

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, January 13, 2020**  
**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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

**Americans with Disabilities Acts (ADA)**

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

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

**4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

**Action**

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of December 9, 2019

**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 Public Hearing – Rancho Santiago Community College District Bargaining Proposal to Child Development Centers – California School Employees Association (CSEA) Chapter 888

- 1.8 Informational Presentation on the Budget
- 1.9 Strategic Planning and Enrollment Management Update

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
- 2.5 Report from Classified Representative
- 2.6 Reports from Academic Senate Presidents
- 2.7 Reports from Board Committee Chairpersons and Representatives of the Board
  - Board Facilities Committee

## **3.0 INSTRUCTION**

- \*3.1 Approval of Amendment for Santa Ana College (SAC) Community Services Program Revenue Contract MA-026-20010954 between County of Orange District Attorney and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program Action

The administration recommends approval of the amendment for the SAC Community Services Program Revenue Contract MA-026-20010954 between the County of Orange District Attorney and RSCCD on behalf of SAC Community Services program as presented.
- \*3.2 Approval of Memorandum of Understanding (MOU) between Coast Community College District (CCCD) on behalf of Coastline Community College and Rancho Santiago Community College District on behalf of Santa Ana College Action

The administration recommends approval of the MOU between CCCD on behalf of Coastline Community College and RSCCD on behalf of SAC as presented.
- \*3.3 Approval of Renewal of Rancho Santiago Community College District Professional Services Agreement with PGINET Consulting Action

The administration recommends approval of the renewal of the RSCCD professional services agreement with PGINET Consulting located in Fullerton, California as presented.
- \*3.4 Approval of Proposed Revisions for 2020-2021 Santa Ana College Catalog Action

The administration recommends approval of proposed revisions for the 2020-2021 SAC catalog.

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

- \*3.5 Approval of Proposed Revisions for 2019-2020 Santiago Canyon College (SCC) Catalog Addendum and/or 2020-2021 College Catalog Action  
The administration recommends approval of the proposed revisions for the 2019-2020 SCC catalog addendum and/or 2020-2021 catalog as presented.
- \*3.6 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increase Action  
The administration recommends approval of the amended apprenticeship cost agreements and hourly rate increase as presented.
- \*3.7 Approval of Professional Services Agreement with Plastic Surgery Studios Action  
The administration recommends approval of the professional services agreement with Plastic Surgery Studios as presented.
- \*3.8 Approval of Professional Services Agreement with Gregg D. Ander, LLC Action  
The administration recommends approval of the professional services agreement with Gregg D. Ander, LLC as presented.
- \*3.9 Approval of Professional Services Agreement with Terry A. Schmidt Action  
The administration recommends approval of the professional services agreement with Terry A. Schmidt as presented.
- \*3.10 Approval of Professional Services Agreement with Vital Link Orange County Action  
The administration recommends approval of the professional services agreement with Vital Link Orange County as presented.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from September 1, 2019, to December 17, 2019.
- \*4.3 Approval of Contract for Independent Audit Services Action  
The administration recommends approval of the contract for independent audit services for fiscal year 2019-2020 with Eide Bailly, LLP and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services to enter into the agreement on the district's behalf as presented.

- \*4.4 Approval of Agreement with PBK Architects, Inc. for Architectural and Engineering Services for Safety and Security Renovations at District Operations Center, Santa Ana College and Santiago Canyon College Action  
The administration recommends approval of the agreement with PBK Architects, Inc. for architectural and engineering services for the safety and security renovations at the District Operations Center, SAC and SCC as presented.
- \*4.5 Approval of Amendment to Agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College Action  
The administration recommends approval of the amendment to the agreement with HL Construction Management for cost estimating consulting services for the campus entrance improvements at SCC as presented.
- \*4.6 Approval of Amendment to Agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College Action  
The administration recommends approval of the amendment to the agreement with Kitchell for constructability review services for the campus entrance improvements at SCC as presented.
- \*4.7 Approval of Amendment to Agreement with Converse Consultants 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 Converse Consultants for environmental consulting services at OEC at SCC as presented.
- \*4.8 Approval of Amendment #2 to Agreement with Cambridge West Partnership, LLC for Information Technology (IT) Consulting Services Action  
The administration recommends approval of the amendment to the agreement with Cambridge West Partnership, LLC for IT consulting services as presented.
- \*4.9 Approval of Amendment to Agreement with Cambridge West Partnership, LLC Action  
The administration recommends approval of the amendment to the agreement with Cambridge West Partnership, LLC as presented.

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

- \*4.10 Approval of Utilization of California Multiple Award Schedule (CMAS), Contract #4-19-00-0115B to I.P.S. Group, Inc. Action  
The administration recommends approval of the utilization of CMAS Contract #4-19-00-0115B with I.P.S. Group, Inc. for parking permit dispensers, including renewals, future addendums, supplements and extensions as presented.
- \*4.11 Approval of Vendor Name Change Action  
The administration recommends approval of the vendor name change request from XInt Tint to Budget Holdings, Inc. as presented.
- \*4.12 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period November 10, 2019, through December 14, 2019.

## 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:
- California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SAC) \$ 478,116
  - Early Head Start (District Office [DO]) \$1,937,434
  - Governor’s Office of Business & Economic Development (GOBiz) Capital Infusion Program (CIP) Grant (DO) \$ 50,000
  - Governor’s Office of Business & Economic Development (GOBiz) Small Business Technical Assistance Expansion Program (TAEP) Grant (DO) \$ 300,000
  - Project RAISE (Regional Alliance in Science, Technology, Engineering and Math [STEM] Education) – Year 4 (SAC & (SCC) \$ 40,000
  - United States Small Business Administration/California State University, Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (DO) \$ 300,000
  - Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 4 (SAC) \$ 16,500

