864	
Equipment, maintenance, and repairs	5,560,262	7,279,951	7,990,065	
Utilities				
Depreciation	13,200,979	16,025,920	18,511,753	
TOTAL OPERATING EXPENSES	223,423,905	242,269,262	259,946,998	
OPERATING INCOME (LOSS)	(209,956,591)	(227,675,842)	(245,125,201)	
NON-OPERATING REVENUES (EXPENSES)				
State apportionments, non-capital	80,876,966	82,771,592	86,240,268	
Local property taxes, levied for general purposes	46,369,860	48,342,147	63,038,387	
Federal grants	36,998,312	36,977,535	34,961,432	
State grants	20,230,786	30,931,515	42,123,488	
State taxes and other revenues	6,017,684	7,499,045	23,301,212	
Investment income	553,164	849,043	1,654,221	
Interest expense on capital asset related debt	(17,730,517)	(19,302,272)	(17,652,039)	
Interest income on capital asset-related debt, net	37,726	58,811	119,317	
Transfer to fiduciary fund	(39,000)	(461,945)	(469,403)	
Transfer from fiduciary fund	-	2,500	125,000	
Loss on disposal of capital assets	(5,407)	(3,435)	(33,341)	
Other non-operating revenues	10,511,785	11,331,362	11,325,769	
TOTAL NON-OPERATING REVENUES (EXPENSES)	183,821,359	198,995,898	244,734,311	
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS AND LOSSES	(26,135,232)	(28,679,944)	(390,890)	
OTHER REVENUES, EXPENSES, GAINS AND LOSSES				
State apportionments, capital	861,256	4,029,468	3,456,437	
Interest and investment income, capital				
Local revenues, capital	20,522,882	25,835,510	28,160,244	
TOTAL OTHER REVENUES, EXPENSES, GAINS AND LOSSES	21,384,138	29,864,978	31,616,681	
CHANGE IN NET ASSETS	(4,751,094)	1,185,034	31,225,791	
NET ASSETS, BEGINNING OF YEAR				
NET ASSETS, BEGINNING OF YEAR, as restated	174,168,346	25,135,542	26,320,576	
NET ASSETS, END OF YEAR	\$169,417,252	\$26,320,576	\$57,546,367	

Source: The College District.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Comparison of Adopted General Fund Budgets for Fiscal Years 2015-16, 2016-17 and 2017-18, and
Audited Actuals for Fiscal Years 2015-16 and 2016-17

	2015-16 Adopted Budget	2015-16 Audited Actuals	2016-17 Adopted Budget	2016-17 Audited Actuals	2017-18 Adopted Budget
REVENUES:					
Federal	\$10,168,614	\$10,011,533	\$9,596,344	\$9,661,936	\$8,041,791
State	147,918,539	145,227,327	163,434,445	139,952,645	168,570,124
Local	73,477,848	78,388,680	78,114,737	87,703,884	90,008,886
TOTAL REVENUES	<u>231,570,002</u>	<u>233,627,540</u>	<u>251,145,526</u>	<u>237,318,465</u>	<u>266,620,801</u>
EXPENDITURES:					
Academic Salaries	73,116,252	72,230,609	80,044,766	77,942,591	78,673,939
Classified Salaries	42,582,731	40,931,940	45,999,874	43,543,560	47,646,275
Employee Benefits	48,017,283	51,283,848	56,893,306	54,932,006	63,416,065
Supplies and Materials	3,961,798	2,745,583	4,946,900	3,779,908	4,659,201
Other Operating Expenses & Services	56,924,271	29,325,701	63,498,934	38,118,017	69,563,038
Capital Outlay	5,503,596	7,307,308	6,921,344	10,277,177	6,578,523
TOTAL EXPENDITURES	<u>230,105,931</u>	<u>203,824,989</u>	<u>258,305,124</u>	<u>228,593,259</u>	<u>270,537,041</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,464,071	29,802,551	(7,159,598)	8,725,206	(3,916,240)
NET OTHER FINANCING SOURCES (USES)	5,000	8,449	5,000	148,482	5,000
OTHER OUTGO	4,112,433	17,971,925	3,141,279	10,530,209	2,710,216
CHANGE IN FUND BALANCE	(2,648,362)	11,839,075	(10,295,877)	(1,656,521)	(6,621,456)
BEGINNING FUND BALANCE JULY 1	\$28,701,945	\$28,701,945	\$40,451,020	\$40,541,020	\$38,884,499
ENDING FUND BALANCE JUNE 30	<u>\$26,053,583</u>	<u>\$40,541,020</u>	<u>\$30,245,143</u>	<u>\$38,884,499</u>	<u>\$32,263,043</u>

Source: The College District.

District Debt

The College District's general obligation indebtedness as of June 30, 2016, was \$400,595,381, which was approximately [___]% of its total 2015-16 assessed valuation. All additional series of bonds issued under and pursuant to a bond authorization for the issuance and sale of not more than \$337,000,000 of general obligation bonds approved by more than 55% of the voters of the College District voting at an election held on November 5, 2002 and any other authorization will be secured on a parity with each other, but not the Bonds.

Long-Term Obligations

The changes in the College District's long-term obligations during fiscal year 2015-16 consisted of the following:

	Balance Beginning of Year	Additions	Deductions	Balance End of Year	Due in One Year
Bonds and Notes Payable					
General Obligation bonds - 2002 election					
General Obligation - 2005, Series B	\$ 50,323,295	\$ 560,985	\$ 3,150,000	\$ 47,734,280	\$ 1,310,000
General Obligation - 2006, Series C	62,269,930	2,865,330	615,000	64,520,260	1,155,000
2005 General Obligation Refunding Bonds	47,690,000	-	2,865,000	44,825,000	5,670,000
2011 General Obligation Refunding Bonds	10,215,000		2,970,000	7,245,000	25,000
2012 General Obligation Refunding Bonds	60,325,000			60,325,000	-
2013 General Obligation Refunding Bonds	77,905,000			77,905,000	2,430,000
General Obligation bonds - 2012 election					
General Obligation - 2014 Series A	70,585,000		6,345,000	64,240,000	7,215,000
Unamortized bond premium	37,398,635		3,597,794	33,800,841	-
Total Bonds and Notes Payable	\$ 416,711,860	\$ 3,426,315	\$ 19,542,794	\$ 400,595,381	\$ 17,805,000
Other Liabilities					
Claims payable	\$ 400,000	-		\$ 400,000	-
Compensated absences	5,092,371	114,854		5,207,225	700,429
Load banking	4,382,074	-	442,818	3,939,256	
Other postemployment benefits (OPEB)	53,639,683	11,155,998	6,409,578	58,386,103	
Aggregate net pension obligation	119,539,466	23,599,923		143,139,389	
Total Other Liabilities	\$ 183,053,594	\$ 34,870,775	\$ 6,852,396	\$ 211,071,973	\$ 700,429
Total Long-Term Obligations	\$ 599,765,454	\$ 38,297,090	\$ 26,395,190	\$ 611,667,354	\$ 18,505,429

Source: The College District.

Operating Leases

The College District has entered into various operating leases for land, building, and equipment with lease terms in excess of one year. None of these agreements contain purchase options. As of June 30, 2016, future minimum lease payments under these agreements were as follows:

<u>Fiscal Year (Ending June 30)</u>	<u>Lease Payments</u>
2017	\$282,147
2018	137,310
2019	33,747
2020	15,622
2021	<u>2,465</u>
Total	<u>\$471,291</u>

Source: The College District.

The College District will receive no sublease rental revenues nor pay any contingent rentals for these leases.

Public Agency Retirement System

Plan Description

The Public Agency Retirement System (“PARS”) is a defined contribution plan qualifying under §401(a) and §501 of the Internal Revenue Code. PARS covers part-time, seasonal and temporary employees, and employees not covered by §3121(b)(7)(F) of the Internal Revenue Code. The benefit provisions and contribution requirements of plan members and the College District are established and may be amended by the PARS board of trustees.

Funding Policy

Contributions of 7.5 percent of covered compensation of eligible employees are made by the employer and employee. Total contributions, employer and employee combined, were made in the amount of \$735,211 during fiscal year 2016-17. The College District anticipates contributing \$131,057 in fiscal year 2017-18. The total amount of covered compensation was \$9,802,813 in fiscal year 2016-17. Total contributions made are 100 percent of the amount of contributions required for fiscal year 2016-17.

STRS and PERS

The College District participates in the State Teachers’ Retirement System (“STRS”). This plan basically covers all full-time certificated and some classified College District employees. The College District’s employer contribution to STRS was \$7,110,232 for fiscal year 2015-16, \$8,726,429 for fiscal year 2016-17, and is budgeted to be \$11,046,249 for fiscal year 2017-18.

The College District also participates in the State Public Employees’ Retirement System (“PERS”). This plan covers all classified personnel who are employed four or more hours per day. The College District’s employer contribution to PERS was \$4,684,270 for fiscal year 2015-16, \$5,868,146 for fiscal year 2016-17, and is budgeted to be \$7,319,363 for fiscal year 2017-18.

State Pension Trusts

The information set forth below regarding STRS and PERS has been obtained from publicly available sources and has not been independently verified by the College District, the Underwriter or the Financial Advisor, is not guaranteed as to the accuracy or completeness of the information and is not to be construed as a representation by the College District, the Underwriter or the Financial Advisor. Furthermore, the summary data below should not be read as current or definitive, as recent gains or losses on investments made by the retirement systems generally may have changed the unfunded actuarial accrued liabilities.

In recent years, the combined employer, employee and State contributions to STRS have not been sufficient to pay actuarially required amounts. As a result, and due to significant investments losses, the unfunded actuarial liability of STRS has increased significantly. The College District is unable to predict what the STRS program liabilities will be in the future.

In order to address STRS funding inadequacies, the 2014-15 State Budget set forth a plan of shared responsibility among the State, school districts and teachers to shore up STRS. The first year’s increased contributions from all three entities were approximately \$275 million. The contributions would increase in subsequent years, reaching more than \$5 billion annually. Governor Brown expects that this will eliminate the unfunded liability in approximately 30 years. The 2017-18 State Budget includes \$2.8 billion for state contributions to STRS, which reflects action by the STRS board to increase state contributions by 0.5 percent of teacher payroll.

**STATE OF CALIFORNIA
ACTUARIAL VALUE OF STATE RETIREMENT SYSTEMS**

<u>Name of Plan</u>	<u>Excess of Actuarial Value of Assets Over Actuarial Accrued Liabilities (Unfunded Actuarial Accrued Liability)</u>
Public Employees’ Retirement Fund Schools (CalPERS) ⁽¹⁾	\$16.5 billion ⁽²⁾
State Teachers’ Retirement Fund Defined Benefit Program (CalSTRS) ⁽⁴⁾	\$(96.728) billion ⁽³⁾

⁽¹⁾ As of June 30, 2015, the CalPERS provided pension benefits to 1,206,354 active and inactive program members and 613,340 retirees, beneficiaries, and survivors.

⁽²⁾ Figure as of June 30, 2015; schools portion only.

⁽³⁾ Figure as of June 30, 2016; schools portion only.

⁽⁴⁾ As of June 30, 2016, the CalSTRS Defined Benefit Program had approximately 626,260 active and inactive program members and 288,195 retirees and benefit recipients.

Source: CalPERS State and Schools Actuarial Valuation and STRS Defined Benefit Program Actuarial Valuation.

Assembly Bill 1469 (“AB 1469”), enacted in connection with the adoption of the 2014-15 State budget, is projected to fund the STRS Defined Benefit Program fully in 32 years through shared contribution increases among the program’s three contributors – STRS members, employers and the State. Defined Benefit Program contribution rate increases for all contributing parties will be incrementally phased-in over the next several years, with the first increases having taken effect July 1, 2014.

Employer contribution rates, including those of the College District, will increase through fiscal year 2020-21 as shown in the following table. Beginning fiscal year 2021-22, employer contribution rates

will be set each year by the STRS board to reflect the contribution required to eliminate unfunded liabilities by June 30, 2046.

<u>Effective Date</u>	<u>Prior Rate</u>	<u>AB 1469 Increases</u>	
		<u>Increase</u>	<u>Total</u>
July 1, 2015	8.25%	2.48%	10.73%
July 1, 2016	8.25	4.33	12.58
July 1, 2017	8.25	6.18	14.43
July 1, 2018	8.25	8.03	16.28
July 1, 2019	8.25	9.88	18.13
July 1, 2020	8.25	10.85	19.10

At its April 17, 2013 meeting, the PERS Board of Administration approved a recommendation to change the PERS amortization and smoothing policies. Prior to this change, PERS employed an amortization and smoothing policy which spread investment returns over a 15-year period with experience gains and losses paid for over a rolling 30-year period. After this change, PERS will employ an amortization and smoothing policy that will pay for all gains and losses over a fixed 30-year period with the increases or decreases in the rate spread directly over a 5-year period. The new amortization and smoothing policy was used for the first time in the June 30, 2014 actuarial valuations. These valuations were performed in early 2015 and set employer contribution rates for the fiscal year 2015-16. In February 2014, the PERS Board adopted new actuarial demographic assumptions that take into account public employees living longer and modified the asset allocation. The College District cannot predict how these changes will affect its contribution levels.

Both PERS and STRS are operated on a statewide basis and, based on available information, STRS and PERS both have unfunded liabilities. PERS may issue certain pension obligation bonds to reach funded status. (Additional funding of STRS by the State and the inclusion of adjustments to such State contributions based on consumer price changes were provided for in 1979 Statutes, Chapter 282.) The amounts of the pension/award benefit obligation (PERS) or actuarially accrued liability (STRS) will vary from time to time depending upon actuarial assumptions, rates of return on investments, salary scales, and levels of contribution. The assets and liabilities of the funds administered by PERS and STRS, as well as certain other retirement funds administered by the State, are included in the financial statements of the State for fiscal year 2013-14, as fiduciary funds. Both PERS and STRS have unfunded actuarial accrued liabilities in the tens of billions of dollars. The amount of unfunded actuarially accrued liability will vary from time to time depending upon actuarial assumptions, rates of return on investments, salary scales, and levels of contribution. Beginning in the 2014-15 fiscal year, the College District began reporting its proportional share of STRS and PERS pension liabilities to comply with new Governmental Accounting Standards Board (“GASB”) Statements No. 68 and No. 71, which require all governmental agencies to report their proportional shares of net pension liabilities.

STRS and PERS each issue separate comprehensive annual financial reports that include financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from www.calstrs.com or by written request mailed to STRS, P.O. Box 15275, Sacramento, California 95851-0275, and copies of the PERS annual financial report may be obtained from www.calpers.ca.gov or by written request mailed to the CalPERS Financial Services Division, P.O. Box 942703, Sacramento, California 94229-2703. The information presented in those reports is not incorporated by reference in this Official Statement.

The College District is unable to predict what the amount of liabilities will be in the future, or the amount of future contributions that the College District may be required to pay. See APPENDIX C — “AUDITED FINANCIAL STATEMENTS OF THE COLLEGE DISTRICT FOR FISCAL YEAR ENDED JUNE 30, 2016” for additional information concerning STRS and PERS contained in the notes to said financial statements.

Pension Reform Act of 2013 (Assembly Bill 340). On September 12, 2012, Governor Brown signed AB 340, a bill that will enact the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”) which amended various sections of the California Education and Government Codes. AB 340 (i) increases the retirement age for new State, school, and city and local agency employees depending on job function, (ii) caps the annual PERS and STRS pension benefit payouts, (iii) addresses abuses of the system, and (iv) requires State, school, and certain city and local agency employees to pay at least half of the costs of their PERS pension benefits. PEPRA will apply to all public employers except the University of California, charter cities and charter counties (except to the extent they contract with PERS.)

The provisions of AB 340 went into effect on January 1, 2013 with respect to new State, school, and city and local agency employees hired on that date and after; existing employees who are members of employee associations, including employee associations of the College District, will have a five-year window to negotiate compliance with AB 340 through collective bargaining. If no deal is reached by January 1, 2018, a city, public agency or school district could require employees to pay their half of the costs of PERS pension benefits, up to 8 percent of pay for civil workers and 11 percent or 12 percent for public safety workers.

PERS has predicted that the impact of AB 340 on employers, including the College District and other employers in the STRS system, and employees will vary, based on each employer’s current level of benefits. To the extent that the new formulas lower retirement benefits, employer contribution rates could decrease over time as current employees retire and employees subject to the new formulas make up a larger percentage of the workforce. This change would, in some circumstances, result in lower retirement benefits than employees currently earn. Additionally, PERS has noted that AB 340 changes may have an adverse impact on public sector recruitment in areas that have historically experienced recruitment challenges due to higher pay for similar jobs in the private sector.

With respect to STRS, for employees hired after January 1, 2013, future members will pay the greater of either (1) at least 50 percent of the cost of their retirement plan, rounded to the nearest one-quarter percent, or (2) the contribution rate paid by current members. The member contribution rate could be increased from this level through collective bargaining or may be adjusted based on other factors. Public employers will pay at least the normal cost rate, after subtracting the member’s contribution. The College District is unable to predict the amount of future contributions it will make to STRS as a result of the implementation of AB 340 (being its future contributions for the normal costs of new employees), and as a result of negotiations with its employee associations, or, notwithstanding the adoption of AB 340, resulting from any legislative changes regarding STRS employer contributions that may be adopted in the future.

More information about AB 340 can be accessed through the PERS’s web site at www.calpers.ca.gov and through the STRS website at www.calstrs.com. The references to these internet websites are shown for reference and convenience only; the information contained within the websites may not be current and has not been reviewed by the College District and is not incorporated herein by reference.

GASB Statement Nos. 67 and 68. On June 25, 2012, the GASB approved two new standards with respect to pension accounting and financial reporting standards for state and local governments and pension plans. The new Statement No. 67, Financial Reporting for Pension Plans (“GASB 67”), revised existing guidance for the financial reports of most pension plans. The new Statement No. 68, Accounting and Financial Reporting for Pensions (“GASB 68”), revised and established new financial reporting requirements for most governments that provide their employees with pension benefits. Major changes include: (i) the inclusion of unfunded pension liabilities on the government’s balance sheet (such unfunded liabilities were previously typically included as notes to the government’s financial statements); (ii) more components of full pension costs being shown as expenses regardless of actual contribution levels; (iii) lower actuarial discount rates being required to be used for most plans for certain purposes of the financial statements, resulting in increased liabilities and pension expenses; and (iv) shorter amortization periods for unfunded liabilities being required to be used for certain purposes of the financial statements, which generally would increase expenses; and (v) the difference between expected and actual investment returns being recognized over a closed five-year smoothing period. GASB 67 became effective beginning in fiscal year 2013-14, and GASB 68 became effective beginning in fiscal year 2014-15. See APPENDIX C — “AUDITED FINANCIAL STATEMENTS OF THE COLLEGE DISTRICT FOR FISCAL YEAR ENDED JUNE 30, 2016.”

Other Post-Employment Benefits

In June 2004, the GASB pronounced Statement No. 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. The pronouncement requires public agency employers providing healthcare benefits to retirees to recognize and account for the costs for providing these benefits on an accrual basis and provide footnote disclosure on the progress toward funding the benefits. The implementation date for this pronouncement was staggered in three phases based upon the entity’s annual revenues, similar to the implementation for GASB Statement No. 34 and 35. GASB Statement No. 45 (“GASB 45”) became effective for the College District for fiscal year 2008-09.

Plan Description. The College District currently provides retiree and dependent medical coverage to eligible academic and classified employees. Persons retiring with more than ten years but less than fifteen years of service are eligible to receive medical benefits on a self-pay basis. A person retiring with fifteen years or more service is eligible to receive medical benefits up to \$31,773 for fiscal year 2016-17. Currently, 454 employees meet those eligibility requirements.

For employees whose first paid date of contract services is on or after May 31, 1986 and who subsequently qualify for the foregoing fifteen (15) year retiree service benefit, the College District will pay its portion of the insurance premium until the retiree reaches age 70. After age 70, such retirees may continue coverage at their own expense.

Retirees’ coverage ends the date the plan terminates or the date the retiree terminates coverage. In the instance of self-paid and partial paid retiree benefits, the coverage will be terminated when payment is 45 days past due. Dependent coverage terminates the date he/she ceases to be a dependent.

Funding Policy. The College District currently finances benefits on a pay-as-you-go basis for health premiums. The College District contributes 100% of the cost of the current year premiums for eligible retired plan members and their spouses as applicable. For fiscal year 2015-16, the College District contributed \$11,722,578, consisting of \$6,409,577 for premiums and \$5,313,001 to set aside for future liability. For fiscal year 2016-17, the College District contributed \$11,722,578, consisting of \$6,754,645 for premiums and \$4,967,933 to set aside for future liability. The College District has

budgeted a contribution of \$7,114,604 for fiscal year 2017-18 for health premiums. In addition, the College District has budgeted a contribution of \$4,607,974 in 2017-18 toward future liability.

The College District has transferred \$53,962,281 (cash balance as of June 30, 2017) to a special reserve fund to fund its outstanding liability with respect to its post-employment benefits. This fund has not been irrevocably pledged towards the College District’s liability, however, and may be accessed by the College District upon Board action.

Actuarial Report. The College District has received a study by Total Compensation, Inc. dated July 7, 2016, with respect to its liability in connection with such post-employment health care benefits. The study concluded that the actuarial accrued liability (“AAL”) as of February 1, 2016, was \$129,629,001, and that the annual required contribution (the “ARC”) necessary to fund such benefits for February 1, 2016, was \$11,722,578. The ARC is composed of the value of future benefits earned by current employees during each fiscal year (the “Normal Cost”), and the amount necessary to amortize the AAL. Collectively, the ARC is the amount that would be necessary to fund both the Normal Cost and the AAL in accordance with the Governmental Accounting Standards Board Statements Nos. 43 and 45.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Post-Employment Benefits**

<u>Date of Actuarial Study/Update</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Discount Rate Used to Calculate Annual Cost to Amortize UAAL</u>	<u>Annual Required Contribution</u>
July 7, 2016	\$29,839,588	4.5% ⁽¹⁾	\$11,722,578

⁽¹⁾ Initial Contribution.

FUNDING OF COMMUNITY COLLEGE DISTRICTS IN CALIFORNIA

Major Revenues

General. On September 29, 2006, the Governor signed into law Senate Bill No. 361 (“SB 361”) which established the formulas for allocating general-purpose apportionments to California community college districts beginning fiscal year 2006-07. SB 361 required the Board of Governors of the California Community Colleges (the “Board of Governors”) to develop criteria and standards in accordance with prescribed Statewide minimum requirements. In establishing these minimum requirements, the Board of Governors was required to acknowledge community college districts’ need to receive an annual allocation based on the number of colleges and comprehensive centers in each respective district, plus funding based on the number of credit and noncredit FTES in each district.

SB 361 specified that, commencing with the 2006-07 fiscal year, the marginal amount of credit revenue allocated per credit FTES would not be less than \$4,367, noncredit instruction would be funded at a uniform rate of \$2,626 per FTES, and career development and college preparation would be funded at a rate of \$3,092 per FTES, each subject to cost of living adjustments in the budget act in subsequent fiscal years.

The major local revenue source is local property taxes that are collected from within district boundaries. Student enrollment fees from the local community college district generally account for the remainder of local revenues for the district. Property taxes and student enrollment fees are applied towards fulfilling the district’s financial needs. State aid is subject to the appropriation of funds in the State’s annual budget. Decreases in State revenues may affect appropriations made by the State

Legislature to the districts. The sum of the property taxes, student enrollment fees, and State aid generally comprise a district's revenue limit. See "SECURITY AND SOURCES OF PAYMENT FOR THE BONDS – Assessed Valuation – Constitutional and Statutory Initiatives" in the forepart of this Official Statement for additional information regarding Article XIII A of the State Constitution, assessed valuations and *ad valorem* property taxes.

A small part of each community college district's budget is from local sources other than property taxes and student enrollment fees, such as interest income, donations and sales of property. Every community college district receives the same amount of lottery funds per pupil from the State. The initiative authorizing the lottery does require the funds to be used for instructional materials, and prohibits their use for capital purposes.

Budget Procedures. On or before September 15 of each calendar year, the respective board of trustees for each community college district is required under Section 58305 of the California Code of Regulations, Title V, to adopt a balanced budget. Each September, every State agency, including the Chancellor's Office of the California Community Colleges (the "Chancellor's Office"), submits to the Department of Finance ("DOF") proposals for changes in the State budget. These proposals are submitted in the form of Budget Change Proposals ("BCPs"), involving analyses of needs, proposed solutions and expected outcomes. Thereafter, the DOF makes recommendations to the Governor, and by January 10 a proposed State budget is presented by the Governor to the State Legislature. The Governor's proposed State budget is then analyzed and discussed in committees, and hearings begin in the State Assembly and Senate. In May, based on the debate, analysis and changes in the economic forecasts, the Governor issues a revised budget with changes he or she supports. The law requires the State Legislature to submit its approved budget by June 15. State law requires the Governor to announce his or her line item reductions and sign the State budget by June 30.

In response to growing concern for accountability the statewide Board of Governors and the Chancellor's Office have, through enabling legislation (AB 2910, Chapter 1486, Statutes of 1986), established expectations for sound district fiscal management and a process for monitoring and evaluating the financial condition to ensure the financial health of California's community college districts. In accordance with statutory and regulatory provisions, the Chancellor has been given the responsibility to identify districts at risk and, when necessary, the authority to intervene to bring about improvement in their financial condition. To stabilize a district's financial condition, the Chancellor may, as a last resort, seek an appropriation for an emergency apportionment.

The monitoring and evaluation process is designed to provide early detection and amelioration that will stabilize the financial condition of the district before an emergency apportionment is necessary. This is accomplished by (1) assessing the financial condition of districts through the use of various information sources, and (2) taking appropriate and timely follow-up action to bring about improvement in a district's financial condition, as needed. A variety of instruments and sources of information are used to provide a composite of each district's financial condition, including quarterly financial status reports, annual financial and budget reports, attendance reports, annual district audit reports, district input and other financial records. In assessing each district's financial condition, the Chancellor will pay special attention to each district's general fund balance, spending pattern, and FTES patterns. Those districts with greater financial difficulty will receive follow-up visits from the Chancellor's Office where financial solutions to the district's problems will be addressed and implemented.

Proposition 98

General. In 1988, California voters approved Proposition 98, a combined initiative, constitutional amendment and statute called the "Classroom Instructional Improvement and

Accountability Act” (“Proposition 98”). Proposition 98 changed State funding of public education below the university level, and the operation of the State’s Appropriations Limit, primarily by guaranteeing State funding for K-12 school districts and community college districts (collectively, “K-14”).

Under Proposition 98 (as modified by Proposition 111, which was enacted on June 5, 1990), K-14 districts are guaranteed the greater of (a) in general, a fixed percent of the State’s General Fund revenues (“Test 1”), (b) the amount appropriated to K-14 schools in the prior year, adjusted for changes in the cost-of-living (measured as in Article XIII B by reference to State per capita personal income) and enrollment (“Test 2”), or (c) a third test, which would replace Test 2 in any year when the percentage growth in per capita State General Fund revenues from the prior year plus one-half of one percent is less than the percentage growth in State per capita personal income (“Test 3”). Under Test 3, schools would receive the amount appropriated in the prior year adjusted for changes in enrollment and per capita State General Fund revenues, plus an additional small adjustment factor. If Test 3 is used in any year, the difference between Test 3 and Test 2 would become a “credit” to schools which would be the basis of payments in future years when per capita State General Fund revenue growth exceeds per capita personal income growth. Legislation adopted prior to the end of the 1988-89 fiscal year, implementing Proposition 98, determined the K-14 districts’ funding guarantee under Test 1 to be 40.3% of the State General Fund tax revenues, based on 1986-87 appropriations. However, that percentage has been adjusted to 35% to account for a subsequent redirection of local property taxes whereby a greater proportion of education funding now comes from local property taxes.

Proposition 98 permits the State Legislature by a two-thirds vote of both houses, with the Governor’s concurrence, to suspend the K-14 districts’ minimum funding formula for a one-year period. In 1989, the State Legislature and the Governor last utilized this provision to avoid having 40.3% of revenues generated by a special supplemental sales tax enacted for earthquake relief go to K-14 districts. Proposition 98 also contains provisions transferring certain State tax revenues in excess of the Article XIII B limit to K-14 districts.

Application of Proposition 98. The application of Proposition 98 and other statutory regulations has become increasingly difficult to predict accurately in recent years. One major reason is that Proposition 98 minimum funding levels under Test 1 and Test 2 are dependent on State General Fund revenues. In past fiscal years, the State made actual allocations to K-14 districts based on an assumption of State General Fund revenues at a level above that which was ultimately realized. In such years, the State has considered the amounts appropriated above the minimum as a loan to K-14 districts, and has deducted the value of these loans from future years’ estimated Proposition 98 minimum funding levels. The State determined that there were loans to K-14 districts of \$1.3 billion during fiscal year 1990-91, \$1.1 billion during fiscal year 1991-92, \$1.3 billion during fiscal year 1992-93 and \$787 million during fiscal year 1993-94. These loans have been combined with the K-14 1992-93 loans into one loan totaling \$1.760 billion. The State proposed that repayment of this loan would be from future years’ Proposition 98 entitlements, and would be conditioned on maintaining current funding levels per pupil for K-12 schools.

State Assistance

The principal funding formulas and revenue sources for school and community college districts are derived from the budget of the State. **The following information concerning the State’s budgets has been obtained from publicly available information which the College District believes to be reliable; however, the State has not entered into any contractual commitment with the College District, the County, the Underwriter, Bond Counsel, Disclosure Counsel, nor the owners of the Bonds to provide State budget information to the College District or the owners of the Bonds. Although they believe the State sources of information listed above are reliable, neither the College**

District, the County, Bond Counsel, Disclosure Counsel nor the Underwriter assumes any responsibility for the accuracy of the State budget information set forth or referred to herein or incorporated by reference herein. Additional information regarding State budgets is available at various State-maintained websites including www.dof.ca.gov. This website is not incorporated herein by reference and neither the College District nor the Underwriter makes any representation as to the accuracy of the information provided therein.

2017-18 State Budget. On June 27, 2017, the Governor signed the fiscal year 2017-18 State Budget Act (the “2017-18 State Budget”). The 2017-18 State Budget includes general fund revenues in the amount \$118.5 billion for fiscal year 2016-17 and \$125.9 billion in fiscal year 2017-18. State general fund expenditures are \$121.4 billion for fiscal year 2016-17 and \$125 billion for fiscal year 2017-18. The 2017-18 State Budget includes a reserve balance of approximately \$9.9 billion, comprised of an approximate balance of \$1.4 billion in the Special Fund for Economic Uncertainties (the “SFEU”) and an approximate balance of \$8.5 billion in the Budget Stabilization Account (the “BSA”).

The 2017-18 State Budget focuses on continued contributions to the BSA, paying down accumulated debts and liabilities, and maintaining fiscal prudence. Additionally, it focuses state spending activities on investing in education, counteracting the effects of poverty and improving the state’s streets, roads and transportation infrastructure. Further, the 2017-18 State Budget reflects an investment in several college readiness initiatives, affordability initiatives, technology, support for student success, and other efforts for community colleges and the state’s universities. Funding for K-14 schools is expected to grow to \$74.5 billion in fiscal year 2017-18, which reflects a \$2.6 billion increase from fiscal year 2016-17. Further, the 2017-18 State Budget increases General Fund contributions to the Cal Grant Program by \$12.9 million to address the first increase in the state’s higher education tuition in six years. The 2017-18 State Budget includes total funding of \$32.5 billion for higher education.

The 2017-18 State Budget includes Proposition 98 funding of \$74.5 billion, representing an increase of \$2.6 billion beyond the fiscal year 2016-17 State Budget. When combined with revenue changes attributable to the 2015-16 and 2016-17 fiscal years, as well as other one-time savings and adjustments, the 2017-18 State Budget provides a \$3.3 billion increased investment in K-14 education. Major adjustments made to education funding in the 2017-18 State Budget include the following:

- Apportionment Adjustments:
 - An increase of \$183.6 million Proposition 98 General Fund to support increased community college operating expenses in areas such as employee benefits, facilities, professional development, converting faculty from part-time to full-time, and other general expenses.
 - An increase of \$97.6 million Proposition 98 General Fund for a 1.56% cost of living adjustment.
 - An increase of \$76 million Proposition 98 General Fund to reflect the amounts earned back by community college districts that declined in enrollment during the previous three years.
 - An increase of \$57.8 million Proposition 98 General Fund for enrollment growth of 1%.
 - A decrease of \$33 million Proposition 98 General Fund to reflect unused growth provided in 2015-16.
- Guided Pathways Grant Program: An increase of \$150 million one-time Proposition 98 General Fund and settle-up for grants to community colleges to develop an integrated, institution-wide approach to student success.

- Chancellor’s Office State Operations: \$618,000 General Fund and \$458,000 in reimbursement authority, for six new positions and funding for a second Deputy Chancellor, to support the Chancellor’s priorities to provide greater leadership and technical assistance to community colleges and improve student outcomes.
- Financial Aid:
 - An increase of \$50 million Proposition 98 General Fund to provide financial aid to community college students.
 - An increase of \$25 million Proposition 98 General Fund for the Community College Completion Grant to provide grants of up to \$2,000, to students who meet specified criteria.
 - An increase of \$25 million Proposition 98 General Fund to the Full-Time Student Success Grant.
- Innovation Awards: An increase of \$20 million one-time Proposition 98 General Fund to provide funding for the development and implementation of innovative practices.
- Compton Community College: An increase of \$11.3 million one-time Proposition 98 General Fund to the Compton Community College District for the transition of Compton Community College from a learning center back to a community college.
- Services for Veterans: An increase of \$10 million Proposition 98 General Fund (of which \$5 million is one-time) to develop and enhance veterans’ resource centers. Additionally, a one-time increase of \$2 million for allocation to Norco College to expand the capacity of its student veterans’ service center and establish articulation agreements, policies, and processes related to awarding course credit for prior military service.
- Online Education Initiative: An increase of \$10 million Proposition 98 General Fund to provide system-wide access to the Initiative’s learning management system.
- Integrated Library System: An increase of \$6 million one-time Proposition 98 General Fund to facilitate the development of an integrated library system that, once operational, will allow California community college students access to a cloud-based library system.
- Deferred Maintenance: An increase of \$76.9 million one-time Proposition 98 General Fund for deferred maintenance, instructional equipment, and specified water conservation projects.
- Community College Facilities: A total of \$16.9 million Proposition 51 bond funds for initial design activities for 15 community college facilities projects.

The College District cannot predict how State income or State education funding will vary over the term of the Bonds, and the College District takes no responsibility for informing owners of the Bonds as to actions the State Legislature or Governor may take affecting the current year’s budget after its adoption. Information about the State budget and State spending for education is regularly available at various State-maintained websites. The complete text of proposed and adopted budgets may be found at the website of the Department of Finance, www.dof.ca.gov, under the heading “California Budget” or www.ebudget.ca.gov. An impartial analysis of the budget is posted by the Office of the Legislative Analyst at www.lao.ca.gov. In addition, various State official statements, many of which contain a summary of the current and past State budgets and the impact of those budgets on school districts in the State, may be found at the website of the State Treasurer, www.treasurer.ca.gov. The information referred to is prepared by the respective State agency maintaining each website and not by the College District, and the College District can take no responsibility for the continued accuracy of these internet addresses or for the accuracy, completeness or timeliness of information posted there, and such information is not incorporated herein by these references.

Prohibitions on Diverting Local Revenues for State Purposes. Beginning in 1992-93, the State satisfied a portion of its Proposition 98 obligations by shifting part of the property tax revenues otherwise belonging to cities, counties, special districts, and redevelopment agencies, to school and college districts

through a local Educational Revenue Augmentation Fund (“ERAF”) in each county. Local agencies, objecting to invasions of their local revenues by the State, sponsored a statewide ballot initiative intended to eliminate the practice. In response, the State Legislature proposed an amendment to the State Constitution, which the State’s voters approved as Proposition 1A at the November 2004 election. Proposition 1A was generally superseded by the passage of an initiative supporting another constitutional amendment at the November 2010 election, known as “Proposition 22.”

The effect of Proposition 22 is to prohibit the State, even during a period of severe fiscal hardship, from delaying the distribution of tax revenues for transportation, redevelopment, or local government projects and services. It prevents the State from redirecting redevelopment agency property tax increment to any other local government, including school districts, or from temporarily shifting property taxes from cities, counties and special districts to schools, as in the ERAF program. This is intended to, among other things, stabilize local government revenue sources by restricting the State’s control over local property taxes. One effect of Proposition 22 will be to deprive the State of fuel tax revenues to pay debt service on most State bonds for transportation projects, reducing the amount of State General Fund resources available for other purposes, including education.

Prior to the passage of Proposition 22, the State invoked Proposition 1A to divert \$1.935 billion in local property tax revenues in fiscal year 2009-10 from cities, counties, and special districts to the State to offset State General Fund spending for education and other programs, and included another diversion in the adopted fiscal year 2009-10 State budget of \$1.7 billion in local property tax revenues from local redevelopment agencies. Redevelopment agencies, through the California Redevelopment Association (“CRA”) are actively engaged in litigation to block the transfer of payments and recoup certain payments already made under certain legislation passed in July 2009 that is beyond the reach of Proposition 22, known as “ABX4 26.” Because Proposition 22 reduces the State’s authority to use or reallocate certain revenue sources, fees and taxes for State General Fund purposes, the State will have to take other actions to balance its budget, such as reducing State spending or increasing State taxes, and school and college districts that receive Proposition 98 or other funding from the State will be more directly dependent upon the State General Fund.

On December 30, 2011, the California Supreme Court issued its decision in the case of *California Redevelopment Association v. Matosantos*, finding ABx1 26, a trailer bill to the 2011-12 State Budget, to be constitutional. As a result, all redevelopment agencies in California were dissolved as of February 1, 2012, and all net tax increment revenues, after payment of redevelopment bonds debt service and administrative costs, will be distributed to cities, counties, special districts and K-14 school districts. The Court also found that ABx1 27, a companion bill to ABx1 26, violated the California Constitution, as amended by Proposition 22. ABx1 27 would have permitted redevelopment agencies to continue operations provided their establishing cities or counties agreed to make specified payments to K-14 school districts and county offices of education, totaling \$1.7 billion statewide. The College District is unable to predict what affect the implementation of ABx1 26 will have on the College District’s future receipt of tax increment revenues.

Proposition 1A

Proposition 1A (“Proposition 1A”), proposed by the State Legislature in connection with the 2004-05 Budget Act and approved by the voters in November 2004, provides that the State may not reduce any local sales tax rate, limit existing local government authority to levy a sales tax rate or change the allocation of local sales tax revenues, subject to certain exceptions. See “CONSTITUTIONAL INITIATIVES AND STATUTORY MEASURES - *Proposition 1A*” below for more information.

Final State Budgets

Under State law, the State Legislature is required to adopt its budget by June 15 of each year for the upcoming fiscal year, with approval by the Governor to occur on June 30. The State Legislature failed to pass a State budget for fiscal year 2008-09 until September 23, 2008. Accordingly, many State payments were held until the 2008-09 State budget was adopted, including those scheduled to be made to school and community college districts under Proposition 98 and receipt of State categorical funds by the College District was delayed until the State budget was in fact adopted. The events leading to the inability of the State Legislature to pass a budget in a timely fashion are not unique, and the College District cannot predict what circumstances may cause a similar failure in future years. In each year where the State budget lags adoption of the College District's budget, it will be necessary for the College District's staff to review the consequences of the changes, if any, at the State level from the proposals in the May Revision for that year, and determine whether the College District's budget will have to be revised.

The State has in past years experienced budgetary difficulties and has balanced its budget by requiring local political subdivisions to fund certain costs theretofore borne by the State. Further State actions taken to address its budgetary difficulties could have the effect of reducing the College District's support indirectly, and the College District is unable to predict the nature, extent or effect of such reductions.

The College District cannot predict whether the State will continue to encounter budgetary difficulties in future fiscal years. The College District also cannot predict the impact future State Budgets will have on the College District's finances and operations or what actions the State Legislature and the Governor may take to respond to changing State revenues and expenditures. Current and future State Budgets will be affected by national and State economic conditions and other factors which the College District cannot control.

In addition, the College District cannot predict the effect that the general economic conditions within the State and the State's budgetary problems may have in the future on the College District budget or operations.

CONSTITUTIONAL INITIATIVES AND STATUTORY MEASURES

Article XIII A of the California Constitution. On June 16, 1978, California voters approved Proposition 13, which added Article XIII A to the California Constitution ("Article XIII A"). See "SECURITY AND SOURCES OF PAYMENT FOR THE BONDS – Assessed Valuation – Constitutional and Statutory Initiatives" in the forepart of this Official Statement for additional information regarding Article XIII A.

Proposition 26. On November 2, 2010, California voters approved Proposition 26 as an amendment to Section 3 of Article XIII A (and Section 1 of Article XIII C) of the State Constitution that requires a two-thirds vote in the State Legislature to pass certain State fees, levies, charges and tax revenue allocations that under the State's previous rules could be enacted by a simple majority vote. Certain local fees must also be approved by two-thirds of voters. Proposition 26 expanded the scope and definition of a State or local tax to include many payments previously considered to be fees or charges, so that more proposals would require approval by two-thirds of the State Legislature or by local voters.

Article XIII B of the California Constitution. Under Article XIII B of the California State Constitution state and local government entities have an annual "appropriations limit" and are not permitted to spend certain moneys which are called "appropriations subject to limitation" (consisting of

tax revenues, state subventions and certain other funds) in an amount higher than the “appropriations limit.” Article XIII B does not affect the appropriations of moneys which are excluded from the definition of “appropriations subject to limitation,” including debt service on indebtedness existing or authorized as of January 1, 1979, or bonded indebtedness subsequently approved by the voters. In general terms, the “appropriations limit” is to be based on certain 1978-79 expenditures, and is to be adjusted annually to reflect changes in consumer prices, populations, and services provided by these entities. Among other provisions of Article XIII B, if these entities’ revenues in any year exceed the amounts permitted to be spent, the excess would have to be returned by revising tax rates or fee schedules over the subsequent two years. The College District’s fiscal year 2017-18 appropriations limit is \$264,469.343.

Unitary Property. AB 454 (Chapter 921, Statutes of 1986) provides that revenues derived from most utility property assessed by the State Board of Equalization (“Unitary Property”), commencing with the 1988-89 fiscal year, will be allocated as follows: (1) each jurisdiction will receive up to 102% of its prior year State-assessed revenue; and (2) if county-wide revenues generated from Unitary Property are less than the previous year’s revenues or greater than 102% of the previous year’s revenues, each jurisdiction will share the burden of the shortfall or excess revenues by a specified formula. This provision applies to all Unitary Property except railroads, whose valuation will continue to be allocated to individual tax rate areas.

The provisions of AB 454 do not constitute an elimination of the assessment of any State-assessed properties nor a revision of the methods of assessing utilities by the State Board of Equalization. Generally, AB 454 allows valuation growth or decline of Unitary Property to be shared by all jurisdictions in a county.

California Lottery. In the November 1984 general election, the voters of the State approved a constitutional amendment establishing a California State Lottery (the “State Lottery”), the net revenues (revenues less expenses and prizes) of which shall be used to supplement other moneys allocated to public education. The legislation further requires that the funds shall be used for the education of pupils and students and cannot be used for the acquisition of real property, the construction of facilities or the financing of research.

Allocation of State Lottery net revenues is based upon the average daily attendance or full-time equivalent students at each school and community college district; however, the exact allocation formula may vary from year to year. At this time, the amount of additional revenues that may be generated by the State Lottery in any given year cannot be predicted.

Proposition 46. On June 3, 1986, California voters approved Proposition 46, which added an additional exemption to the 1% tax limitation imposed by Article XIII A. Under this amendment to Article XIII A, local governments and school and community college districts may increase the property tax rate above 1% for the period necessary to retire new, general obligation bonds, if two-thirds of those voting in a local election approve the issuance of such bonds and the money raised through the sale of the bonds is used exclusively to purchase or improve real property.

Proposition 39. On November 7, 2000, California voters approved Proposition 39, called the “Smaller Classes, Safer Schools and Financial Accountability Act” (the “Smaller Classes Act”) which amends Section 1 of Article XIII A, Section 18 of Article XVI of the California Constitution and Section 47614 of the California Education Code and allows an alternative means of seeking voter approval for bonded indebtedness by 55 percent of the vote, rather than the two-thirds majority required under Section 18 of Article XVI of the Constitution. The 55 percent voter requirement applies only if the bond measure submitted to the voters includes, among other items: (1) a restriction that the proceeds of the bonds may be used for “the construction, reconstruction, rehabilitation, or replacement of school

facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities,” (2) a list of projects to be funded and a certification that the school district board has evaluated “safety, class size reduction, and information technology needs in developing that list” and (3) that annual, independent performance and financial audits will be conducted regarding the expenditure and use of the bond proceeds.

Section 1(b)(3) of Article XIII A has been added to exempt the one percent *ad valorem* tax limitation that Section 1(a) of Article XIII A of the Constitution levies, to pay bonds approved by 55 percent of the voters voting on the measure, subject to the restrictions explained above.

The State Legislature enacted AB 1908, Chapter 44, which became effective upon passage of Proposition 39 and amends various sections of the Education Code. Under amendments to Section 15268 and 15270 of the Education Code, the following limits on *ad valorem* taxes apply in any single election: (1) for a school district, indebtedness shall not exceed \$30 per \$100,000 of taxable property, (2) for a unified school district, indebtedness shall not exceed \$60 per \$100,000 of taxable property, and (3) for a community college district, indebtedness shall not exceed \$25 per \$100,000 of taxable property. Finally, AB 1908 requires that a citizens’ oversight committee must be appointed who will review the use of the bond funds and inform the public about their proper usage.

Proposition 30. The passage of the Governor’s November Tax Initiative (“Proposition 30”) on November 6, 2012, resulted in an increase in the State sales tax by a quarter-cent for four years and, for seven years, and raises taxes on individuals after their first \$250,000 in income and on couples after their first \$500,000 in earnings. These increased tax rates affect approximately one percent of California personal income tax filers and will be in effect until the conclusion of the 2018 tax year. The State Office of Legislative Analyst (the “LAO”) estimates that, as a result of Proposition 30, additional state tax revenues of about \$6 billion annually from fiscal years 2012-13 through 2016-17 will be received by the State with lesser amounts of additional revenue available in fiscal years 2017-18, and 2018-19. Proposition 30 also places into the State Constitution certain requirements related to the transfer of certain State program responsibilities to local governments, mostly counties, including incarcerating certain adult offenders, supervising parolees, and providing substance abuse treatment services.

Proposition 30 will also provide additional tax revenues aimed at balancing the State’s budget through fiscal year 2018-19, providing several billion dollars annually through fiscal year 2018-19 available for purposes including funding existing State programs, ending K-14 education payment delays, and paying other State debts. Future actions of the State Legislature and the Governor will determine the use of these funds. According to the LAO, revenues raised by Proposition 30 could be subject to multibillion-dollar swings, above or below the revenues projections, due to the majority of the additional revenue coming from the personal income tax rate increases on upper-income taxpayers. These fluctuations in incomes of upper-income taxpayers will impact potential State revenue and could complicate State budgeting in future years. After the tax increases expire, the loss of the associated tax revenues could create additional budget pressure in subsequent years.

On November 8, 2016, voters approved the California Children’s Education and Health Care Protection Act of 2016, also known as Proposition 55 (“Proposition 55”), which extends the temporary tax increases created by Proposition 30 from the 2016 tax year through the 2030 tax year. The College District cannot predict the effect the loss of the revenues generated from such temporary tax increases will have on total State revenues and the effect on the Proposition 98 formula for funding schools.

Proposition 51. At the November 8, 2016 Election, voters in the State approved the California Public School Facility Bonds Initiative, (“Proposition 51”). Proposition 51 authorizes the sale and issuance of \$9 billion in general obligation bonds to fund the construction and modernization of school facilities for both community colleges and K-12 schools within the state.

Specifically, the \$9 billion will be stored between a State School Facilities Fund and a California Community College Capital Outlay Bond Fund. The funds can then be used to allocate bond revenue in the following manner:

- \$3 billion for construction of new K-12 school district facilities;
- Another \$3 billion for the modernization of K-12 public school sites, which includes repairs to outdated facilities to increase earthquake and fire safety, removing asbestos, technology upgrades and other health and safety improvements;
- \$500 million for various charter school facilities;
- \$500 million for career technical education facilities;
- \$2 billion for California community college facility construction and modernization.

The State issues general obligation bonds for facility projects. Typically, K-12 schools can submit proposals for such projects to the State Office of Public School Construction for both modernization and new construction. If the project is approved, the school district will receive State grant funding and in turn the school district must contribute local funding to such projects. If sufficient local funding is unavailable, the school district may potentially receive the full project cost via State grant funding. Career technical education and charter school facilities face a similar approval process. Community college districts, on the other hand, must submit requests for facility projects to the Chancellor of the community college system. Selected projects are eventually approved and funded as part of the annual State budget. A scoring system is used to determine the State and local contributions for these community college sites.

The impact that Proposition 51 will have on school district behavior is unclear. Some school districts may spend less local funds given the greater support of state funding. However, school districts may decide to spend more local funds by proposing an increased number of facility projects with the knowledge that additional state funding could be available. It is also possible that school districts make no changes to their number of proposals for construction and modernization projects.

Currently, the College District has been approved for funding under Proposition 51 for its \$40.9 million Russell Hall Replacement Project.

Article XIIC and XIID of the California Constitution. On November 5, 1996, an initiative to amend the California Constitution known as the “Right to Vote on Taxes Act” (“Proposition 218”) was approved by a majority of California voters. Proposition 218 added Articles XIIC and XIID to the State Constitution and requires majority voter approval for the imposition, extension or increase of general taxes and 2/3 voter approval for the imposition, extension or increase of special taxes by a local government, which is defined in Proposition 218 to include counties. Proposition 218 also provides that any general tax imposed, extended or increased without voter approval by any local government on or after January 1, 1995, and prior to November 6, 1996 shall continue to be imposed only if approved by a majority vote in an election held within two years following November 6, 1996. All local taxes and benefit assessments which may be imposed by public agencies will be defined as “general taxes” (defined as those used for general governmental purposes) or “special taxes” (defined as taxes for a specific purpose even if the revenues flow through the local government’s general fund) both of which would

require a popular vote. New general taxes require a majority vote and new special taxes require a two-thirds vote. Proposition 218 also extends the initiative power to reducing or repealing local taxes, assessments, fees and charges, regardless of the date such taxes, assessments or fees or charges were imposed, and lowers the number of signatures necessary for the process. In addition, Proposition 218 limits the application of assessments, fees and charges and requires them to be submitted to property owners for approval or rejection, after notice and public hearing.

The College District and the Improvement District have no power to impose taxes except property taxes associated with a general obligation bond election, following approval by 55% or 2/3 of the Improvement District's voters voting on a bond measure, depending upon the Article of the Constitution under which it is passed. Under previous law, the College District and the Improvement District could apply provisions of the Landscape and Lighting Act of 1972 to create an assessment district for specified purposes, based on the absence of a majority protest. Proposition 218 significantly reduces the ability of the College District and the Improvement District to create such special assessment districts. Any assessments, fees or charges levied or imposed by any assessment district created by the College District and the Improvement District will become subject to the election requirements of Proposition 218 as described above, a more elaborate notice and balloting process and other requirements.

Proposition 218 also expressly extends the initiative power to give voters the power to reduce or repeal local taxes, assessments, fees and charges, regardless of the date such taxes, assessments, fees or charges were imposed, and reduces the number of signatures required for the initiative process. This extension of the initiative power to some extent constitutionalizes the March 6, 1995 State Supreme Court decision in *Rossi v. Brown*, which upheld an initiative that repealed a local tax and held that the State Constitution does not preclude the repeal, including the prospective repeal, of a tax ordinance by an initiative, as contrasted with the State constitutional prohibition on referendum powers regarding statutes and ordinances which impose a tax. Generally, the initiative process enables California voters to enact legislation upon obtaining requisite voter approval at a general election. Proposition 218 extends the authority stated in *Rossi v. Brown* by expanding the initiative power to include reducing or repealing assessments, fees and charges, which had previously been considered administrative rather than legislative matters and therefore beyond the initiative power. This extension of the initiative power is not limited by the terms of Proposition 218 to fees imposed after November 6, 1996 and absent other legal authority could result in retroactive reduction in any existing taxes, assessments or fees and charges. Such legal authority could include the limitations imposed on the impairment of contracts under the contract clause of the United States Constitution.

Proposition 218 has no effect upon the College District's and the Improvement District's ability to pursue approval of a general obligation bond issue or a Mello-Roos Community Facilities District bond issue in the future, both of which are already subject to a 2/3 vote, although certain procedures and burdens of proof may be altered slightly. The College District is unable to predict the nature of any future challenges to Proposition 218 or the extent to which, if any, Proposition 218 may be held to be unconstitutional.

Proposition 1A. Proposition 1A (SCA 4), proposed by the State Legislature in connection with the 2004-05 Budget Act and approved by the voters in November 2004, provides that the State may not reduce any local sales tax rate, limit existing local government authority to levy a sales tax rate or change the allocation of local sales tax revenues, subject to certain exceptions. Proposition 1A generally prohibits the State from shifting to schools or community colleges any share of property tax revenues allocated to local governments for any fiscal year, as set forth under the laws in effect as of November 3, 2004. Any change in the allocation of property tax revenues among local governments within a county must be approved by two-thirds of both houses of the State Legislature. Proposition 1A provides, however, that the State may shift to schools and community colleges up to 8% of local government

property tax revenues, which amount must be repaid, with interest, within three years, if the Governor proclaims that the shift is needed due to a severe state financial hardship, the shift is approved by two-thirds of both houses of the State Legislature and certain other conditions are met. The State may also approve voluntary exchanges of local sales tax and property tax revenues among local governments within a county. Proposition 1A also provides that if the State reduces the Vehicle License Fee rate from 0.65 percent of vehicle value, the State must provide local governments with equal replacement revenues. Further, Proposition 1A requires the State to suspend State mandates affecting cities, counties and special districts, schools or community colleges, excepting mandates relating to employee rights, in any year that the State does not fully reimburse local governments for their costs of compliance with such mandates.