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

- \*5.2 Approval of First Amendment to Sub-Agreement between RSCCD and Long Beach Community College District/Long Beach City College for Key Talent Administration and Sector Strategy Fiscal Agent Grant Action  
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.3 Approval of Professional Service Agreement with Jennifer Walsvick Action  
The administration recommends approval of the professional service agreement with Jennifer Walsvick 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 Adoption of Board Policies Action  
The administration recommends adoption of the following new and revised board policies:
- Board Policy (BP) 2710 Conflict of Interest
  - BP 3821 Gift Ban Policy
- 5.5 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. Management Staff
  - d. Classified Staff
  - e. Student Workers
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Loretta Jordan v. Rancho Santiago Community College District, Orange County Superior Court  
Case No. 30-2019-01072357-CU-WT-CJG

Anthony Rabiola v. Rancho Santiago Community College District, Orange County Superior Court  
Case No. 30-2019-01115249-CU-OE-CJC

Alliance of Schools for Cooperative Insurance Programs (ASCIP) vs. Sandra Elizabeth Castro  
Palma Claim #1805554

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

3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association (CEFA)  
Unrepresented Management Employees
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
6. Student Expulsion (pursuant to Education Code 72122)  
Student I.D. #1541047

## **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 Changes of Assignment/Interim to Permanent
- Approval of Spring 2020 Step Increases for CEFA Part-time/Hourly Faculty
- Approval of Appointments
- Approval of Hiring of Temporary Faculty Members
- Approval of Extensions of Temporary Long-term Substitute
- Approval of Adjusted Final Salary Placements
- Approval of 2019-2020 Contract Extension Days
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

- 6.2 Classified Personnel Action
- Approval of New Appointments
  - Approval of Hourly Ongoing to Contract Assignments
  - Approval of Temporary to Contract Assignments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Return to Regular Assignments
  - Approval of Changes in Position/Location
  - Approval of Leaves of Absence
  - Ratification of Resignations/Retirements
  - Approval of Temporary to Hourly Ongoing Assignments
  - Approval of Short Term Assignments
  - Approval of Additional Hours for Ongoing Assignment
  - Approval of Substitute Assignments
  - Approval of Miscellaneous Positions
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Volunteers
  - Approval of Student Assistant Lists
- 6.3 Presentation of Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to Rancho Santiago Community College District Action  
It is recommended that the board receive this bargaining proposal and schedule a public hearing for February 3, 2020.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA) Action  
It is recommended that the board receive this bargaining proposal and schedule a public hearing for February 3, 2020.
- 6.5 Adoption of Resolution No. 20-01 authorizing payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Arianna Barrios for her absence from the December 9, 2019, board meeting due to a business commitment.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on February 3, 2020.



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Board of Trustees**  
**(Regular meeting)**

**Monday, December 9, 2019**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:36 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Mr. Theodore Moreno. Ms. Arianna Barrios was not in attendance due to a business commitment.

Administrators present during the regular meeting were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Mr. Marvin Martinez, Mr. Enrique Perez, 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. Lucarelli, Executive Assistant to the Rancho Santiago Community College Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Ms. Mendoza to remove Item 4.1 (Sponsorship Agreement with Bottling Group, LLC and its Affiliates and/or Respective Subsidiaries Collectively Comprising Pepsi Beverages Company [“Pepsi”]) from the agenda. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

1.4 Public Comment

Mr. David Knorr, Ms. Sheryl Martin, and Mr. Matthew Phutisatayakul spoke regarding Mr. Knorr’s alleged mistaken resignation.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the minutes of the regular meeting held November 18, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.3 (Proposed Revisions for 2020-2021 Santa Ana College Catalog removed from the Consent Calendar by Mr. Moreno. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

4.2 Approval of First Amendment to Rancho Santiago Community College District Professional Service Agreement with LeeAnn Stone

The board approved the first amendment to the RSCCD professional services agreement with LeeAnn Stone located in Santa Ana, California, as presented.

4.4 Approval of RSCCD Technology Services Agreement with Hobsons for Starfish Enterprise Success Platform for Santa Ana College (SAC)

The board approved the RSCCD technology services agreement with Hobsons for the Starfish Enterprise Success Platform for SAC as presented.

4.5 Acceptance of Sabbatical Leave Return Report from Professor Elliott Jones

The board accepted the sabbatical leave return report from Professor Elliott Jones, as provided.

4.6 Acceptance of Sabbatical Leave Return Report from Professor Javier Galvan

The board accepted the sabbatical leave return report from Professor Javier Galvan, as provided.

5.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

5.3 Approval of Amendment to Agreement with Hill’s Bros. Lock & Safe, Inc. for Key Hardware Consulting Service District-wide

The board approved the amendment to the agreement with Hill’s Bros. Lock & Safe, Inc. for key hardware consulting services district-wide as presented.

1.6 Approval of Consent Calendar (cont.)

- 5.4 Approval of Amendment to Agreement with Southwest Inspection and Testing, Inc. for On-call Materials Testing and Inspection Consulting Services for Various Facility Improvement Projects  
The board approved the amendment to the agreement with Southwest Inspection and Testing, Inc. for on-call materials testing and inspection consulting services for various facility improvement projects as presented.
- 5.5 Approval of Amendment to Agreement with Architecture 9 PLLLP for Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College (SCC)  
The board approved the amendment to the agreement with Architecture 9 PLLLP for professional design services for campus directories at SAC and SCC as presented.
- 5.6 Approval of Amendment to Agreement with Architecture 9 PLLLP for Architectural Design Services for Barrier Removal/Signage and Wayfinding at Santa Ana College and Santiago Canyon College  
The board approved the amendment to the agreement with Architecture 9 PLLLP for architectural design services for barrier removal/signage and wayfinding at SAC and SCC as presented.
- 5.7 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Russell Hall Secondary Effect Relocations at Santa Ana College  
The board approved the agreement with SVA Architects, Inc. for architectural and engineering services for the Russell Hall secondary effect relocations at SAC as presented.
- 5.8 Approval of Amendment to Agreement with Twining, Inc. for Materials Testing and Special Inspection Services for the Science Center at Santa Ana College  
The board approved the amendment to the agreement with Twining, Inc. for materials testing and special inspection services for the Science Center at SAC as presented.
- 5.9 Approval of Amendment to Agreement with MTGL, Inc. for Geotechnical Testing and Inspection Consulting Services for Science Center at Santa Ana College  
The board approved the amendment to the agreement with MTGL, Inc. for geotechnical testing and inspection consulting services for the Science Center at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

5.10 Approval of Amendment to Agreement with Alta Environmental for Hazardous Materials Construction Monitoring Services for Johnson Student Center (Building U) Demolition at Santa Ana College

The board approved the amendment to the agreement with Alta Environmental for hazardous materials construction monitoring services for the Johnson Student Center (Building U) demolition at SAC as presented.

5.11 Approval of Amendment to Agreement with Architecture 9 PLLLP for Architectural and Engineering Design Services for Information Technology Services (ITS) Copper Wire Project at Santa Ana College

The board approved the amendment to the agreement with Architecture 9 PLLLP for architectural and engineering design services for the ITS copper wire project at SAC as presented.

5.12 Approval of Amendment to Agreement with LSA Associates, Inc. for Traffic/Circulation Analysis for Campus Entrance Improvements at Santiago Canyon College

The board approved the amendment to the agreement with LSA Associates, Inc. for traffic/circulation analysis for the campus entrance improvements at SCC as presented.

5.13 Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP for Professional Design Services for New Safety and Security Offices at Santiago Canyon College

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

5.14 Approval of Amendment to Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College

The board approved the amendment to the agreement with SVA Architects, Inc. for architectural and engineering services for the campus entrance improvements at SCC as presented.

5.15 Approval of Amendment to Agreement with Go To Technologies, Inc. for Information Technology (IT) Management and Transition Consulting Services

The board approved the amendment to the agreement with Go To Technologies, Inc. for IT management and transition consulting services as presented.

5.16 Approval of Amendment to Agreement with Ellucian, Inc. for Colleague Application Hosting Services

The board approved the agreement with Ellucian, Inc. for Colleague application hosting services as presented.

1.6 Approval of Consent Calendar (cont.)

5.17 Approval of Agreement with VPLS Solutions, LLC for Professional Services  
The board approved the agreement with VPLS Solutions, LLC for professional services as presented.

5.18 Approval of California Multiple Award Schedule (CMAS) Contract #3-17-70-2031D to Coast Data Cabling, Inc., dba D4 Solutions  
The board approved the District's participation in the CMAS contract #3-17-70-2031D, including any future supplements, modifications, renewals and extensions as presented.

5.19 Approval of California Multiple Award Schedule Contract #4-13-71-0017D to The HON Company  
The board approved the District's participation in the CMAS contract #4-13-71-0017D to The HON Company and any future supplements, modifications, renewals and extensions as presented.

5.20 Approval of Utilizing the Torrance Unified School District Piggyback Bid #10-04.09.19, Classroom & Office Furniture  
The board approved utilizing the Torrance Unified School District Piggyback Bid #10-04.09.19 for classroom & office furniture and any future supplements, modifications, renewals and extensions as presented.

5.21 Approval of Purchase Orders  
The board approved the purchase order listing for the period October 20, 2019, through November 9, 2019.

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

- Disabled Student Programs and Services (DSPS) (SCC)           \$795,956
- Youth Empowerment Strategies for Success - Independent   \$ 22,500
- Living Program (YESS-ILP) (SAC)

6.2 Approval of Sub-Agreement between RSCCD and Education Strategic Planning for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant  
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

1.6 Approval of Consent Calendar (cont.)

6.3 Approval of First Amendment to Sub-Agreement between RSCCD and Foundation for California Community Colleges for Integrated Technology – Data Science Tools Fiscal Agent Grant

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.

6.4 Approval of Second Amendment to Sub-Agreement between RSCCD and Southwestern Community College District for 2018-2019 Deputy Sector Navigator Funded by Key Talent Administration and Sector Strategy Fiscal Agent Grant

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

6.5 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd for Sector Navigator Information Communications Technology (ICT)/Digital Media Grant

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.

6.6 Approval of Agreement with Rancho Santiago Community College District and 25<sup>th</sup> Hour Communications for Marketing and Advertising Services

The board approved the agreement with 25<sup>th</sup> Hour Communications 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.

It was moved by Ms. Alvarez and seconded by Mr. Labrado to suspend the rules and hear Item 3.4 (Reports from Student Presidents) at this time since final exams week began today. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

3.4 Reports from Student Presidents

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Mr. Mariano Cuellar, Student President, Santa Ana College  
Mr. Jio Gallardy, Student President, Santiago Canyon College

1.7 Presentation of District Annual Financial Audit

Mr. Rick Alonzo, Senior Manager from Eide Bailly, LLP, reviewed the RSCCD Independent Audit Report and rendered an unmodified opinion on the financial statements. Board members received clarification on data related to the audit report. Mr. Yarbrough and Mr. Hernandez indicated the Board Fiscal/Audit Committee had reviewed the audits and thanked Mr. Alonzo for his presentation.

1.8 Public Hearing - Child Development Centers – California School Employees Association (CSEA) Chapter 888 Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Mr. Hanna nominated Ms. Alvarez for the 2019-2020 board president. Since there were no other nominations, the nomination to elect Ms. Alvarez as president carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

At this time, Mr. Yarbrough passed the gavel to Ms. Alvarez to conduct the remainder of the meeting.

Ms. Alvarez nominated Ms. Mendoza as vice president. Since there were no other nominations, the nomination to elect Ms. Mendoza as vice president carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

Ms. Mendoza nominated Mr. Hanna as clerk. Mr. Hanna thanked Ms. Mendoza but declined the nomination. Mr. Hanna nominated Mr. Yarbrough as clerk. Since there were no other nominations, the nomination to elect Mr. Yarbrough as clerk carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

Ms. Alvarez designated Mr. Martinez as the board's secretary and Mr. Perez as the assistant secretary.