Future Initiatives. Article XIII A, Article XIII B, Article XIII C, Article XIII D and Propositions 98, 39 and 1A were each adopted as measures that qualified for the ballot pursuant to the State's initiative process. From time to time, other initiative measures could be adopted, further affecting the Improvement District's and College District's revenues or their ability to expend revenues.

APPENDIX B

FORM OF BOND COUNSEL OPINION

[Closing Date]

Board of Trustees
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706

Re: \$[_____] Santa Ana College Improvement District No. 1 of Rancho Santiago
 Community College District General Obligation Bonds, Election of 2012, 2018 Series B

We have acted as bond counsel for the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District (the "Improvement District"), Orange County, State of California, in connection with the issuance of \$[_____] aggregate principal amount of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2018 Series B (the "Bonds"). The Bonds are issued pursuant to Article 4.5, Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as amended, and the resolution adopted by the Board of Trustees of the Rancho Santiago Community College District (the "College District") acting as the legislative body of the Improvement District on November [13], 2017 (the "Resolution"). Capitalized terms used herein and not otherwise defined shall be the meanings ascribed to them in the Resolution.

As Bond Counsel, we have examined copies, certified to us as being true and complete copies, of the proceedings of the College District and the Improvement District for the authorization and issuance of the Bonds. In this connection, we have also examined such certificates of public officials and officers of the College District and the Improvement District as we have considered necessary for the purposes of this opinion. We have, with your approval, assumed that all items submitted to us as originals are authentic and that all items submitted as copies conform to the originals.

On the basis of such examination, our reliance upon the assumptions contained herein and our consideration of those questions of law we considered relevant, and subject to the limitations and qualifications in this opinion, we are of the opinion that:

1. The Bonds have been duly authorized and issued and constitute legally valid and binding obligations of the Improvement District, enforceable in accordance with their terms and the terms of the Resolution.
2. The Bonds are payable solely from and are secured by a pledge of *ad valorem* taxes which may be levied without limitation as to rate or amount upon all taxable real property in the Improvement District, and which, under the laws now in force with respect to the Bonds, may be levied within the limit prescribed by law upon all taxable personal property in the Improvement District, and from other available funds as set forth in the Resolution.
3. The Resolution has been duly authorized by the College District acting on behalf of the Improvement District and constitutes the legally valid and binding obligation of Improvement District, enforceable in accordance with its terms. The Bonds, assuming due authentication by the Paying Agent, are entitled to the benefits of the Resolution.

4. The Internal Revenue Code of 1986, as amended (the “Code”), sets forth certain requirements which must be met subsequent to the issuance and delivery of the Bonds for interest thereon to be and remain excluded from gross income for federal income tax purposes. Noncompliance with such requirements could cause the interest on the Bonds to be included in gross income for federal income tax purposes retroactive to the date of issue of the Bonds. Pursuant to the Resolution and the Tax and Nonarbitrage Certificate executed by the College District and the Improvement District in connection with the issuance of the Bonds (the “Tax Certificate”), the College District and the Improvement District have covenanted to comply with the applicable requirements of the Code in order to maintain the exclusion of the interest on the Bonds from gross income for federal income tax purposes pursuant to Section 103 of the Code. In addition, the College District and the Improvement District have made certain representations and certifications in the Resolution and the Tax Certificate. We have not independently verified the accuracy of those certifications and representations.

Under existing law, assuming compliance with the tax covenants described herein and the accuracy of the aforementioned representations and certifications, interest on the Bonds is excluded from gross income for federal income tax purposes under Section 103 of the Code. We are also of the opinion that such interest is not treated as a preference item in calculating the alternative minimum tax imposed under the Code with respect to individuals and corporations. Interest on the Bonds is, however, included in the adjusted current earnings of certain corporations for purposes of computing the alternative minimum tax imposed on such corporations.

5. Bond Counsel is further of the opinion that the excess of the principal amount of any maturity of the Bonds over the price at which a substantial amount of such maturity of the Bonds was sold to the public (excluding bond houses, brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers) (each, a “Discount Bond” and collectively, the “Discount Bonds”) constitutes original issue discount which is excluded from gross income for federal income tax purposes to the same extent as interest on the Bonds. Further, such original issue discount accrues actuarially on a constant interest rate basis over the term of each Discount Bond and the basis of each Discount Bond acquired at such initial offering price by an initial purchaser thereof will be increased by the amount of such accrued original issue discount. The accrual of original issue discount may be taken into account as an increase in the amount of tax-exempt income for purposes of determining various other tax consequences of owning the Discount Bonds, even though there will not be a corresponding cash payment.
6. Interest on the Bonds is exempt from personal income taxes of the State of California under present State law.

The opinions set forth in paragraphs 1, 2, and 3 above (i) assume that the Paying Agent has duly authenticated the Bonds and (ii) are subject to (a) applicable bankruptcy, insolvency, reorganization, moratorium or similar laws relating to or affecting creditors’ rights generally (including, without limitation, fraudulent conveyance laws), (b) the effect of general principles of equity, including, without limitation, concepts of materiality, reasonableness, good faith and fair dealing and the possible unavailability of specific performance or injunctive relief, regardless of whether considered in a proceeding in equity or at law, and (c) the limitations on legal remedies against government entities in the State of California.

In rendering the opinions set forth in paragraphs 4 through 6 above, we are relying upon representations and covenants of the College District and the Improvement District in the Tax Certificate concerning the investment and use of Bond proceeds, the rebate to the federal government of certain earnings thereon, and the use of the property and facilities financed with the proceeds of the Bonds. In addition, we have assumed that all such representations are true and correct and that the College District and the Improvement District will comply with such covenants. We express no opinion with respect to the exclusion of the interest on the Bonds from gross income under Section 103(a) of the Code in the event that any of such representations are untrue or the College District or the Improvement District fails to comply with such covenants, unless such failure to comply is based on our advice or opinion.

Except as stated in paragraphs 4 through 6 above, we express no opinion as to any other federal, state or local tax consequences of the ownership or disposition of the Bonds. Furthermore, we express no opinion as to any federal, state or local tax law consequences with respect to the Bonds, or the interest thereon, if any action is taken with respect to the Bonds or the proceeds thereof upon the advice or approval of other counsel.

No opinion is expressed herein on the accuracy, completeness or sufficiency of the Official Statement or other offering material relating to the Bonds. This opinion is expressly limited to the matters set forth above and we render no opinion, whether by implication or otherwise, as to any other matters.

Our opinions are limited to matters of California law and applicable federal law, and we assume no responsibility as to the applicability of laws of other jurisdictions. We call attention to the fact that the opinions expressed herein and the exclusion of interest on the Bonds from gross income for federal income tax purposes may be affected by actions taken or omitted or events occurring or failing to occur after the date hereof. We have not undertaken to determine, or inform any person, whether any such actions are taken, omitted, occur or fail to occur.

Respectfully submitted,

APPENDIX C
AUDITED FINANCIAL STATEMENTS
OF THE COLLEGE DISTRICT FOR THE FISCAL YEAR ENDED JUNE 30, 2016

APPENDIX D

FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (this “Disclosure Undertaking”) is executed and delivered by Rancho Santiago Community College District (the “College District”), as of January __, 2018, in connection with the issuance of \$[_____] aggregate principal amount of the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District’s General Obligation Bonds, Election of 2012, 2018 Series B (the “Bonds”). The Bonds are being issued pursuant to a Resolution adopted by the Board of Trustees of the College District on November [13], 2017 (the “Resolution”). Capitalized terms used but not defined herein shall have the meanings ascribed thereto in the Resolution.

In consideration of the issuance of the Bonds and the purchase of such Bonds by the Underwriter described below, the College District hereby covenants and agrees as follows:

SECTION 1. Purpose of the Disclosure Undertaking. This Disclosure Undertaking is being executed and delivered by the College District for the benefit of the Bondholders and in order to assist Piper Jaffray & Co. (the “Underwriter”) in complying with Rule 15c2-12(b)(5) (the “Rule”) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended.

SECTION 2. Additional Definitions. In addition to the above definitions and the definitions set forth in the Resolution, the following capitalized terms shall have the following meanings:

“Annual Report” shall mean any Annual Report provided by the College District pursuant to, and as described in, Sections 4 and 5 of this Disclosure Undertaking.

“Bondholder” or “Holder” means any holder of the Bonds or any beneficial owner of the Bonds so long as they are immobilized with DTC.

“Commission” means the Securities and Exchange Commission.

“Dissemination Agent” shall mean Cooperative Strategies, LLC, and any alternate or successor dissemination agent, designated in writing by the Chancellor or Vice Chancellor (or otherwise by the College District), which Dissemination Agent has evidenced its acceptance in writing.

“Listed Event” means any of the events listed in Section 6 of this Disclosure Undertaking.

“MSRB” shall mean the Municipal Securities Rulemaking Board, through its Electronic Municipal Market Access (“EMMA”) website located at <http://emma.msrb.org>, or any other entity designated or authorized by the Commission.

SECTION 3. CUSIP Numbers and Final Official Statement. The CUSIP Numbers for the Bonds have been assigned. The Final Official Statement relating to the Bonds is dated [_____] (the “Final Official Statement”).

SECTION 4. Provision of Annual Reports.

(a) The College District shall, or shall cause the Dissemination Agent (if other than the College District), not later than 240 days after the end of the College District’s fiscal year (currently

ending June 30), commencing with the report for the fiscal year ending June 30, 2017, to provide to the MSRB, in a format prescribed by the MSRB, an Annual Report that is consistent with the requirements of Section 5 of this Disclosure Undertaking. As of the date of this Certificate, the format prescribed by the MSRB is the Electronic Municipal Market Access system. Information regarding requirement for submissions to EMMA is available at <http://emma.msrb.org>.

The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information as provided in Section 5 of this Disclosure Undertaking; provided that the audited financial statements of the College District may be submitted, when and if available, separately from the balance of the relevant Annual Report. If the College District does not have audited financial statements available when it submits the relevant Annual Report, it shall submit unaudited financial statements, as described in Section 5(a) below.

(b) Not later than 15 Business Days prior to the filing date required in paragraph (a) above for providing the Annual Report to the MSRB, the College District shall provide the Annual Report to the Dissemination Agent (if other than the College District). If the College District is unable to provide to the MSRB an Annual Report by the date required in paragraph (a) above, the College District shall send a notice to the MSRB in substantially the form attached as Exhibit A.

(c) The Dissemination Agent (if other than the College District) shall:

(i) determine each year prior to the date for providing the Annual Report the format for filing with the MSRB; and

(ii) file a report with the College District certifying that the Annual Report has been provided pursuant to this Disclosure Undertaking, stating the date it was provided to the MSRB.

SECTION 5. Content of Annual Report. The College District's Annual Report shall contain or incorporate by reference the following:

(a) Financial information including the general purpose financial statements of the College District for the preceding fiscal year, prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants. If audited financial information is not available by the time the Annual Report is required to be filed pursuant to Section 4(a) hereof, the financial information included in the Annual Report may be unaudited, and the College District will provide audited financial information to the MSRB as soon as practical after it has been made available to the College District.

(b) Operating data, including the following information (to the extent not included in the audited financial statements described in paragraph (a) above):

(i) Outstanding indebtedness and lease obligations of the College District for the preceding fiscal year;

(ii) General fund budget and actual results of the College District for the preceding fiscal year;

(iii) Enrollment, or equivalent information, in the College District for the preceding fiscal year;

(iv) Assessed valuations in the Improvement District as of the most recent equalized assessment roll; and

(v) Largest local secured taxpayers in the Improvement District as of the most recent equalized assessment roll.

(c) Any or all of the items listed above may be incorporated by reference from other documents, including official statements of debt issues of the College District, the Improvement District, or related public entities, which have been submitted to the MSRB or to the Commission. If the document incorporated by reference is a final official statement, it must be available from the MSRB. The College District shall clearly identify each other document so incorporated by reference.

SECTION 6. Reporting of Designated Listed Events.

(a) The College District agrees to provide or cause to be provided to the MSRB notice of the occurrence of any of the following events with respect to the Bonds not later than ten (10) Business Days after the occurrence of the event:

(i) Principal and interest payment delinquencies;

(ii) Unscheduled draws on any debt service reserves reflecting financial difficulties;

(iii) Unscheduled draws on any credit enhancements reflecting financial difficulties;

(iv) Substitution of credit or liquidity providers, or their failure to perform;

(v) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB);

(vi) Tender offers;

(vii) Defeasances;

(viii) Rating changes; or

(ix) Bankruptcy, insolvency, receivership or similar event of the College District.

For purposes of item (ix) above, the described event shall be deemed to occur when any of the following shall occur: the appointment of a receiver, fiscal agent or similar officer for the College District in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the College District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or other governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority have supervision or jurisdiction over substantially all of the assets or business of the College District.

(b) The College District shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the Bonds, if material, not later than ten (10) business days after the occurrence of the event:

(i) Unless described in paragraph 6(a)(v) hereof, other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;

(ii) Modifications to rights of Owners;

(iii) Optional, unscheduled or contingent Bond calls;

(iv) Release, substitution or sale of property securing repayment of the Bonds;

(v) Non-payment related defaults;

(vi) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; or

(vii) Appointment of a successor or additional Paying Agent or the change of name of a Paying Agent.

(c) The College District shall give, or cause to be given, in a timely manner, notice of a failure to provide the annual financial information on or before the date specified in Section 4 hereof, as provided in Section 4(b) hereof.

(d) Whenever the College District obtains knowledge of the occurrence of a Listed Event described in Section 6(a) hereof, or determines that knowledge of a Listed Event described in Section 6(b) hereof would be material under applicable federal securities laws, the College District shall within ten (10) business days of occurrence file a notice of such occurrence with the MSRB in electronic format, accompanied by such identifying information as is prescribed by the MSRB. Notwithstanding the foregoing, notice of the Listed Event described in subsections (a)(vii) or (b)(iii) need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to Holders of affected Bonds pursuant to the Resolution.

SECTION 7. Termination of Reporting Obligation. The College District's obligations under this Disclosure Undertaking shall terminate when the College District is no longer an obligated person with respect to the Bonds, as provided in the Rule, upon the defeasance, prior redemption or payment in full of all of the Bonds.

SECTION 8. Dissemination Agent. The Chancellor or Vice Chancellor, Business Operations/Fiscal Services, may, from time to time, appoint or engage an alternate or successor Dissemination Agent to assist in carrying out the College District's obligations under this Disclosure Undertaking, and may discharge any such Dissemination Agent, with or without appointing a successor Dissemination Agent. If at any time there is no other designated Dissemination Agent in place, the College District shall act as the Dissemination Agent.

The Dissemination Agent, if other than the College District, shall be paid compensation for its services provided hereunder, and reimbursement for its costs and expenses. The Dissemination Agent shall not be responsible for the form or content of any document provided by the College District hereunder.

SECTION 9. Amendment. Notwithstanding any other provision of this Disclosure Undertaking, the College District may amend this Disclosure Undertaking under the following conditions, provided no amendment to this Disclosure Undertaking shall be made that affects the rights, duties or obligations of the Dissemination Agent without its written consent:

(a) The amendment may be made only in connection with a change in circumstances that arises from a change in legal requirements, change in law or change in the identity, nature or status of the obligated person, or type of business conducted;

(b) This Disclosure Undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(c) The amendment does not materially impair the interests of Holders, as determined either by parties unaffiliated with the College District or another obligated person (such as the Bond Counsel) or by the written approval of the Bondholders; provided, that the Annual Report containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided.

SECTION 10. Additional Information. If the College District chooses to include any information from any document or notice of occurrence of a Material Event in addition to that which is specifically required by this Disclosure Undertaking, the College District shall have no obligation under this Disclosure Undertaking to update such information or to include it in any future disclosure or notice of occurrence of a Designated Material Event.

Nothing in this Disclosure Undertaking shall be deemed to prevent the College District from disseminating any other information, using the means of dissemination set forth in this Disclosure Undertaking or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Designated Material Event, in addition to that which is required by this Disclosure Undertaking.

SECTION 11. Default. The College District shall give notice to the MSRB of any failure to provide the Annual Report when the same is due hereunder, which notice shall be given prior to July 1 of that year. In the event of a failure of the College District to comply with any provision of this Disclosure Undertaking, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the College District to comply with its obligations under this Disclosure Undertaking. A default under this Disclosure Undertaking shall not be deemed an event of default under the Resolution, and the sole remedy under this Disclosure Undertaking in the event of any failure of the College District to comply with this Disclosure Undertaking shall be an action to compel performance.

SECTION 12. Beneficiaries. This Disclosure Undertaking shall inure solely to the benefit of the College District, the Dissemination Agent, the Underwriter and Holders from time to time of the Bonds, and shall create no rights in any other person or entity.

SECTION 13. Record Keeping. The College District shall maintain records of all Annual Reports and notices of Listed Events including the content of such disclosure, the names of the entities with whom the such disclosure were filed and the date of filing such disclosure.

SECTION 14. Governing Law. This Disclosure Undertaking shall be governed by the laws of the State of California, applicable to contracts made and performed in such State of California.

IN WITNESS WHEREOF, Rancho Santiago Community College District, acting at the legislative body for the Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District has executed this Continuing Disclosure Undertaking as of the date first set forth herein.

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

By: _____
Chancellor

EXHIBIT A

NOTICE TO THE MSRB OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: Rancho Santiago Community College District, acting as the legislative body for Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District

Name of Issue: \$[_____]Santa Ana College Improvement District No. 1 of Rancho Santiago Community College District General Obligation Bonds, Election of 2012, 2018 Series B

Date of Issuance: [_____]

NOTICE IS HEREBY GIVEN that the above-named Issuer has not provided an Annual Report with respect to the above-named Bonds as required by Section 4(a) of the Disclosure Undertaking dated January __, 2018. The Issuer anticipates that the Annual Report will be filed by _____.

Dated: _____

[ISSUER/DISSEMINATION AGENT]

By: _____

APPENDIX E

BOOK-ENTRY ONLY SYSTEM

The information in this Appendix E concerning DTC and DTC's book-entry system has been obtained from sources that the College District believes to be reliable, but the College District takes no responsibility for the accuracy or completeness thereof. The College District cannot and does not give any assurances that DTC, DTC Participants or Indirect Participants will distribute to the Beneficial Owners (a) payments of interest, principal or premium, if any, with respect to the Bonds, (b) Bonds representing ownership interest in or other confirmation or ownership interest in the Bonds, or (c) redemption or other notices sent to DTC or Cede & Co., its nominee, as the registered owner of the Bonds, or that they will so do on a timely basis or that DTC, DTC Participants or DTC Indirect Participants will act in the manner described in this Official Statement. The current "Rules" applicable to DTC are on file with the Securities and Exchange Commission and the current "Procedure" of DTC to be followed in dealing with DTC Participants are on file with DTC.

General

The Depository Trust Company ("DTC") will act as securities depository for the Bonds. The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond certificate will be issued for each maturity of the Bonds, each in the aggregate principal amount of such maturity, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation, and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of "AA+". The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com. *The foregoing internet address is included for reference only, and the information on this internet site is not incorporated by reference herein.*

Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect

Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not affect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Bonds may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Bonds, such as redemptions, defaults, and proposed amendments to the Bond documents. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.

Redemption notices shall be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the College District (or the Paying Agent on behalf thereof) as soon as possible after the Record Date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts Bonds are credited on the Record Date (identified in a listing attached to the Omnibus Proxy).

Principal, premium, if any and interest payments on the Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the College District or Paying Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Paying Agent, or the College District, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of principal, premium, if any, and interest payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the College District or the Paying Agent, disbursement of such payments to Direct

Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the Bonds at any time by giving reasonable notice to the College District or the Paying Agent. Under such circumstances, in the event that a successor depository is not obtained, certificates for the Bonds are required to be printed and delivered in such principal amount or amounts, in authorized denominations, and registered in whatever name or names DTC shall designate.

The College District may decide to discontinue use of the system of book-entry transfers through DTC (or a successor securities depository). Discontinuance of use of the system of book-entry transfers through DTC may require the approval of DTC Participants under DTC's operational arrangements. In that event, printed certificates for the Bonds will be printed and delivered in such principal amount or amounts, in authorized denominations, and registered in whatever name or names DTC shall designate.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the College District believes to be reliable, but the College District takes no responsibility for the accuracy thereof.

Discontinuation of Book-Entry Only System; Payment to Beneficial Owners

In the event that the book-entry system described above is no longer used with respect to the Bonds, the following provisions will govern the payment, transfer and exchange of the Bonds.

The principal of the Bonds and any premium and interest upon the redemption thereof prior to maturity will be payable in lawful money of the United States of America upon presentation and surrender of the Bonds at the office of the Paying Agent, initially located in Los Angeles, California. Interest on the Bonds will be paid by the Paying Agent by check or draft mailed to the person whose name appears on the registration books of the Paying Agent as the registered owner, and to that person's address appearing on the registration books as of the close of business on the Record Date. At the written request of any registered owner of at least \$1,000,000 in aggregate principal, payments shall be wired to a bank and account number on file with the Paying Agent as of the Record Date.

Any Bond may be exchanged for a Bond of any authorized denomination upon presentation and surrender at the office of the Paying Agent, initially located in Los Angeles, California, together with a request for exchange signed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. A Bond may be transferred only on the Bond registration books upon presentation and surrender of the Bond at such office of the Paying Agent together with an assignment executed by the registered owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. Upon exchange or transfer, the Paying Agent shall complete, authenticate and deliver a new Bond or Bonds of any authorized denomination or denominations requested by the owner equal in the aggregate to the unmaturing principal amount of the Bond surrendered and bearing interest at the same rate and maturing on the same date.

Neither the College District nor the Paying Agent will be required to exchange or transfer any Bond during the period from the Record Date through the next Interest Payment Date.

APPENDIX F

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL DISCLOSURE

The following information concerning the Investment Pool (defined herein) has been provided by the Treasurer of Orange County (the “County”) and has not been confirmed or verified by either the College District or the Underwriter. Further, neither the College District, Improvement District nor the Underwriter make any representation as to the accuracy or adequacy of such information or as to the absence of material adverse changes in such information subsequent to the date hereof, or that the information contained or incorporated hereby by reference is correct as of any time subsequent to its date.

The Board of Supervisors of the County (the “Board of Supervisors”) approved the current County Investment Policy Statement (the “Investment Policy”) on November 22, 2016 (see ocgov.com/ocinvestments). (This reference is for convenience of reference only and not considered to be incorporated as part of this Official Statement.) The Investment Policy applies to all funds managed by the County Treasurer as delegated by the Board of Supervisors including, the Orange County Investment Pool, the Orange County Educational Investment Pool, the John Wayne Airport Investment Pool and various other small non-Pooled investment funds. The primary goal is to invest public funds in a manner which will provide the maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds. The main investing objectives, in order of priority are: Safety, Liquidity and Yield.

Oversight of the investments is conducted in several ways. First, the Board of Supervisors established the County Treasury Oversight Committee (the “Committee”) on December 19, 1995, pursuant to California Government Code Section 27130 *et. seq.* The Committee’s primary responsibilities are as follows: to review and monitor the annual investment policy; cause an annual audit to be conducted to determine if the County Treasurer is in compliance with California Government Code Sections 27130 to 27137; and to investigate any and all irregularities in the treasury operation that are reported. The County Treasurer nominates the public members and the Board of Supervisors confirms the members of the Committee, which is comprised of the County Executive Officer, the County Auditor-Controller, the County Superintendent of Schools, and four public members. Next, the Auditor-Controller’s Internal Audit Division audits the portfolio on a quarterly and annual basis pursuant to California Government Code Sections 26920 and 26922. Finally, an annual compliance audit is also conducted annually as required by California Government Code Sections 27134. All investment audit reports and the monthly Treasurer’s Investment Report are available on-line at ocgov.com/ocinvestments. (This reference is for convenience of reference only and not considered to be incorporated as part of this Official Statement.)

The College District’s funds held by the County Treasurer are invested in the Orange County Educational Investment Pool (the “Pool”) which pools all of the College District’s funds. As of August 31, 2017, the balance in the College District’s funds was \$217,758,378.97 or 5.0% of the Pool. The pool is invested 93% in securities rated in the two highest rating categories. As of August 31, 2017, the Pool has a weighted average maturity of 332 days and the year-to-date net yield is 1.03%.

The following represents the composition of the Pool as of August 31, 2017:

<u>Type of Investment</u>	<u>Market Value (In thousands)</u>	<u>% of Pool</u>
U.S. Government Agencies	\$ 2,580,338	59.43%
U.S. Treasuries	1,010,173	23.26%
Medium-Term Notes	389,475	8.97%
Municipal Debt	182,367	4.20%
Certificates of Deposit	100,015	2.30%
Money Market Mutual Funds	58,178	1.34%
Local Agency Investment Fund	22,559	0.50%
Total	<u>\$ 4,343,105</u>	<u>100.00%</u>

Neither the College District nor the Underwriter has made an independent investigation of the investments in the Pools and has made no assessment of the current County Investment Policy. The value of the various investments in the Pools will fluctuate on a daily basis as a result of a multitude of factors, including generally prevailing interest rates and other economic conditions. Additionally, the County Treasurer, after a review by the Committee and approval by the Board of Supervisors may change the County Investment Policy at any time. Therefore, there can be no assurance that the values of the various investments in the Pools will not vary significantly from the values described therein.

APPENDIX G

ORANGE COUNTY INVESTMENT POLICY STATEMENT

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended September 30, 2017	
Action:	Request for Approval	

BACKGROUND

Pursuant to Section 58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the first quarter in fiscal year 2017-18 ended September 30, 2017.

ANALYSIS

The quarterly report shows the projected Unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the three months covered in this report, the District has recognized 18.8% of budgeted revenues and other financing sources and 19.0% of budgeted expenditures and other outgo in the Unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the quarter ended September 30, 2017 as presented.

Fiscal Impact:	Not Applicable	Board Date: November 13, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2017-2018

District: (870) Rancho Santiago Community College

Quarter Ended: September 30, 2017

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	149,635,311	188,116,801	176,493,320	177,359,213
Other Financing Sources (Objects 8900)	8,977	8,449	148,482	5,000
Total Unrestricted Revenues	149,644,288	188,125,250	176,641,802	177,364,213
Expenditures:				
(Objects 1000-6000)	148,614,551	160,363,539	168,922,219	179,663,468
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,379,302	16,744,553	9,399,551	1,750,000
Total Unrestricted Expenditures	150,993,853	177,108,092	178,321,770	181,413,468
Revenues Over(Under)Expenditures	(1,349,565)	11,017,158	(1,679,968)	(4,049,255)
Fund Balance, Beginning	27,266,692	25,917,127	36,934,285	35,254,317
Prior Year Adjustments + (-)	0	0	0	0
Adjusted Fund Balance, Beginning	27,266,692	25,917,127	36,934,285	35,254,317
Fund Balance, Ending	25,917,127	36,934,285	35,254,317	31,205,062
% of GF Balance to GF Expenditures	17.2%	20.9%	19.8%	17.2%

II. Annualized Attendance FTES:

Annualized FTES	2014-15	2015-16	2016-17	2017-18
(Excluding apprentices and non-residents)	28,908	28,901	27,517	28,901

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2014-15	2015-16	2016-17	2017-18
General Fund Cash Balance (Excluding Borrowed Funds)	44,609,280	55,904,919	88,671,891	67,744,592

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,359,213	177,362,863	33,362,456	18.8%
Other Financing Sources (Objects 8900)	5,000	5,000	0	0.0%
Total Unrestricted Revenues	177,364,213	177,367,863	33,362,456	18.8%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	179,663,468	179,933,465	34,452,835	19.1%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,750,000	1,750,000	0	0.0%
Total Unrestricted Expenditures	181,413,468	181,683,465	34,452,835	19.0%
Revenues Over(Under) Expenditures	(4,049,255)	(4,315,602)	(1,090,379)	
Adjusted Fund Balance, Beginning	35,254,317	35,254,317	35,254,317	
Fund Balance, Ending	31,205,062	30,938,715	34,163,938	
% of UGF Fund Balance to UGF Expenditures	17.2%	17.0%		

V. Has the district settled any employee contracts during this quarter? YES NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
Year 1						
Year 2						
Year 3						

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management		Academic		Classified/Confidential	
	Total Salary Cost Increase		Total Salary Cost Increase		Total Salary Cost Increase	
Year 1						
Year 2						
Year 3						

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves from cost-of-living, etc.:

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year?

YES NO

CERTIFICATION

Rancho Santiago Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

District Chief Business Officer Date

District Chief Executive Officer Date

Quarter Ended: September 30, 2017

Governing Board Meeting Date: November 13, 2017

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

To: Board of Trustees	Date: November 13, 2017
Re: Quarterly Investment Report as of September 30, 2017	
Action: For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended September 30, 2017 is submitted in accordance with Section 53646(b) of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of September 30, 2017 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended September 30, 2017, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" and Performance Report for the period ending September 30, 2017.

All investments for the quarter ended September 30, 2017 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

RECOMMENDATION

The quarterly investment report as of September 30, 2017 is presented as information.

Fiscal Impact: None	Board Date: November 13, 2017
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
Statement of Cash
September 30, 2017

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	5,106,721	1.11%	July-Sept	2.10%
Bond Sinking Funds	24,805,790	1.11%	July-Sept	10.21%
All Other Funds	211,050,875	1.11%	July-Sept	86.89%
Local Agency Investment Fund (LAIF)	151,558	1.07%	July-Sept	0.06%
Revolving Fund, Refundable Deposits and Cash in Banks	1,771,422	0.00%	July-Sept	0.73%
	<u>242,886,366</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position September 30, 2017

	County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 912X	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAIF 9150	Fund Total
General Fund (11 & 12 & 13)	1	11/12/13	67,526,064				118,528	100,000			67,744,592
Child Development Fund	12	33	972,963								972,963
Bond Fund Measure Q	23	43	5,106,721								5,106,721
Bond Int & Red Fund	31	21-24				24,805,790					24,805,790
Capital Outlay Projects Fund	40	41	73,804,561								73,804,561
Workers' Compensation Fund	68	62	8,299,073						40,000		8,339,073
Property and Liability Fund	70	61	3,685,470						25,000		3,710,470
Retiree Benefits Fund	71	63	55,010,379							151,558	55,161,937
Student Financial Aid	74	74	1,740,588	11,777			1,487,894				3,240,259
Totals			216,145,819	11,777	-	24,805,790	1,606,422	100,000	65,000	151,558	242,886,366

4.5 (3)



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



INTERDEPARTMENTAL COMMUNICATION

Date: October 16, 2017

To: Supervisor Michelle Steel, Chairwoman
Supervisor Andrew Do, Vice-Chair
Supervisor Todd Spitzer
Supervisor Shawn Nelson
Supervisor Lisa Bartlett

From: Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *SLF*

Subject: Treasurer's Investment Report for the Month Ended September 30, 2017

Attached please find the Treasurer's Investment Report for the County of Orange for the month ended September 30, 2017. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at ocgov.com/ocinvestments.

INVESTMENT POOL COMPOSITION

The investments contained within this report are as of September 30, 2017. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool (OCIP) that includes the Voluntary Participants' funds, the Orange County Educational Investment Pool (OCEIP), the John Wayne Airport Investment Fund and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three Money Market Funds, the Orange County Money Market Fund, the Orange County Educational Money Market Fund, and the John Wayne Airport Investment Fund, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on March 6, 2017, reaffirmed their highest rating of AAAM on the Orange County and the Educational Money Market Funds. The County Treasurer also established the Extended Fund that is invested to meet cash needs between one and five years out. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the Orange County and Educational Money Market Funds is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 54 and 48, respectively. The maximum maturity of investments for the John Wayne Investment Fund is 15 months, with a maximum WAM of 90 days, and a current WAM of 66. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.34), and the duration is currently at 1.20. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

ECONOMIC UPDATE

In September, the job market shed 33,000 new jobs, and August's job numbers were revised upward by 13,000 to 169,000. The U.S. unemployment rate for September fell to 4.2%, down from 4.4% in August. U.S. gross domestic

product (GDP) rose at a 3.1% annualized rate in the second quarter of 2017, an increase from the previous quarter's rate of 1.2%. The Empire State Manufacturing Index fell to 24.4 from 25.2 in August, while the Philadelphia Fed Index increased to 23.8 from 18.9 in August. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero signals economic expansion. With respect to housing, S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year prices increased for the sixty-third consecutive month in July, up 5.94% from a year ago. The index for pending home sales decreased 3.1% on a year-over-year basis in August. The 10-year Treasury rate increased from 2.12% in August to 2.33% in September.

The short-term 90-day T-bill ended the month at 1.06%, up from 1.01% in August. The rate on the 2-year Treasury note was 1.47% at the end of September, up from 1.33% in August.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2017/2018 is 1.11% for the OCIP and 1.10% for the OCEIP. The current net yield for fiscal year 2017/2018 is 1.05% and 1.04% respectively. The forecasted net yield for fiscal year 2017/2018 for both OCIP and OCEIP is 1.08%.

APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the month following. The September 2017 interest apportionment is expected to be paid by October 31, 2017. The investment administrative fee for fiscal year 2017/2018 is estimated at 6.0 basis points.

TEMPORARY TRANSFERS

The County Treasurer, as required by Constitution Article XVI, Section 6, and per the Board of Supervisor's Resolution 15-016, is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. There were no temporary transfers outstanding as of September 30, 2017.

PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS

Under guidelines outlined in the current IPS, the County Treasurer may invest in "A" or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$363.4 million in County of Orange debt, which represents approximately 4.4% of pooled assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

COMPLIANCE SUMMARY

The investment portfolios had no compliance exceptions for the month of September 2017. The Auditor-Controller issued a Management Letter dated September 19, 2017 on Audit of the Schedule of Assets Held by the County Treasury as of June 30, 2016. The letter identified three (3) control deficiencies related to the bank reconciliation process, one of which was the same finding as the MGO Management Letter For the Year ended June 30, 2016 that was disclosed in the Treasurer's Investment Report for March 2017, and the Treasurer has implemented this recommended action. The other two (2) findings relate to the tracking of software changes and audit log documentation, and the Treasurer is in the process of implementing these recommended actions.

CREDIT UPDATE

During September, there were no changes to the Treasurer's Approved Issuer List. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

I certify that this report includes all pooled and non-pooled investments as of September 30, 2017 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on November 22, 2016. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures

4.5 (5)

cc: Distribution List

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	SEPTEMBER 2017	AUGUST 2017	INCREASE (DECREASE)	NET CHANGE %	SEPTEMBER 2016	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ¹	\$ 3,861,840,310	\$ 3,887,687,886	\$ (25,847,576)	-0.66%	\$ 3,614,805,346	\$ 247,034,964	6.83%
End Of Month Book Value ¹	\$ 3,870,073,483	\$ 3,893,180,097	\$ (23,106,614)	-0.59%	\$ 3,609,366,041	\$ 260,707,442	7.22%
Monthly Average Balance	\$ 3,855,856,727	\$ 3,811,920,907	\$ 43,935,820	1.15%	\$ 3,617,672,358	\$ 238,184,369	6.58%
Year-To-Date Average Balance	\$ 3,875,715,219	\$ 3,885,644,464	\$ (9,929,245)	-0.26%	\$ 3,546,994,593	\$ 328,720,626	9.27%
Monthly Accrued Earnings ³	\$ 3,638,098	\$ 3,597,928	\$ 40,171	1.12%	\$ 2,460,768	\$ 1,177,331	47.84%
Monthly Net Yield ³	1.09%	1.05%	0.03%	3.04%	0.76%	0.32%	42.33%
Year-To-Date Net Yield ³	1.05%	1.04%	0.02%	1.45%	0.74%	0.31%	41.87%
Annual Estimated Gross Yield ⁴	1.14%	1.14%	0.00%	0.00%	0.87%	0.27%	31.34%
Weighted Average Maturity (WAM) ⁵	354	361	(7)	-1.94%	409	(55)	-13.45%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ^{1,2}	\$ 4,317,321,454	\$ 4,343,104,770	\$ (25,783,316)	-0.59%	\$ 3,851,986,165	\$ 465,335,289	12.08%
End Of Month Book Value ^{1,2}	\$ 4,325,452,348	\$ 4,348,573,992	\$ (23,121,644)	-0.53%	\$ 3,846,913,962	\$ 478,538,386	12.44%
Monthly Average Balance ²	\$ 4,306,132,604	\$ 4,502,682,483	\$ (196,549,879)	-4.37%	\$ 3,834,201,403	\$ 471,931,201	12.31%
Year-To-Date Average Balance ²	\$ 4,516,044,148	\$ 4,620,999,920	\$ (104,955,772)	-2.27%	\$ 3,981,385,040	\$ 534,659,108	13.43%
Monthly Accrued Earnings ³	\$ 4,041,894	\$ 4,225,782	\$ (183,888)	-4.35%	\$ 2,507,509	\$ 1,534,385	61.19%
Monthly Net Yield ³	1.08%	1.04%	0.04%	3.55%	0.72%	0.36%	50.00%
Year-To-Date Net Yield ³	1.04%	1.03%	0.02%	1.60%	0.68%	0.36%	53.59%
Annual Estimated Gross Yield ⁴	1.14%	1.14%	0.00%	0.00%	0.87%	0.27%	30.33%
Weighted Average Maturity (WAM) ⁵	323	332	(9)	-2.71%	360	(37)	-10.28%

¹ Market values provided by Bloomberg and Northern Trust. The OCIP and OCEIP market values in August and September 2017 are slightly lower than book values due to the recent Federal Reserve short-term rate increases, but both have a net asset value of 1.00 and have sufficient liquidity to meet projected cash flow needs.

² In September 2017, OCEIP market value, book value, monthly and year-to-date average balances were higher than the prior year due to higher secured property tax receipts and a significant number of school and community college districts issuing bonds in 2017.

³ In September 2017, OCIP and OCEIP monthly accrued earnings, monthly and year-to-date net yields were higher than the prior year primarily due to increases in the Federal Reserve short-term rate of 0.75 percent and higher average pool balances.

⁴ The OCIP and OCEIP annual estimated gross yields for September 2016 are reported at the actual annual gross yields for FY 16/17, and their annual estimated gross yields for September 2017 are reported at the original forecasted gross yields of 1.14%. The OCIP and OCEIP annual estimated gross yields for FY 17/18 are higher than FY 16/17 primarily due to increases in the Federal Reserve short-term rate of 0.75 percent.

⁵ In September 2017, OCIP and OCEIP WAM were lower than in September 2016 primarily due to investments in shorter-term securities.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: September 30, 2017

INVESTMENT STATISTICS - By Investment Pool*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 9/30/17	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 3,861,840,310	354	1.14%	1.15%	1.11%	1.00
	COST (Capital) \$ 3,876,855,279					
	MONTHLY AVG Balance \$ 3,855,856,727					
	QUARTERLY AVG Balance \$ 3,875,715,219					
	BOOK Value \$ 3,870,073,483					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,317,321,454	323	1.14%	1.14%	1.11%	1.00
	COST (Capital) \$ 4,332,462,219					
	MONTHLY AVG Balance \$ 4,306,132,604					
	QUARTERLY AVG Balance \$ 4,516,044,148					
	BOOK Value \$ 4,325,452,348					

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment		
Funds:		
283, 505, 650 FVSD	MARKET Value \$ 84,442,005	John Wayne Airport Investment Fund 48,533,046
	COST (Capital) \$ 84,463,196	Fountain Valley School District Fund 40 34,848,650
	MONTHLY AVG Balance \$ 86,369,982	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$ 115,456,429	
	BOOK Value \$ 84,477,951	
		\$ 84,463,196

MONTH END TOTALS

INVESTMENTS & CASH	FUND ACCOUNTING & SPECIFIC INVESTMENTS
COUNTY MONEY MARKET FUND (OCMMF)	
County Money Market Fund \$ 884,956,161	OCIP \$ 3,901,824,025
County Cash 24,968,746	OCEIP 4,336,362,264
EXTENDED FUND 6,005,439,118	Specific Investment Funds 84,463,196
EDUCATIONAL MONEY MARKET FUND (OCEMMF)	Non Pooled Cash 20,950,550
Educational Money Market Fund 1,318,922,219	
Educational Cash 3,900,045	
NON POOLED INVESTMENTS	
Non Pooled Investments @ Cost 84,463,196	
Non Pooled Cash 20,950,550	
\$ 8,343,600,035	\$ 8,343,600,035

KEY POOL STATISTICS

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCMMF - MONTHLY GROSS YIELD 1.05%	OCMMF 54
OCEMMF - MONTHLY GROSS YIELD 1.06%	OCEMMF 48
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 1.08%	JOHN WAYNE AIRPORT WAM 66
OCIP - YTD NET YIELD*** 1.05%	LGIP WAM (Standard & Poors) 43
OCEIP - YTD NET YIELD*** 1.04%	
90-DAY T-BILL YIELD - MONTHLY AVERAGE 1.04%	

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: September 30, 2017

INVESTMENT STATISTICS - By Investment Fund****

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 9/30/17	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 885,572,484	54	1.03%	1.05%	1.02%	1.00
	COST (Capital) \$ 884,956,161					
	MONTHLY AVG Balance \$ 869,255,672					
	QUARTERLY AVG Balance \$ 928,679,711					
	BOOK Value \$ 885,455,900					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,319,525,808	48	1.05%	1.06%	1.03%	1.00
	COST (Capital) \$ 1,318,922,219					
	MONTHLY AVG Balance \$ 1,292,592,604					
	QUARTERLY AVG Balance \$ 1,502,504,148					
	BOOK Value \$ 1,319,246,552					
<u>Extended Fund</u>	MARKET Value \$ 5,974,063,472	443	1.18%	1.18%	1.15%	1.00
	COST (Capital) \$ 6,005,439,118					
	MONTHLY AVG Balance \$ 6,000,141,055					
	QUARTERLY AVG Balance \$ 5,960,575,508					
	BOOK Value \$ 5,990,823,379					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund</u> <u>OCIP Share</u>	MARKET Value \$ 2,976,267,826	443	1.18%	1.18%	1.15%	1.00
	COST (Capital) \$ 2,991,899,118					
	MONTHLY AVG Balance \$ 2,986,601,055					
	QUARTERLY AVG Balance \$ 2,947,035,508					
	BOOK Value \$ 2,984,617,583					
<u>OCEIP Share</u>	MARKET Value \$ 2,997,795,646	443	1.18%	1.18%	1.15%	1.00
	COST (Capital) \$ 3,013,540,000					
	MONTHLY AVG Balance \$ 3,013,540,000					
	QUARTERLY AVG Balance \$ 3,013,540,000					
	BOOK Value \$ 3,006,205,796					
<u>Modified Duration</u>						1.20

* The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

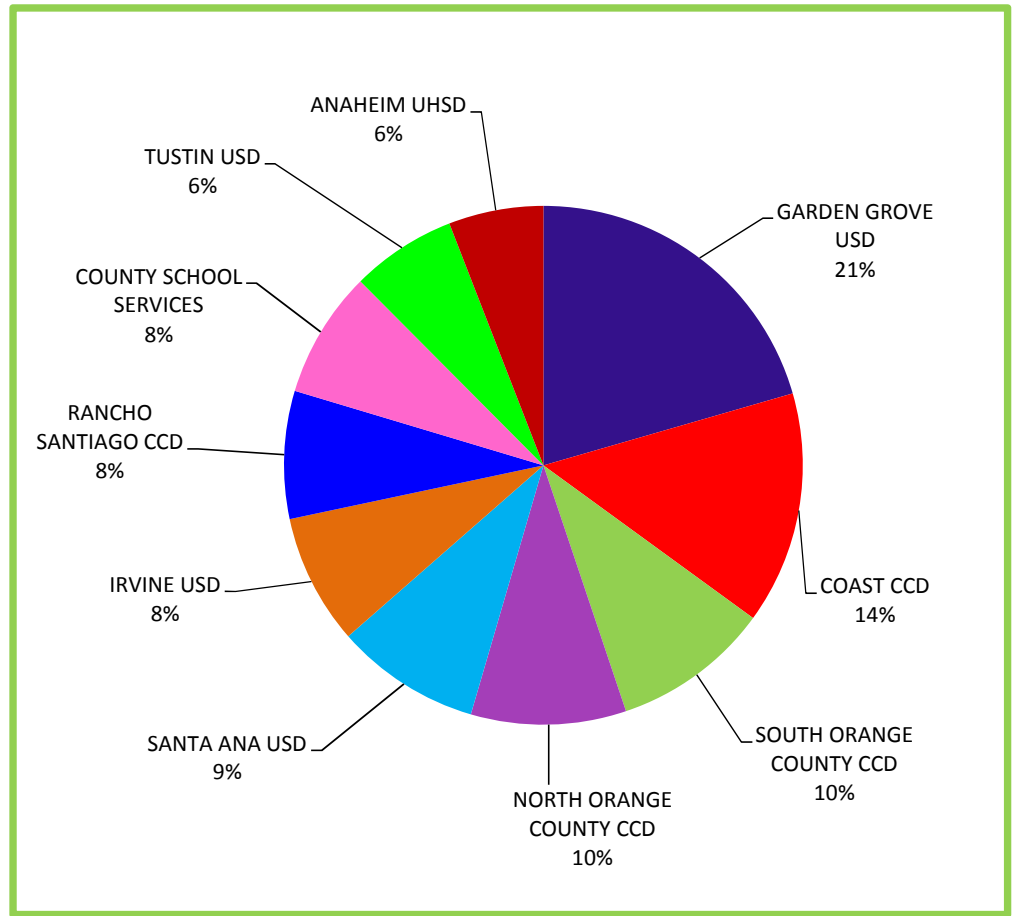
** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.

*** The Net Yield differs from the monthly average yield as it includes the Treasury administration fees.

**** Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

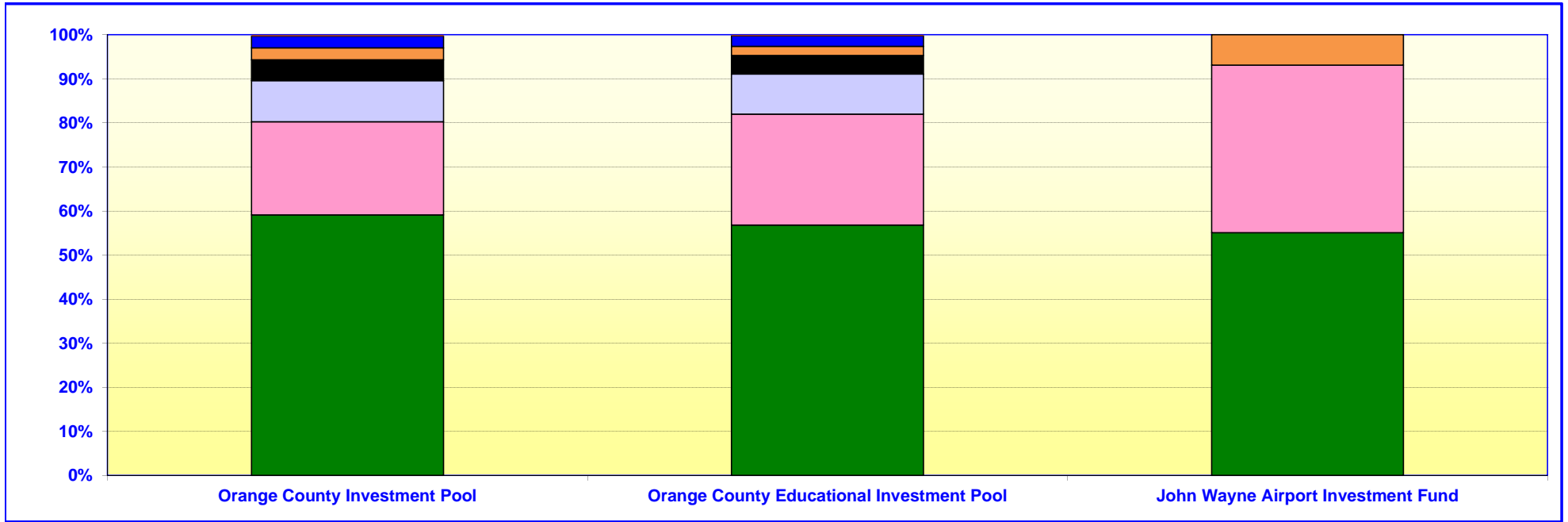
**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
TOP TEN POOL PARTICIPANTS
AS OF SEPTEMBER 30, 2017**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	GARDEN GROVE USD	\$ 570,326,793
90	COAST CCD	402,228,752
96	SOUTH ORANGE COUNTY CCD	272,492,567
88	NORTH ORANGE COUNTY CCD	268,275,266
84	SANTA ANA USD	250,974,353
75	IRVINE USD	225,290,163
92	RANCHO SANTIAGO CCD	221,066,110
94	COUNTY SCHOOL SERVICES	219,715,714
87	TUSTIN USD	182,109,001
64	ANAHEIM UHSD	163,882,779
TOTAL		\$ 2,776,361,498



4.5 (9)

ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
September 30, 2017



Orange County Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,282,890	59.11%
U. S. TREASURIES	816,376	21.14%
MEDIUM - TERM NOTES	361,023	9.35%
MUNICIPAL DEBT	181,044	4.69%
MONEY MARKET MUTUAL FUNDS	105,914	2.74%
CERTIFICATES OF DEPOSIT	100,827	2.61%
LOCAL AGENCY INVESTMENT FUND	13,766	0.36%
	<u>\$ 3,861,840</u>	<u>100.00%</u>

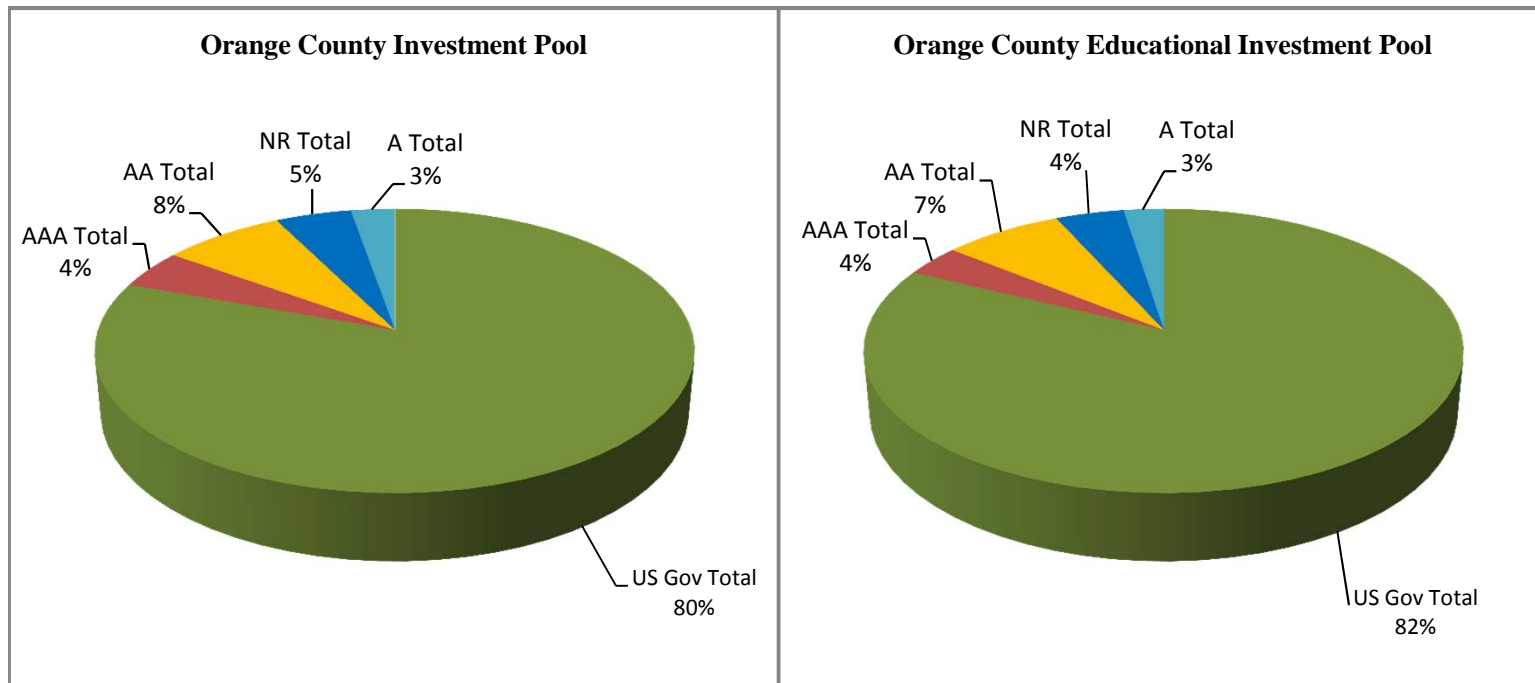
Orange County Educational Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,453,151	56.82%
U. S. TREASURIES	1,086,343	25.16%
MEDIUM-TERM NOTES	393,140	9.11%
MUNICIPAL DEBT	182,353	4.22%
CERTIFICATES OF DEPOSIT	99,945	2.34%
MONEY MARKET MUTUAL FUNDS	88,524	2.05%
LOCAL AGENCY INVESTMENT FUND	13,865	0.30%
	<u>\$ 4,317,321</u>	<u>100.00%</u>

John Wayne Airport Investment Fund		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 26,764	55.06%
U. S. TREASURIES	18,491	38.04%
MONEY MARKET MUTUAL FUNDS	3,356	6.90%
	<u>\$ 48,611</u>	<u>100.00%</u>

Calculated Using Market Value at 9/30/17

4.5 (10)