Ms. Alvarez appointed chairpersons and members to the following committees:

- Board Communications Committee: Chairperson: Ms. Barrios;  
Member: Mr. Yarbrough
- Board Facilities Committee: Chairperson: Mr. Hanna;  
Member: Mr. Labrado
- Board Fiscal/Audit Committee: Chairperson: Mr. Yarbrough;  
Members: Ms. Barrios, Mr. Hernandez

2.1 Annual Board Organization

- Board Legislative Committee: Chairperson: Mr. Hanna;  
Member: Ms. Mendoza
- Board Policy Committee: Chairperson: Ms. Mendoza;  
Members: Mr. Hernandez, Mr. Labrado
- Board Safety & Security: Chairperson: Ms. Alvarez;  
Members: Ms. Mendoza, Mr. Yarbrough

Ms. Alvarez appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Ms. Alvarez
- Representative to the Orange County Legislative Task Force: Ms. Mendoza
- Representative to the Orange County School Boards Association: Mr. Hernandez
- Representative to the Nominating Committee on School District Organization:  
Ms. Mendoza

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to adopt the board meeting schedule for 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to reaffirm Board Policy (BP) 2200 (Board Duties and Responsibilities). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to reaffirm BP 2715 (Code of Ethics/Standards of Practice). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to reaffirm BP 2735 (Board Member Travel). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to reaffirm BP 6320 (Investments). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

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



### **3.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

#### **3.1 Report from the Chancellor**

Mr. Marvin Martinez, Chancellor, provided a report to the board.

#### **3.2 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.

#### **3.3 Report from Student Trustee**

Mr. Moreno provided a report to the board.

#### **3.4 Reports from Student Presidents**

This item was heard before Item 1.7 (Presentation of District Annual Financial Audit).

#### **3.5 Report from Classified Representative**

There was no representation from classified staff.

#### **3.6 Reports from Academic Senate Presidents**

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College  
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

#### **3.7 Reports from Board Committee Chairpersons and Representatives of the Board**

Mr. Labrado provided a report on the December 5, 2019, Board Facilities Committee meeting.

Mr. Yarbrough provided a report on the November 19, 2019, Board Fiscal/Audit Committee meeting.

Mr. Hanna provided a report on the November 25, 2019, Board Policy Committee meeting.

#### **4.0 INSTRUCTION**

Items 4.2, 4.4, 4.5, and 4.6 were approved as part of Item 1.6 (Consent Calendar).

4.1 This item was removed from the agenda during Item 1.3 (Additions or Corrections to Agenda).

#### **4.3 Approval of Proposed Revisions for 2020-2021 Santa Ana College Catalog**

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the proposed revisions for the 2020-2021 SAC catalog. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

#### **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 5.1, and 5.3 through 5.21 were approved as part of Item 1.6 (Consent Calendar).

#### **5.2 Receive and Acceptance of the Rancho Santiago Community College District Audit Reports for Fiscal Year ended June 30, 2019**

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2019, as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

#### **6.0 GENERAL**

Items 6.1 through 6.6 were approved as part of Item 1.6 (Consent Calendar).

#### **6.7 First Reading of Board Policies**

The following board policies were presented as information items:

- Board Policy (BP) 2710 Conflict of Interest
- BP 3821 Gift Ban Policy

#### **6.8 Review of RSCCD Board of Trustees Self-Evaluation**

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to review the evaluation responses and complete the self-evaluation process for 2019. Discussion ensued. Mr. Yarbrough indicated he reviewed and considered the evaluation responses. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

6.9 List of 2020 Conferences and Legislative Executive Visits for Board Members

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

6.10 Board Member Comments

Mr. Yarbrough expressed his appreciation for the board's support in him serving as board president during the 2018-2019 year.

Mr. Yarbrough reported that he spoke to the SAC Academic Senate at its November 26, 2019, meeting regarding Assembly Bill 1725 and its implementation under Chancellor Martinez.

Mr. Hernandez indicated that he attended the SAC Honors Alliance Induction Ceremony on December 6, 2019.

Mr. Hernandez and Mr. Hanna provided a report on the Community College League of California Annual Convention they attended in Riverside, California, on November 21-23, 2019.

Ms. Mendoza and Mr. Moreno thanked faculty, staff, and board members for a productive year in 2019.

Mr. Hanna thanked board members for agreeing to schedule the second board meeting in September 2020 on September 29 (Tuesday) due to Yom Kippur on September 28 (Monday).

Mr. Hanna commended SCC Women's Soccer Coach Ian Woodhead for encouraging the players to not only win, but focus on their academics in order to transfer to a university.

Mr. Hanna indicated he plans to attend Community Science Night at SCC on March 13, 2020.

Board members congratulated the new board officers.

Ms. Alvarez thanked her fellow board members for electing her to serve as president for the 2019-2020 year.

Ms. Alvarez thanked Mr. Yarbrough for a productive year under his leadership.

Ms. Alvarez indicated that the upcoming bond in March 2020 and the Supreme Court's decision regarding Deferred Action for Childhood Arrivals (DACA) are two major issues for 2020; therefore, she announced that she is forming an Ad Hoc committee for the bond. She named Mr. Hanna as the chairperson of the Board Bond Committee, and Mr. Yarbrough and herself as members. She stated that the outcome of the Supreme Court's decision on DACA will determine the need for an additional Ad Hoc board committee on addressing issues with DACA.

6.10 Board Member Comments (cont.)

Ms. Alvarez reported that she plans to hold a board retreat in 2020 and will ask board members for dates of availability.

Ms. Alvarez sent well wishes to the students during their final exams this week.

Ms. Alvarez reported that she plans to adjourn the meeting in memory of Mr. Jaehyeong “Matthew” Park, an SCC international student from South Korea, who was involved in a fatal automobile accident on November 22, 2019.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 6:34 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. Management Staff
  - d. Classified Staff
  - e. Student Workers
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Ms. Tracie Green, Vice Chancellor of Human Resources  
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association (CEFA)  
Unrepresented Management Employees
  
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Moreno left the meeting at this time.

**RECONVENE**

The board reconvened at 7:36 p.m.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment, labor negotiations, and public employee discipline/dismissal/release, and the board took no action.

Public Comment

There were no public comments.

## **7.0 HUMAN RESOURCES**

### **7.1 Management/Academic Personnel**

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

- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Changes of Classification
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record

### **7.2 Classified Personnel**

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

- Approve 2019-2020 CSEA Chapter 579 Permanent Salary Schedule
- Approve 2020-2021 CSEA Chapter 579 Permanent Salary Schedule
- Approve 2021-2022 CSEA Chapter 579 Permanent Salary Schedule
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Position/Location
- Approve Leaves of Absence
- Approve Temporary to Hourly Ongoing Assignments
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Changes in Temporary Assignment
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

7.3 Presentation of Rancho Santiago Community College District Bargaining Proposal to Child Development Centers – CSEA Chapter 888

It was moved by Ms. Mendoza and seconded by Mr. Yarbrough to schedule a public hearing at the next regularly scheduled board meeting. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.4 Approval of Service Agreement with Southern California American Red Cross

It was moved by Ms. Mendoza and seconded by Mr. Yarbrough to approve the service agreement with Southern California American Red Cross for the period of December 10, 2019, through June 30, 2024. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.5 Rancho Santiago Community College District Fall Diversity Report

The RSCCD Fall Diversity Report was provided as information.

7.6 Authorization for Board Travel/Conferences

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

**8.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, January 13, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 7:38 p.m., in memory of Jaehyeong “Matthew” Park, SCC international student from South Korea who died in an automobile accident on November 22, 2019.

Respectfully submitted,

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Marvin Martinez  
Chancellor

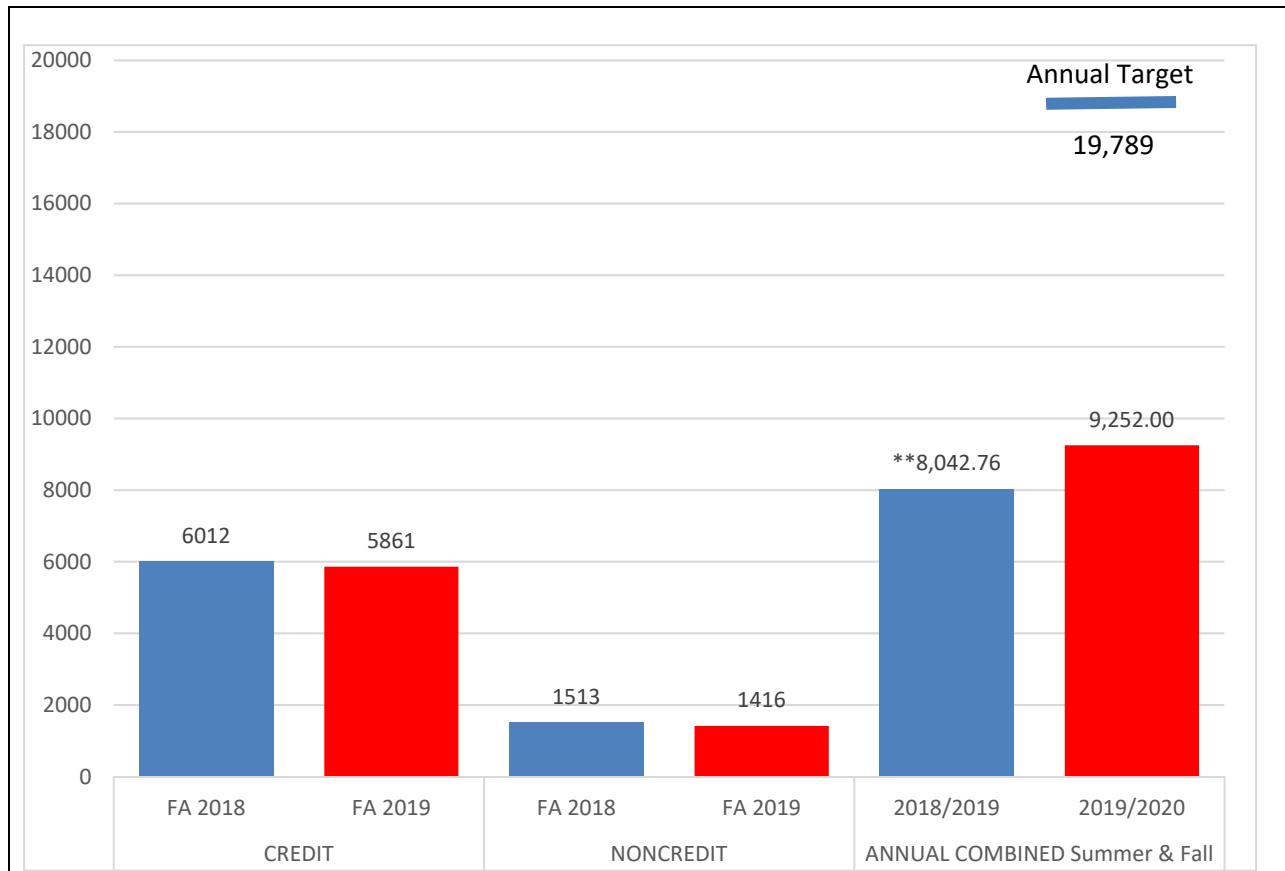
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: January 13, 2020



## SAC 2019/2020 Fall Enrollment Report

\*Date: 12/5/19



### FTES Target

| Terms                   | 2019/2020 | DIFF    | PCT |
|-------------------------|-----------|---------|-----|
| Credit FA Target        | 6860.00   |         |     |
| Credit FA Projection    | 6792.00   | -68.00  | -1% |
| Noncredit FA Target     | 1683.00   |         |     |
| Noncredit FA Projection | 1633.00   | -50.00  | -3% |
| Annual Target           | 19789.00  |         |     |
| Annual Projection       | 19671.00  | -118.00 | -1% |