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 September 30, 2017



US GOV Includes Agency & Treasury Debt

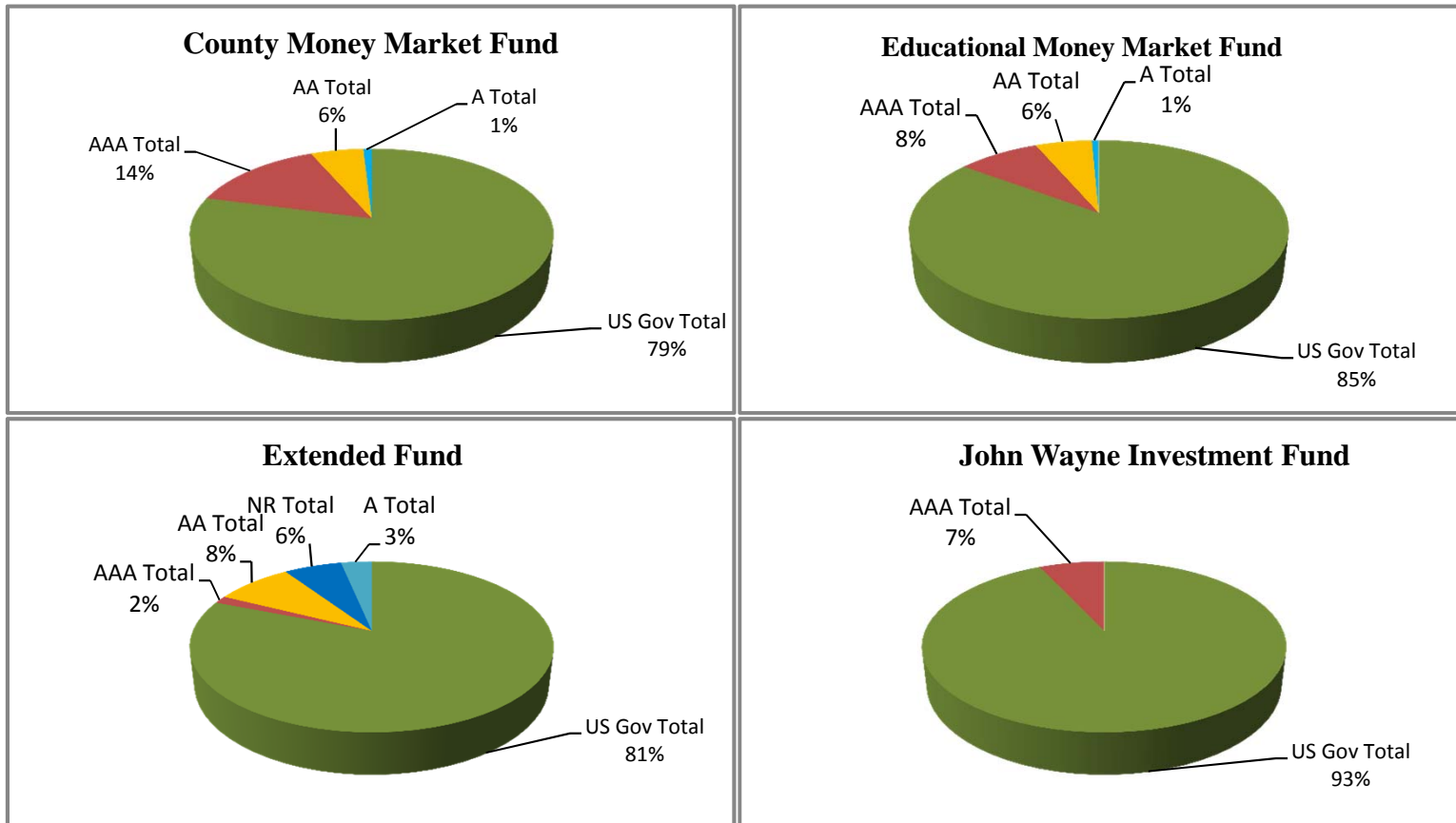
AA includes AA+, AA-, & AA

A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds Series 2017A

4.5 (11)

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 September 30, 2017



US GOV Includes Agency & Treasury Debt

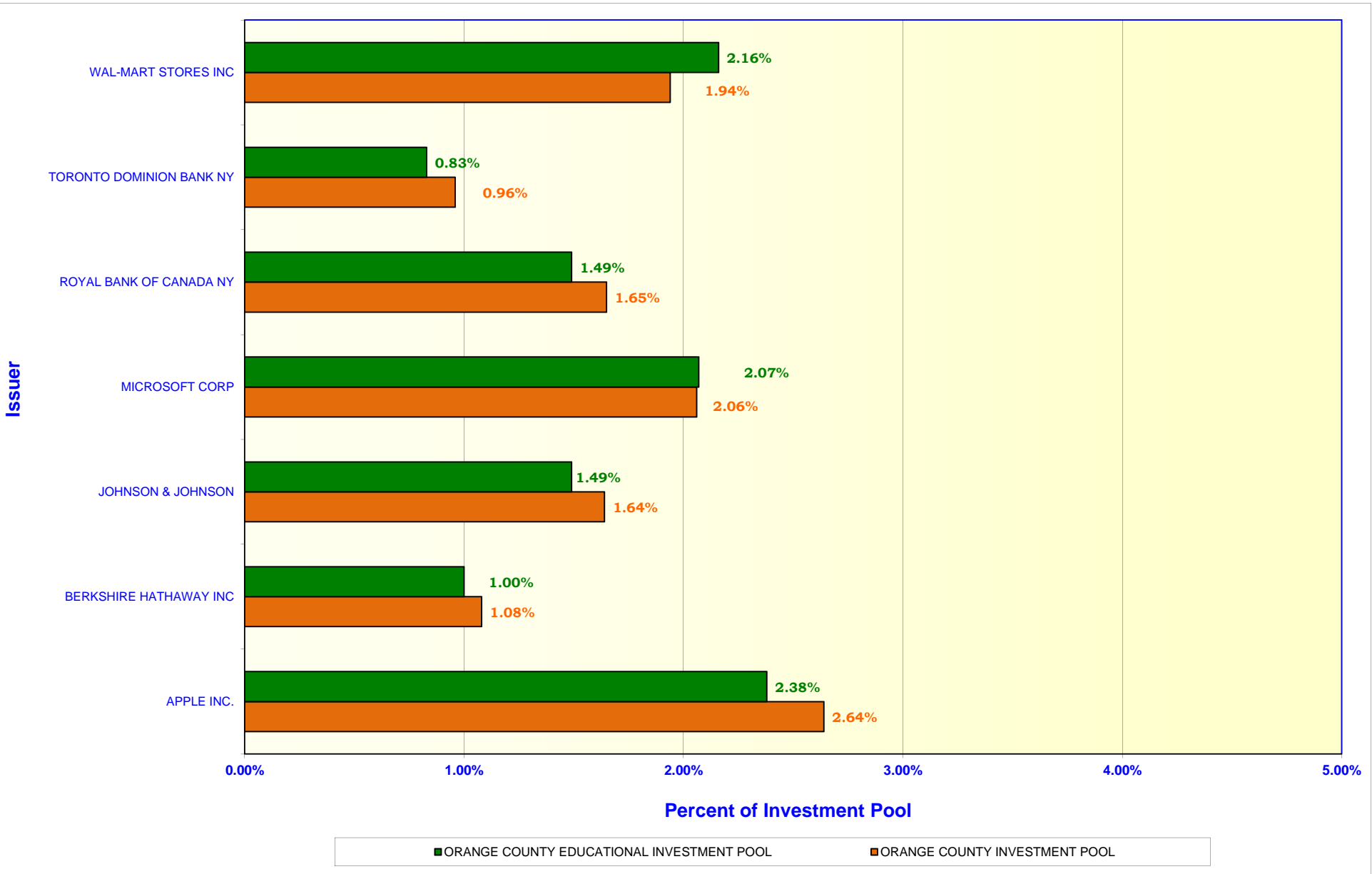
AA includes AA+, AA-, & AA

A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds Series 2017A

4.5 (12)

ORANGE COUNTY TREASURER - TAX COLLECTOR
ISSUER CONCENTRATION-By Investment Pool
 September 30, 2017



4.5 (13)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

September 30, 2017

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
U.S. TREASURY SECURITIES						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
U.S. GOVERNMENT AGENCY SECURITIES						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	NR	AA+	Aaa	NR
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
MEDIUM-TERM NOTES						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORPORATION *	A-1+	P-1	F1+	AAA	Aaa	AA+
WAL-MART STORES INC	A-1+	P-1	F1+	AA	Aa2	AA
ISSUERS ON HOLD						
ROYAL BANK OF CANADA NY (JULY, 2016) **	A-1+	P-1	F1+	AA-	A1	AA
TORONTO DOMINION BANK NY (MARCH, 2017) ***	A-1+	P-1	F1+	AA-	Aa2	AA-
BERKSHIRE HATHAWAY INC (JULY, 2017) ****	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE (JULY, 2017) ****</i>	NR	NR	NR	NR	Aa2	A+
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2017 A	NR	NR	NR	NR	NR	NR
STATE POOL - LOCAL AGENCY INVESTMENT FUND						
LOCAL AGENCY INVESTMENT FUND	NR	NR	NR	NR	NR	NR
MONEY MARKET MUTUAL FUNDS *****						
NAME OF FUND	S & P		Moody's		Fitch	
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm		Aaa-mf		AAAmmf	
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm		Aaa-mf		NR	
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm		Aaa-mf		NR	
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm		NR		NR	

* On Negative Outlook (Moody's L/T rating - July 25, 2016).

** Moody's downgraded its L/T Rating from Aa3 to A1 on May 10, 2017 and kept the issuer rating Outlook on Negative. On Negative Outlook (S&P - June 6, 2016; Fitch - January 25, 2016, Moody's - June 11, 2014).

*** Moody's downgraded its L/T Rating from Aa1 to Aa2 on May 10, 2017 and kept the issuer rating Outlook on Negative. On Negative Outlook (Moody's - June 11, 2014).

**** S&P removed its CreditWatch Negative from its L/T Rating and was placed on Stable Outlook on August 22, 2017. The issuer will remain on hold until reviewed by the Credit Investment Committee.

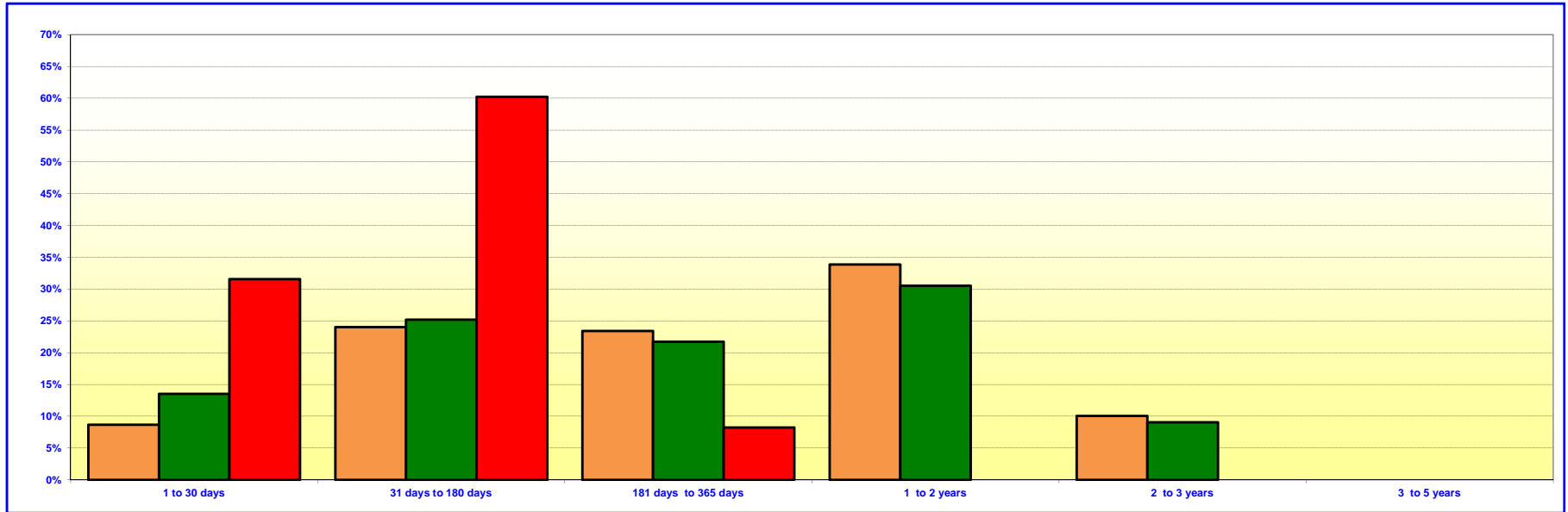
***** All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended September 30, 2017**

During September there were no changes to the Treasurer's Approved Issuer List.

An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

ORANGE COUNTY TREASURER - TAX COLLECTOR
MATURITIES DISTRIBUTION
 September 30, 2017



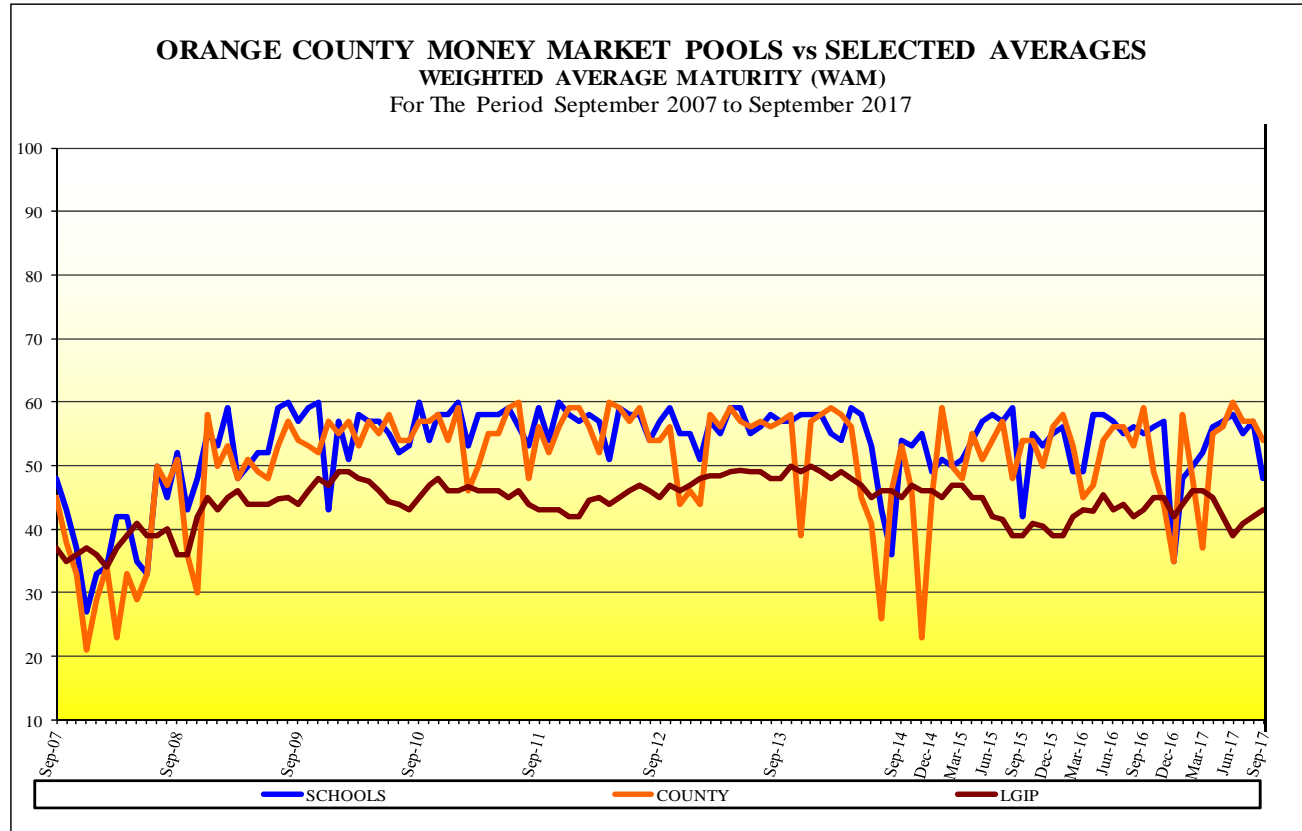
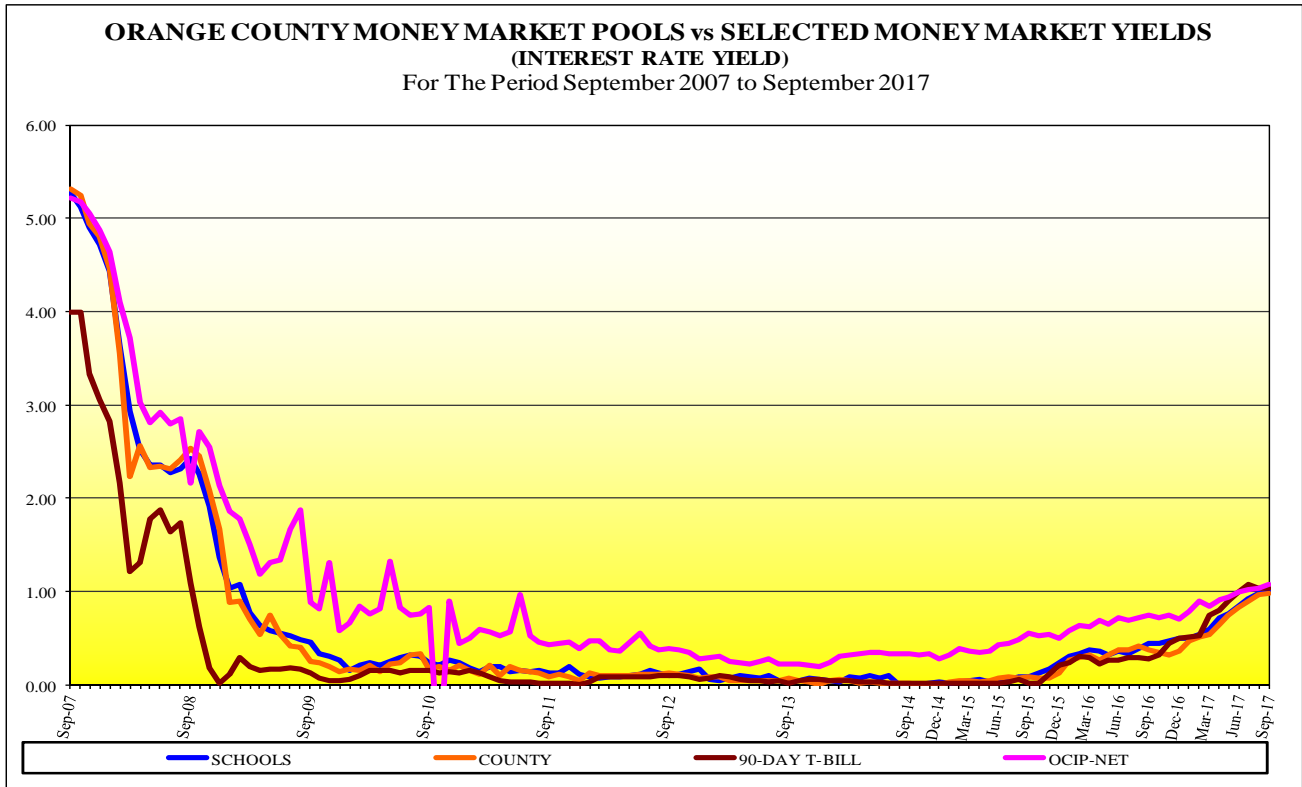
ORANGE COUNTY INVESTMENT POOL			
	In Thousands ^{1,2}		%
1 TO 30 DAYS	\$	334,633	8.65%
31 TO 180 DAYS		929,625	24.03%
181 TO 365 DAYS		904,990	23.40%
1 YEAR TO 2 YEARS		1,310,171	33.87%
2 YEARS TO 3 YEARS		388,741	10.05%
3 YEARS TO 5 YEARS		-	0.00%
TOTAL	\$	3,868,160	100.00%

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL			
	In Thousands ^{1,2}		%
1 TO 30 DAYS	\$	584,889	13.53%
31 TO 180 DAYS		1,088,106	25.17%
181 TO 365 DAYS		938,712	21.71%
1 YEAR TO 2 YEARS		1,319,648	30.53%
2 YEARS TO 3 YEARS		391,553	9.06%
3 YEARS TO 5 YEARS		-	0.00%
TOTAL	\$	4,322,908	100.00%

JOHN WAYNE AIRPORT INVESTMENT FUND			
	In Thousands ^{1,2}		%
1 TO 30 DAYS	\$	15,356	31.56%
31 TO 180 DAYS		29,300	60.22%
181 TO 365 DAYS		4,000	8.22%
1 YEAR TO 2 YEARS		-	0.00%
TOTAL	\$	48,656	100.00%

1 Maturity Limits are calculated using face value. All final maturities are in compliance with the IPS during September.

2 Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date. At 9/30/2017, Floating Rate Notes comprise 0.00%, 0.02%, and 0.00% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Fund respectively.



•For the Month Ended September 30, 2017, S&P LGIP – 1.03; S&P LGIP WAM -43; 90-Day T-Bill – 1.04; OCIP – Net – 1.09

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

October 1, 2016 - September 30, 2017

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - September 2017</i>				
County Pool - Money Market Fund	\$ 885,572,484	\$ 752,100	1.05%	54
Educational Pool - Money Market Fund	\$ 1,319,525,808	\$ 1,129,853	1.06%	48
Extended Fund	\$ 5,974,063,472	\$ 5,798,039	1.18%	443
<i>August 2017</i>				
County Pool - Money Market Fund	\$ 912,746,691	\$ 748,603	1.03%	57
Educational Pool - Money Market Fund	\$ 1,342,259,072	\$ 1,320,805	1.04%	57
Extended Fund	\$ 5,975,786,893	\$ 5,754,302	1.13%	454
<i>July 2017</i>				
County Pool - Money Market Fund	\$ 925,588,577	\$ 869,951	0.96%	57
Educational Pool - Money Market Fund	\$ 1,625,874,675	\$ 1,449,778	0.99%	55
Extended Fund	\$ 5,820,623,739	\$ 5,661,871	1.13%	464
<i>June 2017</i>				
County Pool - Money Market Fund	\$ 1,127,901,842	\$ 1,015,069	0.90%	60
Educational Pool - Money Market Fund	\$ 1,821,324,948	\$ 1,188,057	0.91%	58
Extended Fund	\$ 5,876,238,402	\$ 5,545,780	1.14%	487
<i>May 2017</i>				
County Pool - Money Market Fund	\$ 1,559,912,721	\$ 1,190,993	0.81%	56
Educational Pool - Money Market Fund	\$ 1,631,429,543	\$ 1,157,267	0.82%	57
Extended Fund	\$ 5,888,812,000	\$ 5,545,463	1.10%	494
<i>April 2017</i>				
County Pool - Money Market Fund	\$ 1,928,898,078	\$ 1,427,058	0.72%	56
Educational Pool - Money Market Fund	\$ 1,810,058,617	\$ 946,118	0.78%	56
Extended Fund	\$ 5,884,169,552	\$ 5,396,950	1.11%	488
<i>March 2017</i>				
County Pool - Money Market Fund	\$ 1,742,756,895	\$ 707,012	0.60%	37
Educational Pool - Money Market Fund	\$ 1,278,498,097	\$ 590,948	0.66%	52
Extended Fund	\$ 5,874,437,878	\$ 5,301,507	1.06%	511
<i>February 2017</i>				
County Pool - Money Market Fund	\$ 1,420,356,645	\$ 588,259	0.58%	48
Educational Pool - Money Market Fund	\$ 1,036,250,434	\$ 539,611	0.60%	50
Extended Fund	\$ 5,876,196,444	\$ 5,010,710	1.11%	511
<i>January 2017</i>				
County Pool - Money Market Fund	\$ 1,243,000,623	\$ 626,367	0.53%	58
Educational Pool - Money Market Fund	\$ 1,309,895,173	\$ 772,307	0.57%	48
Extended Fund	\$ 5,872,382,548	\$ 4,846,757	0.99%	496
<i>December 2016</i>				
County Pool - Money Market Fund	\$ 1,787,873,393	\$ 656,440	0.43%	35
Educational Pool - Money Market Fund	\$ 1,995,546,428	\$ 627,945	0.56%	35
Extended Fund	\$ 5,491,524,471	\$ 4,550,093	0.96%	510
<i>November 2016</i>				
County Pool - Money Market Fund	\$ 1,263,748,930	\$ 397,303	0.38%	44
Educational Pool - Money Market Fund	\$ 1,123,417,366	\$ 433,001	0.53%	57
Extended Fund	\$ 5,538,702,888	\$ 4,384,832	0.96%	515
<i>October 2016</i>				
County Pool - Money Market Fund	\$ 1,262,431,238	\$ 351,585	0.41%	49
Educational Pool - Money Market Fund	\$ 978,305,500	\$ 469,767	0.51%	56
Extended Fund	\$ 5,497,309,348	\$ 4,298,117	0.92%	504
Fiscal Year July 1, 2017 - June 30, 2018	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
Orange County Investment Pool	\$ 3,832,290,739	\$ 10,882,336	1.11%	360
Orange County Educational Investment Pool	\$ 4,428,389,731	\$ 12,602,967	1.10%	325

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING March 31, 2018**

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is primarily relying on historical trends involving deposits and withdrawals and known future cash flows. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending March 31, 2018, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2017 - Ending Cash				\$ 24,968,746
October	\$ 368,793,653	\$ 960,458,786	\$ 455,609,825	898,611,360
November	422,425,134	965,514,917	1,154,509,199	1,132,042,212
December	156,899,881	2,376,819,288	1,771,454,606	1,894,306,775
January	134,480,053	433,623,044	1,008,501,800	1,453,908,072
February	169,803,750	386,052,093	291,517,378	1,718,246,537
March 2018	62,294,553	743,731,315	595,935,119	1,928,337,286

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2017 - Ending Cash				\$ 3,900,045
October	\$ 810,110,699	\$ 309,451,697	\$ 701,162,723	422,299,718
November	337,803,934	786,930,889	705,643,117	841,391,424
December	176,439,843	1,290,947,114	471,426,346	1,837,352,035
January	140,377,711	493,113,791	920,037,502	1,550,806,035
February	153,986,395	248,607,550	670,872,842	1,282,527,138
March 2018	66,271,807	563,456,545	730,405,350	1,181,850,140

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended September 30, 2017

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	<u>\$8,362,938,816</u>	<u>\$ 9,092,268,066</u>
Cash Receipts:		
County	400,176,194	1,388,357,482
School and Community College Districts	598,995,321	1,198,349,674
Total Cash Receipts	<u>999,171,515</u>	<u>2,586,707,156</u>
Cash Disbursements:		
County	405,566,388	1,522,867,745
School and Community College Districts	618,615,991	1,744,038,566
Total Cash Disbursements	<u>1,024,182,379</u>	<u>3,266,906,311</u>
Net Change in Cost Value of Pooled Assets	<u>(25,010,864)</u>	<u>(680,199,155)</u>
Net (Decrease) in Non-Pooled Investments	<u>(1,969,368)</u>	<u>(69,501,252)</u>
Net Increase in Non-Pooled Cash	<u>7,641,451</u>	<u>1,032,376</u>
Treasurer's Accountability at the End of the Period:	<u>\$8,343,600,035</u>	<u>\$ 8,343,600,035</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
O.C. Investment Pool		\$ 3,876,855,279
O.C. Educational Investment Pool		4,332,462,219
Total Orange County Investment Pools		<u>8,209,317,498</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		48,533,046
Non-Pooled Investments - Fountain Valley School District Fund 40		34,848,650
Non-Pooled Investments - Other		1,081,500
Total Non-Pooled Investments		<u>84,463,196</u>
Cash:		
Cash in banks - County		24,874,243
Cash in banks - Schools		3,900,045
Cash in banks - OC Sheriff		12,391,257
Cash in banks - John Wayne Airport		8,559,293
Cash - Other		94,503
Total Cash		<u>49,819,341</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 8,343,600,035</u>



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 10/13/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2017.

Earnings Ratio		.00002942867511750
Interest Rate		1.07%
Dollar Day Total	\$	14,052,688.46
Quarter End Principal Balance	\$	152,796.22
Quarterly Interest Earned	\$	413.55

4.5 (21)



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/11/17	1.10	1.07	179
09/12/17	1.10	1.07	177
09/13/17	1.11	1.07	176
09/14/17	1.11	1.07	178
09/15/17	1.12	1.07	180
09/16/17	1.12	1.08	180
09/17/17	1.12	1.08	180
09/18/17	1.12	1.08	177
09/19/17	1.12	1.08	176
09/20/17	1.12	1.08	174
09/21/17	1.12	1.08	173
09/22/17	1.12	1.08	179
09/23/17	1.12	1.08	179
09/24/17	1.12	1.08	179
09/25/17	1.12	1.08	175
09/26/17	1.12	1.08	173
09/27/17	1.12	1.08	179
09/28/17	1.13	1.08	180
09/29/17	1.13	1.08	180
09/30/17	1.11	1.08	190
10/01/17	1.11	1.11	191
10/02/17	1.13	1.12	198
10/03/17	1.13	1.12	200
10/04/17	1.13	1.13	198
10/05/17	1.13	1.13	197
10/06/17	1.13	1.13	196
10/07/17	1.13	1.13	196
10/08/17	1.13	1.13	196
10/09/17	1.13	1.13	193
10/10/17	1.13	1.13	194
10/11/17	1.13	1.13	192

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

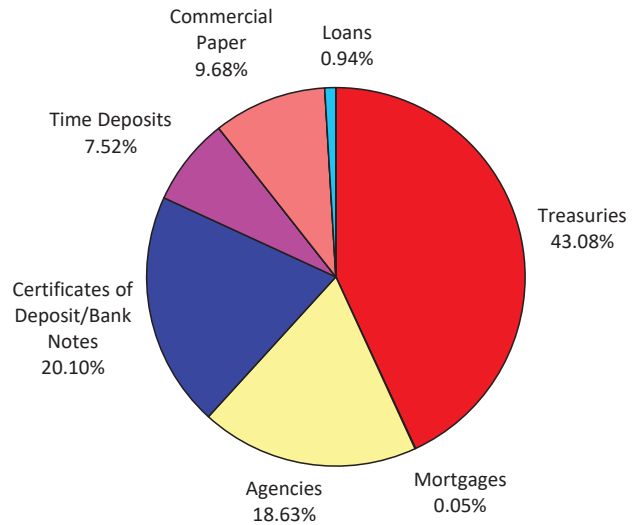
Quarter Ending 06/30/17

Apportionment Rate: 0.92%
 Earnings Ratio: .00002531309414880
 Fair Value Factor: 0.998940671
 Daily: 1.03%
 Quarter to Date: 0.93%
 Average Life: 194

PMIA Average Monthly Effective Yields

Sept 2017 1.111
 Aug 2017 1.084
 July 2017 1.051

**Pooled Money Investment Account
Portfolio Composition
08/31/17
\$75.1 billion**



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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On May 30, 2017, the Board of Trustees adopted Resolution No. 17-14 which approved undertaking a Request for Qualifications and Proposals (RFQ/RFP) for lease-leaseback services for the Santa Ana College Science Center Project. Education Code Section 81335 is the lease-leaseback (LLB) provision that allows districts to lease real property for the purpose of constructing buildings and improvements for district use. This delivery method has been recognized by the state legislature for years as a proven method to deliver educational facilities on time, on budget and with a reduced level of public agency risk associated with design issues, delays and cost overruns.

The Request to Prequalify and for Statement of Qualifications for Lease-Leaseback Construction Services (RFQ) #1617-168 for Science Center at Santa Ana College was solicited on May 31, 2017 with a due date of June 29, 2017. The District advertised in the Orange County Register on both June 1, 2017 and June 17, 2017. The District received seven responses including Balfour Beatty Construction, LLC (Newport Beach); C.W. Driver, LLC (Irvine); DPR Construction (Newport Beach); Harper Construction Company, Inc. (San Diego); McCarthy Building Companies, Inc. (Newport Beach); Pinner Construction Company, Inc. (Anaheim); and Tilden-Coil Constructors, Inc. (Riverside). A paper screening committee reviewed all seven responses on July 10, 11, 12 and 13, 2017. The screening committee interviewed five firms: Balfour Beatty Construction; LLC; C.W. Driver, LLC; DPR Construction; Harper Construction Company, Inc.; and McCarthy Building Companies, Inc. on July 17, 2017 and July 18, 2017. By consensus, the screening committee deemed all five companies interviewed qualified for the shortlist.

Subsequently, on July 26, 2017, RFP #1718-173 was solicited with a closing deadline for general contractors to respond by October 9, 2017. A mandatory (for general contractors) and voluntary (for subcontractors) pre-bid conference and site visit was held on August 2, 2017 and four (4) general contractors attended (Balfour Beatty Construction, LLC; C.W. Driver LLC; Harper Construction Company, Inc.; and McCarthy Building Companies, Inc.) and one (1) subcontractor attended (Climatec). The RFP included a subcontractor prequalification process requiring all subcontractors performing mechanical, electrical, and/or plumbing (MEP) scope on the project to be prequalified with the District. The District advertised the prequalification application process in the Orange County Register on July 26, 2017 with a closing deadline to respond by August 15, 2017 for subcontractors. The District received sixty (60) prequalification applications from MEP subcontractors. The RFP was a competitive process requesting that the qualified lease-leaseback general contractors provide the District with a proposal that outlined a Guaranteed Maximum Price (GMP) for the project. The District received four (4) proposals from the contractors that attended the mandatory pre-bid conference.

The RFP required that the interested lease-leaseback contractors provide the following information in their proposal to the District: methods and plan to execute the project; proposed project team; record of past performance; safety record; the proposed price for the project broken down by subcontractor bid categories; general conditions breakdown; clarifications; allowances; contingency; bonds and insurance; fees; financing rate; proposed logistics; and a schedule for the project.

An interview committee of eight (8) participants reviewed all proposals on October 10, 2017. On October 11, 2017, the committee interviewed Harper Construction Company, Inc. and McCarthy Building Companies, Inc. Upon the culmination and a thorough review of the initial Guaranteed Maximum Price (GMP) proposals, the interviews, and following the scoring as outlined in the RFP, the committee recommends McCarthy Building Companies, Inc. unanimously for the project and contract award.

ANALYSIS:

The Summary of the Guaranteed Maximum Price breakdown of costs is as follows:

Guaranteed Maximum Price	\$ 44,328,241
District Contingency	\$ 3,000,000
Total Contract Value	\$ 47,328,241

Any unused contingency dollars are returned to the District at the end of the project once a final reconciliation of costs and accounting is completed. The final accounting to close out the contract will be brought back to the Board of Trustees at the same time a Notice of Completion is accepted by the Board of Trustees.

The services covered by this agreement shall commence November 14, 2017 and end October 15, 2019. The contract is a not to exceed fee of \$47,328,241. The District has reviewed the proposal and it is reasonable, within industry standards, and within the target budget.

This agreement is with McCarthy Building Companies, Inc. to construct a project pursuant to Education Code section 81335 and to enter into a Site Lease, Facilities Sub-Lease, and Related Construction Agreements regarding the Science Center at Santa Ana College as presented.

The Santa Ana College Science Center, funded by Measure Q, as a Covered Project is subject to the district’s Community and Student Workforce Project Agreement (CSWPA) and requirements of the California prevailing wage laws.

This agreement is funded by Measure Q and is subject to the CSWPA as a Covered Project.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$47,328,241	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 11/13/17

Project: Science Center GMP

Site: **Santa Ana College**

Consultants: **McCarthy Building Companies, Inc.**

Type of Service: Lease-Leaseback Construction Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	<u>\$47,328,241.00</u>		11/14/2017	10/15/2019
Total Agreement Amount	<u>\$47,328,241.00</u>			

AGREEMENT NO: 0249.00/ DESCRIPTION:

This agreement #0249.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: \$47,328,241.00

Contract End Date: 10/15/2019

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Change Order #1 - Stanley Access Technologies, Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On February 27, 2017, the Board of Trustees approved a contract with Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College. The project consists of the replacement of automatic doors in five (5) buildings, at a total of seven (7) door locations at Santa Ana College. A previous assessment of the condition of the existing automatic doors found that the doors were not operating efficiently and replacement was recommended to ensure proper and safe functioning. This is a State Scheduled Maintenance project and was included in the Five-Year State Scheduled Maintenance Plan.

ANALYSIS:

Change Order #1 decreases the contract amount by \$2,042 which is a credit back to the District for an unused allowance related to hardware and unforeseen work. The contractor needed additional time to complete this project. Change Order #1 also adds 115 non-compensable days to the completion of this project. The contract amount has been decreased from \$78,936 to \$76,894. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - Stanley Access Technologies, Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College as presented.

Fiscal Impact:	\$2,042 Credit	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: November 13, 2017
 Project/Bid No. 2608 / 1310
 Site: Santa Ana College
 Change Order (CO) No. : 1

Project Name: SM16 Automatic Door Replacement
 Contractor: Stanley Access Technologies
 Contract #: 17 - P0045008

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
02/14/17	120	06/14/17	0	115	10/7/2017

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$78,936.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	-\$2,042.00	-2.6%
Total Change Order (s)		-\$2,042.00	-2.6%
Revised Contract Amount		\$76,894.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for the unused District allowance for related work or component hardware. Extension of time for 115 non-compensable days to the complete the project.	Owner	5	10/7/2017	(\$1,500.00)	\$ -	(\$1,500.00)
2	Credit for guide rails not installed.	Owner	2	10/7/2017	(\$542.00)	\$ -	(\$542.00)
Subtotal					(\$2,042.00)	\$ -	(\$2,042.00)
Grand Total							(\$2,042.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Change Order #1 - Amtek Construction, Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On July 17, 2017, the Board of Trustees approved a contract with Amtek Construction for Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College. The project added nine (9) new accessible parking stalls from the west side of Parking Lot 6 to the middle of the lot, which included adding one (1) new van accessible parking stall. A new path of travel from Parking Lot 6, south of Dunlap Hall from these new stalls was constructed to facilitate and improve accessibility. The project now provides the necessary accessible parking that is needed in this lot when a portion of the western side of Lot 6 will be removed due to the construction of the new Science Center building.

ANALYSIS:

Change Order #1 decreases the contract amount by \$3,000 which is a credit back to the District for unused unforeseen repairs/replacement related to additional sidewalk and/or asphalt in Parking Lot 6. The contractor needed additional time to complete this project. This change order adds ten (10) non-compensable days to the completion of this project. The contract amount has been decreased from \$50,875 to \$47,875. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - Amtek Construction, Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College as presented.

Fiscal Impact:	\$3,000 Credit	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Board Date: November 13, 2017
 Project/Bid No. 3088.1 / 1326
 Site: Santa Ana College
 Change Order (CO) No. : 1

Project Name: Parking Lot 6 ADA
 Contractor: Amtek Construction
 Contract #: 18 - P0047474

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
07/20/17	30	08/19/17	0	10	8/29/2017

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$50,875.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	-\$3,000.00	-5.9%
Total Change Order (s)		-\$3,000.00	-5.9%
Revised Contract Amount		\$47,875.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for the unused District allowance related to the unforeseen repairs/replacement related to additional sidewalk and/or asphalt in Parking Lot 6. Extension of time for 10 non-compensable days to complete the project.	Owner	5	8/29/2017	(\$3,000.00)	\$0.00	(\$3,000.00)
Subtotal					(\$3,000.00)	\$0.00	(\$3,000.00)
Grand Total							(\$3,000.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Accept the Completion of Bid #1310 - Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On February 27, 2017, the Board of Trustees approved a contract with Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College. The project was completed on October 4, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$76,894.

This project was funded by State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located 1530 West 17th Street, Santa Ana, caused improvements to be made to the property to with: Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College, the contract for the doing of which was heretofore entered into on the 1st day of December, 2016, which contract was made with Stanley Access Technologies PO 17-P0045008 as contractor; that said improvements were completed on the 4th day of October, 2017 and accepted by formal action of the governing Board of said District on the 13th day of November, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Travelers Casualty and Surety Company of America.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Accept the Completion of Bid #1326 - Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On July 17, 2017, the Board of Trustees approved a contract with Amtek Construction for Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College. The project was completed on November 3, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$47,875.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located 1530 West 17th Street, Santa Ana, caused improvements to be made to the property to with: Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) at Santa Ana College, the contract for the doing of which was heretofore entered into on the 17th day of July, 2017, which contract was made with Amtek Construction PO 18-P0047474 as contractor; that said improvements were completed on the 3rd day of November, 2017 and accepted by formal action of the governing Board of said District on the 13th day of November, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is The Ohio Casualty Insurance Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Notice of Exemption – California Environmental Quality Act for the Johnson Student Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

The existing Johnson Student Center building at Santa Ana College was constructed in 1967 and is 54,364 square feet. It was originally used as a bookstore and by 1980 was expanded to include a student center, a health center, learning center, classroom, office space and an enclosed patio. The building has remained relatively unchanged since this time. In 2005, the Board previously approved and adopted a program Environmental Impact Report (EIR) for the Facilities Master Plan at Santa Ana College which outlined the development and construction of various projects over the next several years. Additionally, an addendum to the EIR was approved in 2011 and a Notice of Determination was filed on January 19, 2012. Given the recommendation is to demolish and build a new building in its place, the District requested a further environmental review to ensure compliance with previous approvals and determinations as per the State of California Environmental Quality Act (CEQA) Guidelines. The District's environmental consultant, LSA Associates, Inc. has undertaken a review of the previous CEQA determinations and has reviewed the current proposed project which includes demolition of the existing building and new construction of a replacement building of approximately 63,642 square feet. The consultant has determined that under Section 15302 of the *State CEQA Guidelines*, this project qualifies as a Class 2 Categorical Exemption and is exempt from further CEQA review.

ANALYSIS:

Under the State California Environmental Quality Act (CEQA) Guidelines Section 15302, the project qualifies for a Class 2 Categorical Exemption. A Class 2 Categorical Exemption is applicable to projects that consist of the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the replaced structure and will have substantially the same purpose and capacity as the replaced structure.

Specifically, the proposed project is exempt because the proposed demolition and reconstruction of the Johnson Student Center would be consistent with the existing use of the project site and would not include an expansion of use beyond 50 percent of the existing building footprint. The proposed project does not have value as a habitat for endangered, rare, or threatened species, does not result in damage to a scenic resources within a highway officially designated as a State Scenic Highway, and is not on any list compiled pursuant to Government Code Section 65962.5 (hazardous waste sites). Further, no unusual circumstances or potential cumulative impacts would occur that may reasonably create an environmental impact. Therefore, the project is exempt from the provisions of CEQA.

The attached Memorandum and Notice of Exemption was prepared by LSA Associates, Inc. and upon approval by the Board of Trustees the District will file the Notice of Exemption with the Orange County Clerk Recorder's the State Clearing House.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Exemption for this project as presented.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: _____

From: (Public Agency): _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: **(check one)**:

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Lead Agency
Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

MEMORANDUM

DATE: October 13, 2017

TO: Allison Coburn, Facilities Project Manager, Rancho Santiago Community College District

FROM: Nicole Dubois, Principal, LSA

SUBJECT: Class 2 Categorical Exemption for the Proposed Johnson Student Center Project

LSA is pleased to submit this memorandum in consideration of a Class 2 Categorical Exemption for the proposed Johnson Student Center Project (Project) located within the Rancho Santiago Community College District on the Santa Ana College (SAC) campus in the City of Santa Ana.

PROJECT DESCRIPTION

Existing Project Site

As shown on Figures 1 and 2 (all figures provided in Attachment A), the existing Project site is centrally located on the SAC campus. The campus is bounded by West 17th Street on the north, North Bristol Street on the east, West Washington Avenue on the south, and North College Avenue on the west.

The Project site is surrounded by Russell Hall to the north, Nealley Library to the east, educational classroom uses to the south, and Middle College High School to the west. The existing Johnson Student Center is bound by a fire lane to the north and west, a service yard and loading ramp to the south, and a surface parking lot to the east.

The existing 54,364-square-foot (sf) building was constructed by 1967 and was originally used as a bookstore. By 1980, a student center was added around the northern and western sides of the bookstore. The student center expansion included a health center, a learning center, classroom and office space, and an enclosed patio. The existing Johnson Student Center has remained relatively unchanged since these improvements were made in 1980.

Proposed Project

As illustrated on Figure 3, the proposed Project involves the demolition of the existing Johnson Student Center and the construction of a new Student Center on the same site. The proposed Project also includes a new lunch/kiosk shelter and landscape and hardscape improvements in the West Plaza area.

The intent of the Project is to provide a Student Center that complies with the Americans with Disabilities Act (ADA) and current seismic standards, and better serves students of the SAC community.

The Project would develop a two-story, 63,642 sf Student Center.¹ The ground story would feature the campus store with grab-and-go food options, a coffee shop, and a juice bar; Disabled Students Programs & Services; Health & Wellness Center; Associated Student Government; Student Life; The Spot (a student lounge); Reprographics; a warehouse; and the mail room. The second story would feature offices such as Financial Aid, Student Financial Services, International Students Program, Student Support Services Program/Upward Bound, Extended Opportunity Program and Services/CalWORKs, and Guardian Scholars, as well as a conference room.

The exterior of the building would also be improved to include an accessible path of travel that would encircle the building, allowing for ADA-compliant access from multiple locations around the building.

Parking for the Project would be provided on site in existing parking lots on the SAC campus. In their existing condition, the on-site surface parking lots have a total of 192 parking spaces, including 6 ADA standard-accessible spaces and 2 ADA standard van-accessible spaces. Primary access to the Project site would be provided via West 17th Street, North Bristol Street, and West Washington Avenue. No changes to existing parking lots are proposed as part of the Project.

The proposed Project involves the demolition of the Johnson Student Center on the same site as the current structure. The new Student Center will have the same purpose and capacity as the structure to be replaced. The proposed Project is required to bring the Johnson Student Center up to current seismic standards established in the California Building Code (CBC). Therefore, no amendments to the existing SAC Facilities Master Plan would be required for implementation of the proposed Project.

CALIFORNIA ENVIRONMENTAL QUALITY ACT, SECTION 15302, CLASS 2 EXISTING FACILITIES EXEMPTION

Under the *State California Environmental Quality Act (CEQA) Guidelines* Section 15302, a Class 2 Categorical Exemption is applicable to projects that consist of the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the replaced structure and will have substantially the same purpose and capacity as the replaced structure, including but not limited to the following:

1. Replacement or reconstruction of existing schools and hospitals to provide earthquake resistant structures which do not increase capacity more than 50 percent
2. Replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity
3. Replacement or reconstruction of existing utility and/or facilities involving negligible or no expansion of capacity
4. Conversion of overhead electric utility distribution facilities to underground including connection to existing overhead electric utility distribution lines where the surface is restored to the condition existing prior to the undergrounding

¹ The proposed building would be 9,278 sf larger than the existing facility.

Based on the proposed Project components and scope of work, the Project qualifies for an exemption under *State CEQA Guidelines* Section 15302(a).

As shown on Figure 2, the proposed Project would be on a site currently developed with the existing Johnson Student Center. The proposed demolition and reconstruction of the Johnson Student Center would be consistent with the existing use of the Project site and would not include an expansion of use beyond 50 percent of the existing building footprint.¹ Therefore, the proposed Project would have substantially the same purpose and function as the existing facility.

CALIFORNIA ENVIRONMENTAL QUALITY ACT CATEGORICAL EXEMPTIONS – EXCEPTIONS

In addition, *State CEQA Guidelines* Section 15300.2 provides exceptions that apply to specific types of projects and/or projects where substantial evidence exists that the proposed Project involves unusual circumstances. The exceptions to the categorical exemptions pursuant to Section 15300.2 of the *State CEQA Guidelines* are:

- (a) **Location.** Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

The proposed Project does not rely on the specific classes of exemptions (3, 4, 5, 6, and 11) called out at the beginning of exception 15300.2(a). Nonetheless, if this exception were applicable to a Class 2 exemption, the proposed Project would still not qualify as an exception to the exemption. Historic aerial photographs show that the existing bookstore building was constructed by 1967 on the Project site. As previously stated, the Johnson Student Center was added to the building as part of a major renovation in 1980. Since that time, the building has continuously operated as a student center.

The entire Project site is located within the boundaries of the SAC campus, which itself is located in an urbanized area of Orange County. No special-status species are expected to occur on the Project site in its existing condition because of the lack of suitable habitat. Although the Project would remove existing on-site trees, these trees are ornamental and are nonnative to the area. The proposed Project, like all projects, would be subject to the provisions of the Migratory Bird Treaty Act (MBTA), which prohibits disturbing or destroying active nests, and to Fish and Game Code Section 3503, which protects nests and eggs. It is anticipated that the removal of on-site trees would be accomplished in a manner that avoids impacts to active nests during the breeding season. This may require nesting bird surveys or avoidance of vegetation removal between February 1 and September 15. Therefore, with compliance with existing regulations, there would be no Project impacts to nesting birds.

¹ The proposed Project would be approximately 17 percent larger than the existing facility.

(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place over time is significant.

The proposed Project involves the replacement and reconstruction of the Student Center facility on the SAC campus.

The proposed Project would be consistent with the existing use of the site and visual patterns of the SAC campus. The proposed Project would be located on the same site as the existing Johnson Student Center, and no new roads or structures would be constructed as part of the Project; however, it should be noted that the Project includes the provision of an ADA-accessible pathway around the proposed building to improve access to the building. Therefore, the Project would not divide an established community. No amendments to adopted planning documents or regulations would be required for implementation of the proposed Project. The proposed Project would not modify the height or scale of the existing Johnson Student Center (i.e., the existing and proposed building are both two stories in height), and would not result in or contribute to a significant aesthetic impact.

The Project site is not currently used for agricultural or farmland production or sensitive in terms of biological resources. As previously stated, on-site trees that would be removed as part of the proposed Project are nonnative to the area and would be removed in accordance with the MBTA and Fish and Game Code Section 3503. The proposed Project would not result in the loss of known mineral resources or a locally important mineral-resource recovery site.

As detailed further below, there are no known historic resources on the Project site. The Project site has been heavily disturbed by development of the existing Johnson Student Center and associated building expansions; therefore, it is unlikely that cultural and paleontological resources would be found during the proposed rehabilitation work.

The Project site, like all of Southern California, would be subject to seismic ground shaking in the event of an earthquake. The proposed Project would be required to comply with the CBC in effect at the time of construction and would not exacerbate an existing geologic or seismic hazard.

The proposed Project is not located in an airport land use plan or within 2 miles (mi) of a public or private airstrip. Due to the nature of the Project, it would not create a hazard to the public or the environment through the transport, use, or disposal of hazardous materials.

The Project would not significantly increase the impervious surface of the Project site. In addition, construction activities would be limited to the boundaries of the Project site and any ground disturbance would be less than 5 acres (ac). **[District to confirm]** The Project would comply with all applicable National Pollutant Discharge Elimination System (NPDES) permitting requirements, which require implementation of Best Management Practices (BMPs) to reduce impacts to water quality. Projects that disturb more than 1 ac of soil are subject to the requirements of the State Water Resources Control Board (SWRCB) Construction General Permit. However, because the Project would disturb greater than 1 ac of soil (between 1 and 5 ac), the Project may be eligible for a Small Construction Rainfall Erosivity Waiver, which would exempt the Project from coverage under the Construction General permit. To obtain a waiver, the Project would need to demonstrate that there would be no adverse water quality impacts

because construction activities would only occur when there is a low erosivity potential. If the Project is not eligible for a waiver, the Project applicant would be required to obtain coverage under the Construction General Permit, prepare a Stormwater Pollution Prevention Plan (SWPPP), and implement construction BMPs detailed in the SWPPP during construction activities. Construction BMPs would include, but not be limited to, Erosion Control and Sediment Control BMPs designed to minimize erosion and retain sediment on the site and Good Housekeeping BMPs to prevent spills, leaks, and discharge of construction debris into receiving waters.

Additionally, Project operation would be subject to the requirements of the Santa Ana Regional Water Control Board's North Orange County Municipal Separate Storm Sewer System (MS4) Permit and the Rancho Santiago Community College District's Storm Water Pollution Prevention Program. A Water Quality Management Plan (WQMP) would be prepared for the Project which details the Low Impact Development, Source Control, Site Design, and Hydromodification BMPs that would be included in the Project to reduce pollutants in stormwater runoff from the Project site. In addition, a Hydrology/Drainage Report would be prepared to describe the stormdrain improvements that would be required to convey and reduce stormwater runoff from the Project site.

The proposed Project would not induce substantial population growth or displace housing or substantial numbers of people. Additionally, the Project site is surrounded on all sides by development associated with the SAC campus. The proposed Project would not expand utility infrastructure in the Project vicinity, and therefore would not directly or indirectly induce population growth through the extension of roads or other infrastructure. Similarly, because the proposed Project would not increase population in Santa Ana or Orange County, construction and operation of the Project would not be anticipated to increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of such facilities would occur or be accelerated.

The Santa Ana Police and Fire Departments currently provide law enforcement and fire protection services to the Project site. Due to the fact that the proposed Project involves the replacement and reconstruction of an existing Student Center, the Project would not incrementally contribute to cumulative regional demand for fire protection or police protection services. Furthermore, the proposed Project is intended to serve existing students at the SAC campus.

The Project site is served by all necessary utilities in the existing condition; however, plumbing, electrical, and telecom utility stub outs to the proposed lunch/kiosk shelter are required in the West Plaza area. The Santa Ana Public Works Agency would continue to be the water and wastewater service provider for the proposed Project. Installation of on-site water and sewer facilities sufficient to serve the Project would be a standard condition for the proposed Project. The Project may also be required to pay water and sewer connection fees. The Project site is located within the Orange County Waste and Recycling (OCWR) service area. The Frank R. Bowerman Landfill at 110002 Bee Canyon Access Road in Irvine is the closest OCWR landfill to the Project site and would be expected to provide waste disposal for the Project once it is operational. Disposal capacity at this landfill is not constrained at this time and the Project would not be expected to result in or contribute to a significant impact related to waste disposal.

In summary, the proposed Project involves the demolition of the Johnson Student Center and the replacement and reconstruction of a Student Center on the same site as the existing student center. The Project would rely on, and can be accommodated by, the existing road system, public services, and utilities. Project impacts would not be cumulatively considerable in connection with the effects of past projects, the effects of other current projects, or the effects of probable future projects.

- (c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.**

As shown on Figure 1, the proposed Project involves the demolition of the Johnson Student Center and replacement and reconstruction of a Student Center on the same site as the existing Johnson Student Center. The scope of work would be limited to the boundaries of the existing Johnson Student Center site. No amendments to an adopted planning document would be required for implementation of the Project. Given the urban and developed nature of the Project site and the surrounding area, as well as its existing function and use, there is no evidence to indicate that the proposed Project would have a significant effect on the environment due to unusual circumstances.