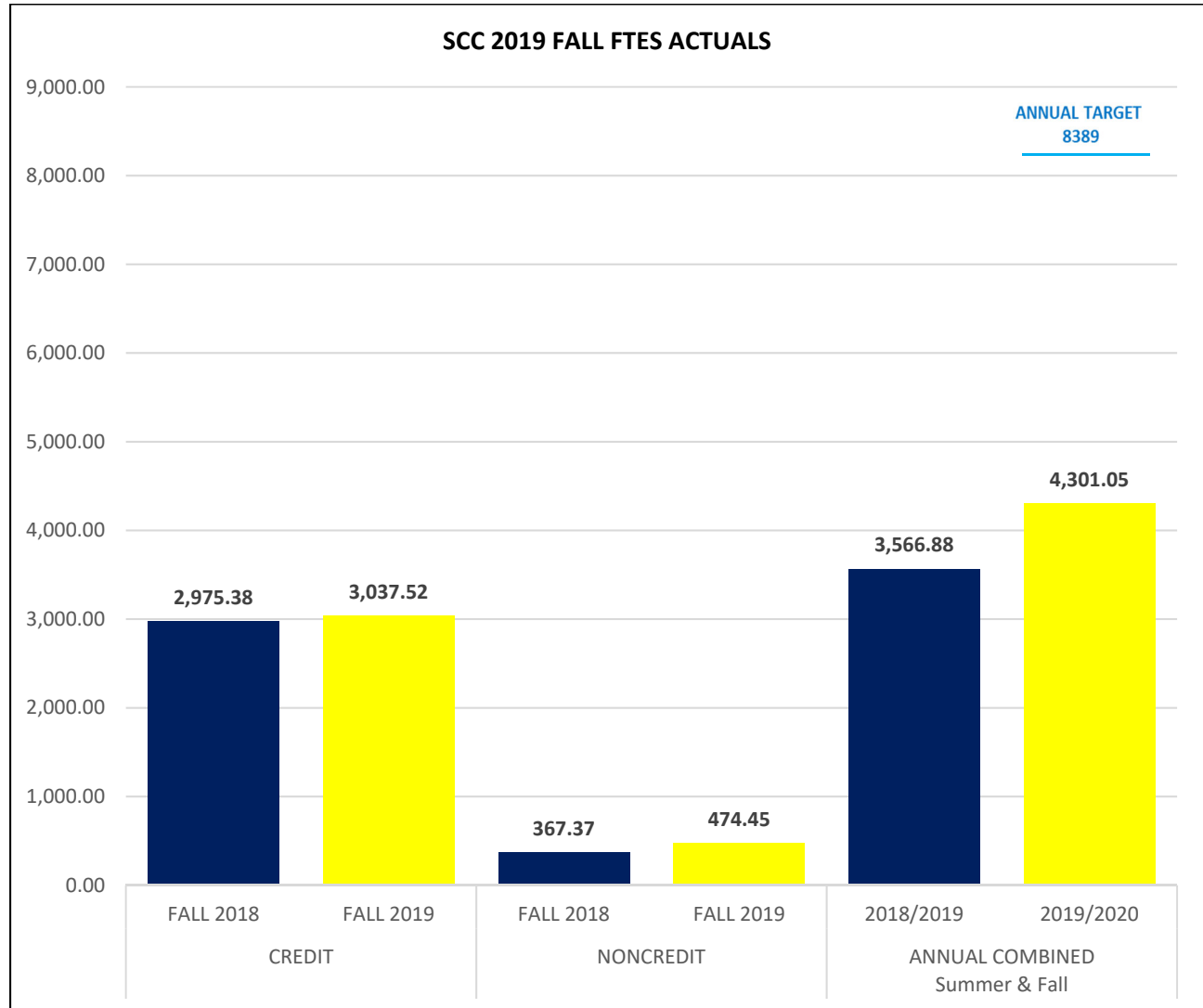
### NOTES:

\* This report represents a "moment in time" comparison between like terms.

\*\*Accounts for summer shift of 942.34 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.



**SCC 2019/2020 ENROLLMENT REPORT**  
12/6/2019



**FTES TARGETS**

| TERMS                     | 2019/2020 | DIFF   | PCT    |
|---------------------------|-----------|--------|--------|
| Credit Fall Target        | 3015      |        |        |
| Credit Fall Projection    | 3100      | +85.00 | +2.8%  |
| Noncredit Fall Target     | 420       |        |        |
| Noncredit Fall Projection | 505       | +85.00 | +20.2% |
| Annual Target             | 8389      |        |        |
| Annual Projection         | 8389      | 0      | 0.0%   |

**NOTES:**

\*Accounts for summer shift of 450.66 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

**SOURCE:** Executive Dashboard Report



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

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Amendment for Santa Ana College Community Services Program Revenue Contract MA-026-20010954 between County of Orange District Attorney and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND**

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are not for credit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. The Community Services Program offers court mandated classes to individuals referred by the District Attorney and ordered by the courts to complete a 6-hour deferred entry of judgment course.

**ANALYSIS**

The Santa Ana College Community Services Program is an approved referral site for participants to attend behavioral modification diversion classes. This amendment is modifying the contract dates for participants ordered to complete with Santa Ana College. The District Attorney's Office is in the process of completing an RFP and Santa Ana College is a finalist. The current agreement expires before this process will be completed and therefore this extension is needed to continue the program without interruption. Dates of this amendment are effective January 13, 2020 – April 30, 2020. All terms in this agreement will remain in effect.

To access a copy of the previous amendment please Board approved on June 17, 2019, please [click here](#).

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Amendment for the Santa Ana College Community Services Program Revenue Contract MA-026-20010954 between County of Orange District Attorney and Rancho Santiago Community College District on behalf of Santa Ana College Community Services Program as presented.

|                 |   |                              |
|-----------------|---|------------------------------|
| Fiscal Impact:  | \$35,000 annually<br>(estimated net income after expenses)  | Board Date: January 13, 2020 |
| Prepared by:    | James Kennedy Ed.D., Vice President Santa Ana College, School of Continuing Education<br>Lithia Williams, Community Services Program Coordinator II |                              |
| Submitted by:   | Linda D. Rose, Ed.D., President, Santa Ana College  |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD  |                              |



CONTRACT MA-026-20010954

FOR

COLLECTION OF DNA FEES

BETWEEN

COUNTY OF ORANGE  
FOR THE OFFICE OF THE DISTRICT ATTORNEY

AND

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
ON BEHALF OF SANTA ANA COLLEGE

CONTRACT MA-026-20010954  
WITH  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
ON BEHALF OF SANTA ANA COLLEGE  
FOR  
COLLECTION OF DNA FEES

This Contract MA-026-20010954 for Collection of DNA Fees (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, for the Office of the District Attorney (hereinafter referred to as “County”) and Rancho Santiago Community College District on behalf of Santa Ana College, with a place of business at 1530 West 17<sup>th</sup> Street, Santa Ana, CA 92706-3398 (hereinafter referred to as “Contractor”), with a County and Contractor sometimes referred to as “Party” or collectively as “Parties”.