- (d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified Environmental Impact Report.**

The proposed Project is approximately 9 mi north of State Route 1 (SR-1), which is an eligible State Scenic Highway (not officially designated).¹ The Project site is not visible from SR-1. Therefore, the proposed Project would not result in damage to existing scenic resources.

- (e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.**

According to the California Department of Toxic Substances Control's (DTSC) EnviroStor Tool, the Project site is not included on the DTSC's Hazardous Waste and Substances Site List or any lists compiled pursuant to Section 65962.5 of the Government Code.²

¹ California Scenic Highway Mapping System. Orange County. Website: http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/index.htm (accessed September 1, 2017).

² California Department of Toxic Substances Control (DTSC). EnviroStor. 2017. Website: [http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITE%2COPEN%2CFUDS%2CCLOSE&status=ACT%2CBKLG%2CCOM&reporttitle=HAZARDOUS WASTE AND SUBSTANCES SITE LIST](http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITE%2COPEN%2CFUDS%2CCLOSE&status=ACT%2CBKLG%2CCOM&reporttitle=HAZARDOUS%20WASTE%20AND%20SUBSTANCES%20SITE%20LIST) (accessed September 1, 2017).

(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

The Project site was developed with the existing Johnson Student Center in 1967 (50 years ago). Based on criteria established by the National Register of Historical Resources, resources 50 years old and older should be evaluated to determine their historical significance. As such, a *Historic Resources Evaluation of the Johnson Campus Center Building, Santa Ana College, City of Santa Ana, Orange County, California* (Historic Resources Evaluation; LSA, June 8, 2017; provided in Attachment B) was prepared for the Project. Based on the results of an intensive-level historic resources survey of the site and archival research on the history of the property, the Historic Resources Evaluation determined that the existing Johnson Student Center is associated with the post-World War II development boom. The first iteration of the building was constructed in 1967 and was designed by prominent local architect Harold Gimeno. The building was dramatically enlarged through the construction of a two-story, New Formalist-style addition in 1980. As a result of the massive, modern alteration to the site, it was determined that the alteration compromised the architectural integrity of the original historic-period building. The building no longer conveys its associations with the post-World War II period or architect Harold Gimeno, and what remains of the building is not representative of any particular style of architecture. Consequently, the Historic Resources Evaluation determined that the Johnson Student Center does not qualify as a “historical resource” as defined by CEQA, and the proposed Project would not cause a substantial adverse change in the significance of a historical resource.

CONCLUSION

In summary, the proposed Project will not result in any specific or general exceptions to the use of a Categorical Exemption as detailed under *State CEQA Guidelines* Section 15302. The Project would be located on the same site as the existing Johnson Student Center facility and would not result in any cumulative impacts. The Project site does not have value as habitat for endangered, rare, or threatened species. The proposed Project would not result in damage to a scenic resource within a highway officially designated as a State Scenic Highway. The Project site is not on any list compiled pursuant to Section 65962.5 of the Government Code. Further, no unusual circumstances or potential cumulative impacts would occur that may reasonably create an environmental impact. Therefore, the Project is exempt from the provisions of CEQA as specified by the *State CEQA Guidelines* identified above.

Attachments: A – Figures 1–3
B – Historic Resources Evaluation

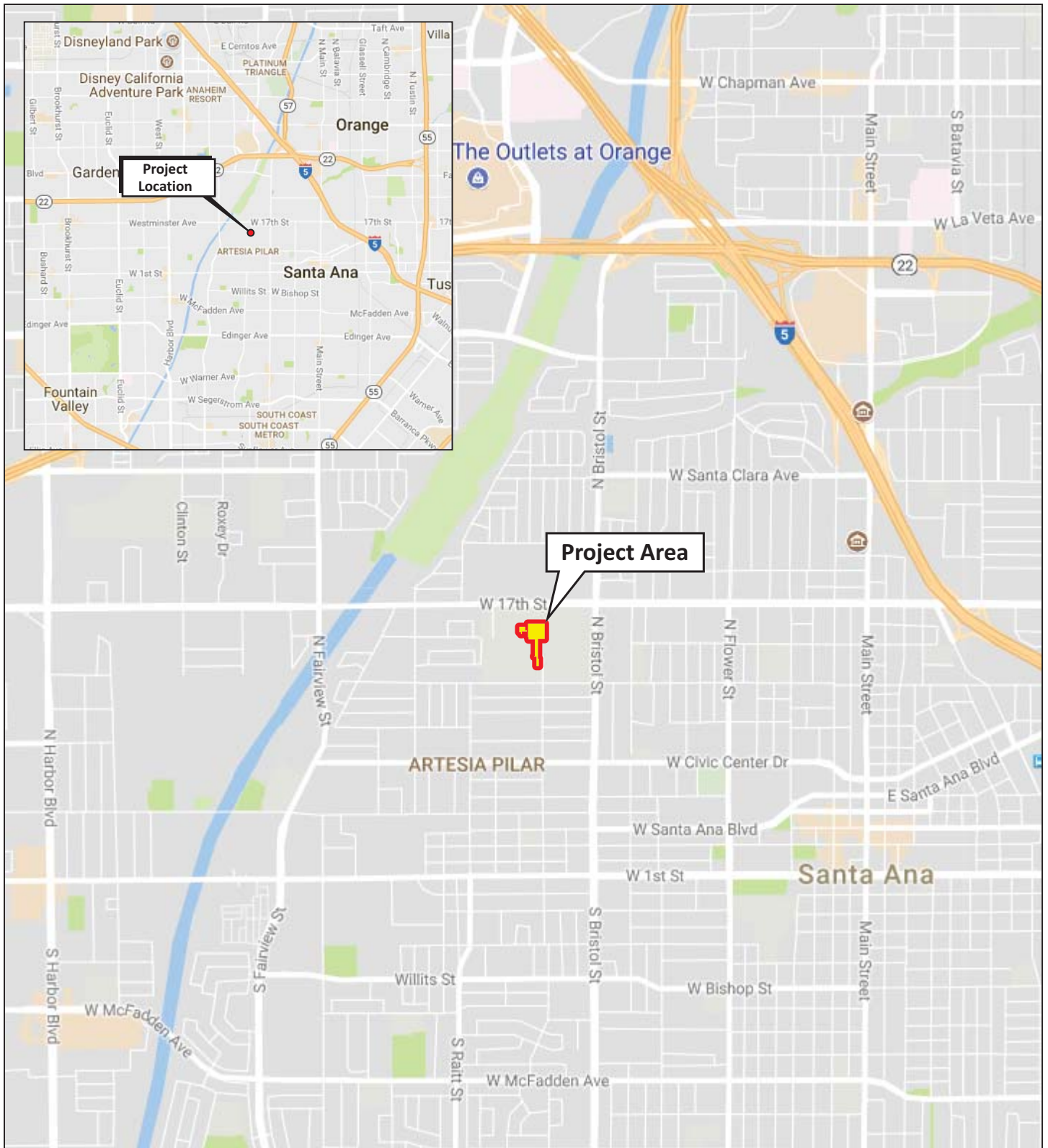
ATTACHMENT A

FIGURES 1–3

Figure 1: Project Location

Figure 2: Existing Project Site

Figure 3: Site Plan

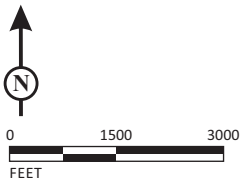


LSA

LEGEND

 - Project Area

FIGURE 1



SOURCE: Google Maps, 2017

I:\RSC1701.04\G\Location.cdr (9/11/2017)

Johnson Student Center
Project Location

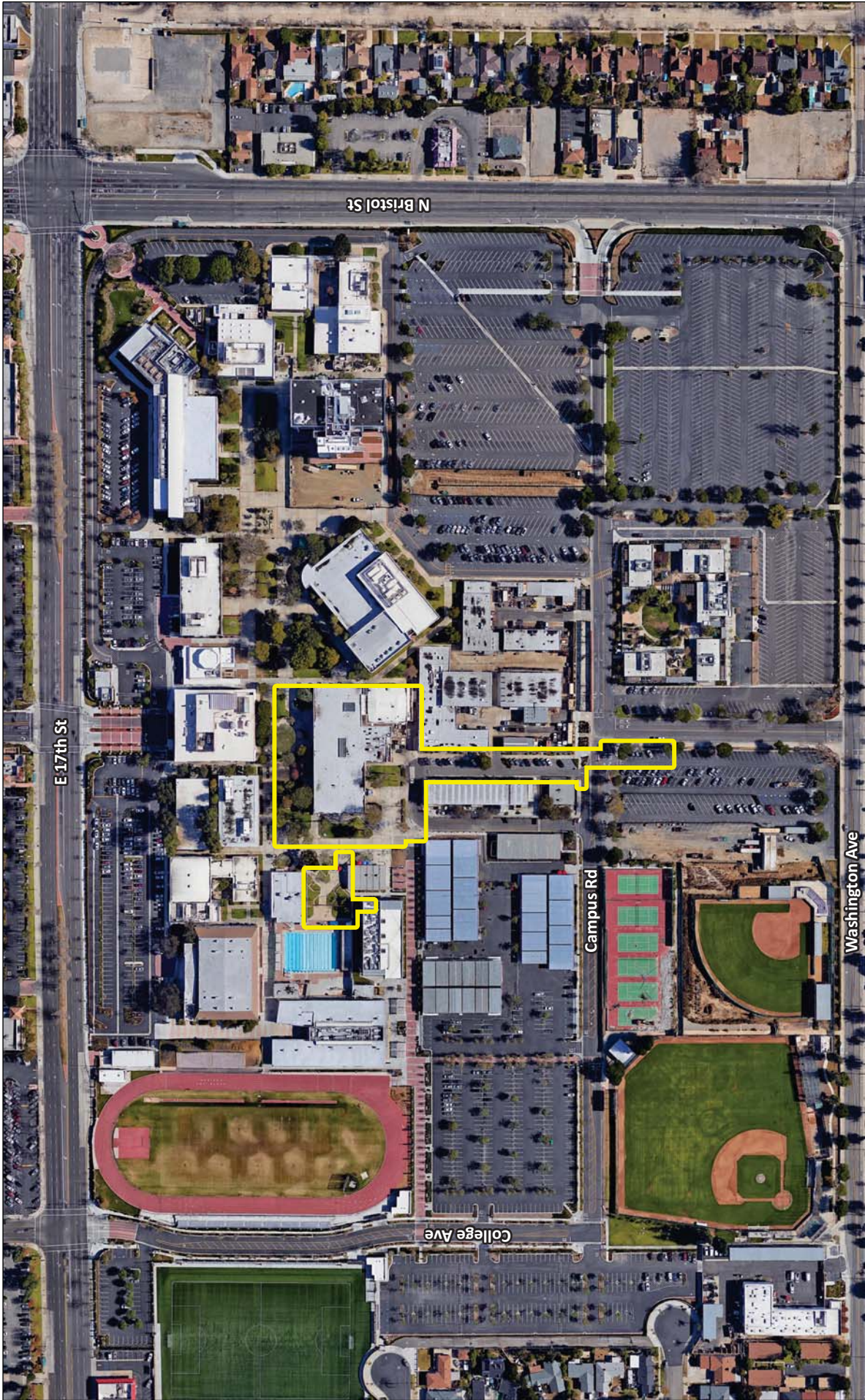


FIGURE 2

LSA



SOURCE: Google Earth, 2017

I:\NSC1701.04\Existing_Proj_Site.cdr (9/11/2017)

LEGEND
 - Project Area

Johnson Student Center
 Existing Project Site

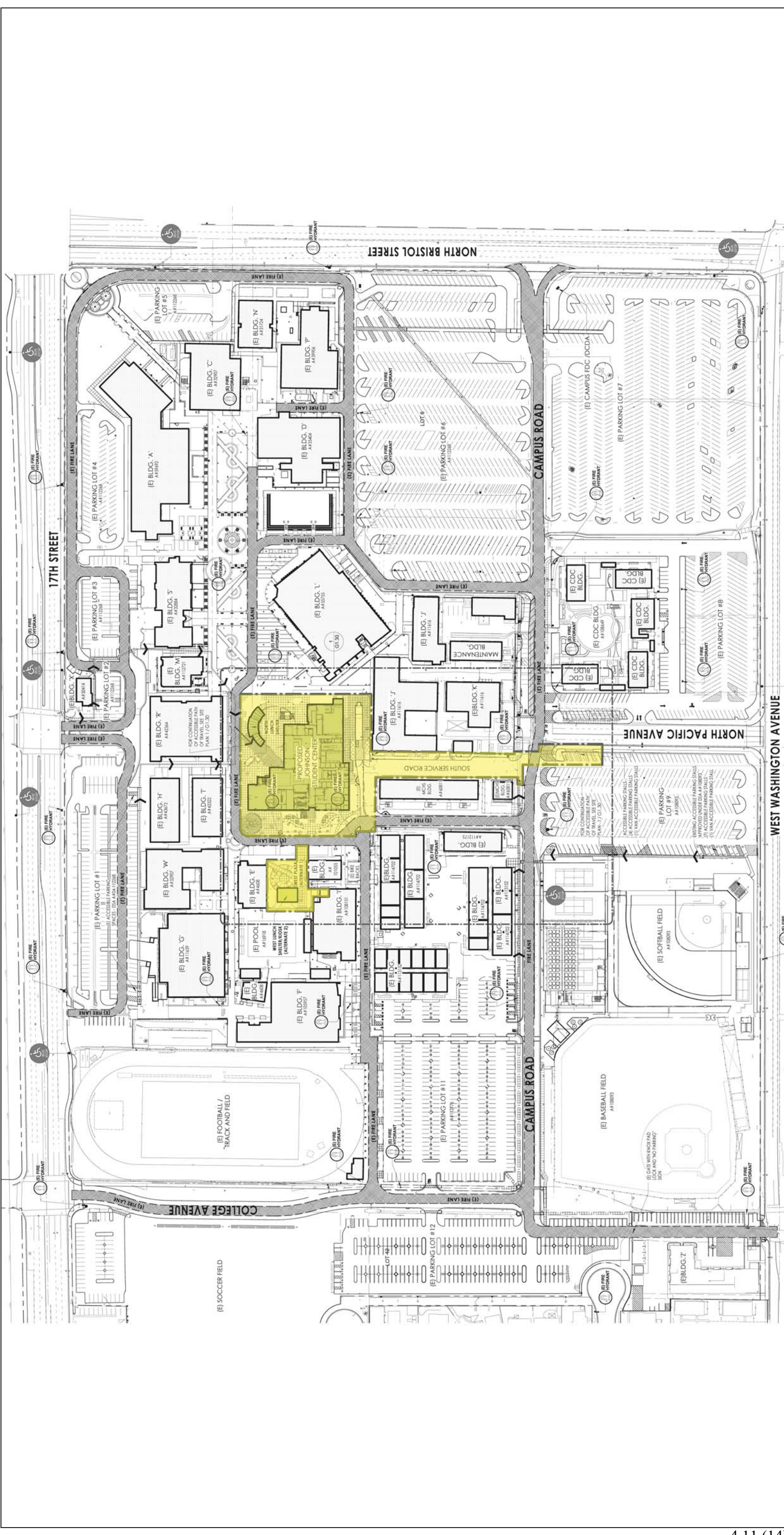


FIGURE 3

LEGEND
 - Project Boundary



SOURCE: HPI Architecture

I:\RSC1701.04\Site_Plan_11x17.cdr (9/11/2017)

ATTACHMENT B

HISTORIC RESOURCES EVALUATION



MEMORANDUM

DATE: June 8, 2017

TO: Carri Matsumoto, Assistant Vice Chancellor
Rancho Santiago Community College District

FROM: Elisa Bechtel, MLitt
Architectural Historian, LSA Associates, Inc.

SUBJECT: Historic Resources Evaluation of the Johnson Campus Center Building, Santa Ana College, City of Santa Ana, Orange County, California (LSA Project No. RSC1701.02)

LSA is under contract with the Rancho Santiago Community College District (District) to document and evaluate the Johnson Campus Center (Center) building located in the center of Santa Ana College. The District proposes to demolish the building to facilitate construction of a new student center. Because a portion of the Center is more than 50 years old it must be evaluated for historic significance in compliance with the California Environmental Quality Act (CEQA). The following describes the methods undertaken by LSA to accomplish this and the results of those efforts.

METHODS

On May 22, 2017, LSA architectural historian Elisa Bechtel conducted an intensive-level historic resources survey of the building. During the survey, digital photographs were taken of the center's elevations, character-defining features, and context views. Detailed notes regarding the architectural features and integrity were made and a pedestrian survey of the campus was completed to determine the condition of the current setting and potential for the Johnson Campus Center to contribute to a historic district. However, formal documentation and evaluation of the campus as a whole were outside the scope of this project.

Archival research on the history and development of the building, campus, and surrounding area was undertaken to determine the construction, use, and ownership history of the building, as well as important themes in history that may have been associated with the building. Both primary and secondary sources of information such as historic maps and photographs, newspaper articles, and written histories of Santa Ana College and the City of Santa Ana were also utilized in this endeavor. In addition, June Pena, Facilities Assistant Project Manager at Rancho Santiago Community College District, provided original building plans.

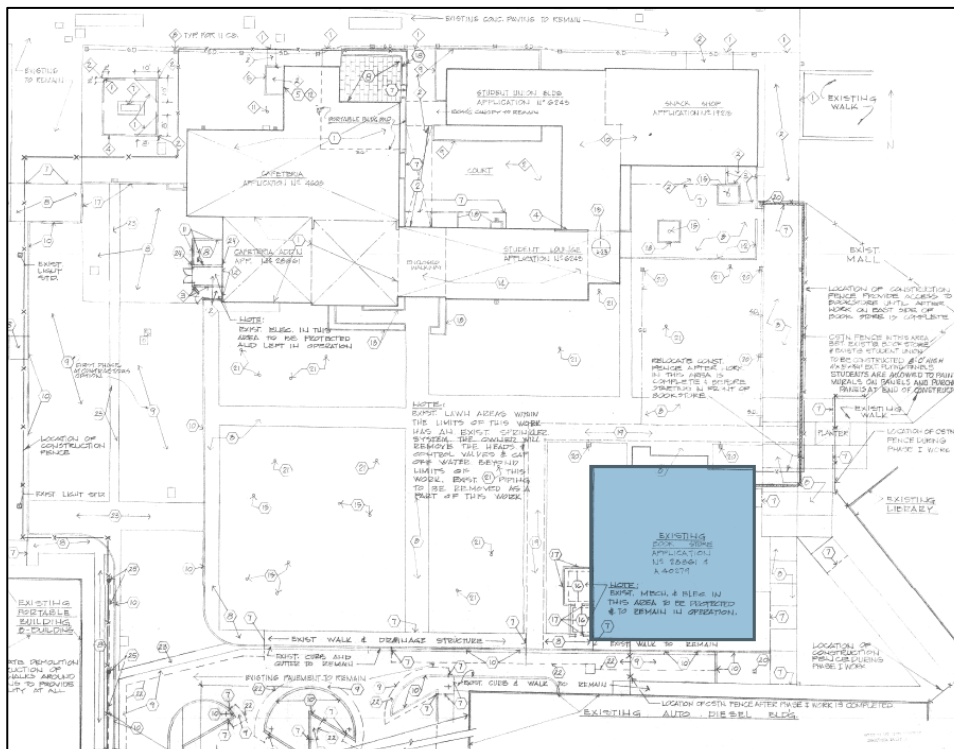


RESULTS

Archival research indicates that the Johnson Campus Center is associated with the post-World War II development boom. The first iteration of the building, a bookstore, was designed by prominent local architect Harold Gimeno, A.I.A. and was constructed in 1967. In 1980, the building was dramatically enlarged through the construction of a large two-story, New Formalist-style addition that included a new cafeteria, nurse's station, and student business center.

The building was documented and evaluated on State of California Department of Parks and Recreation (DPR) 523 forms. The evaluation was conducted using the criteria for listing in the California Register of Historical Resources and the City of Santa Ana's criteria for designation as a Historical Property (Santa Ana Municipal Code Chapter 30 "Places of Historical and Architectural Significance").

As a result, it was determined that the massive, modern alteration has completely compromised the architectural integrity of the original, historic-period building. The building no longer conveys its associations with the post-WWII period or architect Harold Gimeno and what remains of the original building is not representative of any particular style of architecture. The Center is not individually significant and because of the extensive alterations, it would not contribute to any historic significance the campus as a whole may have.



Portion of plans showing 1967 building (highlighted) and 1980 addition.

(Source: Johnson Campus Center plans prepared by Grillas, Pirc, Roster, Alves, dated 1980, and provided by Rancho Santiago Community College District)



CONCLUSION

Based on the foregoing information, the Johnson Campus Center does not qualify as a “historical resource” as defined by CEQA. Therefore, the District may reach a finding of *No Impact* regarding historic-period built environment resources.

Attachments: DPR Forms

State of California — The Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary # _____
 HRI # _____
 Trinomial _____
 NRHP Status Code 6Z

Other Listings _____
 Review Code _____ Reviewer _____ Date _____

Page 1 of 7 Resource Name or #: Johnson Campus Center

P1. Other Identifier: Building U; Santa Ana College Music Building

***P2. Location:** Not for Publication Unrestricted ***a. County:** Orange and (P2b and P2c or P2d. Attach a Location Map as necessary.)

***b. USGS 7.5' Quad:** Anaheim, CA **Date:** 1965 PR 1981 **T** 5S; **R** 10W; **S.B.B.M.**

c. Address: 1530 West 17th Street **City:** Santa Ana **Zip:** 92706

d. UTM: Zone: 11; _____ mE/ _____ mN (G.P.S.)

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate) APN: 004-070-53

***P3a. Description:** (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)
 The Johnson Campus Center is located at the center of the Santa Ana College campus, which is located at the southwest corner of West 17th Street and North Bristol Street and includes more than 30 buildings, as well as athletic fields, tennis courts, a swimming pool, and parking lots. The subject building is oriented to the north and only the smaller wing situated at the southeast corner of the building dates to the historic period (1967). The majority of the center is comprised of a much larger New Formalist-style addition that dates to the modern period (1980). This two-story addition, and main portion of the center, is surmounted by a heavy, flat roof with wide eaves and accentuated, oversized, exposed beams and rafters. The exterior walls are clad in stucco siding. The north-facing symmetrical façade features: a full-width landing on the second story with metal railings; deep patios sheltered beneath the roofline, one on each story and at each end of the building; a large, two-level staircase at the eastern end of the façade, and large banks of anodized-aluminum framed, fixed windows. The remaining elevations of the addition also feature similar banks of windows. Another large staircase is located at the southwest corner of the building. *See Continuation Sheet.*

***P3b. Resource Attributes:** (List attributes and codes) HP15. Educational building

***P4. Resources Present:** Building Structure Object Site District Element of District Other (Isolates, etc.)

P5a. Photo or Drawing (Photo required for buildings, structures, and objects.)



P5b. Description of Photo: (View, date, accession #) Top: 1980 expansion with 1967 wing at left rear, view to the southwest; bottom: 1967 wing, view to the northwest (5/22/17)

***P6. Date Constructed/Age and Sources:** Historic Prehistoric Both
 1967 and 1980 (Rancho Santiago Community College District var.)

***P7. Owner and Address:**
 Santa Ana College
 1530 West 17th Street
 Santa Ana, CA 92706

***P8. Recorded by:** (Name, affiliation, and address)
 Elisa Bechtel, MLitt
 LSA Associates, Inc.
 1500 Iowa Avenue, Suite 200
 Riverside, CA 92507

***P9. Date Recorded:**
 June 2017

***P10. Survey Type:** (Describe)
 Intensive-level CEQA compliance.

***P11. Report Citation:** (Cite survey report and other sources, or enter "none.") None.



See continuation sheet

***Attachments:** NONE Location Map Sketch Map Continuation Sheet Building, Structure, and Object Record
 Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record
 Artifact Record Photograph Record Other (List):

BUILDING, STRUCTURE, AND OBJECT RECORD

*Resource Name or # (Assigned by recorder) Johnson Campus Center

B1. Historic Name: _____

B2. Common Name: _____

B3. Original Use: bookstore **B4. Present Use:** Student Business Office, bookstore, cafeteria, music building, health center

***B5. Architectural Style:** vernacular with a modern-period, New Formalist expansion

***B6. Construction History:** (Construction date, alterations, and date of alterations)

1967- Original building plans by architect Harold Gimeno, A.I.A., for two story bookstore for Santa Ana Student Union (Rancho Santiago Community College District var.).

1977- Plans for construction of an elevator (ibid.).

1980- Plans for large student center addition by Grillas, Pirc, Roster, Alves-Planning, Architecture, and Engineering (ibid.).

1987- Plans for learning center addition by Garcia and Associates (ibid.).

1993- Plans for food service and bookstore additions by Garcia and Associates (ibid.).

1997- Plans for bookstore remodel by Kremer and Associates and health center remodel by GKK Corporation (ibid.).

***B7. Moved?** No Yes Unknown **Date:** _____ **Original Location:** _____

***B8. Related Features:** Santa Ana College campus (administration building, classrooms, library, athletic fields, etc.)

B9a. Architect: Harold Gimeno, A.I.A **b. Builder:** Unknown

***B10. Significance: Theme:** Post-War Development **Area:** City of Santa Ana

Period of Significance: 1967 **Property Type:** Educational **Applicable Criteria:** NA

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

The 1967 Johnson Campus Center does not appear to be eligible for listing in the California Register of Historical Resources (California Register) or the local register and, therefore, does not qualify as historical resource pursuant to the California Environmental Quality Act (CEQA). It is a common type and style and has been so drastically altered and expanded from its original design that the original, historic-period building is unrecognizable.

Historic Context: The City takes its name from the vast *Rancho Santiago de Santa Ana*, granted to Jose Antonio Yorba in 1810 (Gudde 1998:344; Goddard and Goddard 1988). The City incorporated on June 1, 1886, with a population of 2,000, and was then reincorporated the following March under the Municipal Corporation Act; its population had already increased by 500 (ibid). After several unsuccessful attempts to separate from Los Angeles County, Orange County was finally formed in 1889, and Santa Ana was chosen as the county seat. Much of the Orange County area remained in the hands of local farmers and sheep ranchers at the turn of the century with most communities comprising small, insular villages and towns.

Santa Ana Junior College, as the original iteration of the college was known, was first established on the Santa Ana High School campus in 1915 with 24 students and 11 faculty members (Santa Ana College 2017). The college remained at this location until damage sustained during the 1933 earthquake forced the college to relocate to North Main Street, where it served 803 students with 34 teaching faculty (ibid.).

Throughout the early part of the 20th century, agriculture, particularly citrus, played a major role in the success of the County. During the 1920s, oil production also contributed to the local economy (Parker 1988:134). Like the rest of the country, in the 1930s and into the early 1940s, Orange County felt the effects of the Depression—a situation that did not turn around until the United States officially entered World War II (WWII) in 1941. By the end of WWII, the regional economy had expanded to incorporate other industries including manufacturing, construction, trade, and transportation. It was during this period that vast quantities of agricultural land were phased out by urban and industrial expansion (Orange County Historical Society 2008). See *Continuation Sheet*

(Sketch Map with north arrow required.)

See Location Map

B11. Additional Resource Attributes: (List attributes and codes)

***B12. References:** See *Continuation Sheet*

B13. Remarks:

***B14. Evaluator:** Elisa Bechtel, MLitt, LSA Associates, Inc., 1500 Iowa Street, Suite 200, Riverside, CA 92507

***Date of Evaluation:** June 2017

(This space reserved for official comments.)

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____

HRI # _____

Trinomial _____

Page 3 of 7 *Resource Name or #: (Assigned by recorder) Johnson Campus Center
*Recorded by LSA *Date: June 2017 Continuation Update

***P3a. Description:** (continued from page 1). The original 1967 portion of the building is two stories and is surmounted by a flat roof with narrow eaves with a very wide fascia. The exterior walls are clad primarily with stucco but also with some panels of brick veneer. Its east elevation features a pair of aluminum-framed, multi-paned, fixed windows at the second-story level and two separate single doors sheltered beneath pent roofs at the ground level. The wing's remaining elevations include similar aluminum-framed windows at the second-story level. There is also a small stucco addition (1993) on its south elevation; this addition is nondescript except for a west-facing, metal, roll-up door and a single door on its south elevation. The wing is in good condition but has been dramatically altered by its incorporation into the 1980 New Formalist addition, compromising its original architectural design; it is now small and nondescript in comparison. Any architectural features from its original façade or west elevation were removed during construction of the 1980 addition.

P5a. Photo or Drawing (continued from page 1)



Left: 1967 wing, east elevation, view to the southwest. Right: 1980 expansion, east elevation, view to the northwest (5/22/17)



Left: 1980 expansion, north-facing facade, view to the southeast.

Right: west elevation, view to the northeast (5/22/17)

See Continuation Sheet

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____
HRI # _____
Trinomial _____

Page 4 of 7 *Resource Name or #: (Assigned by recorder) Johnson Campus Center
*Recorded by LSA Associates, Inc. *Date: June 2017 Continuation Update



Left: 1980 expansion, south elevation, view to the northwest. Right: 1967 wing, west and south elevations, view to the northeast (5/22/17)

***B10. Significance** (continued from page 2) The post-WWII period was also marked by an unprecedented housing boom in southern California. The project area is located in northwestern Santa Ana in an area that was largely developed during the late-1940s to mid-1960s, representative of larger demographic trends associated with this postwar residential development. As suburbanization continued, populations and amenities (schools, shopping centers, civic buildings, medical facilities, etc.) increasingly moved from the city centers to the peripheries and along transportation corridors; in Santa Ana's case, this development occurred primarily northeast and east of downtown. This was soon followed by the construction of commercial, light industrial, and manufacturing businesses concentrated along the I-5 corridor. It was during this postwar boom that Santa Ana College, bolstered by the passing of a bond measure, moved to its current location in 1947. Historic aerials reveal that the campus continued to develop and expand rapidly over the next several decades, growing from a few small classrooms spread over a large area to a densely grouped collection of administration buildings, multi-story classroom buildings, library, student center, and athletic fields (Historicaerials.com var.).

The original Johnson Campus Center building was constructed in 1967 as a student union bookstore (Rancho Santiago Community College District var.). It was designed by prominent local architect and Harvard graduate, Harold Gimeno (ibid.). Gimeno is most known for his design of public, religious, and educational buildings throughout southern California and his home state of Oklahoma. His early work in Oklahoma was predominantly designed in the Spanish Renaissance and Spanish Colonial Revival styles, including the basilica-type Holy Name of Jesus Roman Catholic Church and three properties that are now listed in the National Register: the Beta Theta Pi Fraternity House at the University of Oklahoma; the Patricio Gimeno House (designed for his parents); and the Sooner Theater in the City of Norman (Gabbart 2006; Oklahoma Historical Society State Historic Preservation Office 2014). When Gimeno established his firm in the Santa Ana-Tustin area during the 1950s, his design style made a drastic shift toward Modernism, innovating economical designs that used standard sizes of timber carried by lumber yards, cutting the cost per square foot down from \$15 to less than \$10 (*The Redlands Daily Facts* 1952a and 1952b).

"In 1971, Santa Ana College formally separated from the Santa Ana Unified School District to form the Rancho Santiago Community College District...In the late 1970s the college purchased the properties on Martha Lane south of the original campus and that land is now part of the parking lot" (Wikipedia 2017). Following this campus-wide expansion, the bookstore building was dramatically enlarged through the construction of an enormous, two-story, New Formalist-style addition designed by Grillas, Pirc, Roster, Alves-Planning, Architecture, and Engineering in 1980 (Rancho Santiago Community College District var.). This addition included a new cafeteria, nurse's station, and student business center, and enveloped the original building's north-facing façade and west elevation, relegating the original bookstore building to a small wing of the much larger addition (ibid.). Over the next two decades, a learning center was added in 1987, two small additions were constructed in 1993, and the bookstore portion of the center was remodeled in 1997 (ibid.).

"Recent years have witnessed the further development of and annexation of adjacent property to the original location. For a short time, the college was known as Rancho Santiago College, but the name changed back to Santa Ana College in the late 1990s" (Wikipedia 2017).

See Continuation Sheet

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____
HRI # _____
Trinomial _____

Page 5 of 7 *Resource Name or #: (Assigned by recorder) Johnson Campus Center
*Recorded by LSA Associates, Inc. *Date: June 2017 Continuation Update

The renamed Johnson Campus Center continues to house the college's student business office, bookstore, and cafeteria. Today, Santa Ana College covers approximately 65 acres and serves approximately 29,000 students (Santa Ana College 2017).

Significance Evaluation. In compliance with CEQA, this building is being evaluated under the California Register criteria and the City's criteria for local designation.

California Register Criteria. Under California Register Criterion 1, this building is associated with the post-WWII development boom that made a significant contribution to the broad patterns of local, regional, and even national history. However, it has been so drastically altered that it is no longer able to convey its association with this time period. Its integrity of setting, design, workmanship, materials, and feeling having been severely compromised. Therefore, within the historic context of postwar development from 1945–1975, this modest, altered building is unimportant and insignificant.

Under California Register Criterion 2, the Johnson Campus Center was designed by architect Harold Gimeno. While Gimeno was a well-established fixture in Santa Ana and the region, the building is not particularly representative of his work and there are other buildings in the greater Orange County area that convey a stronger association with his career. Furthermore, it has been so drastically altered by the 1980 expansion, there are no architectural elements remaining that could convey an association with Gimeno's original design. No evidence was found to suggest that the building is associated with any other people important to local, California, or national history. Therefore, the building is not eligible for listing in the California Register under Criterion 2.

Under California Register Criterion 3, as discussed previously, the historic-period portion of Johnson Campus center sustained significant alterations to its façade when the 1980 addition was constructed, thus compromising its integrity of setting, design, workmanship, materials, and feeling. While designed by a notable architect, there are no architectural elements remaining that convey an association with Gimeno's original design. The remaining elevations of original building are nondescript and utilitarian, do not appear to incorporate a unique method of construction, and do not possess high artistic value.

Under California Register Criterion 4, which typically relates to archaeological resources, the building does not have the potential to yield information important to the prehistory or history of the local area, California, or the nation. Therefore, the building is not eligible for the California Register under Criterion 4.

City of Santa Ana Municipal Code. In addition to being evaluated using the California Register criteria, the building is being evaluated under the City's criteria (Santa Ana Municipal Code Chapter 30 "Places of Historical and Architectural Significance") for cultural resources.

Under Local Criteria 1, 2, and 3, as discussed previously under California Register Criterion 3, the original 1967 portion of the center does not have distinguishing characteristics of an architectural style or period that exemplify a particular architectural style or design features. It also cannot be considered rare or original designs. It has been so drastically altered from architect Harold Gimeno's original design by its incorporation into the much larger 1980 addition that it is incapable of conveying its association with him.

Under Local Criteria 4 and 6, as discussed previously under California Register Criteria 1 and 2, the building is not a place where important events occurred; which was originally present when the city was founded; that served as an important center for political, social, economic, or cultural activity; or connected with a business or use that was once common, but is now rare. As discussed previously, due to its lack of integrity as a result of massive alterations, the building is no longer able to convey an association with prominent local architect Harold Gimeno.

Under Local Criterion 5, as discussed previously under California Register Criterion 4, the building is not a site of archaeological importance.

Based on the above analysis, the building does not meet the criteria for listing in the California Register or the local register. Therefore, it is not a historical resource as defined by CEQA. While the remainder of the Santa Ana College campus was not evaluated as part of this project, a reconnaissance-level survey was performed and the Johnson Campus Center does not appear to be a contributor to a larger potentially significant historic district.

See Continuation Sheet

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
CONTINUATION SHEET

Primary # _____
HRI # _____
Trinomial _____

Page 6 of 7 *Resource Name or #: (Assigned by recorder) Johnson Campus Center
*Recorded by LSA Associates, Inc. *Date: June 2017 Continuation Update

***B12. References:** (continued from page 2)

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Rancho Santiago Community College District

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Santa Ana College

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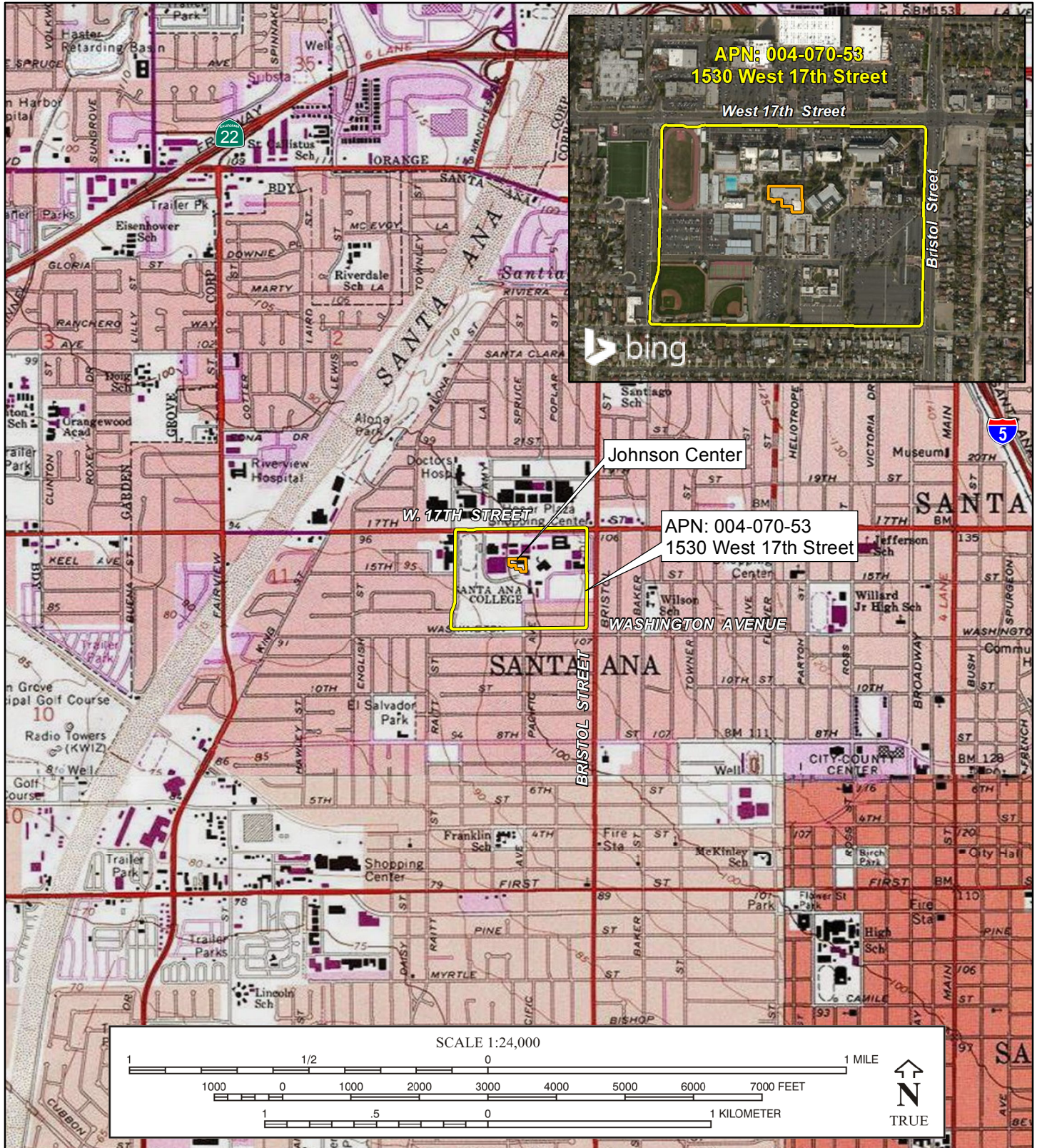
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2017 "Santa Ana College." Accessed online in May 2017 at https://en.wikipedia.org/wiki/Santa_Ana_College.

State of California - Resource Agency
DEPARTMENT OF PARKS AND RECREATION
LOCATION MAP

Primary # _____
 HRI # _____
 Trinomial _____



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

To:	Board of Trustees	Date: November 13, 2017
Re:	Ratification of Award of Bid #1335 - Pool Building Roof Replacement at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a ratification for the award of Bid #1335 for the Pool Building roof replacement at Santa Ana College. This bid is for labor and installation costs only. The roof materials are owner furnished and have been purchased under a separate contract with a California Multiple Award Schedules (CMAS) contract for a material cost of \$14,729.68. The roof is in need of a full replacement given the roof is vintage mid-1970s and has undergone a full replacement as late as the mid 1980's. The existing roofing system has deteriorated significantly and is at the end of its useful life. The roof has been patched and repaired on multiple occasions to mitigate water intrusion caused by holes and tears on the roof membrane, roof decking deficiencies, and water ponding at multiple locations. This scheduled maintenance project is for the removal and replacement of the flat roof on the pool building. The new roof is a torch-applied bituminous multi-ply membrane system, similar in design to the most recent roof upgrades at the college, with new gutters, downspouts, raised vent curbs, sheet metal fascia, and a solar coating application. Once the roof system is replaced, the manufacturer will warranty the roof for 30 years. This is the second bid for the project, as it was previously bid in the summer and all bids were rejected at that time.

ANALYSIS:

In accordance with California Uniform Public Construction Cost Accounting Act, Bid #1335 for Pool Building Roof Replacement at Santa Ana College was advertised on October 9, 2017 and a Notice of Inviting Informal Bids was sent to ten (10) contractors from the District's qualified contractors list on October 9, 2017.

A mandatory job walk was conducted on October 16, 2017, and was attended by seven (7) bidders. Bids were opened on October 23, 2017, as noted on the attached bid summary form. The District received five (5) bids on the project. Chapman Coast Roof Company, Inc. (Fullerton) submitted the lowest responsive bid in the amount of \$40,001. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements. After review of the bid received, the District recommends approval of award of Bid #1335 to Chapman Coast Roof Company, Inc.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA, to Chapman Coast Roof Company, Inc. The anticipated start date is in mid-November 2017. The estimated construction duration is forty-five (45) days.

This project is funded by Scheduled Maintenance Funds.

4.12 (1)

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the award of Bid #1335 - Pool Building Roof Replacement at Santa Ana College as presented.

Fiscal Impact:	\$40,001	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction and Support Services
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

BID SUMMARY

BID #1335 Addenda Issued: 0	PROJECT: Pool Building Roof Replacement at Santa Ana College	TIME: 2:00 P.M. DUE DATE: October 23, 2017
---------------------------------------	--	---

BIDDER	TOTAL BASE BID AMOUNT
Chapman Coast Roof Company, Incorporated 2301 East Orangethorpe Avenue Fullerton, CA 92834	\$40,001
Rite-way Roof Corporation 15425 Arrow Route Fontana, CA 92335	\$48,982
Best Contracting Services, Incorporated 19027 South Hamilton Avenue Gardena, CA 90248	\$50,860
Commercial Roofing Systems, Incorporated 11735 Goldring Road Arcadia, CA 91006	\$54,610
Tecta America Southern California, Incorporated 1217 East Wakeham Avenue Santa Ana, CA 92705	\$65,000

5 TOTAL BIDDERS

Note: The foregoing is for information purposes only based on each Bidder's price proposal set forth in its Bid Proposal, without evaluation of the responsiveness of the Bid Proposals or the responsibility of the Bidders. Award of the Contract, if made, will be in accordance with the basis set forth in the Notice Inviting Informal Bids by action of the Rancho Santiago Community College District's Board of Trustees.

Posted: 10/24/17

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Change Order #1 - Minako America Corporation dba Minco Construction, Bid #1316 for U Portables Certification Electrical at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College. The U Portable Certification project is a multi-prime construction delivery with four (4) bid packages that includes: site improvement work, electrical, plumbing and interior work. This contract with Minako America Corporation dba Minco Construction is for electrical work. The project is currently managed by construction manager, Cumming Construction Management, Inc. who has been managing the construction progress of all the prime contracts. The project is in its final phase of completion and a Notice of Completion is on the same agenda for approval. After completion of all four (4) contracts, the project will receive Division of State Architect (DSA) certification.

ANALYSIS:

Change Order #1 decreases the contract amount by \$2,033 which is a credit back to the District for unused allowance. The contract amount has been decreased from \$259,100 to \$257,067. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - Minako America Corporation dba Minco Construction, Bid #1316 for U Portables Certification Electrical at Santiago Canyon College as presented.

Fiscal Impact:	\$2,033 Credit	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: November 13, 2017
 Project/Bid No. Bid # 1316
 Site: Santiago Canyon College
 Change Order (CO) No. : 1

Project Name: U Village Certification Project - Electrical Package
 Contractor: Minako America Corporation dba Minco Corporation
 Contract #: 17-P0046267

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
05/08/17	90	08/06/17	0	0	N/A

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$259,100.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	-\$2,033.00	-0.8%
Total Change Order (s)		-\$2,033.00	-0.8%
Revised Contract Amount		\$257,067.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount.	Owner	5	0	(\$2,033.00)	\$0.00	(\$2,033.00)
Subtotal					(\$2,033.00)	\$0.00	(\$2,033.00)
Grand Total							(\$2,033.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Change Order #1 - Minako America Corporation dba Minco Construction, Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College. The U Portable Certification project is a multi-prime construction delivery with four (4) bid packages that includes: site improvement work, electrical, plumbing and interior work. This contract with Minako America Corporation dba Minco Construction is for interior work. The project is currently managed by construction manager, Cumming Construction Management, Inc. who has been managing the construction progress of all the prime contracts. The project is in its final phase of completion and a Notice of Completion is on the same agenda for approval. After completion of all four (4) contracts, the project will receive Division of State Architect (DSA) certification.

ANALYSIS:

Change Order #1 decreases the contract amount by \$27,578 which is a credit back to the District for unused allowance. The contract amount has been decreased from \$207,700 to \$180,122. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - Minako America Corporation dba Minco Construction, Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College as presented.

Fiscal Impact:	\$25,578 Credit	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: November 13, 2017
 Project/Bid No. Bid # 1318
 Site: Santiago Canyon College
 Change Order (CO) No. : 1

Project Name: U Village Certification Project - Interior Package
 Contractor: Minako America Corporation dba Minco Corporation
 Contract #: 17-P0046268

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
05/08/17	90	08/06/17	0	0	N/A

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$207,700.00	
Previous Change Orders	0	\$0.00	0%
This Change Order	1	-\$27,578.00	-13%
Total Change Order (s)		-\$27,578.00	-13%
Revised Contract Amount		\$180,122.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount.	Owner	5	0	(\$27,578.00)	\$0.00	(\$27,578.00)
Subtotal					(\$27,578.00)	\$0.00	(\$27,578.00)
Grand Total							(\$27,578.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Accept the Completion of Bid #1315 - U Portables Certification Site Work at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Minako America Corporation dba Minco Construction for Bid #1315 for U Portables Certification Site Work at Santiago Canyon College. The project was completed on November 9, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$314,700.

The project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 8045 Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1315 for U Portables Certification Site Work at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 12th day of April, 2017, which contract was made with Minako America Corporation dba Minco Construction PO 17-P0046265 as contractor; that said improvements were completed on the 9th day of November, 2017 and accepted by formal action of the governing Board of said District on the 13th day of November, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Argonaut Insurance Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Accept the Completion of Bid #1316 - U Portables Certification Electrical at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College. The project was completed on November 9, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$257,067.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 8045 Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1316 for U Portables Certification Electrical at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 12th day of April, 2017, which contract was made with Minako America Corporation dba Minco Construction PO 17-P0046267 as contractor; that said improvements were completed on the 9th day of November, 2017 and accepted by formal action of the governing Board of said District on the 13th day of November, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Argonaut Insurance Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Accept the Completion of Bid #1318 - U Portables Certification Interior Work at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College. The project was completed on November 9, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$180,122.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:
Rancho Santiago Comm. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

AND WHEN RECORDED MAIL TO:

Carri Matsumoto
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

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NO FEES CHARGED PER GOVERNMENT CODE §27383

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway
Santa Ana, CA 92706-1640

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 8045 Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 12th day of April, 2017, which contract was made with Minako America Corporation dba Minco Construction PO 17-P0046268 as contractor; that said improvements were completed on the 9th day of November, 2017 and accepted by formal action of the governing Board of said District on the 13th day of November, 2017; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Argonaut Insurance Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for the Orange Education Center at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to increase the contract amount and extend time to continue environmental consulting services. On September 14, 2015, the Board of Trustees approved an agreement with Terracon Consultants, Inc. for environmental consulting investigation services related to the Orange Education Center (OEC) of the Santiago Canyon College located on 1465 North Batavia Street in the City of Orange. As part of the new environmental compliance requirements, the District submitted an environmental investigation Work Plan to the Orange County Health Care Agency (OCHCA) for review and approval after undertaking soil sampling testing. The District recently met with the OCHCA and the agency has requested additional soil, soil gas, and groundwater sampling investigations. Due to changes in environmental regulations from when the property was first purchased, and as a result of the volume of construction work to be undertaken on the building, the District is required to perform additional investigations under the oversight of the OCHCA. The amendment to the contract is for a second phase of sampling work and oversight to implement the additional soil investigations once the revised sampling work plan is approved. The results of the investigation will then be subject to review by the OCHCA. The District needs to retain final approval of the work plan and its implementation by the OCHCA. To see original agreement, please [click here](#).

ANALYSIS:

The amendment to this agreement is to increase the contract by \$105,857 and to extend the contract for six months. The revised total contract amount is \$172,930. The District has reviewed the fee and it is reasonable and within industry standards. The services covered by this agreement commenced on September 15, 2015 and the new end date is extended to June 30, 2018.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for the Orange Education Center at Santiago Canyon College as presented.

Fiscal Impact:	\$105,857	Board Date: November 13, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 11/13/17

Project: Orange Education Center

Site: **Santiago Canyon College**

Consultants: **Terracon Consultants, Inc.**

Type of Service: Environmental Consulting

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$29,500.00	\$ 1,000.00	9/15/2015	6/30/2017
Amendment #1	\$36,573.00	N/A	9/15/2015	6/30/2017
Amendment #2	N/A	N/A	9/15/2015	12/31/2017
Amendment #3	\$105,857.00	N/A	9/15/2015	6/30/2018
Total Agreement Amount	\$172,930.00			

AGREEMENT NO: 0145.00/DESCRIPTION:

Amendment #3 for additional environmental consulting services and extension of time.

The agreement #0145.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$105,857.00**

Contract End Date: **6/30/2017**

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

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

On April 28, 2014, the Board of Trustees approved the award of land surveying services to Hall & Foreman, Inc. for the Santa Ana College Central Plant project and the 17th & Bristol parking lot.

We were recently informed that Hall & Foreman, Inc. merged with David Evans and Associates, Inc. and is now known as David Evans and Associates. The name change was filed with the State of California in July 2014.

ANALYSIS

In order to update our vendor information, it is necessary to seek Board of Trustee approval to change the vendor name to David Evans and Associates, Inc.. David Evans and Associates is committed to providing the same level of service that Hall & Foreman, Inc. contractually committed to previously.

RECOMMENDATION

It is recommended that the Board of Trustees approve the vendor Hall & Foreman, Inc. name change to David Evans and Associates as presented.

Fiscal Impact:	N/A	Board Date: November 13, 2017
Prepared by:	Linda Melendez, Interim Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: November 13, 2017

INDEPENDENT CONTRACTORS

Cambridge West Partnership, LLC

Attachment A – Independent Contractor Agreement

Service: To evaluate the Warehouse Department and formulate recommendations for improving the efficiency and effectiveness of the department.

Attachment B – Scope of Work

Attachment C - Biography

Date(s) of Service: November 14, 2017 through March 31, 2018

Fee: \$38,400

Requested by: Linda Melendez

Funded by: Business Operation's Office
11-0000-679000-54111-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **14th of November, 2017** by and between **Cambridge West Partnership, LLC** 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:

TO EVALUATE THE WAREHOUSE DEPARTMENT AND FORMULATE RECOMMENDATIONS FOR IMPROVING THE EFFICIENCY AND EFFECTIVENESS OF THE DEPARTMENT PER SUBMITTED SCOPE OF WORK.

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 not to exceed **Thirty Eight Thousand Four Hundred Dollars & No Cents (\$38,400.00)**.

The contracted services are to commenced on or about **November 14, 2017** and completed on or about, but not later than **March 31, 2018**.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services
Title

Address City/State

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Evaluation of the Purchasing Department & Procurement Procedures

PROJECT PROPOSAL

Cambridge West Partnership, LLC is pleased to provide you with a proposal to evaluate Rancho Santiago Community College District's Purchasing Department and formulate recommendations for improving the efficiency and effectiveness of the department.

The following are the tasks we plan to perform:

1. Determine the flow of products to and from the warehouse

- What documents trigger product movement?
- Identify bottlenecks that cause delays.
- Identify warehouse and distribution controls
- Develop recommendations.

2. Procedures

- Are there procedures that explain product movement and responsibilities of Inventory, Delivery and Storage Services staff?
- Are these procedures communicated to all users?
- Identify back-up documentation used by others in the event of accident or illness.

3. Inventory

- Determine the process for tagging and recording asset inventory.
- Determine if the process is documented.
- Is there a regular inventory count? How is this conducted?
- How are surplus assets managed and disposed?
- Are fixed assets reconciled to the general ledger?

4. Systems Capabilities

- Efficient processing and minimize paper.
- Review if the Purchasing Department is maximizing the capabilities of the Datatel Colleague Systems for procurement.
- Opportunities to increase on-line purchasing (e.g. Amazon)
- Improve Purchasing web-site information including succinct information for doing business with the District such as FAQ's, RFP, RFQ and bidding guidelines.

5. Determine Best Practices

- Identify practices that may be implemented to improve the purchasing process.
- Determine if procedures need to be developed.

We anticipate completing this project over a period of 240 hours at a rate of \$ 160.00 per hour or a total of \$38,400. We plan to begin this project on November 14, 2017 and expect completion by March 31, 2018.



CW/P

Cambridge West Partnership, LLC

Planning and Institutional Development for California Community Colleges

Principals and Associates

C. M. Brahmbhatt

Mr. Brahmbhatt is the former Vice Chancellor of Administrative Services of the Coast Community College District. He has had over twenty-years of experience in fiscal management systems, state mandated compliance programs, bond programs, capital construction/ facility planning and finance resourcing.

Joyce M. Black

Ms. Black has been an independent consultant and lead planner for community college projects since 2000. She has been an executive in the California Community College system for over twenty years.

Kenneth J. Cereghino

Mr. Cereghino has been involved in the planning and development of California community colleges for the past thirteen years. He has also been the lead planner for more than 30 community college projects.

Ardith Richey

Ms. Richey has 28 years of wide-ranging experience in facilities planning and organization of all functions related to construction, capital outlay, and master planning.

Dr. Fredrick P. Trapp

Dr. Trapp is an expert in institutional research. He has also led accreditation self-studies and student learning outcome assessments.

Services

- Educational Master Planning/ Educational Master Planning Support
- Facilities Master Planning
- Finance Resourcing/ Capital Construction Financing
 - ◆ State Project Proposals
- Cap/Load Management Programs
 - ◆ 5-Year Construction Plans
 - ◆ Report 17- Space Inventories
- Bond Program Support
- Building/ Facilities Program Implementation Support
- Accreditation Support
 - ◆ Support for Student Learning Outcomes
 - ◆ Student Assessment Strategies
- Support for Business Services

- Current Clients:
 - ◆ Golden West College
 - ◆ Orange Coast College
 - ◆ Coastline Community College
 - ◆ Chaffey College
 - ◆ Long Beach City College
 - ◆ Southwestern College
 - ◆ Mt. San Antonio College
 - ◆ Cerritos College
 - ◆ Porterville College
 - ◆ Palo Verde Community College District
 - ◆ Hartnell College
 - ◆ Cerro Coso College
 - ◆ Bakersfield College

C.M. Brahmbhatt

949.300.0580

CM@CambridgeWestPartnership.com

Joyce Black

951.372.0421

Joyce@CambridgeWestPartnership.com

4.20 (6)

Purchase Order List

09/24/2017 thru 10/21/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-B0001294	9/26/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	RUBBER STAMPS UNLIMITED, INC.	83.38
18-B0001295	9/26/2017	79	Continuing Education Division	Non-Instructional Supplies	FONTIS SOLUTIONS	260.40
18-B0001296	9/28/2017	71	Student Activities	Other Operating Exp & Services	WELLS FARGO BANK	3,462.56
18-B0001297	10/2/2017	79	A&R Office - Credit	Non-Instructional Supplies	CALUMET CARTON CO	2,500.00
18-B0001298	10/2/2017	79	International Student Program	Contracted Services	SILVERADO STAGES, INC.	682.50
18-B0001299	10/2/2017	71	Student Activities	Other Operating Exp & Services	PARADISE SPRINGS DRINKING WATER	300.00
18-B0001300	10/2/2017	79	International Student Program	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	225.00
18-B0001301	10/4/2017	79	Admissions & Records	Equip-All Other >\$1,000<\$5,000	COLLEGESOURCE INC	3,917.00
18-B0001302	10/6/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SMART & FINAL	57.22
18-B0001303	10/10/2017	72	Student Development	Other Participant Travel Exp	WELLS FARGO BANK	3,009.65
18-B0001305	10/12/2017	79	Auxiliary Services Office	Food and Food Service Supplies	THE TULSA RIB COMPANY INC	8,349.61
18-B0001306	10/12/2017	79	Continuing Education Division	Non-Instructional Supplies	DON BOOKSTORE	2,973.90
18-B0001307	10/12/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	PACIFIC PARKING SYSTEMS INC	11,050.00
18-B0001308	10/12/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	NESTLE WATERS NORTH AMERICA	500.00
18-B0001309	10/12/2017	79	Auxiliary Services Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	41,449.12
18-B0001310	10/12/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SMART & FINAL	1,000.00
18-B0001311	10/16/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	BRANVID INC.	3,030.41
18-P0048566	9/25/2017	61	Risk Management	Uninsured Losses/Loss Disposal	SPT SERVICES INC	30,459.94
18-P0048567	9/25/2017	11	American Sign Language	Contracted Services	GLOBAL WORKS INC	14,000.00
18-P0048568	9/25/2017	12	Ctr for Intl Trade Dev Office	Contracted Services	DEPARTMENT OF COMMERCE NAT'L	3,800.00
18-P0048569	9/25/2017	11	Digital Media Center	Drinking Water Service	DC SERVICES OF AMERICA INC	19.20
18-P0048571	9/25/2017	11	District Wide Technology	Contracted Services	SHAMROCK SOLUTIONS, LLC	3,000.00
18-P0048572	9/25/2017	12	Upward Bound	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	170.51
18-P0048573	9/25/2017	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	CHRONICLE OF HIGHER ED	96.00
18-P0048574	9/25/2017	12	Orientation/Coord/Training	Other Exp Paid for Students	DON BOOKSTORE	850.00
18-P0048575	9/25/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	646.16
18-P0048576	9/25/2017	33	EHS Santa Ana College	Non-Instructional Supplies	AMAZON COM	2,209.85
18-P0048577	9/25/2017	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,158.74
18-P0048578	9/25/2017	12	Student Equity	Other Exp Paid for Students	RSCCD	2,438.00
18-P0048579	9/25/2017	33	EHS Santa Ana College	Non-Instructional Supplies	AMAZON COM	153.97
18-P0048580	9/25/2017	13	Public Affairs/Gov Rel Office	District Business/Sponsorships	BLACK CHAMBER OF ORANGE COUNTY	750.00
18-P0048581	9/25/2017	12	Center for Teacher Education	Instructional Supplies	VWR FUNDING INC	3,574.09
18-P0048582	9/25/2017	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	1,000.00
18-P0048583	9/25/2017	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	5,314.00
18-P0048584	9/25/2017	11	Maintenance	Non-Instructional Supplies	GANAHL LUMBER CO	2,000.00
18-P0048585	9/25/2017	12	Upward Bound	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	817.03
18-P0048586	9/25/2017	12	Center for Teacher Education	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	4,080.26

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Purchase Order List

09/24/2017 thru 10/21/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048587	9/25/2017	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	953.28
18-P0048588	9/25/2017	33	CDC Santa Ana College	Food and Food Service Supplies	WELLS FARGO BANK	269.32
18-P0048589	9/25/2017	12	Upward Bound	Equip-All Other >\$200 < \$1,000	STAPLES CONTRACT & COMMERCIAL INC	924.50
18-P0048590	9/26/2017	12	Financial Aid Office	Conference Expenses	CASFAA	375.00
18-P0048591	9/26/2017	11	CJ/Academies	Contracted Services	GREAT SCOTT TREE SERVICE INC	495.00
18-P0048592	9/26/2017	33	CDC Santa Ana College	Food and Food Service Supplies	WELLS FARGO BANK	538.64
18-P0048593	9/26/2017	12	Financial Aid Office	Conference Expenses	LINDA A. GUNDERSON	300.00
18-P0048594	9/26/2017	12	Financial Aid Office	Conference Expenses	SUSAN C. DENIM	300.00
18-P0048595	9/26/2017	12	Financial Aid Office	Conference Expenses	CASFAA	375.00
18-P0048596	9/26/2017	12	Ctr for Intl Trade Dev Office	Contracted Services	DREAMS FOR SCHOOLS	11,250.00
* 18-P0048597	9/26/2017	11	District Wide Technology	Software Support Service-Fixed	LEXMARK ENTERPRISE SOFTWARE LLC	616.00
* 18-P0048597	9/26/2017	12	Financial Aid Office	Software License and Fees	LEXMARK ENTERPRISE SOFTWARE LLC	3,080.00
PO Amt Total for *18-P0048597 :						3,696.00
18-P0048598	9/26/2017	12	Student Equity	Other Exp Paid for Students	RSCCD	552.00
18-P0048599	9/26/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	ALCORN FENCE COMPANY	44,009.97
18-P0048600	9/26/2017	12	Theatre Arts	Instructional Supplies	AMAZON COM	106.66
18-P0048601	9/26/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MOORE FLOORING INC	3,194.00
18-P0048602	9/26/2017	11	Maintenance	Contracted Repair Services	KAISER ROBERT	2,210.00
18-P0048603	9/26/2017	12	Continuing Education Division	Mileage/Parking Expenses	RANCHO SANTIAGO COMMUNITY COLL	250.00
18-P0048604	9/26/2017	12	Continuing Education Division	Conference Expenses	ROBERT R. FELIPE	642.55
18-P0048605	9/26/2017	12	Health & Wellness	Non-Instructional Supplies	METAL ART OF CALIFORNIA, INC	80.81
18-P0048606	9/26/2017	11	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	9,347.40
18-P0048607	9/26/2017	11	Maintenance & Operations	Non-Instructional Supplies	APCO GRAPHICS INC	3,954.60
18-P0048608	9/26/2017	11	CJ/Academies	Contracted Services	CR & R INC	603.86
18-P0048609	9/26/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	1,800.00
18-P0048610	9/26/2017	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	600.00
18-P0048611	9/26/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	2,800.00
18-P0048612	9/26/2017	12	EOPS	Fees Paid for Students	ALPHA GAMMA SIGMA HONOR SCHOLARSHIP SOCIETY	320.00
18-P0048613	9/26/2017	12	CJ/Academies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
18-P0048614	9/26/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SEHI COMPUTER PRODUCTS	243.55
18-P0048615	9/26/2017	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	200.00
18-P0048616	9/26/2017	12	Continuing Education Division	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	404.06
18-P0048617	9/26/2017	33	EHS Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	158.44
18-P0048618	9/26/2017	12	EOPS	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	766.75
18-P0048619	9/26/2017	12	Research	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	425.61

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Purchase Order List

09/24/2017 thru 10/21/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048620	9/26/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	800.00
18-P0048621	9/26/2017	11	Fine & Performing Arts Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	436.03
18-P0048622	9/26/2017	12	Orange Educ Ctr-Instruction	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	511.38
18-P0048623	9/26/2017	12	Career Ed & Work Dev Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	416.53
18-P0048624	9/27/2017	11	International Student Program	Contracted Services	NGUYEN HOAI AN	2,200.00
18-P0048625	9/27/2017	12	Kinesiology - Physical Educ	Equip-All Other >\$200 < \$1,000	VARSITY BRANDS HOLDING CO INC	998.40
18-P0048626	9/27/2017	12	Automotive Technology/Engine	Equip-All Other > \$5,000	OPUS INSPECTION INC	17,596.67
18-P0048627	9/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	40.37
18-P0048628	9/27/2017	12	Upward Bound	Non-Instructional Supplies	DON BOOKSTORE	4,729.89
18-P0048629	9/27/2017	12	Ctr for Intl Trade Dev Office	Contracted Services	DEPARTMENT OF COMMERCE NAT'L	3,300.00
18-P0048630	9/27/2017	12	Student Development	Food and Food Service Supplies	LITTLE CAESARS PIZZA	100.00
18-P0048631	9/27/2017	12	Welding	Instructional Supplies	THE LINCOLN ELECTRIC COMPANY	14,469.05
18-P0048632	9/27/2017	12	Biology	Instructional Supplies	WELLS FARGO BANK	264.45
18-P0048633	9/27/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	303.83
18-P0048634	9/27/2017	13	Transportation	Contracted Services	MINH LE	6,292.74
18-P0048635	9/27/2017	12	Fresh Exp/Learning Communities	Food and Food Service Supplies	JAY'S CATERING	240.55
18-P0048636	9/27/2017	12	Biology	Instructional Supplies	BIOTIUM INC	666.74
18-P0048637	9/27/2017	12	Biology	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	500.19
18-P0048638	9/27/2017	12	Library Services	Instructional Supplies	DEMCO INC	113.41
18-P0048639	9/27/2017	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	7,746.46
18-P0048640	9/27/2017	12	Continuing Education Division	Reproduction/Printing Expenses	ONE SOURCE PRINT SOLUTIONS	2,954.51
18-P0048641	9/27/2017	13	Continuing Education Division	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	4,845.65
18-P0048642	9/27/2017	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
18-P0048643	9/27/2017	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	695.00
18-P0048644	9/27/2017	12	Financial Aid Office	Conference Expenses	WELLS FARGO BANK	232.91
18-P0048645	9/27/2017	12	Phillips Hall	Equip-All Other >\$1,000<\$5,000	PCE PRODUCTIONS INC.YPACIFIC COAST ENTERTAINMENT	48,426.94
18-P0048646	9/27/2017	12	Center for Teacher Education	Equip-Fed Prgm >\$1,000< \$5,000	CDW GOVERNMENT INC.	13,702.68
18-P0048647	9/28/2017	11	President's Office	Inst Dues & Memberships	COMMUNITY COLLEGE BACCALAUREATE ASSOC	150.00
18-P0048648	9/28/2017	13	Maintenance	Contracted Services	KAISER ROBERT	4,200.00
18-P0048649	9/28/2017	12	Health & Wellness Center	Non-Instructional Supplies	MICHAEL J MACKENZIE	203.65
18-P0048650	9/28/2017	12	Health & Wellness Center	Inst Dues & Memberships	HSACCC HEALTH SVCS ASSOC-	150.00
18-P0048651	9/28/2017	12	Foster Youth	Food and Food Service Supplies	CMA RESTAURANTS INC	150.00
18-P0048652	9/28/2017	41	Facility Planning Office	Contracted Services	ERIC J MITTLESTEAD	10,250.00
18-P0048653	9/28/2017	12	Student Equity	Other Exp Paid for Students	SVM LP	1,512.95
18-P0048654	9/28/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	CFED LLC	782.27
18-P0048655	9/28/2017	12	ULINK	Food and Food Service Supplies	SMART & FINAL	800.00
18-P0048656	9/28/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	205.75

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Purchase Order List

09/24/2017 thru 10/21/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048657	9/28/2017	12	DSPS Office	Advertising	GOTCHA MEDIA HOLDINGS LLC	600.00
18-P0048658	9/28/2017	41	Continuing Education Division	Contracted Repair Services	WEATHERITE CORP	5,000.00
18-P0048659	9/28/2017	11	Publications	Non-Instructional Supplies	ULINE	251.36
18-P0048660	9/28/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	ALL AMERICAN SPORTS CORP	287.99
18-P0048661	9/28/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	CLIAWAIVED INC	1,273.60
18-P0048662	9/28/2017	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	716.50
18-P0048663	9/28/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	777.51
18-P0048664	9/28/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	160.53
18-P0048665	9/28/2017	12	Biology	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	284.51
18-P0048666	9/28/2017	12	Human Resources Office	Personnel Recruiting	JOB ELEPHANT COM INC	10,000.00
18-P0048667	9/28/2017	11	Grounds	Maint/Oper Service Agreements	GREAT SCOTT TREE SERVICE INC	14,845.00
18-P0048668	9/28/2017	11	Maintenance	Maint/Oper Service Agreements	TRI-SIGNAL INTEGRATION INC	900.00
18-P0048669	9/28/2017	11	Fire Technology	Software License and Fees	TARGETSOLUTIONS LEARNING LLC	14,132.00
18-P0048670	9/28/2017	33	CDC Santiago Canyon College	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	1,720.20
18-P0048671	9/28/2017	11	Grounds	Maint/Oper Service Agreements	LAWNSCAPE SYSTEMS	6,600.00
18-P0048672	9/28/2017	11	Grounds	Maint/Oper Service Agreements	LAWNSCAPE SYSTEMS	7,650.00
18-P0048673	9/28/2017	12	Pharmacy Technology	Software Support Service	JM SMITH CORP	600.00
18-P0048674	9/28/2017	12	Academic Affairs Office	Non-Instructional Supplies	AMAZON COM	132.37
18-P0048675	9/28/2017	13	Continuing Education Division	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	8,444.72
18-P0048676	9/28/2017	12	Academic Affairs Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	696.12
18-P0048677	9/28/2017	12	Academic Affairs Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	440.04
18-P0048678	9/28/2017	13	CJ/Academies	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	457.03
18-P0048679	9/28/2017	11	Grounds	Contracted Repair Services	EBERHARD EQUIPMENT	764.59
18-P0048680	9/28/2017	11	Custodial	Contracted Repair Services	WAXIE SANITARY SUPPLY	1,500.00
18-P0048681	9/28/2017	33	EHS Santa Ana College	Non-Instructional Supplies	HOME DEPOT	200.00
18-P0048682	9/28/2017	11	Grounds	Non-Instructional Supplies	HOME DEPOT	3,000.00
18-P0048683	9/28/2017	12	Upward Bound	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	60.97
18-P0048684	9/28/2017	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	3,000.00
18-P0048685	9/28/2017	12	Upward Bound	Other Exp Paid for Students	RSCCD	315.00
18-P0048686	9/29/2017	11	Maintenance	Contracted Repair Services	SADDLEBACK GOLF CARS	3,000.00
18-P0048687	9/29/2017	12	Family & Consumer Studies	Instructional Supplies	MAC HOLLYWOOD	6,680.50
18-P0048688	9/29/2017	12	Academic Affairs Office	Instructional Supplies	COMMERCIAL AQUATIC SVCS	10,000.00
18-P0048689	9/29/2017	11	Custodial	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	1,000.00
18-P0048690	9/29/2017	11	Digital Media Center	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,300.00
18-P0048691	9/29/2017	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	1,154.22
18-P0048692	9/29/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	AKERS THOMAS	1,469.13
18-P0048693	9/29/2017	12	Media Systems	Instructional Supplies	TROXELL COMM INC	2,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048694	9/29/2017	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,000.00
18-P0048695	9/29/2017	12	Upward Bound	Non-Instructional Supplies	DON BOOKSTORE	1,185.25
18-P0048696	9/29/2017	12	Biology	Equip-All Other >\$1,000<\$5,000	WELLS FARGO BANK	1,572.00
18-P0048697	9/29/2017	11	Maintenance	Contracted Services	BLANKENSHIP, SHARLENE	1,600.00
18-P0048698	9/29/2017	12	LA/OC Regional Consortia	Conference Expenses	OMNI RANCHO LAS PALMAS LLC	605.82
18-P0048699	10/2/2017	11	President's Office	Conference Expenses	CALIFORNIA COALITION OF EARLY & MIDDLE COLLEGES	300.00
18-P0048700	10/2/2017	13	CJ/Academies	Contracted Services	ALL PRO BLDG MAINTENANCE, INC	9,775.00
18-P0048702	10/2/2017	12	Financial Aid Office	Conference Expenses	PORTOLA PLAZA HOTEL	656.80
18-P0048703	10/2/2017	12	Financial Aid Office	Conference Expenses	CASFAA	410.00
18-P0048704	10/2/2017	11	Maintenance & Operations	Contracted Services	SUNBELT CONTROLS INC	6,000.00
18-P0048705	10/2/2017	11	Public Affairs/Gov Rel Office	Conference Expenses	MELISSA UTSUKI	1,079.41
18-P0048706	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	160.00
18-P0048707	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	125.00
18-P0048708	10/2/2017	11	Maintenance	Contracted Repair Services	HEID JARED STEPHEN	4,151.00
18-P0048709	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	685.00
18-P0048710	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	FAIRMONT HOTEL	655.44
18-P0048711	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	OMNI RANCHO LAS PALMAS LLC	403.88
18-P0048712	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
18-P0048713	10/2/2017	12	Ctr for Intl Trade Dev Office	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	125.00
18-P0048714	10/2/2017	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
18-P0048715	10/2/2017	12	Special Services Office	Contracted Services	LYNCH THOMAS	200.00
18-P0048716	10/3/2017	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	ORANGE COUNTY BUSINESS JOURNAL	79.00
18-P0048717	10/3/2017	12	EOPS	Other Exp Paid for Students	THE DRIP COFFEE	400.00
18-P0048718	10/3/2017	12	Transfer Center	Food and Food Service Supplies	CMA RESTAURANTS INC	68.00
18-P0048719	10/3/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	OAK VIEW RENEWAL PARTNERSHIP	5,000.00
18-P0048720	10/3/2017	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	2,230.60
18-P0048721	10/3/2017	13	Occupational Therapy	Equip-All Other >\$1,000<\$5,000	MEDICAL REVITALIZATION INC	1,288.96
18-P0048722	10/3/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,000.00
18-P0048723	10/3/2017	13	Maintenance	Equip-Mod Furn>\$1,000 < \$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	9,334.84
18-P0048724	10/3/2017	33	CDC Santa Ana College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,033.67
18-P0048725	10/3/2017	12	Small Business Dev Ctr Office	Books, Mags & Subscrip-Non-Lib	CONSTANT CONTACT	588.00
18-P0048726	10/3/2017	12	Health & Wellness Center	Advertising	GOTCHA MEDIA HOLDINGS LLC	750.00
18-P0048727	10/3/2017	12	Biology	Books, Mags & Subscrip-Non-Lib	MYJOVE CORPORATION	6,000.00
18-P0048728	10/3/2017	12	Fire Academy	Instructional Supplies	SAM CARBIS SOLUTIONS GROUP INC	5,172.09
18-P0048729	10/3/2017	12	Fire Academy	Instructional Supplies	TRUCK AND AUTO SUPPLY INC	1,500.00
18-P0048730	10/3/2017	12	Fire Academy	Instructional Supplies	HUNTINGTON BEACH PROPANE INC	500.00
18-P0048731	10/3/2017	11	Facility Planning Office	Conference Expenses	CCFC COMMUNITY COLLEGE FACILITY COALITION	1,215.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048732	10/3/2017	12	Student Equity	Conference Expenses	TRINITY WALLACE ELLIS	229.00
18-P0048733	10/3/2017	12	DSPS Office	Conference Expenses	RENEE S. MILLER	390.00
18-P0048734	10/3/2017	12	Student Equity	Conference Expenses	JOHN BURTON ADVOCATES FOR YOUTH	200.00
18-P0048735	10/3/2017	12	Student Equity	Conference Expenses	FOUNDATION FOR CALIFORNIA	150.00
18-P0048736	10/3/2017	12	Student Equity	Conference Expenses	TRINITY WALLACE ELLIS	196.00
18-P0048737	10/3/2017	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	2,473.94
18-P0048738	10/3/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	431.15
18-P0048739	10/3/2017	12	Career Counseling Center	Software License and Fees	VOCATIONAL BIOGRAPHIES INC	325.00
18-P0048740	10/3/2017	12	LA/OC Regional Consortia	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	1,250.00
18-P0048741	10/3/2017	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	197.14
18-P0048742	10/3/2017	12	Small Business Dev Ctr Office	Food and Food Service Supplies	ORANGE COUNTY DEPT OF ED	1,703.52
18-P0048743	10/3/2017	12	Orange Educ Ctr-Instruction	Software License and Fees	SCANTRON	1,985.00
18-P0048744	10/3/2017	41	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	31,738.96
18-P0048745	10/3/2017	12	Library Services	Instructional Supplies	EBSCO SUBSCRIPTION SVCS	502.80
18-P0048746	10/3/2017	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	174.19
18-P0048747	10/3/2017	41	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	SCHOOL OUTFITTERS	2,771.38
18-P0048748	10/3/2017	12	Counseling	Food and Food Service Supplies	ALBERTSON'S	255.00
18-P0048749	10/3/2017	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	4,200.31
18-P0048750	10/3/2017	11	Maintenance & Operations	Equip-All Other >\$1,000<\$5,000	RWE MICRO INC	9,979.44
18-P0048751	10/3/2017	41	Facility Planning Office	Non-Instructional Supplies	CABLE EXPRESS CORP	1,227.93
18-P0048752	10/3/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0048753	10/3/2017	33	EHS Santa Ana College	Non-Instructional Supplies	DISCOUNT SCHOOL SUPPLY	2,383.27
18-P0048754	10/4/2017	11	Public Affairs/Gov Rel Office	Software License and Fees	WELLS FARGO BANK	599.72
18-P0048755	10/4/2017	13	Maintenance	Contracted Services	DRISCOLL ENTERPRISES	7,500.00
18-P0048756	10/4/2017	12	Biology	Instructional Supplies	AMAZON COM	656.42
18-P0048757	10/4/2017	41	Facility Planning Office	Bldg Impr - Environmental	INSURANCE ARCHAEOLOGY GROUP LLC	10,000.00
18-P0048758	10/4/2017	11	Warehouse	Rental - Other (Short-term)	CR & R INC	1,504.00
18-P0048759	10/4/2017	11	Admin Services Office	Rental - Other (Short-term)	CINTAS CORP	1,000.00
18-P0048760	10/4/2017	13	Continuing Education Division	Contracted Services	FEDERAL TECHNOLOGY SOLUTIONS, INC	1,097.50
18-P0048761	10/4/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CAMBRIDGE UNIV PRESS	494.13
18-P0048762	10/4/2017	11	Maintenance	Contracted Repair Services	D4 SOLUTIONS INC.	2,032.62
18-P0048763	10/4/2017	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	635.65
18-P0048764	10/4/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	225.86
18-P0048765	10/4/2017	12	Fine & Performing Arts Office	Instructional Supplies	ULINE	250.00
18-P0048766	10/4/2017	12	Library Services	Instructional Supplies	DEMCO INC	548.70
18-P0048767	10/4/2017	12	Counseling	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0048768	10/4/2017	11	Graphic Communications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	100.62

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048769	10/4/2017	12	Biology	Instructional Supplies	THOMAS SCIENTIFIC	1,230.11
18-P0048770	10/4/2017	12	Biology	Equip-All Other >\$200 < \$1,000	THE UNIVERSITY OF TEXAS AT AUSTIN	2,901.93
18-P0048771	10/4/2017	41	Facility Planning Office	Bldg Impr - Haz Mat	EXECUTIVE ENVIRONMENTAL	2,477.50
18-P0048772	10/4/2017	11	Maintenance & Operations	Contracted Services	PYRO-COMM SYSTEMS INC	347.50
18-P0048773	10/4/2017	11	Library Services	Software Support Service	EX LIBRIS USA INC	12,600.00
18-P0048774	10/4/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MOORE FLOORING INC	1,800.00
18-P0048775	10/4/2017	12	Biology	Equip-All Other >\$1,000<\$5,000	FISHER SCIENTIFIC	12,082.94
18-P0048776	10/4/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	VERITIV OPERATING COMPANY	369.80
18-P0048777	10/4/2017	33	EHS Administration	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	36.69
18-P0048778	10/4/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	82.09
18-P0048779	10/4/2017	12	EOPS	Non-Instructional Supplies	CDW GOVERNMENT INC.	189.88
18-P0048780	10/4/2017	12	Biology	Instructional Supplies	THOMAS SCIENTIFIC	210.97
18-P0048781	10/4/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	3,322.08
18-P0048783	10/4/2017	11	Kinesiology - Intercoll Athlet	Software License and Fees	KROSSOVER INTELLIGENCE INC	1,200.00
18-P0048784	10/4/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,101.13
18-P0048785	10/4/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	601.73
18-P0048786	10/4/2017	12	Biology	Instructional Supplies	WEBSTAIRANT STORE, INC.	33.07
18-P0048787	10/4/2017	41	Facility Planning Office	Buildings - Other Services	RETROFIT ORIGINALITY INCORPORATED	14,950.00
18-P0048788	10/4/2017	33	EHS Administration	Non-Instructional Supplies	MICHAEL J MACKENZIE	533.52
18-P0048789	10/4/2017	12	Health & Wellness	Software Support Service	POINT AND CLICK SOLUTIONS INC	5,900.00
18-P0048790	10/4/2017	33	CDC Santa Ana College	Food and Food Service Supplies	WELLS FARGO BANK	452.44
18-P0048791	10/5/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	10,000.00
18-P0048792	10/5/2017	11	Administrative Services Office	Conference Expenses	ACBO ASSOC OF CHIEF	795.00
18-P0048793	10/5/2017	11	Administrative Services Office	Conference Expenses	HYATT CORPORATION LLC	399.30
18-P0048794	10/5/2017	12	Financial Aid Office	Food and Food Service Supplies	SMART & FINAL	750.00
18-P0048795	10/5/2017	12	Athletics	Instructional Supplies	D3 SPORTS INC.	1,440.64
18-P0048796	10/5/2017	12	Puente	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,017.12
18-P0048797	10/5/2017	12	Student Equity	Books Paid for Students	DON BOOKSTORE	22,000.00
18-P0048798	10/5/2017	12	Upward Bound	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0048799	10/5/2017	12	Diesel	Instructional Supplies	UNITED RENTALS	175.00
18-P0048800	10/5/2017	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0048801	10/5/2017	12	Instl Effectiveness/Assessment	Contracted Services	POWERPIVOTPRO LLC	7,571.33
18-P0048802	10/5/2017	12	Biology	Instructional Supplies	EDVOTEK	519.49
18-P0048803	10/5/2017	12	Biology	Instructional Supplies	MODERN BIOLOGY INC	228.39
18-P0048804	10/5/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	3,704.69
18-P0048805	10/5/2017	12	LA/OC Regional Consortia	Conference Expenses	WELLS FARGO BANK	206.41
18-P0048806	10/6/2017	12	Transfer Center	Food and Food Service Supplies	VANESSA G. OROZCO-MARTINEZ	900.00

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048807	10/6/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	88.89
18-P0048808	10/6/2017	12	Orientation/Coord/Training	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	350.80
18-P0048809	10/6/2017	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	380.00
18-P0048810	10/6/2017	11	Business Operations' Office	Conference Expenses	PETER J. HARDASH	242.00
18-P0048811	10/6/2017	43	Facility Planning Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	2,979.07
18-P0048812	10/6/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	DOLLAMUR LP	7,906.20
18-P0048813	10/6/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,236.97
18-P0048814	10/6/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	320.01
18-P0048815	10/6/2017	11	Grounds	Non-Instructional Supplies	VARSITY BRANDS HOLDING CO INC	3,000.00
18-P0048816	10/6/2017	11	Maintenance	Non-Instructional Supplies	MAINTENANCE SOLUTION INC	1,500.00
18-P0048817	10/6/2017	11	Maintenance	Non-Instructional Supplies	SIMS ORANGE WELDING SUPPLY	1,500.00
18-P0048818	10/6/2017	11	Maintenance	Non-Instructional Supplies	GRAINGER	3,500.00
18-P0048819	10/6/2017	12	Graphics	Instructional Supplies	HOME DEPOT	500.00
18-P0048820	10/6/2017	12	LA/OC Regional Consortia	Equip-All Other >\$200 < \$1,000	SHI INTERNATIONAL CORP	460.84
18-P0048821	10/6/2017	11	Maintenance	Non-Instructional Supplies	HANNEMAN TIM	570.57
18-P0048822	10/6/2017	11	Maintenance	Non-Instructional Supplies	RSD REFRIGERATION SUPPLIES	63.63
18-P0048823	10/6/2017	12	Research	Software License and Fees	WELLS FARGO BANK	300.00
18-P0048824	10/9/2017	12	MESA	Other Participant Travel Exp	AMSTARDAVIDSON ROBLES, LLC	964.22
18-P0048825	10/9/2017	12	MESA	Other Participant Travel Exp	CALIFORNIA SCIENCE CENTER	203.50
18-P0048826	10/9/2017	12	Reading	Beyond Contr - Reassigned Time	WESTED	1,500.00
18-P0048827	10/9/2017	11	Fire Academy	Contracted Services	MORTARA INSTRUMENT	2,744.15
18-P0048828	10/9/2017	13	Maintenance	Contracted Services	ACCO ENGINEERED SYSTEMS INC	1,330.00
18-P0048829	10/9/2017	11	District Wide Technology	Contracted Services	SAGE DATA SECURITY LLC	7,500.00
18-P0048830	10/9/2017	11	District Wide Technology	Contracted Services	SAGE DATA SECURITY LLC	5,000.00
18-P0048831	10/9/2017	12	Student Equity	Contracted Services	REGENTS OF THE UNIV OF CALIF	900.00
18-P0048832	10/9/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	2,692.00
18-P0048833	10/9/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	B & H PHOTO VIDEO INC	64.65
18-P0048834	10/9/2017	11	Maintenance	Non-Instructional Supplies	AMAZON COM	683.86
18-P0048835	10/9/2017	11	Maintenance	Equip-All Other > \$5,000	HAULAWAY STORAGE	6,557.25
18-P0048836	10/10/2017	11	Maintenance	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	8,821.65
18-P0048837	10/10/2017	12	Small Business Dev Ctr Office	Contracted Services	ENTREPRENEURIAL LEARNING	28,000.00
18-P0048838	10/10/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	UNITED SITE SERVICES OF CALIF INC	249.89
18-P0048839	10/10/2017	12	Reprographics	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	270.88
18-P0048840	10/10/2017	12	Student Equity	Contracted Services	NWADIKE KENNETH E	5,500.00
18-P0048841	10/10/2017	11	Administrative Services Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	479.49
18-P0048842	10/10/2017	12	Career Counseling Center	Internet Services	COLLEGESOURCE INC	8,483.00
18-P0048843	10/10/2017	11	Maintenance	Repair & Replacement Parts	CAMFIL USA INC	2,411.40

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048844	10/10/2017	12	Learning Support Center	Food and Food Service Supplies	KATHARINE L. WALCZAK	383.14
18-P0048845	10/10/2017	33	EHS Administration	Instructional Supplies	FIRST BOOK	1,046.01
18-P0048846	10/10/2017	12	Foster Youth	Contracted Services	TEEN LEADERSHIP FOUNDATION	200.00
18-P0048847	10/10/2017	12	SAC Continuing Ed-Instruction	Contracted Services	QUALITY OFFICE FURNISHINGS INC	1,882.54
18-P0048848	10/10/2017	12	Family & Consumer Studies	Instructional Supplies	PAMELA A. WILLIAMS	42.86
18-P0048849	10/10/2017	43	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,395.31
18-P0048850	10/10/2017	41	Continuing Education Division	Security Systems & Services	BOYD & ASSOCIATES	312.00
18-P0048851	10/10/2017	41	Continuing Education Division	Drinking Water Service	NESTLE WATERS NORTH AMERICA	336.05
18-P0048852	10/10/2017	11	CJ/Academies	Maint/Oper Service Agreements	CR & R INC	6,000.00
18-P0048853	10/10/2017	12	Humanities & Social Sci Office	Instructional Supplies	DON BOOKSTORE	500.00
18-P0048854	10/10/2017	11	Transportation	Contracted Repair Services	TURF STAR INC	4,000.00
18-P0048855	10/10/2017	33	EHS Administration	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	371.42
18-P0048856	10/10/2017	12	MESA	Other Participant Travel Exp	AUSTIN CONVENTION ENTERPRISES INC	2,221.80
18-P0048857	10/10/2017	12	Biology	Equip-All Other >\$200 < \$1,000	MCMaster CARR SUPPLY CO	3,508.26
18-P0048858	10/11/2017	33	EHS Administration	Non-Instructional Supplies	LOWE'S HOME IMPROVEMENT	287.65
18-P0048859	10/11/2017	12	Biology	Equip-All Other >\$200 < \$1,000	APOGEE INSTRUMENTS INC	604.62
18-P0048860	10/11/2017	33	EHS Administration	Non-Instructional Supplies	WELLS FARGO BANK	821.80
18-P0048861	10/11/2017	12	Communications & Media Studies	Instructional Supplies	B & H PHOTO VIDEO INC	513.82
18-P0048862	10/11/2017	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	188.46
18-P0048863	10/11/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	551.33
18-P0048864	10/11/2017	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,061.68
18-P0048865	10/11/2017	12	Mathematics	Food and Food Service Supplies	JAY'S CATERING	265.11
18-P0048866	10/11/2017	12	Graphics	Instructional Supplies	AZTEK	1,000.00
18-P0048867	10/11/2017	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
18-P0048868	10/11/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	12,606.75
18-P0048869	10/11/2017	12	Phillips Hall	Instructional Supplies	AMAZON COM	442.92
18-P0048870	10/11/2017	11	Safety & Security Office	Contracted Services	PAPER DEPOT DOCUMENT	150.00
18-P0048871	10/11/2017	11	Maintenance	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	375.00
18-P0048872	10/11/2017	12	LA/OC Regional Consortia	Conference Expenses	JOHN BURTON ADVOCATES FOR YOUTH	175.00
18-P0048873	10/11/2017	11	Maintenance & Operations	Contracted Repair Services	DE LA TORRE COMMERCIAL	892.00
18-P0048874	10/11/2017	13	Occupational Therapy	Library Books	AMAZON COM	3,000.00
18-P0048875	10/11/2017	12	Small Business Dev Ctr Office	Contracted Services	CCCAOE CALIF COM COLL ASSOC	495.00
18-P0048876	10/11/2017	11	Facility Planning Office	Public Agencies' Assess & Fees	COUNTY OF ORANGE	7,915.42
18-P0048877	10/11/2017	12	Small Business Dev Ctr Office	Contracted Services	KATHLEEN PINCKARD	495.00
18-P0048878	10/12/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	7,396.48
18-P0048879	10/12/2017	11	District Wide Technology	Contracted Services	COAST ELECTRIC	492.65
18-P0048880	10/12/2017	33	EHS Administration	Contracted Services	DANIEL GOMEZ	250.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048881	10/12/2017	12	Manufacturing Technology	Software License and Fees	PATON GROUP	2,400.00
18-P0048882	10/12/2017	12	Upward Bound	Software License and Fees	NAT'L STUDENT CLEARINGHOUSE	425.00
18-P0048883	10/12/2017	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	500.00
18-P0048884	10/12/2017	11	Risk Management	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	273.64
18-P0048885	10/12/2017	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	WOMEN IN WORLD TRADE	3,000.00
18-P0048886	10/12/2017	33	EHS Administration	Food and Food Service Supplies	JAY'S CATERING	335.31
18-P0048887	10/12/2017	33	EHS Administration	Other Participant Prog Svc/Exp	ORANGE COUNTY TRANSPORTATION	1,350.00
18-P0048888	10/12/2017	12	SAC Continuing Ed-Instruction	Software License and Fees	FARONICS TECH US INC	6,368.04
18-P0048889	10/12/2017	11	Custodial	Repair & Replacement Parts	GLASBY MAINTENANCE SUPPLY	1,500.00
18-P0048890	10/12/2017	12	Digital Media Center	District Business/Sponsorships	CALIFORNIA BUSINESS EDUCATION ASSOC	5,000.00
18-P0048891	10/12/2017	12	Biology	Instructional Supplies	ALGAE RESEARCH SUPPLY	231.30
18-P0048892	10/12/2017	12	Athletics	Instructional Supplies	LOCOCO SPORTS INC	2,060.18
18-P0048893	10/12/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	95.53
18-P0048894	10/12/2017	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	COMPUTECH INTERNATIONAL INC	3,113.98
18-P0048895	10/12/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,000.00
18-P0048896	10/12/2017	33	EHS Administration	Equip-All Other >\$200 < \$1,000	LOWE'S HOME IMPROVEMENT	749.23
18-P0048897	10/13/2017	12	Chemistry	Instructional Supplies	KIMBLE CHASE	7,561.89
18-P0048898	10/13/2017	12	Biology	Equip-All Other >\$200 < \$1,000	VWR FUNDING INC	541.42
18-P0048899	10/13/2017	12	Chemistry	Instructional Supplies	KIMBLE CHASE	6,435.68
18-P0048900	10/13/2017	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	55.00
18-P0048901	10/13/2017	12	EOPS	Food and Food Service Supplies	JUAN POLLO 24	197.01
18-P0048902	10/13/2017	12	Continuing Education Division	Non-Instructional Supplies	VERITIV OPERATING COMPANY	2,247.95
18-P0048903	10/13/2017	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	302.53
18-P0048904	10/13/2017	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	147.35
18-P0048905	10/13/2017	11	Maintenance	Repair & Replacement Parts	HOME DEPOT	8,000.00
18-P0048906	10/13/2017	33	EHS Santa Ana College	Non-Instructional Supplies	DISCOUNT SCHOOL SUPPLY	168.43
18-P0048907	10/13/2017	33	EHS Administration	Equip-All Other >\$200 < \$1,000	SHI INTERNATIONAL CORP	1,843.34
18-P0048908	10/13/2017	11	Fine & Performing Arts Office	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	1,067.72
18-P0048909	10/13/2017	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	9,000.00
18-P0048910	10/13/2017	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	4,000.00
18-P0048911	10/13/2017	11	Networking	Software License and Fees	WELLS FARGO BANK	24.55
18-P0048912	10/16/2017	13	Occupational Therapy	Contracted Services	SECTORPOINT INC	9,000.00
18-P0048913	10/16/2017	11	District Wide Technology	Contracted Services	DYNTEK SERVICES, INC	8,000.00
18-P0048914	10/16/2017	11	Admin Services Office	Conference Expenses	ACBO ASSOC OF CHIEF	485.00
18-P0048915	10/16/2017	12	Ctr for Intl Trade Dev Office	Software License and Fees	EUROMONITOR INTERNATIONAL	5,835.00
18-P0048916	10/16/2017	12	DSPS Office	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	685.00
18-P0048917	10/16/2017	12	Counseling	Software License and Fees	COLLEGESOURCE INC	3,917.00

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Purchase Order List

09/24/2017 thru 10/21/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048918	10/16/2017	12	Counseling	Software License and Fees	TENNAN GAIL	1,200.00
18-P0048919	10/16/2017	33	EHS Administration	Conference Expenses	LAURA E. MONTALBETTI DE PEREZ	1,075.00
18-P0048920	10/16/2017	33	EHS Administration	Conference Expenses	PARENTS AS TEACHERS NAT'L CENTER	1,875.00
18-P0048921	10/17/2017	11	Maintenance	Non-Instructional Supplies	WATERLINE TECHNOLOGIES	9,000.00
18-P0048922	10/17/2017	12	Continuing Education Division	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	440.23
18-P0048923	10/17/2017	33	EHS Administration	Conference Expenses	JULIETA B. ABRAMOVITZ	450.00
18-P0048924	10/17/2017	11	Administrative Services Office	Conference Expenses	CCFC COMMUNITY COLLEGE FACILITY COA	405.00
18-P0048925	10/17/2017	11	Administrative Services Office	Conference Expenses	MICHAEL T. COLLINS	424.10
18-P0048926	10/17/2017	12	Professional Development	Conference Expenses	BASTI Z. LOPEZ DE LA LUZ	946.56
18-P0048927	10/17/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	HOME DEPOT	1,500.00
18-P0048928	10/17/2017	11	Maintenance	Conference Expenses	RSD REFRIGERATION SUPPLIES	2,200.00
18-P0048929	10/17/2017	11	Administrative Services Office	Conference Expenses	FRANK J. FONSECA	367.75
18-P0048930	10/17/2017	11	Administrative Services Office	Conference Expenses	CCFC COMMUNITY COLLEGE FACILITY COALITION	405.00
18-P0048931	10/17/2017	12	Transfer Center	Food and Food Service Supplies	LASCARIS RESTAURANT GROUP INC	416.20
18-P0048932	10/17/2017	12	Fresh Exp/Learning Communities	Food and Food Service Supplies	JAY'S CATERING	252.33
18-P0048933	10/17/2017	12	Athletics	Instructional Supplies	UNIVERSAL ATHLETIC SERVICES INC	2,607.68
18-P0048934	10/17/2017	13	CJ/Academies	Contracted Services	ALLEYCAT DEVELOPMENT INC	3,729.00
18-P0048935	10/17/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	585.98
18-P0048936	10/17/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	718.74
18-P0048937	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	198.26
18-P0048938	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	5,365.95
18-P0048939	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	PRO LOOK SPORTS	2,256.22
18-P0048940	10/17/2017	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	6,400.00
18-P0048941	10/17/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	ORANGE COUNTY DEPT OF ED	4,550.00
18-P0048942	10/17/2017	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	3,800.00
18-P0048943	10/17/2017	12	Continuing Education Division	Books, Mags & Subscrip-Non-Lib	AACRAO AMERICAN ASSOC OF COLLEGIATE	680.00
18-P0048944	10/17/2017	13	Sci, Math, Health Sci Office	Transportation - Student	AIRPORT VAN RENTAL INC	1,043.37
18-P0048945	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	EASTBAYFOOTLOCKER.COM	1,141.12
18-P0048946	10/17/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	THE GARLAND CO INC	178,369.86
18-P0048947	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,058.11
18-P0048948	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	2,832.54
18-P0048949	10/17/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	145.68
18-P0048950	10/17/2017	11	Maintenance	Contracted Repair Services	APEX MECHANICAL SERVICES, INC	824.14
18-P0048951	10/17/2017	11	District Wide Technology	Equip-All Other > \$5,000	OPTIV SECURITY INC	261,847.00
18-P0048952	10/17/2017	11	Maintenance	Contracted Repair Services	HILLS BROS LOCK & SAFE	2,000.00
18-P0048953	10/17/2017	12	EOPS	Rental - Other (Short-term)	CLASSIC PARTY RENTALS	2,935.34
18-P0048954	10/17/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	548.92

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048955	10/17/2017	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	9,946.79
18-P0048956	10/18/2017	13	Continuing Education Division	Contracted Services	GILBERT & STEARNS INC	13,850.00
18-P0048958	10/18/2017	33	EHS Administration	Food and Food Service Supplies	PARADISE BAKERY & CAFE	104.05
18-P0048959	10/18/2017	12	Human Svcs & Technology Office	Instructional Supplies	MICHELLE A. HARDY	47.10
18-P0048960	10/18/2017	12	Small Business Dev Ctr Office	Contracted Services	GRAVES GARY T.	1,687.79
18-P0048961	10/18/2017	12	Center for Teacher Education	Contracted Services	PEREZ APOLINARIO ERWIN	400.00
18-P0048962	10/18/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	EDVOTEK	1,481.56
18-P0048963	10/18/2017	12	Center for Teacher Education	Contracted Services	PARK DEBORAH	400.00
18-P0048964	10/18/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0048965	10/18/2017	12	Health & Wellness Center	Food and Food Service Supplies	SMART & FINAL	400.00
18-P0048966	10/18/2017	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0048967	10/18/2017	33	CDC Santa Ana College - East	Instructional Supplies	SMART & FINAL	500.00
18-P0048968	10/18/2017	12	Career Education Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
18-P0048969	10/18/2017	12	Family & Consumer Studies	Instructional Supplies	STATER BROS	800.00
18-P0048970	10/18/2017	12	Student Equity	Contracted Services	WARD GEOFF	2,000.00
18-P0048971	10/18/2017	12	Automotive Technology/Engine	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
18-P0048972	10/18/2017	12	Automotive Technology/Engine	Instructional Supplies	CARQUEST AUTO PARTS	1,500.00
18-P0048973	10/18/2017	12	Family & Consumer Studies	Instructional Supplies	PAMELA A. WILLIAMS	59.09
18-P0048974	10/18/2017	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	676.13
18-P0048975	10/18/2017	11	Maintenance	Contracted Repair Services	COAST ELECTRIC	950.95
18-P0048976	10/18/2017	11	Maintenance	Contracted Repair Services	SONRISE ELECTRIC	975.00
18-P0048977	10/18/2017	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	529.00
18-P0048978	10/18/2017	12	Pathways to Teaching	Non-Instructional Supplies	4 IMPRINT	167.55
18-P0048979	10/18/2017	12	Student Development	Instructional Supplies	GALLUP ORGANIZATION	349.65
18-P0048980	10/18/2017	12	Upward Bound	Other Operating Exp & Services	SANDY J. JIMENEZ	220.00
18-P0048981	10/18/2017	13	Public Affairs/Gov Rel Office	Other Licenses & Fees	NCMPR NAT'L COUNCIL FOR MARKETING	120.00
18-P0048982	10/18/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	MONOPRICE INC	569.74
18-P0048983	10/18/2017	12	CJ/Academies	Instructional Supplies	SEHI COMPUTER PRODUCTS	299.78
18-P0048984	10/18/2017	11	Maintenance	Equip-All Other >\$200 < \$1,000	GRAINGER	2,938.19
18-P0048985	10/18/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	300.00
18-P0048986	10/19/2017	11	CJ/Academies	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	554.00
18-P0048987	10/19/2017	33	CDC Administration	Conference Expenses	ALEJANDRA R. GARCIA	25.00
18-P0048988	10/19/2017	11	Maintenance	Contracted Repair Services	CARRIER CORP	660.00
18-P0048989	10/19/2017	11	Safety & Security Office	Contracted Services	COMMLINE INC	250.00
18-P0048990	10/19/2017	12	Pathways to Teaching	Reproduction/Printing Expenses	WE DO GRAPHICS INC	1,018.24
18-P0048991	10/19/2017	11	CJ/Academies	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	1,500.00
18-P0048992	10/19/2017	11	Library Services	Library Books - Periodicals	GREY HOUSE PUBLISHING	191.60

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0048993	10/19/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	OC SUPERINTENDENT OF SCHOOLS	2,099.56
18-P0048994	10/19/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	378.81
18-P0048995	10/19/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	1,626.87
18-P0048996	10/19/2017	12	Assessment	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,900.00
18-P0048997	10/19/2017	11	Chancellor's Office	Inst Dues & Memberships	SANTA ANA CHAMBER OF COMMERCE	3,495.00
18-P0048998	10/19/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	249.98
18-P0048999	10/19/2017	33	EHS Administration	Non-Instructional Supplies	AKERS THOMAS	8,378.87
18-P0049000	10/19/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	OWN THE ZONE SPORTS INC	499.52
18-P0049001	10/19/2017	12	Orientation/Coord/Training	Food and Food Service Supplies	SMART & FINAL	500.00
18-P0049002	10/19/2017	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	80.14
18-P0049003	10/19/2017	12	Small Business Dev Ctr Office	Inst Dues & Memberships	NACCE	3,850.00
18-P0049004	10/20/2017	11	President's Office	Conference Expenses	HISPANIC ASSOCIATION OF COLLEGES & UNIVERSITIES	292.00
18-P0049005	10/20/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	500.00
18-P0049006	10/20/2017	12	Biology	Equip-All Other >\$1,000<\$5,000	VWR FUNDING INC	3,309.96
18-P0049007	10/20/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	375.20
18-P0049008	10/20/2017	11	District Wide Technology	Contracted Services	OPTIV SECURITY INC	14,890.00
18-P0049009	10/20/2017	12	Library Services	Library Books	GALE GROUP	410.26
18-P0049010	10/20/2017	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	1,473.51
18-P0049011	10/20/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	758.64
18-P0189110	10/10/2017	12	Digital Media Center	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	18,000.00
18-P0189288	9/27/2017	11	Learning Support Center	Excess/Copies Useage	XEROX CORP	1,205.81
18-P0189294	9/27/2017	11	District Wide Technology	Software Support Service-Fixed	DLT SOLUTIONS	2,133.08
18-P0189299	10/9/2017	11	Art Gallery	Lease Agreement - Facility	SANTORA GROUP LLC	18,900.00
18-P0189300	9/26/2017	12	Financial Aid Office	Software License and Fees	LEXMARK ENTERPRISE SOFTWARE LLC	70,648.38
18-P0189301	9/27/2017	11	District Wide Technology	Software License and Fees	SITEIMPROVE INC	3,840.96
18-P0189302	9/27/2017	12	DSPS Office	Excess/Copies Useage	XEROX CORP	416.88
18-P0189304	9/28/2017	12	Resource Development	Contracted Services	COMPTON COMMUNITY COLLEGE DISTRICT	50,000.00
18-P0189305	10/4/2017	12	Health & Wellness Center	Software Support Service	POINT AND CLICK SOLUTIONS INC	6,066.67
18-P0189306	10/4/2017	11	District Wide Technology	Software Support Service-Fixed	NEVADA CONTRACTORS REGISTRY, INC	13,310.00
18-P0189307	10/4/2017	11	District Wide Technology	Software Support Service-Fixed	NEVADA CONTRACTORS REGISTRY, INC	13,310.00
18-P0189308	10/9/2017	11	Maintenance	Maint/Oper Service Agreements	GARCIA ALBERTO	2,060.00
18-P0189309	10/12/2017	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	7,317.00
18-P0189310	10/16/2017	12	Pathways to Teaching	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	253,261.00
18-P0189311	10/16/2017	11	Maintenance & Operations	Contracted Services	IRVINE VALLEY AIR CONDITIONING INC	41,375.00
18-P0189312	10/17/2017	11	CJ/Academies	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	7,213.00
18-P0189313	10/19/2017	12	Pathways to Teaching	Contracted Services	GARDEN GROVE UNIFIED SCHOOL DIST	9,208.00

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Grand Total :	2,227,143.13
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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000521	9/26/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$122.88
GM-CAF000522	9/25/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$172.38
GM-CAF000523	9/27/2017	31	SAC Café	General Merchandise	PENS ETC.	\$488.58
GM-CAF000527	10/5/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$703.50
GM-CAF000528	9/26/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,071.14
GM-CAF000529	9/29/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$980.60
GM-CAF000530	10/2/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,257.10
GM-CAF000531	10/2/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$104.88
GM-CAF000533	10/9/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$81.00
GM-CAF000535	10/6/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,743.14
GM-CAF000536	10/9/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$748.40
GM-CAF000537	10/16/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$77.88
GM-CAF000538	10/13/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,277.04
GM-CAF000539	10/18/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$876.60
GM-CAF000540	10/12/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,019.09
GM-CAF000541	10/12/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$533.52
GM-CAF000542	10/18/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$956.39
GM-CAF000543	10/16/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,376.43
GM-CAF000544	10/12/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,683.99
GM-CAF000545	10/16/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$868.79
GM-CAF000548	10/20/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,297.80
GM-DON002761	9/25/2017	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$2,277.46
GM-DON002768	9/27/2017	31	SAC Bookstore	General Merchandise	PENS ETC.	\$465.22
GM-DON002775	9/28/2017	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,759.93
GM-DON002776	10/2/2017	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,064.86
GM-DON002777	10/4/2017	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$909.11
GM-DON002780	9/28/2017	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$2,066.39
GM-DON002781	10/2/2017	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$361.44
GM-DON002782	10/5/2017	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$1,893.39
GM-DON002783	10/9/2017	31	SAC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,599.55
GM-DON002784	10/9/2017	31	SAC Bookstore	General Merchandise	PEPSI COLA CO	\$678.44
GM-EXPR001227	9/25/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$225.00
GM-EXPR001234	9/25/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$2,548.72
GM-EXPR001236	9/27/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$443.10
GM-EXPR001245	9/26/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$807.94
GM-EXPR001246	9/29/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,433.70
GM-EXPR001247	10/2/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,186.30

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001249	10/2/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,497.26
GM-EXPR001250	10/2/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$298.20
GM-EXPR001251	10/4/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$874.51
GM-EXPR001254	10/9/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,216.05
GM-EXPR001255	9/28/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,862.54
GM-EXPR001256	10/2/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$361.44
GM-EXPR001257	10/5/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,937.16
GM-EXPR001258	10/6/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,711.60
GM-EXPR001259	10/9/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$193.32
GM-EXPR001260	10/9/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,121.14
GM-EXPR001261	10/9/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$792.87
GM-EXPR001262	10/11/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,373.12
GM-EXPR001263	10/13/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,173.29
GM-EXPR001264	10/16/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$939.52
GM-EXPR001265	10/16/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,587.80
GM-EXPR001266	10/16/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$280.38
GM-EXPR001267	10/13/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,265.50
GM-EXPR001268	10/18/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,153.60
GM-EXPR001269	10/18/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$989.97
GM-EXPR001270	10/19/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,017.35
GM-EXPR001273	10/20/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,444.69
GM-HAWK002434	9/26/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$739.98
GM-HAWK002435	9/26/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$135.54
GM-HAWK002436	9/27/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$122.40
GM-HAWK002437	9/27/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,430.30
GM-HAWK002438	9/27/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$602.63
GM-HAWK002439	9/27/2017	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$1,307.21
GM-HAWK002440	9/28/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$977.91
GM-HAWK002441	10/2/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$157.02
GM-HAWK002442	10/2/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$661.25
GM-HAWK002443	10/4/2017	31	SCC Bookstore	General Merchandise	RESEARCH & EDUCATION ASSN	\$80.12
GM-HAWK002444	10/4/2017	31	SCC Bookstore	General Merchandise	DOVER	\$52.87
GM-HAWK002445	10/4/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$135.18
GM-HAWK002446	10/4/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$702.39
GM-HAWK002447	10/4/2017	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S, INC	\$144.60
GM-HAWK002448	10/5/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,310.17
GM-HAWK002449	10/5/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,497.45

4.21 (16)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK002450	10/6/2017	31	SCC Bookstore	General Merchandise	SCANTRON CORP	\$500.00
GM-HAWK002452	10/12/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$63.60
GM-HAWK002453	10/12/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$917.86
GM-HAWK002454	10/12/2017	31	SCC Bookstore	General Merchandise	CASEMETRO LLC, SMASHDISCOUNT	\$305.67
GM-HAWK002455	10/16/2017	31	SCC Bookstore	General Merchandise	PENS ETC.	\$507.47
GM-HAWK002457	10/16/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$404.56
GM-HAWK002458	10/16/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$81.52
GM-HAWK002459	10/17/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$121.68
GM-HAWK002460	10/18/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$657.54
GM-HAWK002461	10/18/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,457.84
GM-HAWK002462	10/19/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,348.64
PSYORDR	10/3/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$70.00
TR-CEC000055	10/16/2017	31	CEC Bookstore	Trade Book	OXFORD UNIVERSITY PRESS	\$595.40
TX-CEC000427	9/27/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$260.00
TX-CEC000428	9/28/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$235.00
TX-CEC000429	9/28/2017	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$360.00
TX-CEC000431	9/28/2017	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$315.00
TX-CEC000433	10/16/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$352.50
TX-CEC000435	10/16/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$411.25
TX-CEC000436	10/17/2017	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$3,570.00
TX-CEC000438	10/17/2017	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$344.25
TX-DON004728	9/25/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$29.88
TX-DON004729	9/25/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$638.75
TX-DON004730	9/25/2017	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$899.25
TX-DON004731	9/25/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$6.25
TX-DON004732	9/26/2017	31	SAC Bookstore	Textbook	TREEHOUSE VIDEO	\$399.00
TX-DON004733	9/26/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$175.82
TX-DON004734	9/26/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$22.50
TX-DON004735	9/26/2017	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$164.25
TX-DON004736	9/26/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$122.50
TX-DON004737	9/26/2017	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$435.00
TX-DON004738	9/26/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$185.74
TX-DON004739	9/28/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$198.00
TX-DON004740	9/28/2017	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$119.00
TX-DON004741	9/28/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$353.00
TX-DON004743	10/4/2017	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$128.40
TX-DON004744	10/4/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$135.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004745	10/5/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$788.80
TX-DON004747	10/10/2017	31	SAC Bookstore	Textbook	MATHTV.COM	\$4,200.00
TX-DON004748	10/10/2017	31	SAC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$119.70
TX-DON004749	10/10/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$104.25
TX-DON004750	10/11/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$50.00
TX-DON004751	10/11/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$72.00
TX-DON004752	10/18/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,174.91
TX-DON004753	10/18/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,246.45
TX-DON004754	10/18/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$814.24
TX-DON004755	10/19/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$37.00
TX-DON004756	10/19/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$35.00
TX-HAWK003545	9/25/2017	31	SCC Bookstore	Textbook	BNI	\$224.85
TX-HAWK003546	9/25/2017	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$23.10
TX-HAWK003547	9/26/2017	31	SCC Bookstore	Textbook	AMAZON	\$91.47
TX-HAWK003548	10/2/2017	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$132.00
TX-HAWK003549	10/2/2017	31	SCC Bookstore	Textbook	NEW READERS PRESS	\$237.60
TX-HAWK003550	10/2/2017	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$660.00
TX-HAWK003551	10/3/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$1,066.75
TX-HAWK003552	10/5/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$64.86
TX-HAWK003553	10/16/2017	31	SCC Bookstore	Textbook	DRAMATISTS PLAY SERVICE	\$81.00
TX-HAWK003554	10/16/2017	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$52.40
TX-HAWK003555	10/16/2017	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$150.84
TX-HAWK003556	10/16/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,970.00
TX-HAWK003557	10/17/2017	31	SCC Bookstore	Textbook	NACSCORP	\$39.00
TX-HAWK003558	10/17/2017	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$21.30
TX-HAWK003559	10/18/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$269.90
TX-HAWK003560	10/21/2017	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$99.80

Grand Total: \$105,029.35

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

Legend: * = Multiple Funds for this P.O.