**ATTACHMENTS**

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

Attachment A – Scope of Work

**RECITALS**

**WHEREAS**, Contractor and County are entering into this Contract for Collection of DNA Fees under a firm fixed fee Contract; and

**WHEREAS**, Contractor agrees to provide said services to County, as further set forth in the Scope of Work, attached hereto as Attachment A, in accordance with the Terms and Conditions of this Contract; and

**NOW, THEREFORE**, the Parties mutually agree as follows:

**DEFINITIONS**

DPA shall mean the Deputy Purchasing Agent assigned to this Contract.

**ARTICLES**

**General Terms and Conditions:**

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
  
- B. **Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set

forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or designee.

- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- E. **Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- F. **Acceptance Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- G. **Warranty:** Contractor expressly warrants that the goods covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in paragraph "Z" below, and as more fully described in paragraph "Z," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "Z" below, it shall indemnify, defend and hold County and County Indemnites harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney's fees.

- I. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.
- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- N. **Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.
- O. **Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from

Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

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

**Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

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

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

| <b><u>Coverage</u></b>  | <b><u>Minimum Limits</u></b>                        |
|---|---|
| Commercial General Liability  | \$1,000,000 per occurrence<br>\$2,000,000 aggregate |
| Automobile Liability including coverage for owned, non-owned and hired vehicles | \$1,000,000 per occurrence                          |
| Workers Compensation  | Statutory   |
| Employers Liability Insurance   | \$1,000,000 per occurrence                          |

**Required Coverage Forms**

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

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

### **Required Endorsements**

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

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, agents and employees*** or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***

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

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

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

Insurance certificates should be forwarded to the agency/department address listed in this Contract.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor or County may terminate the Contract.

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

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

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

- P. **Changes:** Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.
- Q. **Change of Ownership/Name, Litigation Status, Conflicts With County Interests:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- R. **Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- S. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- T. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor



to ensure such compliance, and pursuant to the requirements of paragraph “Z” below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.

**U. Left Intentionally Blank**

**V. Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

**W. Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney’s fees, costs and expenses.

**X. Interpretation:** This Contract has been negotiated at arm’s length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.

**Y. Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

**Z. Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County’s Board of Supervisors acts as the governing Board (“County Indemnitees”) harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

**AA. Audits/Inspections:** Contractor agrees to permit the County’s Auditor-Controller or the Auditor-Controller’s authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under

this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

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

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

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this Contract shall be forwarded to the County's project manager.

**BB. Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

**CC. Expenditure Limit:** The Contractor shall notify the County of Orange assigned Deputy Purchasing Agent in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

### **Additional Terms and Conditions:**

1. **Scope of Contract:** This Contract specifies the contractual terms and conditions by which the County will procure Collection of DNA Fees Services from Contractor as further detailed in the Scope of Work, identified and incorporated herein by this reference as "Attachment A".
2. **Term of Contract:** This Contract shall commence on January 13, 2020 and continue in effect through and including April 30, 2020, unless otherwise terminated by County.
3. **Adjustments – Scope of Work:** No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned Deputy Purchasing Agent.
4. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
  - a) Terminate the Contract immediately, pursuant to Section K herein;
  - b) Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
  - c) Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
  - d) Offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.

5. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
6. **Conflict of Interest – Contractor’s Personnel:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor’s employees, agents, and subcontractors associated with accomplishing work and services hereunder. The Contractor’s efforts shall include, but not be limited to establishing precautions to prevent its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers from acting in the best interests of the County.
7. **Conflict of Interest – County Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
8. **Contractor’s Project Manager and Key Personnel:** Contractor shall appoint a Project Manager to direct the Contractor’s efforts in fulfilling Contractor’s obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County’s Project Manager, which consent shall not be unreasonably withheld.

The Contractor’s Project Manager shall be assigned to this project for the duration of the Contract and shall diligently pursue all work and services to meet the project time lines. The County’s Project Manager shall have the right to require the removal and replacement of the Contractor’s Project Manager from providing services to the County under this Contract. The County’s Project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within five (5) business days after written notice by the County’s Project Manager. The County’s Project Manager shall review and approve the appointment of the replacement for the Contractor’s Project Manager. The County is not required to provide any additional information, reason or rationale in the event it The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor’s Project Manager from providing further services under the Contract.

9. **Contractor Personnel – Reference Checks:** The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor’s employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.
10. **Contractor’s Records:** The Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by the Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three (3) years after final payment is received from the County. Storage of records in another county will require written approval from the County of Orange assigned Deputy Purchasing Agent.
11. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional

cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.

12. **Data – Title To:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
13. **Default – Reprocurement Costs:** In case of Contract breach by Contractor, resulting in termination by the County, the County may procure the goods and/or services from other sources. If the cost for those goods and/or services is higher than under the terms of the existing Contract, Contractor will be responsible for paying the County the difference between the Contract cost and the price paid, and the County may deduct this cost from any unpaid balance due the Contractor. The price paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.
14. **Disputes – Contract:**
  - A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor’s Project Manager and the County’s Project Manager, such matter shall be brought to the attention of the County Deputy Purchasing Agent by way of the following process:
    1. The Contractor shall submit to the agency/department assigned Deputy Purchasing Agent a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
    2. The Contractor’s written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
  - B. Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor’s failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County Deputy Purchasing Agent or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor’s demand, it shall be deemed a final decision adverse to the Contractor’s contentions. Nothing in this section shall be construed as affecting the County’s right to terminate the Contract for cause or termination for convenience as stated in section K herein.