Printed: 10/23/2017 9:41:21AM

Environment: Colleague

LoginID: DR21189

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 24, 2017 THROUGH OCTOBER 21, 2017
BOARD MEETING OF NOVEMBER 13, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0048566	\$30,459.94	Urgent water damage services in U Building at Santa Ana College	DO -Risk Management	
18-P0048599	\$44,009.97	Construction fence for the 17th and Bristol Street parking lot	DO -Facility Planning	Received Quotations: * 1. Alcorn Fence Company * Successful Bidder Note: Four vendors solicited for quotes
18-P0048626	\$17,596.67	Smog test analyzer system	SAC -Automotive Technology	Received Quotations: * 1. Opus Inspection 2. Vehicle Inspection Solutions * Successful Bidder
18-P0048645	\$48,426.94	Miscellaneous audio equipment	SAC -Fine and Performing Arts	Received Quotations: * 1. PCE Productions, Inc 2. Art and Commerce Productions, Inc 3. B&H Photo, Inc * Successful Bidder
18-P0048744	\$31,738.96	ADA outdoor picnic tables and seating at Santiago Canyon College	DO -Facility Planning	Received Quotations: * 1. CN School and Office Solutions 2. Dave Bang Assoc Inc 3. School Outfitters * Successful Bidder
18-P0048797	\$22,000.00	Fall 2017 textbook vouchers for SCC EOPS students	SCC -EOPS	

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 24, 2017 THROUGH OCTOBER 21, 2017
BOARD MEETING OF NOVEMBER 13, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0048837	\$28,000.00	Ice House facilitator training	DO -Small Business Dev Ctr Office	Board Approved: September 25, 2017
18-P0048946	\$178,369.86	Roofing materials for the District Office roof replacement project	DO -Facility Planning	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-01-56-0006A Board Approved: June 17, 2013
18-P0048951	\$261,847.00	Replacement of Districtwide firewall appliances and support services	DO -ITS	Purchased from the California Multiple Award Schedule (CMAS) Contract #3-13-70-2428M Board Approved: October 26, 2009
18-P0189110	\$18,000.00	Sub-Agreement with Coast CCD on behalf of Coastline Community College to coordinate the Information and Communications Technology/Digital Media mini-grant Cyber Patriot Competition team project	Digital Media Center	Board Approved: September 11, 2017
18-P0189299	\$18,900.00	Lease of office space located at the Santora Building at 207 N. Broadway, Suite Q, Santa Ana, CA 92706	SAC -Fine and Performing Arts	Board Approved: September 25, 2017
18-P0189300	\$70,648.38	Software license for Perceptive Transform Electronic Documents	SAC-Financial Aid	Board Approved: May 30, 2017
18-P0189304	\$50,000.00	Agreement with Compton CCD on behalf of the El Camino Compton Center, to implement the Career Technical Education Data Unlocked Program	DO -Grants	Board Approved: December 12, 2016

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM SEPTEMBER 24, 2017 THROUGH OCTOBER 21, 2017
BOARD MEETING OF NOVEMBER 13, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0189310	\$253,261.00	Sub-Agreement with California State University, Fullerton, for implementation of Orange County Teacher Pathway Partnership program	SCC -Pathways to Teaching	Board Approved: September 11, 2017
18-P0189311	\$41,375.00	Annual HVAC preventative maintenance services at the District Office	DO -Facility Planning	Bid #1330 Board Approved: September 11, 2017
18-B0001309	\$41,449.12	Copier leases: Pay per print copy program	SAC Administrative Services	Purchased from the Foundation for California Community Colleges (FCCC) Agreement #CB13-011. Board Approved February 22, 2016.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: November 13, 2017
Re:	Approval of Resource Development Item	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical program were developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>										
1.	Basic Skills Initiative (SAC) - <i>Adjustment</i> Funds from the California Community Colleges Chancellor’s Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$550,382 (Advance Apportionment – July) • SAC \$502,828 (Advance Apportionment – October Revision) <i>Adjustment of \$47,554</i>	10/26/2017	-\$47,554										
2.	Basic Skills Initiative (SCC) - <i>Augmentation</i> Funds from the California Community Colleges Chancellor’s Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SCC \$177,839 (Advance Apportionment – July) • SCC \$209,242 (Advance Apportionment – October Revision) <i>Augmentation of \$31,403</i>	10/26/2017	\$31,403										
3.	CalWORKs/Work Study/TANF (SCC) Annual allocations from the California Community Colleges Chancellor’s Office to provide direct support services for welfare students who are enrolled in educational programs as they prepare to transition out of the welfare setting and into gainful employment. (17/18). <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;"><u>CalWORKs</u></td> <td style="text-align: center;"><u>Work Study</u></td> <td style="text-align: center;"><u>TANF (Federal)</u></td> <td style="text-align: center;"><u>Total</u></td> </tr> <tr> <td>• SCC</td> <td style="text-align: right;">\$146,084</td> <td style="text-align: right;">\$5,000</td> <td style="text-align: right;">\$31,850</td> <td style="text-align: right;">\$182,934</td> </tr> </table> <i>The match required is 1-to-1 of CalWORKs Program and Work Study funds of \$151,084 that consists of \$5,899 district-funded staff costs and \$145,185 need-based financial aid (Pell grants, SEOG, BOG fee waiver, and Cal grants).</i>		<u>CalWORKs</u>	<u>Work Study</u>	<u>TANF (Federal)</u>	<u>Total</u>	• SCC	\$146,084	\$5,000	\$31,850	\$182,934	09/13/2017	\$182,934
	<u>CalWORKs</u>	<u>Work Study</u>	<u>TANF (Federal)</u>	<u>Total</u>									
• SCC	\$146,084	\$5,000	\$31,850	\$182,934									

Fiscal Impact: \$736,399.00	Board Date: November 13, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
4. Cooperative Agencies Resources for Education (CARE) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (17/18). <i>No match required.</i>	10/05/2017	\$33,713
5. Extended Opportunity Programs & Services (EOPS) (SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (17/18). <i>The match required is \$230,097 that consist of EOPS staff salaries and benefits.</i>	10/05/2017	\$496,334
6. Orange County Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media– ICT Apprenticeship Project (DO) The Orange County Deputy Sector Navigator for Information Communications Technology/Digital Media will provide extensive consultation and development assistance for Coast Community College District's ICT Apprenticeship Project. A sub-agreement has been developed to outline the terms of the scope of work and payment for this participation. (17/18, 18/19). <i>No match required.</i>	07/01/2017	\$39,569

RECOMMENDATION

It is recommended that the Board approve these items 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: \$736,399.00	Board Date: November 13, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2153, #2154, #2155, #2156, #2157, and #2158
NAME: BASIC SKILLS INITIATIVE 17/18 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 7/1/2017 - 6/30/2019 (2-year cycle)

PRJ. ADMIN.: CAROL COMEAU (INTERIM)

CONTRACT INCOME:

PRJ. DIR.: MARY HUEBSCH

Adv. Apportionment: \$220,153

Date: 10/30/2017

Adv. Apportionment (Oct. Rev.): **(\$19,022)**

Total Allocation \$201,131

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2153_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		10,000		10,000		0
12_2153_499900_15051_5999	Special Project Holding Acct : Academic Affai	10,000		10,000		0	
	Total 2153 - BSI 18-Prog/Curr Plan & Dev	10,000	10,000	10,000	10,000	0	0
12_2154_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		10,000		10,000		0
12_2154_499900_15051_5999	Special Project Holding Acct : Academic Affai	10,000		10,000		0	
	Total 2154 - BSI 18-Student Assessment	10,000	10,000	10,000	10,000	0	0
12_2155_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		31,179		31,179		0
12_2155_499900_15051_5999	Special Project Holding Acct : Academic Affai	31,179		31,179		0	
	Total 2155 - BSI 18-Advisement/Counseling	31,179	31,179	31,179	31,179	0	0
12_2156_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		10,000		10,000		0
12_2156_499900_15051_5999	Special Project Holding Acct : Academic Affai	10,000		10,000		0	
	Total 2156 - BSI 18-Suppl Instr & Tutoring	10,000	10,000	10,000	10,000	0	0
12_2157_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		140,691		121,669	19,022	
12_2157_499900_15051_5999	Special Project Holding Acct : Academic Affai	140,691		121,669			19,022
	Total 2157 - BSI 18-Coordination/Research	140,691	140,691	121,669	121,669	19,022	19,022
12_2158_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		18,283		18,283		0
12_2158_499900_15051_5999	Special Project Holding Acct : Academic Affai	18,283		18,283		0	
	Total 2158 - BSI 18-Staff Development	18,283	18,283	18,283	18,283	0	0
	Total - Basic Skills Initiative-17/18 (SAC-Credit)	220,153	220,153	201,131	201,131	19,022	19,022

5.1(3)

SPECIAL PROJECT DETAILED BUDGET #2153, #2154, #2155, #2156, #2157, and #2158
NAME: BASIC SKILLS INITIATIVE 17/18 - SANTA ANA COLLEGE (NON-CREDIT)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 7/1/2017 - 6/30/2019 (2-year cycle)

PRJ. ADMIN.: JAMES KENNEDY

CONTRACT INCOME:

PRJ. DIR.: SERGIO SOTELO

Adv. Apportionment: \$330,229

Date: 10/30/2017

Adv. Apportionment (Oct. Rev.): **(\$28,532)**

Total Allocation \$301,697

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2153_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		23,000		23,000		0
12_2153_499900_18200_5999	Special Project Holding Acct : Academic Affai	23,000		23,000		0	
	Total 2153 - BSI 18-Prog/Curr Plan & Dev	23,000	23,000	23,000	23,000	0	0
12_2154_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		4,600		4,600		0
12_2154_499900_18200_5999	Special Project Holding Acct : Academic Affai	4,600		4,600		0	
	Total 2154 - BSI 18-Student Assessment	4,600	4,600	4,600	4,600	0	0
12_2155_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		53,014		53,014		0
12_2155_499900_18200_5999	Special Project Holding Acct : Academic Affai	53,014		53,014		0	
	Total 2155 - BSI 18-Advisement/Counseling	53,014	53,014	53,014	53,014	0	0
12_2156_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		100,000		100,000		0
12_2156_499900_18200_5999	Special Project Holding Acct : Academic Affai	100,000		100,000		0	
	Total 2156 - BSI 18-Suppl Instr & Tutoring	100,000	100,000	100,000	100,000	0	0
12_2157_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		127,615		99,083	28,532	
12_2157_499900_18200_5999	Special Project Holding Acct : Academic Affai	127,615		99,083			28,532
	Total 2157 - BSI 18-Coordination/Research	127,615	127,615	99,083	99,083	28,532	28,532
12_2158_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		22,000		22,000		0
12_2158_499900_18200_5999	Special Project Holding Acct : Academic Affai	22,000		22,000		0	
	Total 2158 - BSI 18-Staff Development	22,000	22,000	22,000	22,000	0	0
	Total - Basic Skills Initiative-17/18 (SAC Non-Credit)	330,229	330,229	301,697	301,697	28,532	28,532

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2153, #2154, #2155, #2156, #2157, and #2158
NAME: BASIC SKILLS INITIATIVE 17/18 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 7/1/2017 - 6/30/2019 (2-year cycle)

CONTRACT INCOME:

Adv. Apportionment: \$177,839

Adv. Apportionment (Oct. Rev.): \$31,403

Total Allocation \$209,242

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: Categorical Apportionment

PRJ. ADMIN.: Marilyn Flores

PRJ. DIR.: Marilyn Flores

Date: 10/30/2017

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2153_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		77,000		77,000		0
12_2153_499900_25051_5999	Special Project Holding Acct : Academic Affai	77,000		77,000		0	
	Total 2153 - BSI 18-Prog/Curr Plan & Dev	77,000	77,000	77,000	77,000	0	0
12_2154_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		0		0		0
12_2154_499900_25051_5999	Special Project Holding Acct : Academic Affai	0		0		0	
	Total 2154 - BSI 18-Student Assessment	0	0	0	0	0	0
12_2155_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		0		0		0
12_2155_499900_25051_5999	Special Project Holding Acct : Academic Affai	0		0		0	
	Total 2155 - BSI 18-Advisement/Counseling	0	0	0	0	0	0
12_2156_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		98,000		129,403		31,403
12_2156_499900_25051_5999	Special Project Holding Acct : Academic Affai	74,573		105,976		31,403	
12_2156_619000_25150_2340	Student Assistants - Hourly : Math	22,126		22,126		0	
12_2156_619000_25150_3435	H & W - Retiree Fund Non-Inst : Math	803		803		0	
12_2156_619000_25150_3615	WCI - Non-Instructional : Math	498		498		0	
	Total 2156 - BSI 18-Suppl Instr & Tutoring	98,000	98,000	129,403	129,403	31,403	31,403
12_2157_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		0		0		0
12_2157_499900_25051_5999	Special Project Holding Acct : Academic Affai	0		0		0	
	Total 2157 - BSI 18-Coordination/Research	0	0	0	0	0	0
12_2158_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		2,839		2,839		0
12_2158_499900_25051_5999	Special Project Holding Acct : Academic Affai	2,839		2,839		0	
	Total 2158 - BSI 18-Staff Development	2,839	2,839	2,839	2,839	0	0
	Total - Basic Skills Initiative-17/18 (SCC)	177,839	177,839	209,242	209,242	31,403	31,403

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET #1680
NAME: TANF WELFARE TO WORK - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

Contract Income: \$31,850

CFDA No. 93.558

Prime Sponsor: Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Nena Baldizon-Rios

Date: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1680-000000-20000-8140	TANF : Santiago Canyon Coll		31,851		31,850	1	
12-1680-631000-29325-1435	Int/Sum - Counselors,Part-T	4,360		4,600		240	
12-1680-631000-29325-2310	Classified Employees - Ongoing - Counseling Assistant (Brittney Chase)	16,643		15,900			743
12-1680-631000-29325-3115	STRS - Non-Instructional :	630		664		34	
12-1680-631000-29325-3325	Medicare - Non-Instructiona	305		297			8
12-1680-631000-29325-3335	PARS - Non-Instructional :	217		217			-
12-1680-631000-29325-3435	H & W - Retiree Fund Non-In	763		744			19
12-1680-631000-29325-3515	SUI - Non-Instructional : C	11		11			-
12-1680-631000-29325-3615	WCI - Non-Instructional : C	473		465			8
12-1680-647000-29340-2340	Student Assistants - Hourly	2,885		2,884			1
12-1680-647000-29340-3435	H & W - Retiree Fund Non-In	105		105		-	-
12-1680-647000-29340-3615	WCI - Non-Instructional : S	65		65		-	-
12-1680-647000-29340-4710	Food and Food Service Suppl	452		452		-	-
12-1680-732000-29325-7630	Supplies Paid for Students	4,942		5,446		504	
Totals for PROJECT: 1680	TANF - Welfare to Work	31,851	31,851	31,850	31,850	779	779

5.1(6)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Ruth Babeshoff
PROJ. DIR. Nena Baldizon-Rios

CalWORKs Income: 93,411
Work Study: 5,000
(Work Study to Program) 2,533
(Child Care to Program) 50,140
Total Amount 151,084

Date: 10/30/17

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-20000-8625	CalWORKs : Santiago Canyon		150,045		151,084		1,039
12-2061-631000-29325-1430	Part-Time Counselors : Coun - Susanne Duarte (FA17 & Sp18 - \$34,444)	34,000		34,444		444	
12-2061-631000-29325-1433	Beyond Contract - Counselor - Nena Baldizon-Rios (Sept. \$2,731.58) - Nena Baldizon-Rios (FA17 - \$10,622.80) - Juana Galvan (Sept. \$2,477.56) - Juana Galvan (FA17 - \$13,994; SP18 - \$13,994)	52,600		43,821			8,779
12-2061-631000-29325-1434	Int/Sum Beyond Contr-Counse - Nena (SU17 - \$5,172.08; SU18 - \$1,389) - Juana (SU17 - \$8,623.29; SU18 - \$4,297)	-		19,481		19,481	
12-2061-631000-29325-1435	Int/Sum - Counselors,Part-T - Susanne (SU17 - \$8,623.14; SU18 - \$3,097) - Maria (SU18 - \$3097)	13,000		14,817		1,817	
12-2061-631000-29325-2320	Classified Employees - Hour	12,000		-			12,000
12-2061-631000-29325-2340	Student Assistants - Hourly	1,500		1,500		-	-
12-2061-631000-29325-3115	STRS - Non-Instructional :	14,373		16,241		1,868	
12-2061-631000-29325-3325	Medicare - Non-Instructiona	1,619		1,633		14	
12-2061-631000-29325-3335	PARS - Non-Instructional :	156		-			156

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CalWORKs Income: 93,411
Work Study: 5,000
(Work Study to Program) 2,533
(Child Care to Program) 50,140
Total Amount 151,084

PROJ. ADM. Ruth Babeshoff
PROJ. DIR. Nena Baldizon-Rios

Date: 10/30/17

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-631000-29325-3435	H & W - Retiree Fund Non-In	4,106		4,086			20
12-2061-631000-29325-3515	SUI - Non-Instructional : C	56		56		-	-
12-2061-631000-29325-3615	WCI - Non-Instructional : C	2,545		2,533			12
12-2061-631000-29325-4610	Non-Instructional Supplies	4,000		1,468			2,532
12-2061-631000-29325-4710	Food and Food Service Suppl	2,000		200			1,800
12-2061-631000-29325-5100	Contracted Services : Couns	1,000		1,000		-	-
12-2061-631000-29325-5220	Mileage/Parking Expenses :	300		300		-	-
12-2061-631000-29325-5610	Lease Agreement - Equipment	1,090		1,090		-	-
12-2061-631000-29325-5845	Excess/Copies Useage : Coun	254		254		-	-
12-2061-631000-29325-5925	Postage : Counseling	25		25		-	-
12-2061-631000-29325-5940	Reproduction/Printing Expen	500		500		-	-
12-2061-647000-29340-2340	Student Assistants - Hourly	2,286		5,000		2,714	
12-2061-647000-29340-3435	H & W - Retiree Fund Non-In	83		83		-	
12-2061-647000-29340-3615	WCI - Non-Instructional : S	52		52		-	
12-2061-675000-29325-5210	Conference Expenses : Couns	2,500		2,500		-	-
Totals for PROJECT: 2061	CalWORKS - Coord/Workstudy	150,045	150,045	151,084	151,084	26,338	26,338

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CalWORKs Income: 93,411
Work Study: 5,000
(Work Study to Program) 2,533
(Child Care to Program) 50,140
Total Amount 151,084

CFDA No.: N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

PROJ. ADM. Ruth Babeshoff
PROJ. DIR. Nena Baldizon-Rios

Date: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2061-647000-29340-2130	Classified Employees : Stud - Jacqueline Myers (5%)	3,557		3,557		-	-
11-2061-647000-29340-3215	PERS - Non-Instructional :	553		553		-	-
11-2061-647000-29340-3315	OASDHI - Non-Instructional	226		226		-	-
11-2061-647000-29340-3325	Medicare - Non-Instructiona	54		54		-	-
11-2061-647000-29340-3415	H & W - Non-Instructional :	1,215		1,215		-	-
11-2061-647000-29340-3435	H & W - Retiree Fund Non-In	133		133		-	-
11-2061-647000-29340-3515	SUI - Non-Instructional : S	3		3		-	-
11-2061-647000-29340-3615	WCI - Non-Instructional : S	83		83		-	-
11-2061-647000-29340-3915	Other Benefits - Non-Instru	75		75		-	-
Totals for PROJECT: 2061	CalWORKs - Coord/Workstudy	5,899	-	5,899	-	-	-

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2090
NAME: Cooperative Agencies Resources for Education (CARE) - SCC
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 7/01/17 to 6/30/18
 CONTRACT INCOME: \$33,713
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other Gen Categorical Appor		30,106		29,713	393	
12-2090-643000-29335-1430	Part-Time Counselors : EOPS - <i>Susanne Duarte (Fall - \$2,890.44)</i>	5,453		5,453		-	
12-2090-643000-29335-3115	STRS - Non-Instructional :	787		787		-	
12-2090-643000-29335-3325	Medicare - Non-Instructiona	79		79		-	
12-2090-643000-29335-3435	H & W - Retiree Fund Non-In	198		198		-	
12-2090-643000-29335-3515	SUI - Non-Instructional : E	3		3		-	
12-2090-643000-29335-3615	WCI - Non-Instructional : E	123		123		-	-
12-2090-643000-29335-5905	Other Participant Travel Ex	1,000		-			1,000
12-2090-675000-29335-5210	Conference Expenses : EOPS	2,000		2,000		-	
12-2090-732000-29335-7670	Other Exp Paid for Students	20,463		21,070		607	
Totals for PROJECT: 2090	CARE Program (Fund 12)	30,106	30,106	29,713	29,713	1,000	1,000
74-2090-000000-20000-8629	Other Gen Categorical Appor		2,250		4,000		1,750
74-2090-732000-29335-7504	CARE Grant : EOPS	2,250		4,000		1,750	
Totals for PROJECT: 2090	CARE Program (Fund 74)	2,250	2,250	4,000	4,000	1,750	1,750
Totals for PROJECT: 2090	CARE Program	32,356	32,356	33,713	33,713	2,750	2,750

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 7/01/17 to 6/30/18

CONTRACT INCOME: \$496,334

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

CFDA #: N/A; Award #: N/A

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS : Santiago Canyon Coll		463,344		496,334		32,990
12-2250-643000-29335-1430	Part-Time Counselors : EOPS - Susanne Duarte (Fall - \$2,890.44) - Maria Rodriguez (Fall - \$22,962.96)	20,728		51,707		30,979	
12-2250-643000-29335-1433	Beyond Contr	25,000		17,247			7,753
12-2250-643000-29335-1434	Int/Sum Beyond Contr-Counse	10,000		10,000		-	-
12-2250-643000-29335-1435	Int/Sum - Counselors,Part-T - Maria Rodriguez (Sum17 - \$7,226.10)	10,000		9,997			3
12-2250-643000-29335-2130	Classified Employees : EOPS - Angelica Melgoza-Hurtado (9%) - Elvira Martinez Mendoza (100%) - Rosie Gonzalez (100%)	99,317		99,317		-	-
12-2250-643000-29335-2310	Classified Employees - Ongo	16,642		11,095			5,547
12-2250-643000-29335-2320	Classified Employees - Hour	6,000		-			6,000
12-2250-643000-29335-2340	Student Assistants - Hourly	3,000		12,533		9,533	
12-2250-643000-29335-3115	STRS - Non-Instructional :	9,485		11,395		1,910	
12-2250-643000-29335-3215	PERS - Non-Instructional :	18,011		15,425			2,586
12-2250-643000-29335-3315	OASDHI - Non-Instructional	7,385		6,352			1,033
12-2250-643000-29335-3325	Medicare - Non-Instructiona	2,770		2,974		204	
12-2250-643000-29335-3335	PARS - Non-Instructional :	78		307		229	
12-2250-643000-29335-3415	H & W - Non-Instructional :	35,348		35,348		-	-
12-2250-643000-29335-3435	H & W - Retiree Fund Non-In	7,040		7,443		403	
12-2250-643000-29335-3515	SUI - Non-Instructional : E	99		103		4	
12-2250-643000-29335-3615	WCI - Non-Instructional : E	4,364		4,613		249	

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 7/01/17 to 6/30/18

CONTRACT INCOME: \$496,334

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

CFDA #: N/A; Award #: N/A

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-3915	Other Benefits - Non-Instru	3,135		3,135		-	-
12-2250-643000-29335-4610	Non-Instructional Supplies	4,000		4,000		-	-
12-2250-643000-29335-4710	Food and Food Service Suppl	11,000		11,000		-	-
12-2250-643000-29335-5220	Mileage/Parking Expenses :	700		700		-	-
12-2250-643000-29335-5610	Lease Agreement - Equipment	1,224		1,224		-	-
12-2250-643000-29335-5815	Class Schedules/Printing :	442		442		-	-
12-2250-643000-29335-5845	Excess/Copies Usage : EOPS	250		250		-	-
12-2250-643000-29335-5925	Postage : EOPS	145		145		-	-
12-2250-643000-29335-5940	Reproduction/Printing Expen	850		850		-	-
12-2250-643000-29335-5966	Transportation - Student :	2,000		2,000		-	-
12-2250-643000-29335-6409	Equip-All Other >\$200 < \$1,	2,418		421			1,997
12-2250-643000-29335-6410	Equip-All Other >\$1,000<\$5,	2,420		6,000		3,580	
12-2250-675000-29335-5210	Conference Expenses : EOPS	13,000		13,000		-	-
12-2250-732000-29335-7610	Books Paid for Students : E	98,333		98,333		-	-
12-2250-732000-29335-7630	Supplies Paid for Students	17,000		17,000		-	-
12-2250-732000-29335-7670	Other Exp Paid for Students	31,160		41,978		10,818	
Totals for PROJECT: 2250	EOPS	463,344	463,344	496,334	496,334	57,909	57,909

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2017/18

CONTRACT PERIOD: 7/01/17 to 6/30/18

CONTRACT INCOME: \$496,334

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

CFDA #: N/A; Award #: N/A

PROJ. ADM. R. BABESHOFF

PROJ. DIR. N. BALDIZON-RIOS

DATE: 10/30/17

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-29335-1280	Contract - Reassigned Time - Nena Baldizon-Rios (100%)	129,476		129,476		-	-
11-2250-643000-29335-2130	Classified Employees : EOPS - Angelica Melgoza-Hurtado (91%)	53,477		53,477		-	-
11-2250-643000-29335-3115	STRS - Non-Instructional :	18,684		18,684		-	-
11-2250-643000-29335-3215	PERS - Non-Instructional :	8,306		8,306		-	-
11-2250-643000-29335-3315	OASDHI - Non-Instructional	3,401		3,401		-	-
11-2250-643000-29335-3325	Medicare - Non-Instructiona	2,700		2,700		-	-
11-2250-643000-29335-3415	H & W - Non-Instructional :	35,121		35,121		-	-
11-2250-643000-29335-3435	H & W - Retiree Fund Non-In	6,756		6,756		-	-
11-2250-643000-29335-3515	SUI - Non-Instructional : E	94		94		-	-
11-2250-643000-29335-3615	WCI - Non-Instructional : E	4,189		4,189		-	-
11-2250-643000-29335-3915	Other Benefits - Non-Instru	3,115		3,115		-	-
Totals for PROJECT: 2250	EOPS	265,319	-	265,319	-	-	-

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2227

NAME: Deputy Sector Navigator ICT - Apprenticeship Project (subaward from Coast CCD)

FISCAL YEAR: 2017/2018 & 2018/2019

CONTRACT PERIOD: 7/1/17 - 1/31/19

PROJ. ADM. Sarah Santoyo

CONTRACT INCOME: \$39,569

PROJ. DIR. Steve Linthicum

GRANT #16-191-002 (subaward from Coast CCD)

DATE: 10/24/17

Datatel String	Description	Debit	Credit
12-2227-000000-50000-8659	Other Reimb Categorical All		39,569
12-2227-684000-53330-2110	Classified Management	39,569	
12-2227-684000-53330-3215	PERS Non-Instructional	0	
12-2227-684000-53330-3315	OASDHI - Non-Instructional	0	
12-2227-684000-53330-3325	Medicare - Non-Instructional	0	
12-2227-684000-53330-3415	Health & Welfare - Non-Instructional	0	
12-2227-684000-53330-3435	H&W Ret Fund - Non-Instructional	0	
12-2227-684000-53330-3515	SUI - Non-Instructional	0	
12-2227-684000-53330-3615	WCI - Non-Instructional	0	
12-2227-684000-53330-3915	Other Benefits - Non-Instructional	0	
	TOTAL	39,569	39,569

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Sub-Agreement between RSCCD and SynED for the Deputy Sector Navigator Information and Communications Technology (ICT)/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #16-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The DSN ICT has identified partners that will provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within the Orange County region. Through this sub-agreement SynED will setup and host a "micro site" for supporting the IT Fundamentals voucher distribution and tracking with ongoing support. The performance period of the service contract is November 14, 2017 – December 31, 2017. The total cost will not exceed \$10,000.

Project Director: Steve Linthicum **Project Administrator:** Sarah Santoyo

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$10,000.00 (grant-funded)	Board Date: November 13, 2017
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SYNED**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of November, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and SynED (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Information and Communications Technology/Digital Media Sector” grant #16-158-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from November 14, 2017 through December 31, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by RSCCD, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the

total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit upon RSCCD's receipt invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Steve Linthicum, Director ICT/Digital Media Deputy Sector Navigator
2323 North Broadway, Suite 350
Santa Ana, CA 92706

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

9. Independent Contractor

SUBCONTRACTOR agrees that the services provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation

indicating the approving authority's approval, that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event

such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Rancho Santiago Community College District
Steve Linthicum, Director ICT/Digital Media Deputy Sector Navigator
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-1417; Linthicum_steve@rsccd.edu

SUBCONTRACTOR: SynED
Jay Scott Young
2060-D Avenida De Los Arboles, Suite 771
Thousand Oaks, CA 91362
Phone: (310) 613-4534
Email: syoung@syned.org

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/16 and Article II, Rev. 04/16), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 4/16) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: SynED

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Jay Scott Young

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

46-5000877

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: November 13, 2017

Steve Linthicum
 Rancho Santiago Community College District
 2323 N. Broadway, Suite 350
 Santa Ana, CA 92706

Thank you for choosing the California Cyberhub for your cyber training and cyber competition support needs. The following is a letter of engagement between Rancho Santiago Community College District (“Customer”) and California Cyberhub a Division of SynED (“Contractor”).

Contractor will deliver the following services for you:

1. Provide a “micro site” under the California Cyberhub site (ca-cyberhub.org) to host the IT fundamentals voucher distribution and data management.
2. Manage distribution and usage tracking of 10,000 vouchers over 10 High School centers
3. Coordinate with CompTIA and the California Department of Education to transfer and receive appropriate data relating to voucher use, certificate acquisition and aggregate demographic information from the Department of education.
4. Provide graphic design services to brand and develop promotional materials for the IT fundamentals rollout in Orange County.

The above items are based on the needs expressed by Steve Linthicum in conference calls and emails over the last 4 weeks.

Work is scheduled to begin immediately upon execution of this engagement letter and receipt of the startup payment. Completion of the micro site setup and for distribution of certificates will be complete within 3 weeks of receiving startup payment. Term of the support for this effort is expected to be through June 30, 2018.

The above stated work will be billed as indicated in the table below.

Payment	Terms	Total
Startup	On Receipt	\$10,000.00

Letter of Engagement

This is a fixed cost project. SynED makes every attempt to be as accurate and professional as possible in the bidding process. Should the scope or requirements of this project change whether by customer request or by items uncovered by SynED, SynED will issue a request for a change order.

Out-of-pocket expenses, such as toll telephone calls, shipping, local and out of town travel incurred in connection with the project will be billed to Customer at cost in an itemized fashion. Invoicing will be done based on milestones in the table above and **Terms are due on receipt of invoice.**

ACCEPTED AND AGREED:

SynED (California Cyberhub)

by: _____

By: _____

Print Name: _____

Name: Scott Young

Title: _____

Title: Director/CFO

Date: _____

Date: October 19, 2017



About SynED

SynED is a non-profit organization dedicated to promoting educational excellence by providing higher education professional services to facilitate the development of new models of curriculum, industry alliance, service, and delivery.

SynED seeks to facilitate collaboration and communication to find common ground in an increasingly complex and diverse educational ecosystem.

SynED's network of professionals provides services to leverage existing resources and initiatives. SynED identifies the people, processes and technology needed to achieve your goals and maximize your returns. Our experts offer the industry-specific knowledge and experience to craft effective strategies and solutions that will drive performance, lower costs and generate value in higher education.

SynED strives to help by identify the areas of inquiry, facilitate the discussion and share the learning.

SynEd identifies emerging best practices for effective articulation between employers, jobseekers and education providers. We identify issues, processes and technologies based on evidence and identify goals and objectives that meet the needs of stakeholders. SynED translates research projects into processes that reflect best practices.



Guy Smith is the Chair of the B.A. program at Antioch University Santa Barbara. Prior to this appointment, for 34 years he was a faculty and administrator at Santa Barbara City College. He served as a faculty member in English and Communications, and most recently as the Dean of Educational Programs responsible for the administration of the Business Division, the Scheinfeld Center for Entrepreneurship and Innovation, and the School of Media Arts which includes new media applications, game design, animation, film & television and journalism.

For the past twenty-five years, Mr. Smith has been at the forefront of emerging information and communication technologies. Actively involved with the online information industry since its inception, he established Infomart Research, the first online information brokerage in California. As co-founder of Intellimation, a multimedia publishing company, he worked with software developers, publishers and content providers to distribute multimedia applications.

For the past 20 years, Mr. Smith has managed and developed projects focusing on new media production, e-commerce and distribution, mobile media, and the use of game technologies in providing training and education. He has received grants from the National Science Foundation and the Economic and Workforce Development program from the State of California.

Having lived in Santa Barbara for 36 years, he is an active member of the community. Currently he serves on the Executive Board of the MIT Enterprise Forum.

He received his B.A. & M.A from San Diego State University before completing doctoral coursework in rhetoric and linguistics at the University of Southern California. His role in the project will be to serve as the Principal Investigator conducting project management, coordination of project participants, and the integration of the project goals within SBCC's current educational programs.

He is married to Carola for twenty-four years with two children, Justin and Britta.



Mr. Young has been working with Fortune 100 and other companies providing results based technology and operational solutions for over 25 years. Broad exposure to various types of business and company philosophy has given Mr. Young a unique perspective when bringing technology to play in business operations. Whether it is manufacturing, sales, marketing or supply chain, his focus is to always bring simplicity, efficiency and cost effectiveness to technology and operational systems. Mr. Young has also been actively involved in workplace education for the past 15 years supporting companies with competency based curriculum design and assessment.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of the Sub-Agreement between RSCCD and Moraine Valley Community College on behalf of the Center for System Security and Information Assurance (CSSIA) for the Deputy Sector Navigator Information and Communications Technology ICT/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #16-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The DSN ICT has identified partners that will provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within the Orange County region. Through this sub-agreement Moraine Valley Community College will develop a comprehensive curriculum to cover the CompTIA CSA+ certification. The course development will include instructional materials, assessment tools, lab activities and exercises that measure a participant's knowledge or skill associated with the CSA+ certification program. The performance period of the service contract is November 1, 2017 – December 31, 2017. The total cost will not exceed \$27,750.

Project Director: Steve Linthicum **Project Administrator:** Sarah Santoyo

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$27,750.00 (grant-funded)	Board Date: November 13, 2017
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MORAIN VALLEY COMMUNITY COLLEGE**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of November, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Moraine Valley Community College (hereinafter “SUBCONTRACTOR”) on behalf of the Center for System Security and Information Assurance (CSSIA). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Information and Communications Technology/Digital Media Sector” grant #16-158-006, (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the Information Communications Technology sector; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from November 1, 2017 through December 31, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$27,750.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the

SUBCONTRACTOR and approved by RSCCD, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit a detailed invoice for work completed to receive payment. RSCCD shall make payments under this Agreement up to but not exceeding the amount listed above under Article I.3. "Total Cost."

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Steve Linthicum, Director ICT/Digital Media Deputy Sector Navigator
2323 North Broadway, Suite 350
Santa Ana, CA 92706

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

9. Independent Contractor

SUBCONTRACTOR agrees that the services provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-

contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event

such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Rancho Santiago Community College District
Steve Linthicum, Director ICT/Digital Media Deputy Sector Navigator
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-1417; Linthicum_steve@rsccd.edu

SUBCONTRACTOR: Moraine Valley Community College
John Sands, Ph.D., Dept. Chair, Computer Integrated Technologies
9000 W. College Parkway
Palos Hills, IL 60465
Phone: (708) 955-5426
Email: sands@morainevalley.edu

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by authorized officials of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/16 and Article II, Rev. 04/16), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 4/16) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the date that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: Moraine Valley Community College

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: November 13, 2017

EXHIBIT A

SCOPE OF WORK AND BUDGET FOR THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS

PROPOSAL

This agreement is between the Center for System Security and Information Assurance (CSSIA) and the Information and Communications Technologies / Digital Media, Greater Sacramento Region. This proposal is for the development of a comprehensive curriculum to cover the CompTIA CSA+ certification. The course development will include instructional materials, assessment tools, lab activities and exercises that measure a participant's knowledge or skill associated with the CSA+ certification program. All course materials will be organized and delivered as part of a Canvas course shell.

Scope of work agreement

Review all CSA+ course objectives and develop instructional materials, assessment items, lab activities and exercises.

1. The instructional material will include textbook recommendations, reading assignments, instructor PowerPoints, student handouts and links to existing videos.
2. The lab activities will be based on existing NDG NetLab+ labs in the Security+ and CEH courses. The lab activities use both Linux and Microsoft Windows virtual machines. The lab activities will use open source tools. The course will include 12-16 labs, each lab will contain a minimum of three course-aligned task.
3. Worksheets and analytical exercises will require that students perform specific tasks and demonstrate skills in solving cybersecurity-related problems.
4. Each lesson will also include lesson objectives, and assessment tools (exams) embedded in the Canvas course.

Budget

All payments require review and acceptance of delivered materials.

Description	Billing Date	Payment
Initial Design - Milestone 1		\$4,850
Course Outlines and Syllabus	11/06/2017	
Canvas Instructional Modules Design	11/06/2017	
Proposed Lab Activity List	11/06/2017	
Proposed Exercise List	11/06/2017	
Content Drafts Delivered - Milestone 2		
Draft Instructional Modules	11/17/2017	2,250
Draft Lab Activities	12/01/2017	7,850
Draft Exercises	12/08/2017	5,120
Draft Assessment Items	12/15/2017	1,680
Final Review, Acceptance and Delivery – Milestone 3		
Completed Instructional Modules	12/22/2017	1,220
Lab Activities with Solutions	12/29/2017	2,540
Exercises with Solutions	1/05/2018	1,120
Assessment Items with Solutions	1/12/2018	1,120
Total		\$27,750

EXHIBIT A

SERVICE CONTRACT FOR DEVELOPMENT OF INSTRUCTIONAL MATERIALS

This contractor agreement is made and entered into by and between the Center for System Security and Information Assurance hereinafter referred to as the “Contractor”, and the Information and Communications Technologies / Digital Media, Greater Sacramento Region.

The purpose of this contract is for the development of instructional and assessment materials to cover the CompTIA Cybersecurity Analyst certification hereinafter referred to as the “CSA+ Certification”. The course development will include instructional materials, assessment tools, lab activities and exercises that measure a participant’s knowledge or skill associated with the CSA+ certification program. All course materials will be organized and delivered as part of a Canvas course shell.

Scope of work agreement

The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

CONTRACTOR will provide:

1. A review of all CSA+ certification objectives to develop instructional materials, assessment items, lab activities and exercises.
2. The instructional material will include textbook recommendations, reading assignments, instructor PowerPoints, student handouts and links to existing videos.
3. The lab activities will be based on existing NDG NetLab+ labs in the Security+ and CEH courses. The lab activities use both Linux and Microsoft Windows virtual machines. The course will include 12-16 labs; each lab will contain a minimum of three course-aligned tasks.
4. Worksheets and analytical exercises will require that students perform specific tasks and demonstrate skills in solving cybersecurity-related problems.
5. Each lesson will also include lesson objectives, and assessment tools (exams) embedded in the Canvas course.

Review and Acceptance Process

The review and acceptance process will require three points of review and approval.

1. Design Phase – this phase will include the development, review and acceptance of the following items:
 - a. Course Outline
 - b. Course Syllabus
 - c. Proposed Instructional Modules
 - d. Proposed Lab Activities and Tasks
 - e. Proposed Exercises
2. Draft Review – this phase will include the delivery of draft items for initial review:
 - a. Draft Instructional Modules
 - b. Draft Lab Activities and Tasks
 - c. Draft Exercises
 - d. Draft Assessment Items
3. Final Review – this phase will provide a review and acceptance of the development materials:

EXHIBIT A

- a. Completed Instructional Modules
- b. Lab Activities with Solutions
- c. Exercises with Solutions
- d. Assessment Items with Solutions

COMPENSATION AND PAYMENT

CONTRACTOR'S compensation for services rendered shall be based on the "Schedule of Deliverables" and Compensation Details as set forth below and as detailed in the Deliverable Timeline and CONTRACTOR deliverables.

Schedule of Deliverable

The project timeline is based on a November 1, 2017 start date. Following is a complete list of all project deliverables:

Compensation Details:

All payments will be based on review and acceptance of delivered materials.

Description	Start Date	End Date	Payment
Initial Design - Milestone 1			
Course Outlines and Syllabus	11/01/2017	11/06/2017	\$4,850
Canvas Instructional Modules Design			
Proposed Lab Activity List			
Proposed Exercise List			
Content Drafts Delivered - Milestone 2			
Draft Instructional Modules	11/06/2017	11/17/2017	\$2,250
Draft Lab Activities		12/01/2017	\$7,850
Draft Exercises		12/08/2017	\$5,120
Draft Assessment Items		12/15/2017	\$1,680
Final Review, Acceptance and Delivery – Milestone 3			
Completed Instructional Modules	11/20/2017	12/22/2017	\$1,220
Lab Activities with Solutions	12/04/2017	12/29/2017	\$2,540
Exercises with Solutions	12/11/2017	1/05/2018	\$1,120
Assessment Items with Solutions	12/18/2017	1/12/2018	\$1,120

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners selected by the California Community Colleges Chancellor's Office.

ANALYSIS

To support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges, the Chancellor's Office allocated \$40,000 grant awards to Sector Navigators. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 - 10/31/17. However, the period of performance has been extended through June 30, 2018. Chaffey College requested an amendment to the term of the agreement and an amendment to the sub-agreement has been developed accordingly.

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

It is recommended that the Board approve the amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: November 13, 2017
Prepared by: Sarah Santoyo, Executive Director of Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raul Rodriguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COMMUNITY COLLEGE DISTRICT**

This **First Amendment** to the grant sub-agreement (hereinafter "Agreement") is entered into on this 13th day of November, 2017, between Rancho Santiago Community College District (hereinafter "RSCCD") and Chaffey Community College District (hereinafter "SUBCONTRACTOR"), on behalf of Chaffey College, host of the Sector Navigator for Energy, Construction & Utilities to amend that certain Agreement (DO-17-2220-86) between the parties which commenced on September 13, 2016; and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges; and

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the Term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from September 13, 2016 through June 30, 2018.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Chaffey Community
College District*

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Vice Chancellor

Title: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: November 13, 2017

95-6000558
Employer/Taxpayer Identification Number (EIN)

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 12th day of September, 2016, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Chaffey Community College District (hereinafter “SUBCONTRACTOR”) on behalf of Chaffey College, host of the Sector Navigator for Energy, Construction & Utilities. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from September 13, 2016 through October 31, 2017.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$40,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. Total Costs.

6. Invoices

One invoice is to be submitted for payment of the total costs of the agreement. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, if requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

8. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

9. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

11. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

15. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

16. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

17. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Jim Caldwell, Sector Navigator

Chaffey College

13170 Seventh Street

Chino, CA 91710

(925) 899-2665

jcaldwell@workforceincubator.org

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *CHAFFEY
COMMUNITY COLLEGE DISTRICT*

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: Sept. 12, 2016

By: _____

Name: _____

Title: _____

Date: _____

95-6000558

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14

EXHIBIT A

Sector Navigator CTE Data Unlocked Scope of Work and Budget

1. Provide industry connections and sector based industry reports and data to supplement CTE Data Unlocked. Budget allocation: \$2,500
2. Continue to convene statewide industry advisory groups to validate and vet LMI data for CTE Data Unlocked. Budget allocation: \$15,000
3. Lead the sector strategies aspect of regional planning. Secure sector-based industry and economic development representatives including Workforce Development Board partners, Industry and Trade Associations, etc. Budget allocation: \$5,000
4. Provide sector-based investment options for college and regional planning. Budget allocation: \$10,000
5. Coordinate DSN and SN participate in all regional planning sessions. Budget: \$5,500
6. Other scope that facilitates the implementation of the Strong Workforce Task Force recommendations. Budget: \$1,000
7. Reinforce CTE Data Unlocked training with DSN's, college faculty and deans. Budget: \$1,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: November 13, 2017
Re:	Approval of Second Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners selected by the California Community Colleges Chancellor's Office.

ANALYSIS

To support colleges to build capacity to implement Strong Workforce Taskforce Recommendations and collect metrics for the Strong Workforce Program, the Chancellor's Office allocated \$50,000 grant awards to all colleges and continuing education centers in the state. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 - 10/31/17. However, the Chancellor's Office will allow colleges to use the funds for three years from the start date, 7/1/16. Chaffey College requested an amendment to their agreement to document the three-year period of performance allowed by the Chancellor's Office, and a revision to the invoicing process to align with the Chancellor's Office's requirements. An amendment to the sub-agreement has been developed accordingly.

Project Director: Sarah Santoyo**Project Administrator:** Enrique Perez**RECOMMENDATION**

It is recommended that the Board approve the amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: November 13, 2017
Prepared by: Sarah Santoyo, Executive Director of Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raul Rodriguez, Ph.D., Chancellor	

**SECOND AMENDMENT TO GRANT SUB-AGREEMENT
BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT
AND
CHAFFEY COMMUNITY COLLEGE DISTRICT**

This **Second Amendment** to the grant sub-agreement (hereinafter "Agreement") is entered into on this 13th day of November, 2017, between Rancho Santiago Community College District (hereinafter "RSCCD") and Chaffey Community College District (hereinafter "SUBCONTRACTOR"), on behalf of Chaffey College to amend that certain Agreement (DO-17-2220-19) between the parties that commenced on July 19, 2016; and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges; and

WHEREAS, PRIME SPONSOR and SUBCONTRACTOR want to revise the Term of the Agreement and the Invoice Process;

NOW, THEREFORE, the Parties mutually agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 19, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college's goals for CTE data management and capacity development for three years from the project start date.

Item 4. Invoices is amended as follows:

4. Invoices

One invoice is to be submitted for payment for the total cost of the agreement. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants 2323
North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this SECOND AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this SECOND AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Chaffey Community
College District*

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

By: _____
Name: _____
Title: _____
Date: _____

Board Approval Date: November 13, 2017

95-6000558
Employer/Taxpayer Identification Number (EIN)

**1st AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COMMUNITY COLLEGE DISTRICT**

This 1st Amendment to the grant sub-agreement (hereinafter "Agreement") is entered into on this 23rd day of October, 2017, between Rancho Santiago Community College District (hereinafter "RSCCD") and Chaffey Community College District (hereinafter "SUBCONTRACTOR"), on behalf of Chaffey College, to amend that certain Agreement, DO-17-2220-19, between the Parties that commenced on July 18, 2016. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, the PRIME SPONSOR and SUBCONTRACTOR have agreed to extend the Period of Performance of the Agreement;

NOW, THEREFORE, the Parties hereby agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from October 24, 2017 through March 30, 2018.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this 1st AMENDMENT to the Agreement to be executed as of the day that both Parties have signed the Agreement. Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this 1st AMENDMENT, remain unchanged.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: Chaffey Community College District

By:
Name:

Peter J. Hardash FOR
PETER HARDASH
Peter J. Hardash

By:
Name:

Title: Vice Chancellor
Business Operations/Fiscal Services

Title:

Date:

10/24/17

Date:

Board Approval Date: October 23, 2017

95-600558

Employer/Taxpayer Identification Number (EIN)

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 18th day of July, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Chaffey Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Chaffey College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. **Period of Performance**
The period of performance for this Agreement shall be from July 19, 2016 through October 31, 2017.
3. **Total Cost**
The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

2. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

3. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. "Total Costs".

4. Invoices

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

5. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

6. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

2. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

3. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

4. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

5. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

6. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

7. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of

mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

2. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

3. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Joy Haerens
Dean, Business and Applied Technology
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
joy.haerens@chaffey.edu
(909) 652-6840

2. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

3. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.


Sub-Agreement between RSCCD and Chaffey Community College District

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: 
Name: Peter J. Hardash
Vice Chancellor
Title: Business Operations/Fiscal Services
Date: 7/19/16
Board Approval Date: July 18, 2016

SUBCONTRACTOR: Chaffey Community
College District

By: 
Name: Henry D. Shannon, Ph.D.
Title: Superintendent / President
Date: July 19, 2016
95-6000558
Employer/Taxpayer Identification Number (EIN)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: November 13, 2017
Re: Approval of Agreement with Foundation for California Community Colleges for the Strong Workforce Program – Regional Funds Initiative (#WL-031-17)	
Action: Request for Approval	

BACKGROUND

Through the Strong Workforce Program Trailer Bill, the state allocated funds to community colleges to support collaborative regional work to improve the quality of career technical education programs, and to increase the number of students who complete these programs, and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Funds, and is responsible for distributing funds to the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor's Office.

ANALYSIS

Rancho Santiago Community College District, on behalf of the Los Angeles and Orange County Regional Consortium (LAOCRC), will collaborate with the Foundation for California Community Colleges to implement a college work-based learning planning and tools pilot project to build capacity and refine technological tools that will support colleges in providing high-quality work based-learning opportunities for students, and in achieving related Strong Workforce Program regional outcomes. Ten regional colleges (Coastline, Cypress, Fullerton, Golden West, Irvine Valley, North Orange Continuing Education, Orange Coast, Saddleback, Santa Ana, and Santiago Canyon) will be participating in the implementation of this effort with support from the Foundation for California Community Colleges and other partners. The enclosed agreement #WL-031-17 outlines the terms of the project. The cost shall not exceed \$100,000, and the term of the project is October 1, 2017 through June 30, 2019.

The project director is Dr. Gustavo Chamorro, Interim Orange County Director, LAOCRC and the project administrator is Enrique Perez, Vice Chancellor of Educational Services.

RECOMMENDATION

It is recommended that the Board approve this agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$100,000.00 (grant-funded)	Board Date: November 13, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

COLLEGE WORK-BASED LEARNING PLANNING AND TOOLS PILOT PROJECT AGREEMENT

between

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

On behalf of the Los Angeles/Orange County Regional Consortium

Agreement No. WL-031-17

1. Background

Foundation for California Community Colleges (“FOUNDATION”), in an effort to support work-based learning (“WBL”) as an educational strategy to increase employability and reduce skill gaps intends to enter into this Agreement with Rancho Santiago Community College District (“RSCCD”), on behalf of the Los Angeles/Orange County Regional Consortium (“LAOCRC”) to participate in an 18-month pilot project to develop and implement plans and tools to scale quality WBL. RSCCD and Participating Regional Colleges (Cypress College, North Orange Continuing Education, Saddleback College, Golden West College, Coastline College, Fullerton College, Irvine Valley College, Orange Coast College, Santa Ana College, Santiago Canyon College) will receive assistance to prepare a WBL plan in support of their implementation of Strong Workforce Program (“SWP”) outcomes and Guided Pathways objectives, followed by assistance in implementing the FOUNDATION’s Career Experience Suite (“CES”) of tools that support WBL. Since 2015, these tools have helped expand career awareness, coordinate WBL activities, and facilitate paid work experience for more than 10,000 students.

The CES is comprised of three tools that can help accelerate students’ preparedness for the workforce, starting from the early stages of building career awareness to securing paid work experience. These tools include the FOUNDATION’S Here to Career mobile application, the Career Experience Portal, powered by LaunchPath Software (“CareerXP”), and Career Catalyst program. The FOUNDATION’S Here to Career Mobile Application is a straightforward way for students to find careers that match their interests. The CES also provides access to CareerXP, which is a web-based platform that supports management of WBL on a large scale; the platform is designed for educators, employers, students and intermediary organizations to work together so that more students experience the Work-Based Learning Continuum as an integral part of their education. The FOUNDATION’S Career Catalyst program provides life-shaping career opportunities for individuals and recruitment solutions for employers by pairing qualified individuals with organizations for work and job training.

2. Definitions

- 2.1. “Agreement” shall mean this College Work-Based Learning Planning and Tools Pilot Project Agreement as well as all exhibits, schedules and other attachments hereto, as each may be amended in a writing signed by both Parties from time to time.
- 2.2. “Confidential Information” shall mean any and all information, data, Software, know-how and intellectual property of a confidential or proprietary nature, including but not limited to, information, data, Software, know-how and intellectual property relating to (a) technical, scientific, developmental, marketing, manufacturing, sales, operating, performance and cost matters, (b) processes, (c) designs and (d) techniques, in any and all forms in which the foregoing may appear including, but not limited to, all record-bearing media containing or disclosing any of the foregoing. Confidential Information shall include, but not be limited to, all information, data, Software, know-how, and intellectual property that is (a) marked as “confidential” or “proprietary” at the time it is provided by or on behalf of the Party providing it, (b) expressly stated by or on behalf of the Party providing it to the Party receiving it at the time of disclosure to be considered confidential or proprietary, or (c) would under the circumstances be recognized by someone generally experienced in business affairs to be confidential or proprietary.
- 2.3. “FOUNDATION” shall mean Foundation for California Community Colleges, a California non-profit 501(c)(3) corporation.
- 2.4. “CareerXP Instance” shall mean the custom Uniform Resource Locator (“URL”) and interface designed by FOUNDATION for use by RSCCD pursuant to this Agreement and described in Section 4.4.
- 2.5. “Employer” shall mean any person or entity who registers on CareerXP and is authorized by FOUNDATION or RSCCD to post internships or other WBL opportunities on CareerXP.
- 2.6. “System-User” shall mean any person who is a Participant in CareerXP or who is otherwise individually authorized by FOUNDATION or RSCCD to obtain access as a registered user of the CareerXP Instance. System-Users may include, but are not limited to, high school and college-aged students and youth, high school and college district personnel, high school and college personnel, intermediary organizations, and Employers.
- 2.7. “System-User Data” shall mean only the information that System-Users enter or upload into the CareerXP Instance. For the purposes of this Agreement, System User Data may include information considered to be Personally Identifiable Information (“PII”) under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (“FERPA”).
- 2.8. “Misuse” shall have the meaning as set forth in Section 13 of this Agreement.
- 2.9. “Software” shall mean the computer programs, in machine-readable object code and source code, created and owned by FOUNDATION in order to develop, operate and maintain the CES and the CareerXP Instance, and to facilitate the acquisition, retention, and retrieval of System-User data via the Internet. “Software” shall include, but not be limited to, computer programs, in machine-readable object code and source code, created and owned by FOUNDATION for use in connection with CareerXP.org, the CareerXP Instance, the CES, or that comprises LaunchPath Software or CareerXP.
- 2.10. “Participant” shall refer to an individual student making use of the CES system of tools.

3. Term and Termination

- 3.1 Term. The period of this Pilot Project Agreement is from October 1, 2017 to June 30, 2019 (“Term”).
- 3.2 Termination for Convenience. Either party shall have the right to terminate this Agreement for any reason or no reason, without penalty, at any time by providing the other party with written notice of termination at least thirty (30) calendar days in advance.
- 3.3 Termination for Cause. Either party shall have the right to terminate this Agreement, without penalty, immediately should the other party be found to be in material breach of this Agreement.
- 3.4 Procedures at Termination. Either party must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses. RSCCD shall be liable to FOUNDATION for all costs authorized under this Agreement up until the effective date of termination and shall make payment to FOUNDATION upon receipt of a final invoice.
- 3.5 Effect at Termination. Upon any expiration or termination of this Agreement all licenses granted by either party to the other will also expire or terminate, except to the extent that any license has an express term that continues for a longer period or is perpetual. RSCCD acknowledges and agrees that FOUNDATION may upon the Termination Date disable RSCCD’s and System User’s access to the CareerXP Instance.

4. **Pilot Project Overview**

Phase I: Planning and Capacity Building (October 2017-May 2018)

RSCCD will receive assistance to develop a WBL Plan that will articulate the necessary resources, processes and goals to provide quality WBL for students. Areas will include: employer engagement, prioritizing industry sectors/program areas, determining student readiness, utilizing the Work-Based Learning Continuum, and other subjects.

Phase II: Technology, Tools and Services – the CES (March 2018 - June 2019)

RSCCD will receive access and technical support to implement CES tools, including: 1. Here to Career Mobile App, 2. CareerXP, and 3. Career Catalyst, employer-of-record service.

RSCCD will also receive ongoing technical assistance from state and national leaders in WBL, and have access to a Practitioner Forum to support knowledge sharing among members of the Pilot and other colleges conducting similar efforts.

4.1 FOUNDATION Responsibilities and Deliverables – Phase I

Responsibilities:

1. Conduct Pilot Launch Webinar.
2. Organize, prepare materials, and facilitate an in-person, all-pilot members WBL planning convening.
3. Conduct site visits and help RSCCD draft a WBL Plan.
4. Conduct training and provide technical support for user-testing of CareerXP, see Sections 6, 7, and 8 regarding use of CareerXP.
5. Establish and manage an online Practitioner Forum to support knowledge sharing among Pilot members and other colleges conducting similar efforts.

Deliverables:

1. Guidance documentation and other resources to support WBL Plan development
2. Training materials and other resources to support CareerXP user-testing
3. Web-based platform to support Practitioner Forum

4.2 RSCCD Responsibilities and Deliverables – Phase I

Responsibilities:

1. Identify at least one representative to serve as the FOUNDATION's primary point of contact. The representative agrees to provide a minimum 4-8 hours of work per week toward the Pilot, and attend the Pilot Launch webinar.
2. Host FOUNDATION and partner personnel for initial site visits, and follow-up visits, as necessary.
3. Participate in an in-person, all-pilot members WBL planning convening.
4. Draft a WBL Plan, with assistance from the FOUNDATION and its partners.
5. Attend a training webinar and participate in user-testing of CareerXP, see Sections 6, 7, and 8 regarding use of CareerXP
6. Participate in online Practitioner Forum.

Deliverables:

1. Draft WBL Plan for RSCCD
2. Written input on the functionality of CareerXP

4.3 FOUNDATION Responsibilities and Deliverables – Phase II

Responsibilities

1. Organize, prepare materials, and facilitate an in-person, all-Pilot Member convening to finalize WBL Plans and develop CES Implementation Strategies.
2. Provide ongoing technical support for implementation of CES tools, see Sections 5, 6, 7, 8, and 9 of this Agreement for information regarding CES tools.
3. Negotiate contracts with RSCCD, should RSCCD decide to continue usage of CareerXP and/or Career Catalyst beyond the Pilot term.

Deliverables

1. Guidance documentation, training materials, and other resources to support CES tools implementation
2. Contract for continued usage of CareerXP and/or Career Catalyst, if relevant

4.4 RSCCD Responsibilities and Deliverables – Phase II

Responsibilities

1. Participate in an in-person, all-Pilot Member convening to finalize WBL Plans and develop CES Implementation Strategies.
2. Across the Participating Regional Colleges, implement CES tools for a minimum 25 students, with ongoing technical support from the FOUNDATION.
3. With Participating Regional Colleges, determine future CES utilization beyond the Pilot term.

Deliverables:

1. Final WBL Plan
2. CES Implementation Timeline
3. Documentation of WBL experiences, supported by CES, for a minimum 25 students at Participating Regional Colleges

5. Here to Career Mobile App

The FOUNDATION shall provide access to the FOUNDATION's Here to Career mobile application. The FOUNDATION will provide guidance and coaching on how to implement Here to Career to increase student awareness of career options. In conjunction with the other tools provided by the FOUNDATION,

Here to Career provides students an easy way to find careers and related course offerings that match their interests.

6. Career Experience Portal (CareerXP)

CareerXP Services

The FOUNDATION will supply RSCCD with access to a CareerXP Instance for the duration of this Agreement. FOUNDATION will create a new CareerXP instance for use by Colleges involved in the Pilot Project and their System Users.

The CareerXP Instance will provide five user types: District, School, Student, Intermediary, and Employer. The CareerXP Instance will have the ability to broker six WBL experiences: internship (unpaid or paid), Guest Speaker, Job Shadow, Work Site Tour, Informational Interview, and Networking Events.

The FOUNDATION or its partners, will provide ongoing part-time technical support to RSCCD relating to the CareerXP Instance. This technical support is to specifically include the following:

1. Web-based, phone, and email support through the start-up of the program.
2. Ongoing part-time technical support by FOUNDATION staff.
3. Email notifications regarding scheduled releases to CareerXP.

7. Access to CareerXP Instance

- a. License to be Provided. FOUNDATION shall provide RSCCD access to the CareerXP Instance via a revocable, nonexclusive license to use CareerXP, powered by LaunchPath Software; as well as limited technical support, including: web-based, phone, and email support through the start-up of the program, and ongoing part-time support, as further set forth in Sections 4 and 6 above.
- b. Effect of Failure or Delay. FOUNDATION is not responsible or liable for any late delivery or delay or failure of performance caused in whole or in part by RSCCD's delay in performing, or failure to perform, any of its obligations under this Agreement.
- c. Responsibility for Uploading System User Data onto CareerXP Instance. FOUNDATION is not responsible for uploading or entering system user data into the CareerXP Instance. RSCCD, Employers, RSCCD's partners, and system users themselves are solely responsible for entering and uploading system user data into the CareerXP Instance.

8. Roles and Responsibilities of FOUNDATION Regarding CareerXP

- a. FOUNDATION shall use the Student Data collected under this Agreement only to provide the Services described in this Agreement and in accordance with the uses set forth in this Agreement and for no other purposes.
- b. FOUNDATION agrees to allow parent(s), legal guardian(s) or eligible students to update, otherwise modify, or delete any of the Student Data provided to FOUNDATION for use by CareerXP. In cases where Student Data is provided by the RSCCD directly to the FOUNDATION, the RSCCD is responsible for communicating such updates, modifications or deletions as may be requested or otherwise necessary directly to FOUNDATION. If FOUNDATION receives a request either in writing or orally from a parent(s), legal guardian(s) or student(s) challenging the context of Student Data maintained by FOUNDATION or on CareerXP Instance, FOUNDATION shall contact RSCCD to validate the identity of

the parent(s), guardian(s) or student(s) and request instructions regarding any corrective action that needs to be taken, if any. Once validated, FOUNDATION shall correct erroneous Student Data as directed by RSCCD.

- c. Personal Identifying Information derived from Student Data provided to FOUNDATION under this Agreement may be disclosed only to FOUNDATION employees, California Community Colleges Chancellor's Office employees, or employees of partners/subcontractors who have a legitimate educational interest in maintaining, organizing, or analyzing the Student Data for uses authorized in this Agreement.
- d. FOUNDATION shall ensure joint coordination and cooperation with RSCCD to ensure compliance with best practices regarding data sharing and security.

9. Career Catalyst

Should RSCCD intend to make use of FOUNDATION's Career Catalyst program, RSCCD must have an Authorized Representative execute a "Career Catalyst Agreement" with the FOUNDATION. FOUNDATION will not provide any Career Catalyst Services prior to having a fully executed Career Catalyst Agreement with RSCCD.

10. Pilot Project Participation Fee

- a. The total cost to RSCCD on behalf of LAOCRC and the region's participating colleges to participate in this Pilot Project Agreement is a fee of \$100,000 for the Term of the Agreement. Disbursement of the full payment of this fee shall be issued to the FOUNDATION upon the execution of this Agreement.
- b. The Fee described in Section 10(a) does not include the wages, employer payroll taxes, and other fees required for participation in the FOUNDATION's Career Catalyst program. RSCCD must enter into a Career Catalyst Agreement, prior to utilizing the Career Catalyst program.
- c. As part of the Pilot Project, the FOUNDATION will waive its standard onboarding fee of \$100 per Participant for RSCCD's Participants who utilize FOUNDATION's Career Catalyst program during the Term of this Pilot Project Agreement.

11. Authorized Use of System-User Data

- a. FOUNDATION is prohibited from using or transmitting to a third party any System-User Data for any purpose other than those required or specifically permitted by this Agreement.
- b. FOUNDATION shall not use or permit any third party to use System-User Data for commercial purposes.
- c. Access to System-User Data covered under this Agreement shall be limited to the number of System-Users necessary to achieve the purpose of this Agreement and shall be limited only to those System-Users.
- d. FOUNDATION agrees to maintain commercially reasonable policies and procedures for the designation and training of responsible staff members to ensure the confidentiality of System-User Data.

12. Privacy and Data Security Compliance Obligations of the Parties

- a. FOUNDATION shall comply with all applicable laws, including maintaining the System-User Data in a secure manner by applying appropriate technical, physical, and administrative safeguards to properly protect the System-User Data once under the control of the FOUNDATION's information systems.
- b. The FOUNDATION agrees to maintain an incident response program for purposes of memorializing FOUNDATION's obligations under applicable law in the event FOUNDATION detects any unauthorized access or use of System-User Data. Upon confirmation of unauthorized access or use of System-User Data, FOUNDATION will notify RSCCD.
- c. In the event of an improper disclosure of System-User Data, FOUNDATION shall further provide to RSCCD, in writing, such details concerning the breach as RSCCD may reasonably request and shall reasonably cooperate with RSCCD, its regulators, and law enforcement to assist in regaining possession of the System-User Data; provide data breach notices required under state law; prevent further unauthorized use of the System-User Data; and take any necessary remedial actions as may be required to prevent other or further breaches.
- d. FOUNDATION agrees to comply with the Children's Online Privacy Protection Act of 1998, 15 U.S.C. Sec. 6501-6506 ("COPPA") and consistent with the privacy policy located on the CareerXP.org and agrees that no System-User Data shall be collected from persons under the age of thirteen.
- e. RSCCD agrees to cooperate fully with FOUNDATION to ensure FOUNDATION can comply with any notification obligations.

13. Misuse of FOUNDATION Software

RSCCD acknowledges and agrees that this Section 13 shall set forth the certain acts which shall either singularly or collectively constitute ("Misuse") under this Agreement. The Parties agree that the below Sections 13.a through 13.h shall not be construed to limit FOUNDATION with respect to a determination of any other acts which may constitute Misuse under this Agreement and which may not otherwise be included in this Section in FOUNDATION's sole discretion. RSCCD agrees that it shall not, nor allow any System Users under the control of RSCCD to engage in any of the acts as set forth below:

- a. Access or use of the CareerXP Instance in breach of the terms of this Agreement;
- b. Access or use of the CareerXP Instance in violation of applicable federal, foreign, international, provincial, state and local laws, rules and regulations or any applicable privacy or data protection laws, rules, regulations or directives;
- c. Access or use the CareerXP Instance for any unauthorized, fraudulent or malicious purpose;
- d. Access or use the CareerXP Instance in a manner that could damage, disable, overburden or impair the CareerXP Instance so as to diminish or destroy FOUNDATION's or its agents' ability to provide the CareerXP Instance to System Users;
- e. Share, obtain or use, or attempt to share, obtain or use, CareerXP Instance related access codes or passwords;
- f. Engage in any act that would obstruct FOUNDATION's ability to maintain the integrity or confidentiality of the Career XP Instance;
- g. Engage in any use of the CareerXP Instance or engage in any acts which could substantially interfere with or substantially degrade CareerXP.org or CareerXP, and impact System Users;

- h. Violate the CareerXP.org Terms of Use, or violate the terms of use for any FOUNDATION or Authorized Third Party applications hosted by or accessible within CareerXP.org or the CareerXP Instance for utilization by System Users.

14 Ownership of Work Product and Confidentiality

14.1 Work Product. Exclusive of the WBL plans developed in conjunction with RSCCD and its partnering colleges in collaboration with the FOUNDATION, all work products of FOUNDATION which result from this Agreement are the exclusive property of FOUNDATION. FOUNDATION retains ownership of intellectual property rights in all work product developed by FOUNDATION as a result of this Agreement and all work product developed by the FOUNDATION prior to this Agreement, including but not limited to the source code of any developed software. Upon termination of this Agreement, the License provided to RSCCD by FOUNDATION will expire.

14.2 Confidential Information. RSCCD and FOUNDATION each agrees that (i) it shall receive and use the Confidential Information it receives (in such capacity a “Recipient”) in connection with this Agreement from the other Party (in such capacity a “Discloser”) solely for the purposes contemplated by this Agreement, (ii) it shall not use any such Confidential Information for any other purpose, and (iii) it shall receive and hold such Confidential Information in trust and confidence for the benefit of the Discloser. All Confidential Information provided in connection with this Agreement:

- a. Shall not be distributed, disclosed, or disseminated in any way or form by the Recipient to anyone except those of its own employees and professional advisors who have a reasonable need to know said Confidential Information for the purpose or purposes described above, who are informed of the confidential and proprietary nature of the Confidential Information, and who have agreed in a writing in favor of the Recipient to protect the confidentiality of the Confidential Information with terms at least as restrictive as those in this Section 14.2;
- b. Shall be treated by the Recipient with at least the same degree of care utilized by Recipient to protect its own confidential and proprietary information of a similar nature, but in no event with less than reasonable care; Shall not be used by the Recipient for its own purposes, except as otherwise expressly provided in this Agreement; and Shall remain the property of and be returned to the Discloser or, at the Discloser’s election, destroyed (along with all copies or other embodiments thereof) immediately upon the termination or expiration of this Agreement for any reason and by either Party.
- c. The obligations of a Recipient pursuant to this Section 14.2 hereof shall not apply, however, to any Confidential Information which (i) at the time it is delivered to the Recipient hereunder is already in the public domain or subsequent to such delivery comes into the public domain in a manner that does not involve a breach of this Agreement by the Recipient or its employees or advisors; (ii) at the time it is delivered to the Recipient hereunder is already in the Recipient’s possession free of any obligation of confidentiality; (iii) is received independently by the Recipient from a third Party who is entitled to disclose such information to the Recipient; (iv) is subsequently independently developed by the Recipient without use of or benefit from or reference to the Confidential Information of Discloser.
- d. Notwithstanding anything to the contrary herein, the Recipient may disclose Confidential Information if required to be disclosed by a court or regulatory or other governmental agency of competent jurisdiction, provided that in connection with any such requirement the Recipient shall (A) if legally permitted, promptly notify the Discloser of such requirement in writing, (B) cooperate with the Discloser, at the Discloser’s request and expense, to obtain a protective order or other confidential treatment or to contest such required disclosure, (C) shall afford the Discloser all available opportunities to obtain a protective order or other confidential treatment or challenge such required disclosure, including the opportunity to challenge it in the

name and with the standing of the Recipient, (D) shall comply with any protective order or other confidential treatment obtained by the Discloser, and (E) shall disclose only the minimum amount of information that the Recipient is required to disclose.

15. Insurance and Indemnification

15.1 Insurance. Both Parties entering this Agreement, shall deliver Certificates of Insurance evidencing the insurance coverage in the minimum coverage amounts noted below.

- a. RSCCD. At RSCCD's sole cost and expense, will obtain, keep in force, and maintain insurance as listed below. Coverages required will not limit any liability of RSCCD and will include: commercial general liability insurance with a combined single limit of no less than one million dollars (\$1,000,000.00) per occurrence and automobile liability insurance for all owned, scheduled, or hired automobiles with a combined single limit of no less than one million dollars (\$1,000,000.00) per accident; and workers' compensation as required under the Workers' Compensation and Safety Act of the State of California, as amended from time to time. The Commercial General Liability Policy shall name FOUNDATION for California Community Colleges, its directors, officers, and employees as Additional Insureds. RSCCD, upon the execution of this Agreement, shall cause their insurance carrier(s) to furnish FOUNDATION with a properly executed Certificate(s) of Insurance and endorsements effecting coverage as required herein. All insurance required to be carried by RSCCD and/or Indemnitor shall be primary, and not contributory, to any insurance carried by FOUNDATION.
- b. FOUNDATION. At FOUNDATION's sole cost and expense, will obtain, keep in force, and maintain insurance as listed below. Coverage required will not limit any liability of FOUNDATION and will include: commercial general liability insurance with a combined single limit of no less than one million dollars (\$1,000,000.00) per occurrence and automobile liability insurance for all owned, scheduled, or hired automobiles with a combined single limit of no less than one million dollars (\$1,000,000.00) per accident; and workers' compensation as required under the Workers' Compensation and Safety Act of the State of California, as amended from time to time. The Commercial General Liability Policy shall name RSCCD, on behalf of LAOCRC as Additional Insured. FOUNDATION, upon the execution of this Agreement, shall cause their insurance carrier(s) to furnish RSCCD with a properly executed Certificate(s) of Insurance and endorsements effecting coverage as required herein. All insurance required to be carried by FOUNDATION and/or Indemnitor shall be primary, and not contributory, to any insurance carried by RSCCD.

15.2 Indemnification. Each party to this Agreement ("Indemnitor") agrees to indemnify, defend and hold harmless the other party, and its directors, officers, employees, successors and assigns (collectively, "Indemnitees") against any and all losses, liabilities, claims, actions, suits, proceedings, penalties, fines, damages, costs or expenses, including, but not limited to, reasonable attorneys' fees (including fees and disbursements of in-house and outside counsel), property damage, loss of use, maintenance, cure, or wages, and personal injury or illness and/or death, resulting from, arising out of, or connected with: (a) breach by Indemnitor of this Agreement; and (b) the performance of services or any error, act or omissions related to the same by Indemnitor or its employees, subcontractors, or any person or entity for whom the Indemnitor is responsible under this Agreement. The Indemnitor assumes no liability for the sole negligence or willful misconduct of the Indemnitees.

16. General Terms and Conditions

16.1 Entire Agreement. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between RSCCD and FOUNDATION regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby

deemed rejected by RSCCD and shall not be of any effect or in any way binding upon RSCCD. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.

16.2 Use of Name and Logo. Any use of FOUNDATION or Career Catalyst, CareerXP, or Here to Career name or logo by RSCCD in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings, requires prior review and written approval from the FOUNDATION. No outward facing messaging by the FOUNDATION, RSCCD, or LAOCRC may make mention to LaunchPath. RSCCD shall refer to the FOUNDATION's work-based learning management platform as CareerXP in all cases.

16.3. Choice of Law and Venue. This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, by a California court of appropriate jurisdiction, as a contract executed and delivered within the State of California.

16.4 Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding upon the RSCCD, the FOUNDATION, and any successor and assign thereto subject, however, to the limitations contained herein.

16.5 Anti-lobbying. FOUNDATION shall not use any part of the funds rendered for Services to directly or indirectly pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a political candidate for public office or a Member of Congress, a jurisdiction, or an official of any government, or to favor, adopt, or oppose, by vote or otherwise, any legislation.

16.6 Non-Discrimination. FOUNDATION shall not discriminate in the provision of services, benefits, employment, facilities or otherwise because of race, color, ancestry, religion, creed, national origin, sex, age, sexual orientation, physical or mental disability, medical condition, marital status, denial of family care leave or on the basis of any other protected category as provided by federal, state and/or local laws. RSCCD shall comply with the provisions of the Fair Employment and Housing Act (California Government Code §12990(a)-(f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 et. seq.)

16.7 Debarment and/or Suspension. RSCCD shall comply with Executive Order 12549, Debarment and Suspension. RSCCD represents and warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.

16.8 Disclaimer of Warranties.

FOUNDATION MAKES NO WARRANTIES RELATED TO THE SERVICES PROVIDED BY FOUNDATION HEREUNDER, AND HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. RSCCD ASSUMES TOTAL RESPONSIBILITY FOR ITS USE OF THE RESULTS OBTAINED FROM THE SERVICES. FOUNDATION DOES NOT WARRANT THAT THE SERVICES MEET RSCCD'S REQUIREMENTS OR WILL BE UNINTERRUPTED OR ERROR FREE.

16.9 Authority to Bind. The parties each represent and warrant that the signatories below are authorized to sign this agreement on behalf of themselves or the party on whose behalf they execute this Agreement.

16.10 Relationship of the Parties. Both parties are independent parties and this Agreement will not establish any relationship of partnership, joint venture, employment, agency or otherwise. Neither party will have the power to

bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided in this Agreement.

16.11 Force Majeure. FOUNDATION shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of Services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, terrorism, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of FOUNDATION.

16.12 Subcontractors and Partners. FOUNDATION may, at its own discretion utilize subcontractors or its supporting partners to assist in provision of the Services under this Agreement.

17. Notices

All notices and other communications required or permitted to be given under this Agreement, including but not limited to any notice of change of address, must be directed to the following individuals:

FOUNDATION:

REPRESENTATIVE/PROGRAM MANAGER (All Programmatic Issues):

Tim Aldinger
Director, Workforce Development
Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95811
916-491-4499
taldinger@foundationccc.org

CONTRACTS (Contracts Issues Only, including but not limited to Contract Notices):

Contracts Department
Foundation for California Community Colleges
1102 Q Street, Suite 4800
Sacramento, CA 95811
contracts@foundationccc.org

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

REPRESENTATIVE/PROGRAM MANAGER (All Programmatic Issues):

Gustavo Chamorro, Ed.D.
Interim Orange County Director, LAOCRC
2323 North Broadway
Santa Ana, CA 92706
714-241-5810
Chamorro_Gustavo@rsccd.edu

CONTRACTS (Contracts Issues Only, including but not limited to Contract Notices):

Peter J. Hardash
Vice Chancellor of Business Operations and Fiscal Services
2323 North Broadway
Santa Ana, CA 92706
714-480-7340; Hardash_Peter@rsccd.edu

THE PARTIES HEREBY EXECUTE THIS AGREEMENT with their signature below.

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

By: _____

Print Name: Peter J. Hardash

Title: Vice Chancellor Business Operations and
Fiscal Services

Date: _____

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: _____

Print Name: _____

Title: _____

Date: _____

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES – second signature,
if required**

By: _____

Print Name: _____

Title: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: November 13, 2017
Re:	Adoption of Board Policies	
Action:	Request for Approval	

BACKGROUND

The Board Policy Committee met on October 3, 2017 and reviewed revised policies. These policies were presented to the Board for a First Reading on October 9, 2017 and are now presented for adoption.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending the attached policy be updated and revised to conform to the CCLC recommendations and to reflect changes in the organization.

RECOMMENDATION

It is recommended that the Board adopt the revised policies.

Fiscal Impact:	None	Board Date: November 13, 2017
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

BP 3310 Records Retention and Destruction

Reference:

Title 5, Sections 59020, et seq.
Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

The Chancellor delegates to the Vice Chancellor of Business Operations/Fiscal Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, and certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

Revised: August 19, 2013 (Previously BP3105)

Revised: XXXX, 2017

BP 3821 Gift Ban Policy

References:

California Code of Regulations, Title 2, Sections 18730 et seq.
California Government Code, 87200 and 54950
RSCCD Board Policy 6330

Definitions

For the purposes of this policy:

1. *District* means the Rancho Santiago Community College District, including Santa Ana College, Santiago Canyon College, and the educational centers affiliated with the colleges.
2. *District officer* means every person who is elected or appointed to the District Board of Trustees.
3. *Designated employee* means every employee of the District who is designated in the District's Conflict of Interest Policy/Regulation to file a statement of economic interests and every member of a board or committee under the jurisdiction of the Board of Trustees required to file such a statement.
4. *Doing business with the District* means:
 - a. Seeking the award of a contract or grant from the District; or
 - b. Having sought the award of a contract or grant from the District in the past twelve (12) months; or
 - c. Being engaged as a lobbyist or lobbyist firm, as defined in this article, from the time of such engagement until twelve (12) months after the award of the contract grant, permit, or other entitlement for use, which was the subject of the engagement; or
 - d. Having an existing contractual relationship with the District, until twelve (12) months after the contractual obligations of all parties have been completed; or
 - e. Seeking, actively supporting, or actively opposing the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use, or having done any of these things within the past twelve (12) months.
5. *Gift* shall have the meaning it is defined to have in the California Political Reform Act, and the regulations issued pursuant to that Act, except that the following shall not be deemed to be gifts:
 - a. Meals, beverages, and free admission at any event sponsored by, or for the benefit of, a bona fide educational, academic, or charitable organization.
 - b. Flowers, plants, balloons or similar tokens which are given to express condolences, congratulations, or sympathy for ill health, or to commemorate special occasions, provided that gifts made or received under this exemption shall not exceed a value of fifty dollars (\$50.00) from any single source in any calendar year.
 - c. A prize awarded on the basis of chance in a bona fide competition not related to the official status of the District officer or designated employee.
 - d. Gifts from any agency of a foreign sovereign nation, provided that such gifts are unconditionally donated by the District officer or designated employee to the District official designated by the Chancellor in an administrative regulation within forty-five (45) days of receipt, and the District officer or designated employee does not claim any tax deduction by virtue of such donation.
 - e. Food, beverages, and free admission provided by a governmental agency or provided to the public at large, for ceremonial functions commemorating the

groundbreaking, opening, or naming of a governmental facility.

6. *Lobbyist* shall mean any individual, including an attorney, who is employed or contracts for consideration, other than reimbursement of reasonable travel expenses, to communicate directly with any District officer or designated employees for the purpose of seeking, actively supporting, or actively opposing the award of a contract or grant from the District or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use. An attorney shall not be considered a lobbyist when performing activities which can only be performed by a person admitted to the practice of law.
7. *Lobbyist firm* shall mean (1) any business entity, which is employed or contracts for consideration, other than reimbursement of reasonable travel expenses, to communicate directly with a District officer or designated employee for the purpose of seeking, actively supporting or actively opposing the award of a contract or grant from the District, or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use, or (2) any business entity of which any member or employee is a lobbyist.
8. *Principal* shall mean any individual or business entity which employees or contracts with a lobbyist or lobbyist firm for any of the purposes stated in subsection (6) or (7) of this section.
9. An individual or business entity shall be deemed to be employed or contracting to communicate directly with a District officer or designated employee if it is reasonably foreseeable that in the course of employment or in the course of performing the contract the individual or an employee of the entity will have a telephone conversation or a discussion with any District officer or designated employee, outside of any meeting governed by the Ralph M. Brown Act (which is codified in the California Government Code commencing with section 54950), for the purpose of seeking, actively supporting, or actively opposing the award of a contract or grant from the District, or the issuance, by the District, of a discretionary permit, or other discretionary entitlement for use.
10. An individual lobbyist who is an officer, partner or employee of his or her principal shall be deemed to be "engaged" within the meaning of this section on the first occasion on which he or she engages in a telephone conversation or discussion described in subsection (9) of this section. A lobbyist firm, or an individual lobbyist who is not an officer, partner or employee of his or her principal shall be deemed to be "engaged" within the meaning of this section upon the completion of an agreement, oral or written, to provide the services specified in subsection (6) or (7) of this section.

Prohibitions

1. No person who is doing business with or soliciting business from the District shall make any gift to any District officer.
2. No person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or who has done any of the above during the twelve (12) months preceding the donation.
3. No District officer shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with or soliciting business from the District.

4. No designated employee shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with or soliciting business from the District, when such employee, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or has done any of the above during the twelve (12) months preceding the donation.
5. No District officer nor designated employee shall accept any gift when the identity of the donor is not known to the District officer or designated employee.

Violations and Enforcement

1. Any District officer in violation of this policy shall be subject to removal from a position of a Board officer, removed as a Chair or member of a standing or ad hoc committee and may be censured or reprimanded pursuant to enforcement of the Board's ethics policies. The Board must take action on any alleged violation of this policy in open session.
2. Any designated employee in violation of this policy shall be subject to discipline, including reprimand, suspension and dismissal. A designated employee who sits on a board or committee under the jurisdiction of the Board of Trustees may be removed by the Board if found to be in violation of this policy.
3. The Chancellor and College Presidents will ensure there is annual training sessions on ethics for District officers and all employees, and the ethics training shall include discussions about this policy, the Board policies on ethics and updates on the Fair Political Practices Commission's rulings and policies concerning gifts. All new employees of the District must take a training course on ethics arranged by the District. While all employees are not covered by the prohibitions and restrictions of this policy, it is important that all employees are aware of the District's policy on gifts to ensure compliance.
4. The Chancellor shall establish an administrative regulation that includes appropriate exempted activities and ensures district employees and officials follow this policy.

Adopted: April 25, 2016

Revised: xxxxx, 2017

BP 6330 Purchasing

References:

Public Contract Code Sections 20650 and 20651
Education Code 81656
Government Code 1090 - Conflicts of Interest

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

The Governing Board recognizes that money and money management comprise the foundation support of the whole district program. To make that support as effective as possible, the Governing Board intends:

1. to encourage advance planning through the best possible budget procedures;
2. to explore all practical sources of potential income;
3. to guide the expenditure of funds so as to extract the greatest educational returns;
4. to expect quality accounting and reporting procedures, and recognize the need for cost effective systems to support this requirement;
5. to maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.
6. to ensure that the value of goods and services is adequate for the amount of money expended; and, that specifications for material and equipment are determined (when appropriate).

The Director of Purchasing is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Service, the Foundation for California Community Colleges and via liaison systems established with other state, county, city public agencies, schools and community colleges. These types of purchases will be executed when they are in the best interest of the district relative to optimum pricing, delivery, and purchasing logistics.

Purchasing Code of Ethics

It is the policy of the Governing Board to adopt the concepts in the suggested Purchasing Code of Ethics and recommended policies and procedures of the California Association of School Business Officials (CASBO). These standards are included in periodic revisions to the "School Purchasing Handbook." The following Code of Ethics is based on the CASBO model.

It is the policy of staff and Governing Board members:

1. To regard public service as a sacred trust, giving primary consideration to the interests of the college district and the community by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To avoid any unfair, questionable, or unethical practices.
4. To respect our obligations and to require that obligations to our college district be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.
6. To strive constantly for the improvement of our purchasing methods and the materials we buy.
7. To assist purchasing agents of other public entities in the performance of their duties whenever possible.

8. To conduct ourselves with fairness and dignity, avoid conflicts of interest, and demand honesty in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as representatives of the college district and to govern ourselves accordingly.
11. To negotiate the lowest purchase prices feasible while maintaining quality products and service.
12. To adhere to all laws and regulations and to be strong advocates for the success of women, minority, and disabled veteran-owned businesses.
13. Members of the Governing Board and any district employee shall not be financially interested in any contract made by them in their official capacity; nor, shall any member of the Governing Board and any district employee be purchasers of any sale or vendors of any purchase to the district in which they are financially interested.

Revised: September 9, 2013 (Previously BP3300, BP3302, BP3304 and BP3306)
References Updated: March 16, 2015
Revised: XXXXX, 2017

BP 6332 Competitive Bidding, Quotations and Contracts

Reference:

Public Contract Code 20105 - 20113 and 20651 – 20654
Government Contract Code 53060

A. Competitive bids are required for all public works (i.e., construction, alterations, repairs, or improvements) with costs of \$ 15,000 or more, and for all purchases of materials, supplies, equipment and services with costs of \$88,300 or more (this dollar amount increases annually) including sales tax per Public Contract Code 20651, with the following exceptions:

1. "Emergency Work" as defined by the Education Code, where time is of the essence. This is work necessary to permit the continuance of classes, and/or avoid danger to life or property.
2. "Sole Source" situations as defined by existing case law, in those instances where "competitive proposals would be unavailing or not produce an advantage."
3. Purchases through public corporations or agencies in those instances "when the Board has determined it to be in the best interests of the District, or via cooperative purchasing programs as described in BP 6330.
4. "Special Services and Advice" consulting as defined by the Government Contract Code, where persons specially trained in financial, economic, accounting, architectural, engineering, legal, or administrative matters are needed by the District.
5. Informal bidding procedures for public works projects under the Uniform Public Construction Cost Accounting Act as described in BP 6603.

B. When elements of both the "Services" and "Equipment/Supply" spending categories are combined (e.g. a printing project where the vendor provides a service and materials) the higher limit (as per Public Contract Code 20651) applies for bid requirement purposes.

C. Integral projects cannot be separated into separate components to circumvent the competitive bidding requirements.

D. Except for the items at A1-A3 above, requesting competitive quotations is preferable on those purchases which do require competitive bids, and is mandatory for those purchases over \$ 15,000 (unless the conditions at A1-A3 apply, or time is a critical constraint). Generally two (2) or three (3) quotes should be obtained. However, this will vary depending on the nature of the product, the urgency of need, and the responsiveness of vendors. The adequacy of competitive quotes shall be based on the Purchasing Director's judgment.

E. Regarding item A4, Government Contract Code Section 53060 allows for the award of contracts for Special Services and Advice without competitive bidding. However, it will be District practice that all purchases estimated to be \$ 15,000 or more will be subject to the procedure at section D above, unless that requirement is waived by the Chancellor or a Vice Chancellor in the Chancellor's absence. Purchases estimated to be greater than \$1 million will be subject to this policy without exception.

F. The Board delegates to the responsible managers authorization to make any "emergency work" purchases with cost below the amounts where competitive bids are required. Those "emergency work" purchases, with cost at or above the amounts where competitive bids are required, can be performed without competitive bidding as long as they are pre-approved by the Board and the Orange County Superintendent of Schools or executed in accordance with policy BP 6603.

Revised: October 28, 2013 (Previously BP3307)

Revised: XXXX, 2017

BP 6505 Inventory Order Quantity and Storage Controls

The District does not maintain a central store of inventory items, except for a small dollar office supply inventory managed by the Bookstore. District policy shall be to maintain only minimal central warehouse storage, primarily for emergency storage, and for departments to order inventory in a manner which will minimize inventory carrying costs and the risk of obsolescence.

Departments should not request orders for inventory needs beyond the current fiscal period, unless there is some substantial economic benefit. The Director of Purchasing Services shall be contacted regarding exceptions and is responsible for managing the District-wide coordination of inventory orders in an effort to reduce cost and adhere to all code regulations.

Items stored at college and district office locations should be minimal and under the ultimate responsibility of the college president, vice chancellor, or designee.

Items which are obsolete or temporarily out of service and excess inventory items are stored in a designated area of the warehouse facility. For security and segregation of duties, this warehouse is managed by the Director of Purchasing.

Revised: September 9, 2013 (Previously BP3404)

Revised: XXXXX, 2017

BP 7330 Communicable Disease

Reference:

Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that within the past 60 days they have submitted a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination the employee shall provide the District with a certificate from employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a tuberculosis risk assessment within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

Retirants employed by Rancho Santiago Community College District shall be required as a condition of employment to have a medical examination which will show that the retirant is free from any disabling disease unfitting him or her to instruct or associate with students.

Revised: March 14, 2016 (Previously BP4130)

Revised: XXXX, 2017

BP 7340 Leaves

References:

Education Code Sections 87763 et seq. and 88190 et seq. and citations below
Labor Code Sections 245 et seq.

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service unit, administrators, supervisors and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.01, 87784.5, 88196.1 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784; 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year. Managers shall monitor employees' vacation accruals to ensure vacation is granted in a manner that avoids an accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Revised: June 15, 2015 (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)

References Updated: April 5, 2016

Revised: XXXX, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: November 13, 2017
Re:	Board of Trustees Express Interest in Board Officer Positions	
Action:	Information	

BACKGROUND

At the July 21, 2014, board meeting the board approved changes to BP 2210 –Officers to include the following:

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

At the January 13, 2014, board meeting the board approved changes to BP 2305 – Annual Organizational Meeting to include the following:

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

ANALYSIS

Board members will have two opportunities (at the November meeting and December meeting) to express interest regarding service as president, vice president, and clerk for 2017-2018.

RECOMMENDATION

The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2017-2018, as well as any committee assignments.

Fiscal Impact: None	Board Date: November 13, 2017
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: November 13, 2017
Re:	Review and Discussion of Self-Evaluation Responses from Community and Staff	
Action:	Information	

BACKGROUND

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 23, 2017, and was distributed to the individuals identified in Board Policy 2745. The survey responses are now presented to the board for review. The remaining steps in the evaluation process are as follows:

November 14, 2017 - Board members complete self-evaluation instrument.
November 20, 2017

December 4, 2017 Board reviews and discusses tabulated self-evaluation results and creates annual unit goals.

RECOMMENDATION

The survey responses from community and staff are presented to the board for review and discussion.

Fiscal Impact: None	Board Date: November 13, 2017
Prepared by: Nga Pham, Director, Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District (RSCCD) Student, Staff and Community Input Regarding RSCCD Board of Trustees' Self-Evaluations

November 2017

The RSCCD Board of Trustees implemented an annual review of its internal operations and performance and invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations. The survey and data are independently implemented and analyzed by the RSCCD Research, Planning and Institutional Effectiveness Department.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board will review its collective input and develop goals that members want to work toward during the year. In the following year, the Board again asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes.

This year's survey was disseminated to 158 individuals; 27 surveys were completed (a 17% response rate): three students, nine community members, 14 faculty/staff members, and one respondent who did not report their affiliation with the District.

Thirty-seven percent of respondents reported that they regularly (more than 10 meetings annually) attended Board of Trustees meetings; 19% reported that they occasionally attended (6-10 meetings), 33% rarely (1-5 meetings), and 11% never attended.

Respondents were asked how useful they think the questionnaire is to the Board's self-evaluation process; 32% found the survey very useful, 40% reported somewhat useful, 21% were neutral and 7% found it not very useful.

Summary of Findings

Overall, 2017 respondents rated the board slightly higher than in 2016; however, it has not regained the high ratings of 2013 through 2015 years. Because the number of respondents is small and the number of respondents is different each year, there is greater variation in percentage points. It is recommended that comparisons be used cautiously.

The Board is most highly rated (90% of respondents “agree” or “strongly agree”) for:

- Recognizing and celebrating positive accomplishments of the district and colleges (mean rating of 3.40),
- Acting as an advocate for community colleges (mean rating of 3.36),
- Following a procedure for annual evaluation of the chancellor (mean rating of 3.35),
- Participating in trustee development activities (mean rating of 3.33),
- Ensuring compliance, through the chancellor, with federal and state laws and measures for emergency response (mean rating of 3.29),
- Respecting each others’ opinions (mean rating of 3.27),
- Conducting its meetings in compliance with state laws, including The Brown Act (mean rating of 3.27), and
- Including legislative and state policy issues that impact the district on Board agendas (mean rating of 3.26).

The Board is rated lowest (less than 60% of respondents “agree” or “strongly agree”) for:

- Making decisions in the best interest of students, the colleges, and the entire district (mean rating of 2.68),
- Acting on behalf of the entire community (mean rating of 2.71),
- Understanding its role and that of the chancellor, presidents, faculty, and staff (mean rating of 2.72),
- Understanding the colleges’ educational programs and services (mean rating of 2.74), and
- Focusing on policy in board discussion, not administrative matters (mean rating of 2.76).

Respondents were very thoughtful when given the opportunity to voice their opinions on the Board’s greatest strengths, major accomplishments, and areas in which the Board could improve. There were many accolades, as well as suggestions for improvement, offered.

Comparisons with Prior Years’ Findings:

In making comparisons between 2016 responses and those of the prior year, it is important to note that the number of respondents from one survey year to the next varies greatly AND that percentages may fluctuate widely due to the low sample count.

The areas that experienced the most significant decreases in ratings (of at least -12 percentage points) since last year, specifically:

- Understands its role and that of the chancellor, presidents, faculty, and staff (-15% percentage points),
- Regularly seeks the opinion of the student trustee (-13 percentage points), and
- Regularly develops and reviews goals for continuous improvement (-13 percentage points).

The areas that experienced the most significant increases in ratings (of at least +12 percentage points) since last year, specifically:

- Completing the chancellor's evaluation process and using the results to strengthen the chancellor's performance and relationships (+19 percentage points),
- Understanding the fiscal condition of the organization and providing fiscal oversight to assure the financial stability of the district (+18 percentage points),
- Respecting each others' opinions (+16 percentage points),
- Conducting board meetings in compliance with state laws, including The Brown Act (+14 percentage points),
- Understanding that the Board has no legal authority beyond board meetings (+14 percentage points),
- Operating ethically without conflict of interest following established board policies (+13 percentage points), and
- Participating in trustee development activities (+13 percentage points).

Other Findings:

A significant proportion of survey respondents (30% or more) indicated “not applicable” or “don't know” as their responses. Attention may be needed to develop and/or promote a better understanding of these issues:

- Keeping the chancellor informed of community contacts (41%),
- Participating in trustee development activities (41%),
- Following communication procedures with staff, ensuring the chancellor is informed of such communication (33%),
- Regularly develop and review goals for continuous improvement (30%),
- Adopting a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met (30%), and
- Being involved in defining the vision and goals of the district. (30%).

Detail of Findings

Results of the Student, Staff and Community's Evaluation of Board of Trustees' Operations and Performance, 2017

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	31%	52%	13%	4%	23	3.09	15%
Board members respect each others' opinions.	36%	55%	9%	0%	22	3.27	19%
The board conducts its meetings in compliance with state laws, including The Brown Act.	41%	50%	5%	4%	22	3.27	19%
Board members understand that they have no legal authority beyond board meetings.	33%	43%	19%	5%	21	3.05	22%
Board members regularly seek the opinion of the student trustee.	30%	40%	25%	5%	20	2.95	26%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	36%	41%	14%	9%	22	3.05	15%
The board focuses on policy in board discussion, not administrative matters.	33%	24%	29%	14%	21	2.76	19%
The board is knowledgeable about the mission and purpose of the institution.	37%	45%	18%	0%	22	3.18	15%
The board clearly delegates the administration of the colleges to the chancellor.	40%	32%	16%	12%	25	3.00	7%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	33%	62%	5%	0%	21	3.29	22%
Strategic Planning							
The board understands the budget process.	26%	53%	21%	0%	19	3.05	22%
The board gives adequate attention to the mission, goals, and future planning of the district.	17%	58%	21%	4%	24	2.88	11%
The board regularly develops and reviews goals for continuous improvement.	26%	37%	32%	5%	19	2.84	30%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	32%	37%	26%	5%	19	2.95	30%
The board understands the colleges' educational programs and services.	26%	30%	35%	9%	23	2.74	15%
The board is appropriately involved in defining the vision and goals of the district.	26%	53%	11%	10%	19	2.95	30%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	24%	62%	10%	4%	21	3.05	22%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	33%	52%	5%	10%	21	3.10	22%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	29%	48%	19%	4%	21	3.00	22%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2017**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	21%	53%	26%	0%	19	2.95	22%
The board keeps the chancellor informed of community contacts.	40%	47%	7%	6%	15	3.20	41%
The board follows a procedure for annual evaluations of the chancellor.	40%	55%	5%	0%	20	3.35	26%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	29%	33%	21%	17%	24	2.75	11%
The board and chancellor have a positive, cooperative relationship.	35%	43%	13%	9%	23	3.04	15%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	24%	32%	36%	8%	25	2.72	7%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	29%	50%	13%	8%	24	3.00	11%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	33%	50%	11%	6%	18	3.11	26%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	39%	28%	22%	11%	18	2.94	33%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	47%	42%	0%	11%	19	3.26	22%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	27%	55%	18%	0%	22	3.09	19%
The board acts as an advocate for community colleges.	44%	48%	8%	0%	25	3.36	7%
Board members participate actively in community activities.	36%	45%	14%	5%	22	3.14	11%
Board agendas include legislative and state policy issues that will impact the district.	32%	63%	5%	0%	19	3.26	26%
Board members act on behalf of the entire community.	21%	38%	33%	8%	24	2.71	11%
The board recognizes and celebrates positive accomplishments of the district and colleges.	48%	44%	8%	0%	25	3.40	4%
The board works to build a positive image of the district in the community.	42%	29%	17%	12%	24	3.00	11%
Board members adhere to policies for dealing with college, community citizens, and the media.	32%	41%	18%	9%	22	2.95	19%
The community and district employees are aware of who the elected trustees are and their role in district governance.	27%	45%	18%	9%	22	2.91	15%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2017**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	25%	55%	5%	15%	20	2.90	26%
The board practices appropriate collegial consultation (participatory governance).	37%	36%	18%	9%	22	3.00	15%
The board maintains confidentiality of privileged information.	42%	32%	16%	10%	19	3.05	22%
The board makes decisions in the best interest of students, the colleges, and the entire district.	24%	36%	24%	16%	25	2.68	7%
The board operates ethically without conflict of interest following established board policies.	39%	33%	14%	14%	21	2.95	19%
Board members participate in trustee development activities.	42%	50%	8%	0%	12	3.33	41%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2013-2017**

	% "strongly agree" or "agree"					% change from 2016
	2017 n=27	2016 n=29	2015 n=30	2014 n=30	2013 n=27	
Board Organization and Operation						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	83%	73%	89%	93%	100%	10%
Board members respect each others' opinions.	91%	75%	100%	100%	92%	16%
The board conducts its meetings in compliance with state laws, including The Brown Act.	91%	77%	84%	96%	96%	14%
Board members understand that they have no legal authority beyond board meetings.	76%	62%	82%	87%	77%	14%
Board members regularly seek the opinion of the student trustee.	70%	83%	85%	84%	84%	-13%
Policy Role						
Board meetings focus on policy issues that relate to board responsibilities.	77%	76%	84%	80%	92%	1%
The board focuses on policy in board discussion, not administrative matters.	57%	47%	70%	80%	78%	10%
The board is knowledgeable about the mission and purpose of the institution.	82%	73%	82%	97%	88%	9%
The board clearly delegates the administration of the colleges to the chancellor.	72%	63%	85%	80%	88%	9%
The board ensures compliance with federal and state laws and measures for emergency response.	95%	84%	89%	96%	100%	11%
Strategic Planning						
The board understands the budget process.	79%	68%	82%	69%	88%	11%
The board gives adequate attention to the mission, goals, and future planning of the district.	75%	71%	85%	76%	83%	4%
The board regularly develops and reviews goals for continuous improvement.	63%	76%	92%	86%	86%	-13%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	69%	72%	90%	84%	81%	-3%
The board understands the colleges' educational programs and services.	56%	59%	75%	64%	68%	-3%
The board is appropriately involved in defining the vision and goals of the district.	79%	78%	87%	88%	87%	1%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	86%	85%	89%	84%	96%	1%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	85%	67%	79%	64%	85%	18%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	77%	81%	90%	89%	88%	-4%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2013-2017**

	% "strongly agree" or "agree"					% change from 2016
	2017 n=27	2016 n=29	2015 n=30	2014 n=30	2013 n=27	
Board Relations with the Chancellor, Presidents, Faculty, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	74%	73%	88%	86%	81%	1%
The board keeps the chancellor informed of community contacts.	87%	83%	95%	100%	100%	4%
The board follows a procedure for annual evaluations of the chancellor.	95%	89%	100%	94%	100%	6%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	62%	61%	76%	76%	76%	1%
The board and chancellor have a positive, cooperative relationship.	78%	77%	92%	100%	100%	1%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	56%	71%	80%	68%	74%	-15%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	79%	75%	87%	100%	100%	4%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	83%	64%	89%	81%	92%	19%
The board follows communication procedures with staff.	67%	63%	86%	76%	75%	4%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	89%	89%	96%	100%	92%	0%
Community Relations – Advocacy						
Board members are knowledgeable about community college and state-related issues.	82%	84%	96%	88%	88%	-2%
The board acts as an advocate for community colleges.	92%	81%	94%	96%	92%	11%
Board members participate actively in community activities.	81%	86%	93%	96%	91%	-5%
Board agendas include legislative and state policy issues that will impact the district.	95%	92%	96%	96%	88%	3%
Board members act on behalf of the entire community.	59%	59%	87%	74%	62%	0%
The board recognizes and celebrates positive accomplishments of the district and colleges.	92%	89%	96%	85%	88%	3%
The board works to build a positive image of the district in the community.	71%	77%	93%	96%	85%	-6%
Board members adhere to policies for dealing with college, community citizens, and the media.	73%	77%	84%	82%	77%	-4%
The community and district employees are aware of who the elected trustees are and their role in district governance.	72%	64%	86%	75%	91%	8%
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	80%	75%	86%	82%	86%	5%
The board practices appropriate collegial consultation (participatory governance).	73%	80%	82%	63%	87%	-7%
The board maintains confidentiality of privileged information.	74%	72%	81%	88%	92%	2%
The board makes decisions in the best interest of students, the colleges, and the entire district.	60%	52%	83%	67%	72%	8%
The board operates ethically without conflict of interest following established board policies.	72%	59%	78%	88%	77%	13%
Board members participate in trustee development activities.	92%	79%	100%	100%	90%	13%

2017 Respondents' Comments

How useful do you think this questionnaire is to the Board's self-evaluations process?

- Depends what they do with the input they receive.
- The comments and ratings should be used to improve the outcomes, but the board does not follow up on what needs improvement.

Board's greatest strengths:

- They really do advocate for RSCCD locally and at the state level. They represent the district at various community events.
- They get along
- They are student centered. They like to see student successes.
- The Board's greatest strengths include the ability to: communicate thoroughly, maximize the time, and stay organized.
- None, because as a community member nothing is done to let the community know about the Board's performance
- I would not know. As an adjunct I don't even know who are the members of this board and whether or not they seek the wellbeing of adjuncts
- Generally, the Board works fairly well together but there are individual board members who are interested in only promoting themselves and do so at the expense of others. There appears to be a genuine interest in supporting the District, colleges and programs, but again, individual board members are involved for self-promotion and that is evident to anyone who sits through a board meeting.
- Community advocacy/Diversity of board members
- Always seem to be at community events. Some are supportive of particular programs at the colleges.
- Cognizance, concern, and action regarding fiscal stability of RSCCD

Major accomplishments of the Board in the past year:

- Their ongoing and continuous advocacy.
- I do not know. Is that type of information shared with the colleges, students, and staff
- The Board's accomplishments in the past year include the ability to have a perfectly clean audit, close out Measure E, showcase a campus tour at SCC to show the new improvements to the campus, and talk about the renovations that were in progress or were already complete.
- Can't know of major accomplishments if nothing is done to promote the community college. No engagement with the community. Trustees do not work in their own wards yet alone get out District wide. Poor leadership.

Areas in which the Board could improve:

- At least one board member needs to stop deriding staff. The board president should step up and put a stop to it.
- Attending events, engaging the community, using their circle of influence to strengthen the colleges they serve.
- BOT should concentrate their efforts on policy and leave the administration of the District to the Chancellor. BOT should not overreact to the media and make ill-judged policy decisions which curtail the operations of the District e.g. Gift Ban Policy.
- Elect new trustees that can make a difference. Improve on the District Communication Engage the community in initiatives that will promote both the District and the community
- Engaging personally with Student leaders so they get a chance to express how they feel on certain issues.
- Having a clearer vision for the colleges/district. Putting more pressure on executive leadership to balance budget.
- I believe that the board was very efficient and I do not see much room for improvement.
- More transparency and less dependency on what the Chancellor states.
- Needs to be more involved in resource development. There are too many college programs (especially at SCC) that are woefully underfunded, in operating budgets and staffing, making it extremely difficult to do our jobs or do more for students.
- Some comments/actions come across as anti-faculty==that faculty are not working hard enough and/or we are overpaid. I have stopped going to Board meetings (unless I have to go) because of that. The very structure of the meetings allows the Board to say almost anything without an opportunity for rebuttal.
- The Board is doing a good job and while I cannot site a specific area in need of improvement, it is good the Board strives for continuous quality improvement of their unit and the district.
- The Board should seriously consider how to function as a team with the best interests of the District, colleges and students in the forefront. That means when you have board members behaving badly, the others should speak up and not allow the behavior to persist as this compromises the entire board and makes you all look bad. I have sat in the audience a number of times and watched individual board members disrespect managers and the Chancellor and everyone was disgusted by this display of gross disrespect. This needs to stop. Also the need of every single board member to respond to everything that is said just makes all of you look like you all need to constantly be the centers of attention. This is unnecessary and prolongs meetings forever. I have had to finally leave meetings even though I have something I want to stay for because these meetings are so long as board members go on and on about themselves. This needs to stop also. I guess I would say that some of you need to show some class, treat people respectfully, and stop thinking this is all about you.
- While the board of trustee continuously has good intentions for the overall success of the district and the community we serve, sometimes their level of involvement or questioning does not permit for staff and administration to their job and their oversight cross the line.

**Rancho Santiago Community College District (RSCCD)
Student, Staff and Community Input Regarding
RSCCD Board of Trustees' Self-Evaluations
(*Respondents Who Regularly Attend BOT Meetings*)**

November 2017

Since 2009, the RSCCD Board of Trustees implemented an annual review of its internal operations and performance. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes. The survey and data are independently implemented and analyzed by the RSCCD Research, Planning and Institutional Effectiveness Department.

The Board invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board reviews its collective input and develops goals that members want to work on for the year. The following year, the Board asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed.

The survey instrument was disseminated online to 158 individuals; 27 surveys were completed (a 17% response rate). Thirty-seven percent (n=10) of those respondents stated that they regularly attend (more than 10 meetings annually) Board of Trustees meetings: two students, two community members, five faculty/staff/management, and one respondent who did not report their affiliation with the District. The data summary for this group is included in this report.

Summary of Findings

Overall, the sporadic ratings are due to several factors: in addition to the already low number of survey participation, the number of respondents who attend BOT meetings regularly is also very low (n=10), thereby the variability in percentage is much greater. The summary is very broad and comparison should be used cautiously.

The Board is unanimously rated as satisfactory (100% of respondents “agree” or “strongly agree”) in seven of the forty-four areas rated by respondents, specifically board members:

- Keeping the chancellor informed of community contacts,
- Following a procedure for annual evaluation of the chancellor,
- Working directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district,
- Participating actively in community activities, and
- Participating in trustee development activities.

The Board is rated lowest (less than 50% of respondents “agree” or “strongly agree”) on issues in the area of strategic planning, relationships with staff, and its leadership, specifically board members:

- Regularly develop and review goals for continuous improvement,
- Understanding the colleges' educational programs and services, and
- Making decisions in the best interest of students, the colleges, and the entire district.

Other Findings:

A significant proportion of survey respondents (30% or more) indicated “not applicable” or “don’t know” as their responses. Attention may be needed to develop and/or promote a better understanding of these issues:

- Being appropriately involved in defining the vision and goals of the district,
- Understanding the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district,
- Reaching decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor,
- Keeping the chancellor informed of community contacts,
- Completing the chancellor’s evaluation process and uses the results to strengthen the chancellor's performance and relationships,
- Following communication procedures with staff, ensuring the chancellor is informed of such communication, and
- Participating in trustee development activities.

To fully understand how respondents feel about the board’s self-evaluation process, a question about the usefulness of the survey instrument was added. About one-third (30%) stated the instrument would be “very useful,” half of the respondents found it somewhat useful, and the remaining 20% did not think it was useful.

Detail of Findings

Results of the Student, Staff and Community's Evaluation of Board of Trustees' Operations and Performance, 2017 (Respondents Who Regularly Attend BOT Meetings)

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Organization and Operation							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	30%	40%	20%	10%	10	2.90	0%
Board members respect each others' opinions.	30%	60%	10%	0%	10	3.20	0%
The board conducts its meetings in compliance with state laws, including The Brown Act.	40%	40%	10%	10%	10	3.10	0%
Board members understand that they have no legal authority beyond board meetings.	33%	33%	22%	12%	9	2.89	10%
Board members regularly seek the opinion of the student trustee.	20%	40%	30%	10%	10	2.70	0%
Policy Role							
Board meetings focus on policy issues that relate to board responsibilities.	34%	22%	22%	22%	9	2.67	10%
The board focuses on policy in board discussion, not administrative matters.	25%	25%	13%	37%	8	2.38	10%
The board is knowledgeable about the mission and purpose of the institution.	22%	56%	22%	0%	9	3.00	10%
The board clearly delegates the administration of the colleges to the chancellor.	33%	22%	12%	33%	9	2.56	10%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	25%	63%	12%	0%	8	3.13	20%
Strategic Planning							
The board understands the budget process.	14%	57%	29%	0%	7	2.86	20%
The board gives adequate attention to the mission, goals, and future planning of the district.	10%	60%	20%	10%	10	2.70	0%
The board regularly develops and reviews goals for continuous improvement.	13%	25%	62%	0%	8	2.50	20%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	25%	25%	50%	0%	8	2.75	20%
The board understands the colleges' educational programs and services.	22%	22%	44%	12%	9	2.56	10%
The board is appropriately involved in defining the vision and goals of the district.	14%	43%	29%	14%	7	2.57	30%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	13%	75%	12%	0%	8	3.00	20%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	29%	57%	14%	0%	7	3.14	30%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	25%	49%	13%	13%	8	2.88	20%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2017
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Relations with the Chancellor, Presidents, Faculty, and Staff							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	17%	33%	50%	0%	6	2.67	30%
The board keeps the chancellor informed of community contacts.	40%	60%	0%	0%	5	3.40	40%
The board follows a procedure for annual evaluations of the chancellor.	38%	62%	0%	0%	8	3.38	20%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	30%	30%	0%	40%	10	2.50	0%
The board and chancellor have a positive, cooperative relationship.	44%	22%	22%	12%	9	3.00	10%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	20%	30%	30%	20%	10	2.50	0%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	30%	30%	20%	20%	10	2.70	0%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	33%	50%	17%	0%	6	3.17	30%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	49%	17%	17%	17%	6	3.00	40%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	44%	56%	0%	0%	9	3.44	10%
Community Relations – Advocacy							
Board members are knowledgeable about community college and state-related issues.	22%	67%	11%	0%	9	3.11	10%
The board acts as an advocate for community colleges.	50%	50%	0%	0%	10	3.50	0%
Board members participate actively in community activities.	25%	50%	25%	0%	8	3.00	10%
Board agendas include legislative and state policy issues that will impact the district.	38%	50%	12%	0%	8	3.25	10%
Board members act on behalf of the entire community.	20%	30%	40%	10%	10	2.60	0%
The board recognizes and celebrates positive accomplishments of the district and colleges.	44%	44%	12%	0%	9	3.33	0%
The board works to build a positive image of the district in the community.	40%	30%	20%	10%	10	3.00	0%
Board members adhere to policies for dealing with college, community citizens, and the media.	38%	38%	24%	0%	8	3.13	20%
The community and district employees are aware of who the elected trustees are and their role in district governance.	24%	38%	38%	0%	8	2.88	10%

**Results of the Student, Staff and Community's Evaluation of
Board of Trustees' Operations and Performance, 2017
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
Board Leadership, Ethics, and Standards of Conduct							
The board understands collective bargaining and its role in the process.	22%	44%	0%	34%	9	2.56	10%
The board practices appropriate collegial consultation (participatory governance).	44%	22%	12%	22%	9	2.89	0%
The board maintains confidentiality of privileged information.	57%	0%	14%	29%	7	2.86	10%
The board makes decisions in the best interest of students, the colleges, and the entire district.	20%	20%	40%	20%	10	2.40	0%
The board operates ethically without conflict of interest following established board policies.	44%	12%	22%	22%	9	2.78	10%
Board members participate in trustee development activities.	50%	50%	0%	0%	4	3.50	40%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD
Board of Trustees' Self-Evaluations, 2013-2017
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2016
	2017 n=10	2016 n=9	2015 n=15	2014 n=17	2013 n=12	
Board Organization and Operation						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	70%	78%	97%	94%	100%	-8%
Board members respect each others' opinions.	90%	63%	100%	100%	100%	27%
The board conducts its meetings in compliance with state laws, including The Brown Act.	80%	66%	87%	94%	92%	14%
Board members understand that they have no legal authority beyond board meetings.	66%	88%	85%	86%	80%	-21%
Board members regularly seek the opinion of the student trustee.	60%	89%	91%	82%	91%	-29%
Policy Roles						
Board meetings focus on policy issues that relate to board responsibilities.	56%	56%	80%	81%	91%	0%
The board focuses on policy in board discussion, not administrative matters.	50%	78%	57%	81%	67%	-28%
The board is knowledgeable about the mission and purpose of the institution.	78%	63%	80%	94%	83%	15%
The board clearly delegates the administration of the colleges to the chancellor.	58%	38%	78%	70%	82%	18%
The board ensures compliance with federal and state laws and measures for emergency response.	88%	76%	86%	94%	100%	12%
Strategic Planning						
The board understands the budget process.	71%	67%	80%	71%	83%	4%
The board gives adequate attention to the mission, goals, and future planning of the district.	70%	67%	80%	69%	100%	3%
The board regularly develops and reviews goals for continuous improvement.	38%	57%	92%	82%	100%	-19%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	50%	63%	92%	75%	92%	-13%
The board understands the colleges' educational programs and services.	44%	56%	71%	67%	64%	-12%
The board is appropriately involved in defining the vision and goals of the district.	57%	84%	85%	87%	100%	-27%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	88%	100%	87%	82%	100%	-12%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	86%	63%	73%	69%	92%	23%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	74%	63%	87%	88%	83%	11%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD
Board of Trustees' Self-Evaluations, 2013-2017
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2016
	2017 n=10	2016 n=9	2015 n=15	2014 n=17	2013 n=12	
Board Relations with the Chancellor, Presidents, Faculty, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	50%	63%	92%	94%	100%	-13%
The board keeps the chancellor informed of community contacts.	100%	100%	100%	100%	100%	0%
The board follows a procedure for annual evaluations of the chancellor.	100%	100%	100%	92%	100%	0%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	60%	44%	71%	73%	100%	16%
The board and chancellor have a positive, cooperative relationship.	66%	67%	93%	100%	100%	0%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	50%	55%	73%	63%	75%	-5%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	60%	63%	83%	100%	100%	-3%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	83%	0%	91%	67%	88%	83%
The board follows communication procedures with staff.	66%	60%	82%	70%	63%	6%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	100%	100%	100%	100%	100%	0%
Community Relations – Advocacy						
Board members are knowledgeable about community college and state-related issues.	89%	78%	100%	80%	100%	11%
The board acts as an advocate for community colleges.	100%	89%	100%	94%	91%	11%
Board members participate actively in community activities.	75%	100%	94%	93%	92%	-25%
Board agendas include legislative and state policy issues that will impact the district.	88%	100%	100%	94%	100%	-12%
Board members act on behalf of the entire community.	50%	44%	87%	69%	64%	26%
The board recognizes and celebrates positive accomplishments of the district and colleges.	88%	88%	100%	81%	92%	1%
The board works to build a positive image of the district in the community.	70%	78%	93%	100%	92%	-8%
Board members adhere to policies for dealing with college, community citizens, and the media.	76%	84%	79%	79%	80%	-9%
The community and district employees are aware of who the elected trustees are and their role in district governance.	62%	50%	86%	65%	100%	12%
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	66%	66%	78%	81%	100%	1%
The board practices appropriate collegial consultation (participatory governance).	66%	78%	78%	65%	91%	-11%
The board maintains confidentiality of privileged information.	57%	55%	69%	80%	90%	2%
The board makes decisions in the best interest of students, the colleges, and the entire district	40%	44%	78%	69%	83%	-4%
The board operates ethically without conflict of interest following established board policies.	56%	50%	64%	88%	73%	6%
Board members participate in trustee development activities.	100%	100%	100%	100%	100%	0%

2017 Respondents' Comments

Board's greatest strengths

- They get along
- Community advocacy/Diversity of board members
- Generally, the Board works fairly well together but there are individual board members who are interested in only promoting themselves and do so at the expense of others. There appears to be a genuine interest in supporting the District, colleges and programs, but again, individual board members are involved for self-promotion and that is evident to anyone who sits through a board meeting.

Major accomplishments of the Board in the past year:

- I don't know. Is that type of information shared with the colleges, students, and staff?

Areas in which the Board could improve:

- More transparency and less dependency on what the Chancellor states.
- Engaging personally with Student leaders so they get a chance to express how they feel on certain issues.
- BOT should concentrate their efforts on policy and leave the administration of the District to the Chancellor. BOT should not overreact to the media and make ill-judged policy decisions which curtail the operations of the District e.g. Gift Ban Policy.
- At least one board member needs to stop deriding staff. The board president should step up and put a stop to it.
- The Board should seriously consider how to function as a team with the best interests of the District, colleges and students in the forefront. That means when you have board members behaving badly, the others should speak up and not allow the behavior to persist as this compromises the entire board and makes you all look bad. I have sat in the audience a number of times and watched individual board members disrespect managers and the Chancellor and everyone was disgusted by this display of gross disrespect. This needs to stop. Also the need of every single board member to respond to everything that is said just makes all of you look like you all need to constantly be the centers of attention. This is unnecessary and prolongs meetings forever. I have had to finally leave meetings even though I have something I want to stay for because these meetings are so long as board members go on and on about themselves. This needs to stop also. I guess I would say that some of you need to show some class, treat people respectfully, and stop thinking this is all about you.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
November 13, 2017

MANAGEMENT

New Job Description/Attachment #1

District Administrator of Institutional
Equity, Compliance, and Title IX
Human Resources
District
Classified Administrator
Grade Level A

Revised Job Description/Attachment #2

Director of Athletics
Kinesiology, Health & Athletics Division
Santa Ana College
Academic Administrator
Grade Level F

Revised Job Description & Change of Title/Attachment #3

From: Accounting Manager, Payroll
Fiscal Services
Classified Supervisor
Grade Level G

To: Payroll Manager
Fiscal Services
Classified Supervisor
Grade Level G

Appointment

Almaraz, Erika
Manager, Fiscal Services
Business Operations & Fiscal Services
District

Effective: November 20, 2017
Salary Placement: E-4 \$114,048.11/Year
(Requisition #CL17-1026)

Torres, Jetzamina J.
Director, Special Programs
Business & Career Technical
Education Division
Santiago Canyon College

Effective: November 1, 2017
Salary Placement: H-2 \$85,349.40/Year
(Requisition #CL17-0964)

MANAGEMENT (CONT'D)

Interim Appointment

Toledo, Michael
Project Manager, District Safety
Fiscal Services
District

Effective: October 24, 2017 – June 30, 2018
Salary Placement: E-1 \$47.18/Hour

FACULTY

Change of Assignment/From Temporary Long-term Substitute (E.C. 87481 & 87482)
To Temporary One-year Contract Employee (E.C. 87478)

Dombroske, Leona
From: Long-term Substitute, Pharmacy Technology
To: Assistant Professor, Pharmacy Technology
Human Services & Technology Division
Santa Ana College

Effective: August 21, 2017 – June 2, 2018
From: 4-4 \$67.47/Hour
To: VII-11 \$93,756.93/Year

Final Placement

Oh, Suanne
Assistant Professor, Mathematics
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
Final Salary Placement: IV-7 \$75,247.86/Year
(Requisition #AC17-0611)

McKenna-Sallade, Dawn
Assistant Professor, Occupational
Therapy Assistant Program
Human Services & Technology Division
Santa Ana College

Effective: August 21, 2017
Final Salary Placement: II-9 \$74,884.70/Year
(Requisition #AC17-0600)

Smith, Sean
Assistant Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 21, 2017
Final Salary Placement: III-11 \$82,717.95/Year
(Requisition #AC17-0611#01)

Leave of Absence

Nyssen, Adam
Associate Professor, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: September 18 – December 8, 2017
Reason: Paternal Leave (12 weeks – Intermittent)

FACULTY (CONT'D)

Leave of Absence (cont'd)

Scoggin, Sally
Professor/Coordinator, ESL
Centennial Education Center
Continuing Education Division
Santa Ana College

Effective: August 21 – December 21, 2017
Reason: Banked Leave/LHE Withdrawal: 1.03 LHE

Scoggin, Sally
Professor/Coordinator, ESL
Centennial Education Center
Continuing Education Division
Santa Ana College

Effective: January 3 – May 24, 2018
Reason: Banked Leave/LHE Withdrawal: 16.14 LHE

Ratification of Resignation/Retirement

Miller, Renee
Professor, Disabled Students Programs & Services
Student Services
Santa Ana College

Effective: December 16, 2017 (Last Day)
Reason: Retirement

Beyond Contract/Overload Stipend

Oertel, Patricia
Professor, Microbiology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: October 3, 2016 – September 29, 2017
Amount: \$13,956.00
Reason: Program Facilitation
(Project #1625)

Part-time New Hires/Rehires

Adams, Michelle P.
Instructor, Fire Technology/Wellness & Fitness
Human Services & Technology Division
Santa Ana College

Effective: November 1, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Baker, Chad M.
Instructor, CJA/Leadership Management
Human Services & Technology Division
Santa Ana College

Effective: November 13, 2017
Hourly Lecture/Lab Rates: \$58.29/\$52.46

Baugh, Natalie A.
Instructor, Health & Safety & Older Adults
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 23, 2017
Hourly Lecture Rate: I-3 \$48.69

FACULTY (CONT'D)

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

Butler, Timothy
Instructor, Fire Technology/Wildland
Human Services & Technology Division
Santa Ana College

Effective: November 6, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Carson, Gerald
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 23, 2017
Hourly Lecture Rate: I-3 \$48.69

Cervantes, Laura A.
Instructor, Psychology
Humanities & Social Sciences Division
Santa Ana College

Effective: October 23, 2017
Hourly Lecture Rate: IV-3 \$64.25

Deusenberry, Janet L.
Instructor, Child Development & Education Studies
Human Services & Technology Division
Santa Ana College

Effective: January 29, 2018
Hourly Lecture Rate: II-3 \$58.29

Dinger, Michelle L.
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: February 8, 2018
Hourly Lecture Rate: II-4 \$61.20

Fedak, Charles James
Instructor, Fire Technology/Wildland
Human Services & Technology Division
Santa Ana College

Effective: October 30, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Gersten, Alan J.
Instructor, Global Business Entrepreneurship
Dual Enrollment Program
Business Division
Santa Ana College

Effective: January 29, 2018
Hourly Lecture Rate: II-3 \$58.29

Niehaus, Rachel E.
Instructor, Health & Safety (equivalency)
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 30, 2017
Hourly Lecture Rate: II-3 \$59.91

FACULTY (CONT'D)

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

Orozco, Isai
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: November 6, 2017
Hourly Lecture Rate: II-3 \$49.91

Rubalcaba, Celia J.
Instructor, Older Adults
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 30, 2017
Hourly Lecture Rate: I-4 \$49.91

Sebei, Eman F.
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: October 23, 2017
Hourly Lecture Rate: II-3 \$49.91

Tener, Andrea M.
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: November 6, 2017
Hourly Lecture Rate: II-3 \$49.91

Wilson, Elaine S.
Instructor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: February 5, 2018
Hourly Lecture Rate: II-3 \$58.29

Non-paid Instructors of Record

Basri, Rabia
Instructor, Vocational/Medical Assisting
South Coast College
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 16, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY, COMPLIANCE, AND TITLE IX

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice Chancellor of Human Resources in all assigned matters pertaining to district-wide and college compliance in direct support of a wide variety of responsible duties related to equal employment, litigation, Title 5, Title IX and policy development. This position will also serve as the ADA, Title 5 and Title IX coordinator for the District. This highly visible role is expected to develop, deliver and oversee Title IX programs as well as the protected class discrimination and harassment programs for students, faculty and staff, by conducting investigations and providing training and oversight in compliance with federal and state laws.

DUTIES AND RESPONSIBILITIES

- Serve as the Human Resources Compliance Coordinator with a high level of independence; assist administrator with a variety of legal, ADA, Title 5 and Title IX compliance duties;
- Receive internal discrimination complaints as well as complaints from State Chancellor's Office, Department of Fair Employment and Housing related to Equal Employment; may conduct formal investigations.
- Receive sensitive legal documents for the District related to potential and ongoing lawsuits; keep the District apprised by providing regular updates.
- Provide interpretations, correspondence and recommendations to Senior District Management and the Chancellor on issues relating to:
 - ADA, Interactive Process, and Reasonable Accommodations
 - Administrative Law
 - Compliance with Local, State, and Federal Laws
 - Employee Discipline and Releases
 - Employee Leaves
 - FLSA Compliance
 - Interpretation of Collective Bargaining Agreements
 - Student Disciplines
- Represent the District in EEOC, DFEH, OCR, and other matters brought before governmental agencies.
- Serve as the District's Title 5, ADA and the Title IX Coordinator, which includes oversight of the District's investigations and preparation of the appropriate reports for submittal to appropriate individuals and the State Chancellor's Office.
- Administer current federal and state civil rights, affirmative action, equal employment opportunity, ADA, nondiscrimination laws and compliance regulations including Title VII and Title IX.
- Assist in revising Board policies, and administrative regulations, and procedures.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY, COMPLIANCE, AND TITLE IX

- Analyze, design, develop and implement campus-wide training and development programs for administrative, faculty and classified staff to include training in the following areas:
 - Change management
 - Diversity and Equity
 - Equal Employment Practices
 - Faculty and Classified Staff Negotiated Agreements
 - Federal and state mandatory trainings such as harassment/discrimination, Title IX, Equal Opportunities and ethics
 - Leadership and Supervisory Training
 - Performance Development
 - Team Building
- Coordinate information and training related to Office of Civil Rights/Equal Opportunity in relation to employees.
- Read and analyze complex legal documents to evaluate their impact on college policies and procedures.
- Create training and development opportunities related to diversity, equity and inclusion that will generate wide-scale participation and results.
- Perform other duties and facilitate projects as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications:

- Must possess a Master's degree or equivalent in Human Resources, Public Administration, Law or a field directly related to the major responsibilities of the position, from an accredited University **AND**
- Demonstrated working knowledge of current state and federal laws and regulations, institution-specific policies, practices and procedures, identified best practices and trends in the field of education related to discrimination, harassment and retaliation practices that violate Title IX, Title VII, the Clery Act, VAWA, ADA, ADEA, all as amended where applicable, and other federal and state anti-discrimination laws, regulations and requirements.
- Ability to design and deliver training programs to all constituencies of the district and demonstrate accountability with respect to attendance and assess the effectiveness of these trainings.
- Skilled in effective investigation techniques and ability to analyze information and data to reach sound decisions and conclusions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

**DISTRICT ADMINISTRATOR FOR INSTITUTIONAL EQUITY,
COMPLIANCE, AND TITLE IX**

Desirable Qualifications:

- Minimum of three years of experience in overseeing and/or conducting investigations as they relate to employee misconduct or complaints; **AND**
- Minimum of three years of experience advising a governmental or public agency on labor and employment matters and employee discipline;
- Ability to recommend and/or effect changes to policies, to revise practices and to implement equitable procedures across many departments, including human resources, campus security, academic affairs, faculty affairs, and student affairs/student conduct/discipline.
- Excellent oral, written, interpersonal communication skills.
- Knowledge of conflict resolution and mediation methods.
- Demonstrated understanding of and sensitivity to working with individuals and groups representing a wide range of diverse academic, cultural, disability, religious, ethnic, geographic and socioeconomic backgrounds.

Board Approval Date: November 13, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

DIRECTOR, ATHLETICS

GENERAL RESPONSIBILITIES

Responsible to the Dean of Kinesiology, Health and Athletics for all aspects of the Intercollegiate Athletics program and other broad activities of the division; also performs other duties and completes other special projects as assigned.

SPECIFIC RESPONSIBILITIES

Development and Delivery of Intercollegiate Athletic Program

Overall responsibility for the coordination of all aspects of the athletic program and intercollegiate competition, including marketing men's and women's sports, curriculum recommendations, scheduling contests, equipping teams, arranging for transportation, supervising and evaluating assigned staff, supervising classified staff; monitor budgets, maintain records, prepare reports, manage athletic events, address faculty and staff requests in the analysis of the needs of athletic program, negotiate facilities arrangements for off campus contests, coordinates admission, eligibility graduation, and matriculation of student-athletes, monitors the maintenance of athletic fields and facilities, supervises the effectiveness of all programs, recommends and implements District policy and regulations, coordinates eligibility and gender equity compliance, works with chairs and dean in developing and monitoring long range goals; represents college at athletic conference and state athletic meetings; works with division dean in purchasing, staffing, accessing district information systems, counseling staff, writing grant proposals, fundraising, and in planning and presenting division and coaches meetings.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned staff; also responsible for collective bargaining agreements, employment and promotions selection procedures, compliance with district policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for the discipline of student-athletes, adjustment of grievances and complaints, scheduling, the resolution of student problems and complaints, and the maintenance of student-athlete records. Coordinates with athletic counselor the testing, assessing, and enrollment of student-athletes, as well as monitoring the ongoing academic eligibility of all participating student-athletes. Ensures that weekly grade reports on all in-season student-athletes are conducted and that results of these reports are provided to each head coach. Monitors with athletic trainers the health screenings of all participants prior to each season of sport.

BUDGET/FUNDING

Responsible for the timely and accurate preparation, submission and administration of the District and diversified budgets for athletic programs. Developing and implementing plans for fundraising activities on behalf of the entire program and for monitoring fundraising activities of individual coaches. Proposes and assists in the processing of capital outlay projects, facilities modifications, and the annual purchase of equipment and supplies.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

DIRECTOR, ATHLETICS

PLANNING

Responsible for the long range athletic planning of the Division, delivery, and evaluation of all functions, programs, activities, staff and services in areas of responsibility.

COMMUNITY CONTACT/REPRESENTATION

The Athletic Director will serve with the Division Dean and the Chancellor's designee in representing the college to the Community College Athletic Association and to the other member athletic conferences. This position also coordinates with the Sports Information Coordinator all print and electronic media contact, print media production, and athletic department web site development and content.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of District committees and task forces.

- A. Supervises all aspects of the planning, supervision, staffing scheduling, catalogue description, delivery and evaluation of the Intercollegiate Athletic Program, including all personnel functions or assigned staff.
- B. Supervises preparation and management of budget for designated sports.
- C. Supervises and monitors the Athletic Department efforts to provide equitable support for and access to resources for men's and women's sports as stipulated in Title IX.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications; Master's degree and one year of formal training, internship or leadership experience reasonably related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level.

Required Skills: demonstrated ability to manage budget and fiscal affairs; demonstrated skillful leadership in an academic and athletic setting; and demonstrated ability to prevent and resolve interpersonal and professional conflicts and problems.

Desirable Skills:

- Strong communication skills and ability to develop positive working relationships with colleagues and subordinates (e.g., *Coaches, Administrative Secretaries, Sports Information Director, Eligibility Specialists, Certified Athletic Trainers, Academic Counselors, Equipment Coordinators*), both on-campus and in the community.
- A minimum of three years leadership experience as a coach and athletic administrator.
- A minimum of three years experience with supervision of programs and staff, scheduling, game operations, event logistics, equipment and uniforms.

Board Approval:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised November 2017

PAYROLL MANAGER

CLASS SUMMARY

Under general supervision, is directly responsible for the leadership and administration of the payroll department; coordinates and directs complex and specialized tasks related to district-wide payroll operations; assures compliance with all federal, state and county legal requirements; trains, supervises and evaluates assigned personnel.

REPRESENTATIVE DUTIES

Maintains strict payroll controls, schedules, and deadlines; develops, recommends and implements required payroll systems; keeps abreast of and adapts to changes in accounting, tax and retirement laws and regulations; assures compliance with Orange County Department of Education, State Franchise Tax Board, Social Security Administration, Internal Revenue Services, California Public Employees Retirement System (CalPERS), California State Teachers Retirement System (CalSTRS), and Public Agency Retirement System (PARS) laws, rules and regulations; develops, implements, maintains, and resolves procedural matters relative to dealing with accounting, budget, human resources and other district departments; prepares information and maintains open communication with administration regarding policies and procedures related to payroll and benefits laws; responsible for the preparation, reconciliation and balancing of Federal and State taxes and the preparation of quarterly and annual tax reports and W-2's; reconciles insurance billings; reconciles all payroll liability accounts; maintains absence balances; responsible for monitoring and coordinating workers' compensation payments and absence reporting together with the district's Risk Management department and third party administrators; prepares and maintains up-to-date procedures on district website regarding payroll processing; coordinates and provides direction and training for support staff regarding county, federal, state and district policies and procedures relating to payroll and benefit processing; serves as a liaison with other departments and representatives of government agencies, financial institutions, county offices and retirement systems to coordinate activities and resolve issues; conducts training to district management staff relating payroll and benefit issues, and conducts training of new employees regarding payroll issues; assists staff during heavy workloads and absences; participates in workshops, seminars and training activities to remain current on applicable laws and regulations.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Fiscal Services and is responsible for direct supervision of payroll department employees.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised November 2017

PAYROLL MANAGER cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to a bachelor's degree in business administration or accounting and five (5) years of recent payroll supervisory or lead experience, preferably in a college or school district environment; or any combination of education and experience equivalent to an AA degree and a CPP (Certified Payroll Professional) certificate and five (5) years of recent payroll supervisory or lead experience, preferably in a college or school district environment.

Knowledge and Abilities

Knowledge of: Preparation, maintenance, verification, and processing of payroll records; computer applications and software used in payroll processing; legal and reporting requirements related to payroll records; principles, practices and methods of accounting, auditing and financial record keeping; principals of planning, theories and practices of applicable laws, procedures, and policies related to taxes, education codes and FLSA regulations; principles of planning, organization, and the supervision and performance appraisal of employees.

Ability to: Plan, organize, and supervise the payroll duties of staff to assure the timely and accurate distribution of the district payroll and benefits; maintain academic and classified payroll accounting records and procedures; understand, interpret, explain and apply complex technical and legal written laws, rules, policies and regulations as they apply to federal, state, workers compensation, retirement, county and district/union contracts; communicate effectively both orally and in writing; supervise maintenance of academic and classified payroll records; work independently with little direction; establish and maintain cooperative and effective working relationship with others; analyze situations accurately and adopt an effective course of action.

Skills:

Operate modern office equipment, including computers and software related assignments.

Communicate effectively both orally and in writing.

Train, supervise and provide work directions to others and evaluate personnel.

Understand and follow oral and written directions.

Prepare clear, concise and comprehensive financial reports including spreadsheets, reconciliations and other documents.

Change in Position

Rivera, Frank
From: High School & Comm. Outreach
Spec.
To: Student Services Coord. (CL17-1005)
Student Services/ SCC
Effective: October 17, 2017
Grade 15, Step 2 \$57,848.08

Change in Salary Placement

Herrera, Melven
Custodian/ Admin. Services/ SCC
Effective: November 13, 2017
Grade 4, Step 4 + 7.5% L + 5% Swing
\$44,192.35
Change in Shift

Lara, Renee
Custodian/ Admin. Services/ SCC
Effective: November 13, 2017
Grade 4, Step 6 + 5% Swing \$45,491.13
Change in Shift

Ruesga, Elias
Custodian/ Admin. Services/ SCC
Effective: November 13, 2017
Grade 4, Step 2 + 5% Swing \$37,393.30
Change in Shift

Leave of Absence

Arredondo, Abel
Student Program Specialist/ Student
Services/ SAC
Effective: 09/25/17 – 11/10/17
Reason: FMLA

Ratification of Resignation/Retirement

Williams, Victoria
Facilities Coordinator/ Admin. Services/
SCC
Effective: January 31, 2018
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Edwards, Flor
Learning Facilitator (CL17-1043)
Humanities & Soc. Sci./ SAC
Effective: October 30, 2017
Up to 19 Hours/Week School Session
Grade 8, Step a \$18.81/Hour

Palacios, Carolina
Learning Facilitator (CL17-1043)
Humanities & Soc. Sci./ SAC
Effective: October 16, 2017
Up to 19 Hours/Week School Session
Grade 8, Step A \$18.81/Hour

New Appointments cont'd

Phan, Lieuthu Admissions/Records Spec. I (CL17-1039) Continuing Ed./ CEC	Effective: November 6, 2017 19 Hours/Week 12 Months/Year Grade 6, Step A \$17.82/Hour
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Professional Growth Increment

Chaikaew, Jarunee Instructional Assistant/ Continuing Ed./ CEC	Effective: December 1, 2017 Grade 5, Step A + 8PG (2000) \$16.78/Hour + \$166.67/Mo. PG
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Gamboa, Dillon Senior Clerk/ Continuing Ed./ OEC	Effective: December 1, 2017 Grade 8, Step A + 5PG (1250) \$18.81/Hour + \$104.17/Mo. PG
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Leave of Absence

Shah, Sumitra Learning Assistant/ Instit. Effectiveness, Library, Learning Support Services/ SCC	Effective: 08/21/17 – 08/25/17 06/04/18 – 06/22/18 Reason: <i>Revised</i> Non Work Days for 11 Month Contract
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Ratification of Resignation/Retirement

Alvarez, Juan Diego Counseling Assistant/ EOPS/ SAC	Effective: November 3, 2017 Reason: Resignation
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Hirose, Herlinda Sr. Account Clerk/ Continuing Ed./ OEC	Effective: November 8, 2017 Reason: Resignation
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Nguyen, Nga T. Instructional Assistant/ Human Services & Tech./ SAC	Effective: December 13, 2017 Reason: Resignation
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TEMPORARY ASSIGNMENT

Aguilar, Alejandro Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 06/29/18
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TEMPORARY ASSIGNMENT cont'd

Benjamin, Keith District Safety Officer/ District	Effective: 11/14/17 – 06/30/18
Casillas, Samayah Learning Facilitator/ Science & Math/ SAC	Effective: 11/14/17 – 12/15/17
Ericson, Jeffrey Custodian/ Facility, Planning & District Construction & Support Services/ District	Effective: 11/14/17 – 05/11/18
Huh, Young Sook Accompanist/ Arts, Humanities & Soc. Sci./ SCC	Effective: 11/14/17 – 12/15/17
Leon, David Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 06/29/18
Mir Eshghi, Touba Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 12/31/17
Nieto, Vicente Custodian/ Facility Planning & District Construction & Support Services/ District	Effective: 11/14/17 – 05/11/18
Ramos, Doria Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 12/31/17
Rich, Jacquelyn Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 12/31/17
Rios, Denise Instructional Assistant/ Student Services/ SAC	Effective: 11/14/17 – 12/31/17
Roa, Maria Intermediate Clerk/ Educ. Services/ CTI/ District	Effective: 11/14/17 – 06/30/18

TEMPORARY ASSIGNMENT cont'd

Santiago, Itzhel
Instructional Assistant/ Student Services/
SAC
Effective: 11/14/17 – 06/29/18

Torres, Brian
Instructional Assistant/ Student Services/
SAC
Effective: 11/14/17 – 06/29/18

Vizcarra, Natalie
Instructional Assistant/ Student Services/
SAC
Effective: 11/14/17 – 06/29/18

Change in Temporary Assignment

Mir Eshghi, Touba
Instructional Assistant/ Student Services/
SAC
Effective: 11/01/17 – 11/13/17

Ramos, Doria
Instructional Assistant/ Student Services/
SAC
Effective: 11/01/17 – 11/13/17

Rich, Jacquelyn
Instructional Assistant/ Student Services/
SAC
Effective: 11/01/17 – 11/13/17

Rios, Denise
Instructional Assistant/ Student Services/
SAC
Effective: 11/01/17 – 11/13/17

Additional Hours for Ongoing Assignment

Barbery, Monika
Student Program Specialist/ Continuing
Ed./ CEC
Effective: 11/04/17 – 12/23/17
Not to exceed 19 consecutive working
days in any given period.

Carino, Laura
Instructional Assistant/ Continuing Ed./
OEC
Effective: 09/25/17 – 10/10/17
Not to exceed 19 consecutive working
days in any given period.

Additional Hours for Ongoing Assignment cont'd

Edwards, Flor Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 10/30/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Eng, Gregory Reprographics Technician/ Publications/ District	Effective: 10/02/17 – 12/22/17 Not to exceed 19 consecutive working days in any given period.
Lazcano, Alison Research Assistant/ Ed. Services/ CTI/ District	Effective: 11/14/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Palacios, Carolina Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 10/16/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Sanchez, Monica Instructional Assistant/ Continuing Ed./ OEC	Effective: 09/25/17 – 10/10/17 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Arreola, Patricia Instructional Assistant/ Continuing Ed./ CEC	Effective: 10/02/17 – 06/30/18
Benjamin, R. Keith District Safety Officer/ District	Effective: 10/24/17 – 06/30/18
Kelly, Tracie Sr. Account Clerk/ Fiscal Services/ District	Effective: 10/23/17 – 12/15/17
Leyva, April High School & Comm. Outreach Specialist/ Continuing Ed./ CEC	Effective: 10/11/17- 06/30/18
Miranda, Carissa High School & Comm. Outreach Specialist/ Continuing Ed./ CEC	Effective: 10/11/17 – 06/30/18

Substitute Assignments cont'd

Ontiveros, Tara Student Services Specialist/ Student Services/ SCC	Effective: 09/05/17 – 09/06/17
Quinonez, Dahlia Instructional Assistant/ Continuing Ed./ CEC	Effective: 10/20/17 – 01/18/18
Serratos, Raquel Senior Clerk/ Public Affairs & Govt Rel./ SAC	Effective: 10/10/17 – 12/29/17

MISCELLANEOUS POSITIONS

Jimmerson, Charles Community Services Presenter/ Admin. Services/ SAC	Effective: 10/11/17
Kraus, Nicole Coaching Assistant/ Kinesiology/ SAC	Effective: 11/14/17 – 06/30/18
Martinez, Andre Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/14/17 – 06/30/18
Peterson, Melissa Coaching Assistant/ Kinesiology/ SAC	Effective: 11/14/17 – 06/30/18
Posadas, Jennifer Stage Assistant/ Fine & Performing Art/ SAC	Effective: 11/14/17 – 06/30/18

Instructional Associates/Associate Assistants

Criminal Justice Dombrowski, Tyler	Effective: 11/14/17
Lopez, Patricia	Effective: 11/14/17
Mosqueda, Dominique	Effective: 11/14/17

COMMUNITY SERVICE PRESENTERS

Stipends Effective September 11 – October 10, 2017

Burns, Brigitte	Amount: \$ 11.60
Dehmobad Nasrabadi, Shahrzad	Amount: \$ 90.00
Dumon, Dori	Amount: \$ 320.00
English, Noemi	Amount: \$ 500.00
Krusemark, Leeanne	Amount: \$ 92.87
Miller, Nancy	Amount: \$ 131.98
Reyes, Alfred	Amount: \$ 244.40
Rounds, Michael	Amount: \$ 219.96

VOLUNTEERS

Alva, Esmeralda Volunteer/ Student Services/ SAC	Effective: 11/14/17 – 06/30/18
Becerra, Eliza Student Driver/ District Safety/ SAC	Effective: 11/14/17 – 06/30/18
Wood, Jordan Student Driver/ Kinesiology/ SCC	Effective: 11/14/17 – 06/30/18

**SANTA ANA COLLEGE STUDENT
ASSISTANT LIST**

Baltazar Suarez, Clementina	Effective:	10/06/17-06/30/18
Castellon, David	Effective:	10/10/17-06/30/18
Chuluun, Khulan	Effective:	10/03/17-06/30/18
Cortes Viguera, Hector E.	Effective:	10/16/17-06/30/18
De la Rosa Jr., Alberto	Effective:	10/05/17-06/30/18
Gonzalez Aranda, Karina Y.	Effective:	10/26/17-06/30/18
Hernandez, Abrahm A.	Effective:	10/24/17-06/30/18
Johnson, Jordan D.	Effective:	10/09/17-06/30/18
Mateo Morales, Diego L.	Effective:	10/10/17-06/30/18
Martinez, Benjamin	Effective:	10/30/17-06/30/18
Peinado, Alejandra	Effective:	10/24/17-06/30/18
Perry, Anthony L.	Effective:	10/05/17-06/30/18
Sanchez, Henry	Effective:	10/05/17-06/30/18
Sanchez Fernandez, Patricia	Effective:	10/26/17-06/30/18
Shabazz, Darien K.	Effective:	10/18/17-06/30/18
Sosa, Luis E.	Effective:	11/02/17-06/30/18
Stevens, Jacob M.	Effective:	10/24/17-06/30/18
Verduzco, Jenny	Effective:	10/04/17-06/30/18
Zhang, Tingming	Effective:	10/11/17-06/30/18

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

Barranco, Alejandro	Revised start date:	Effective: 10/24/2017 – 06/30/2018
Khoury, Yvonne		Effective: 11/01/2017 – 06/30/2018
Le, Kimberly		Effective: 10/23/2017 – 06/30/2018
Lopez, Christian		Effective: 10/23/2017 – 06/30/2018
Loza, Jennifer		Effective: 10/30/2017 – 06/30/2018
Ramirez, Michelle		Effective: 10/09/2017 – 06/30/2018
Zamora, Camille		Effective: 10/30/2017 – 06/30/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources

To:	Board of Trustees	Date: November 13, 2017
Re:	Adoption of Resolution No. 17-25 - Rancho Santiago Community College District Hazard Mitigation Plan	
Action:	Request for Authorization	

BACKGROUND

It is impossible to predict when natural disasters will occur or to the extent which they will affect the district. However, with careful planning and collaboration among district personnel, public agencies, private sector organizations, and community members, it is possible to minimize the loss that can result from natural disasters. The first step in the planning process is to provide a Hazard Mitigation Plan. In February 2015, the district applied for and received a grant from the Federal Emergency Management Agency (FEMA) in order to complete a Hazard Mitigation Plan specific to Rancho Santiago Community College District. The ultimate purpose of the plan is to determine practical and cost-effective strategies to mitigate the district's most common and worst case scenario hazards to protect RSCCD's campuses, district, and community. Staff worked with the local city emergency planners, Orange County Fire Authority (OCFA), Red Cross, and Orange County Emergency Management Organization to complete the district's plan. Staff also held community forums in order to solicit feedback from members of the local community. Staff completed the plan in April 2016 and submitted the plan to the California Office of Emergency Services (Cal-OES) and FEMA for review and approval. In September of 2017, FEMA issued its final approval of the district's plan pending adoption from the RSCCD Board of Trustees. (The RSCCD Hazard Mitigation Plan can be viewed [here](#)).

ANALYSIS

The district's plan lists several long-term strategies to improve the district's readiness for natural disasters, but funding sources are not always clear. By having an approved Hazard Mitigation Plan, the district becomes eligible to apply for federal grants for mitigation projects. This year alone FEMA provided \$190 million to public agencies for these types of projects. FEMA will accept adoption of Resolution No. 17-25 as proof of approval of the RSCCD Hazard Mitigation Plan by the by the RSCCD Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 17-25 - Rancho Santiago Community College District Hazard Mitigation Plan.

Fiscal Impact: None at this time.	Board Date: November 13, 2017
Prepared by: Don Maus, Risk Manager	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

A RESOLUTION OF THE BOARD ADOPTING THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT HAZARD MITIGATION PLAN DATED NOVEMBER 14, 2017.

Resolution No 17-25

WHEREAS, the Rancho Santiago Community College District recognizes the threat that natural hazards pose to people and property within Orange County; and

WHEREAS, the District has prepared a multi-hazard mitigation plan, hereby known as Rancho Santiago Community College District Hazard Mitigation Plan dated November 14, 2017, in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Rancho Santiago Community College District Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the District from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Rancho Santiago Community College District Board of Trustees demonstrates its commitment to hazard mitigation and achievement of goals outlined in the Rancho Santiago Community College District Hazard Mitigation Plan;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustee of the Rancho Santiago Community College District adopt the Rancho Santiago Community College District Hazard Mitigation Plan dated November 14, 2017.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Chancellor

To:	Board of Trustees	Date:	November 13, 2017
Re:	Approval of Auto-Renewal Clause in Administrator Agreements/Contracts		
Action:	Approval to Retain Existing Administrator Agreements/Contracts, Offer Newly Hired Administrators a 2-year Agreement/Contract without the Auto-Renewal Clause and Adjust Management Salary Schedule to be Competitive		

BACKGROUND

At its meeting of August 14, 2017 the board of trustees discussed the auto-renewal clause that is included in the existing agreement/contract for the district's administrators. To insure good fiscal management, the board wanted to evaluate the value of the auto-renewal clause in the administrator agreement/contract and its effect on the accountability of the administrators.

Executive Management (Vice Chancellors and College Presidents) have a three-year agreement/contract. The Chancellor and all other administrators have a two-year agreement/contract.

At the conclusion of the discussion at the August 14, 2017 meeting, the board asked that the Chancellor make a presentation on the auto-renewal clause so that action may be taken.

ANALYSIS

A survey was conducted of the four Orange County community college districts and five single college districts in the surrounding area that were identified as those with whom RSCCD most often competes for administrators. Information regarding the auto-renewal clause in the agreement/contract and administrator compensation was collected:

- Seven of the nine institutions have auto-renewal clauses in their administrator contracts.
- RSCCD ranks seventh out of the nine institutions in executive management compensation
- RSCCD ranks ninth out of the nine institutions in administrator compensation.

To insure accountability of its administrators, the district is guided by AR 7150.2 – Management Evaluation Procedure, which provides for scheduled evaluations of its administrators. Well-qualified administrators are a key element in managing the district.

RSCCD is located in a very competitive recruiting area. The district's low base salaries create a challenging environment in which to recruit administrators and the elimination of the auto-renewal clause would further erode the district's ability to compete with the surrounding institutions.

RECOMMENDATION

It is recommended that the Board of Trustees honor the existing administrator agreements/contracts with the auto-renewal clause, offer newly hired administrators a 2-year agreement/contract without the auto-renewal clause and adjust the management salary schedule to be competitive with institutions with whom the district most often competes for employees.

Fiscal Impact:	None	Board Date:	November 13, 2017
Prepared by:	Raúl Rodríguez, Ph.D., Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

TITLE	GROUP
Assistant Dean, Admissions & Records	Management
Assistant Dean, Disabled Students Programs & Services	Management
Assistant Dean, Financial Aid, Scholarship & Veterans	Management
Assistant Dean, Student Services	Management
Assistant Vice Chancellor, Educational Services	Management
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	Management
Assistant Vice Chancellor, Fiscal Services	Management
Assistant Vice Chancellor, Human Resources	Management
Assistant Vice Chancellor, Information Technologies Services	Management
Assistant Vice Chancellor, LAOC Regional Consortium	Management
Associate Dean, Business & Career Technical Education	Management
Associate Dean, Criminal Justice Academies	Management
Associate Dean, Disabled Student Programs & Services	Management
Associate Dean, EOPS	Management
Associate Dean, Financial Aid	Management
Associate Dean, Fire Technology	Management
Associate Dean, Health Science & Nursing	Management
Associate Dean, Instructional & Student Services	Management
Associate Dean, Student Development	Management
Chancellor	Cabinet
Dean, Arts, Humanities & Social Sciences	Management
Dean, Business	Management
Dean, Business & Career Technical Education	Management
Dean, Counseling	Management
Dean, Counseling & Student Support Services	Management
Dean, Enrollment & Support Services	Management
Dean, Fine & Performing Arts	Management
Dean, Human Services & Technology	Management
Dean, Humanities & Social Sciences	Management
Dean, Institutional Effectiveness, Library & Learning Support Services	Management
Dean, Instruction & Student Services	Management
Dean, Kinesiology, Health & Athletics	Management
Dean, Mathematics & Sciences	Management
Dean, Science, Mathematics & Health Science	Management
Dean, Student Affairs	Management
Director, Facility Planning, District Construction & Support Services	Management
Director, Workforce Education	Management
Executive Director, Adult Education Block Grant	Management
Executive Director, Child Development Services	Management
President, Santa Ana College	Cabinet
President, Santiago Canyon College	Cabinet
Vice Chancellor, Business Operations & Fiscal Services	Cabinet
Vice Chancellor, Educational Services	Cabinet
Vice Chancellor, Human Resources	Cabinet
Vice President, Academic Affairs	Management
Vice President, Administrative Services	Management

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

Vice President, Continuing Education	Management
Vice President, Student Services	Management

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION

Chapter 7
Human Resources

AR 7150.2 – Management Evaluation Procedure

1. Frequency of Evaluation

All managers will be evaluated the first two years of employment in a new position, and at least once every three (3) years thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer.

2. Evaluation Responsibility

It is the responsibility of the Human Resources Office to inform the immediate supervisor of the names of those managers due for evaluation by August 1st. The immediate supervisor shall notify the manager by September 15th that he/she is scheduled for evaluation that academic year.

3. Process

- A. The manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by November 1. Documentation may include but is not limited to:
 - 1) Addressing the three performance standards:
 - a) Leadership/supervision skills
 - b) Professional performance/job duties
 - c) Knowledge base
 - 2) Professional development activities
 - 3) Contributions to the college, district and/or the community in congruence with the overall mission of the college including the improvement of student learning
- B. The manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. However, distribution must include all fulltime employees who are directly supervised by the manager. In addition, distribution should include management colleagues, representatives from outside agencies and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur by November 1 and be due back to the supervisor within two weeks.
- C. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by February 15.
- D. By May 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the manager the self-assessment and results of the evaluation survey, and provide the final written evaluation.
- E. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.

4. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- A. the manager continue in the position
- B. the manager be reassigned
- C. the manager be terminated
- D. the manager have a second evaluation (within one year)
 - 1) If a second evaluation is recommended, the immediate supervisor will have the option of using the complete evaluation process, or the self-assessment component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.
 - 2) The immediate supervisor will consult and review with the manager the results of the second evaluation and provide the final evaluation.
 - 3) Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
 - 4) On the basis of the second evaluation, the supervisor will recommend:
 - a) That the manager continue in the position
 - b) That the manager be reassigned
 - c) That the manager be terminated

The final evaluation will be forwarded through the appropriate Vice-Chancellor or President and transmitted to Human Resources.

Responsible Manager: Vice Chancellor, Human Resources

Revised: February 2011

Renumbered: May 18, 2015 (Previously AR7008.2)

Revised: September 19, 2016