15. **Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
2. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
  - a. The dangers of drug abuse in the workplace;
  - b. The organization's policy of maintaining a drug-free workplace;
  - c. Any available counseling, rehabilitation and employee assistance programs; and
  - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
  - a. Will receive a copy of the company's drug-free policy statement; and
  - b. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.
4. Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:
  - a. The Contractor has made false certification, or
  - b. The Contractor violates the certification by failing to carry out the requirements as noted above.

16. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as project manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by the Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.

17. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

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

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

18. **News/Information Release:** The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's Project Manager.
19. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned Deputy Purchasing Agent (DPA), except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

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

Name: Lithia Williams

Address: 1530 W. 17<sup>th</sup> Street  
Santa Ana, CA 92706

Email: [williams\\_lithia@sac.edu](mailto:williams_lithia@sac.edu)

Phone: 714-564-6594

**County:** Office of the District Attorney

Name: Roger Chang

Address 401 Civic Center Drive West  
Santa Ana, CA 92701

Email: [roger.chang@da.ocgov.com](mailto:roger.chang@da.ocgov.com)

Phone: 714-347-8426

Assigned DPA: Roger Chang

20. **Precedence:** The Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.
21. **Signature In Counterparts:** The Parties agree that separate copies of this Contract may be signed by each of the Parties, and this Contract will have the same force and effect as if the original had been signed by all the Parties.

**SIGNATURE PAGE TO FOLLOW**

**Signature Page**

IN WITNESS WHEREOF, the Parties hereto have executed this Contract MA-026-20010954 in California and on the date following their respective signatures.

**Rancho Santiago Community College District on behalf of Santa Ana College**

|           |                         |   |      |
|-----------|-------------------------|---|------|
|           | <b>Peter J. Hardash</b> | <b>Vice Chancellor, Business<br/>Operations/Fiscal Services</b> |      |
| Signature | Name                    | Title   | Date |

|           |      |       |      |
|-----------|------|-------|------|
| Signature | Name | Title | Date |
|-----------|------|-------|------|

**COUNTY OF ORANGE**

A political subdivision of the State of California

**COUNTY AUTHORIZED SIGNATURE:**

|           |      |       |      |
|-----------|------|-------|------|
| Signature | Name | Title | Date |
|-----------|------|-------|------|

\* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signee to bind the corporation.



**ATTACHMENT A**  
**SCOPE OF WORK**

**Background:**

On April 9, 2019, the Board of Supervisors adopted the DNA Collection Fee Resolution establishing a \$110 fee paid by defendants to offset the costs related to the collection and processing of DNA samples.

Upon execution of this Contract MA-026-20010954, Contractor will collect the \$110 DNA Collection Fee.

**Scope of Work:**

- Contractor shall collect a \$110 DNA Collection Fee in addition to set class fees from defendants in the DEJ Program.
- Contractor shall forward OCDA the \$110 DNA Collection Fee for each defendant upon receipt of full payment by said defendant.
- Contractor shall make monthly payments to OCDA with a check or via wire transfers to an account designated by OCDA. Check payments are to be made payable to “Orange County District Attorney” and mailed to the following address:

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

Contractor shall email monthly reports of payments made to OCDA’s Financial Services Revenue Manager, Ana Roach, at [Ana.Roach@da.ocgov.com](mailto:Ana.Roach@da.ocgov.com). The reports shall be in Excel format and reference the following in separate cells: defendant’s last name, defendant’s first name, defendant’s case number, OCDA referral number for the DNA Collection fee collected, and the \$110 OC DNA fee. A sample will be provided.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – College Research**

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Memorandum of Understanding between Coast Community College District on behalf of Coastline Community College and Rancho Santiago Community College District on behalf of Santa Ana College |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND**

The purpose of this Memorandum of Understanding between Coast Community College District on behalf of Coastline Community College and Rancho Santiago Community College District (RSCCD) on behalf of Santa Ana College (SAC) (“Data Sharing MOU”) is to facilitate the collection, analysis, and sharing of student data in order to track student enrollment milestones in the Teacher Preparation and Education programs across Orange County. To that end, we are requesting that RSCCD, on behalf of SAC, adopt the attached Data Sharing MOU.

**ANALYSIS**

There is no financial impact to the RSCCD or SAC entering into this Data Sharing MOU, which has been reviewed by RSCCD Risk Management and RSCCD ITS (through a process started by Santiago Canyon College). The parties in the Data Sharing MOU will protect the confidentiality of records and ensure that data is handled in a manner consistent with FERPA (Family Education Rights and Privacy Act). To that end, Coastline Community College has signed a Data Integrity and Security Commitment Agreement with the SAC College Research Department.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Coast Community College District on behalf of Coastline Community College and Rancho Santiago Community College District on behalf of Santa Ana College as presented.

|                 |  |             |                  |
|-----------------|--|-------------|------------------|
| Fiscal Impact:  | None   | Board Date: | January 13, 2020 |
| Prepared by:    | Janice Love, Director, College Research            |             |                  |
| Submitted by:   | Linda D. Rose, Ed.D., President, Santa Ana College |             |                  |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD                 |             |                  |

# MEMORANDUM OF UNDERSTANDING

Coast Community College District on behalf Coastline Community College –  
Rancho Santiago Community College District on behalf of Santa Ana College

This Memorandum of Understanding, herein referred to as “MOU,” is entered into by and between Rancho Santiago Community College District on behalf of Santa Ana College and the Coast Community College District on behalf Coastline Community College (herein collectively “educational institutions”) who elect to accept its terms pursuant to Section 11 herein.

## PREAMBLE

The purpose of this MOU is to facilitate the collection, analysis, and sharing of student data in order to track student enrollment milestones in the Teacher Preparation and Education programs across Orange County. To that end, member educational institutions sharing academic enrollment data concerning students who have attended or who are attending their institutions ensure the confidentiality of records and their consistency with FERPA (Family Education Rights and Privacy Act).

The educational institutions who agree to the terms of this MOU desire to evaluate and improve their respective educational program pathways through the analysis of enrollment data concerning students who have attended or who are now attending an educational institution. It is necessary, therefore, for the educational institutions to share student data on a reciprocal basis for the purpose of evaluating and analyzing their respective educational programs. THEREFORE, the educational institutions agree to the following terms of this MOU:

### 1. Data Sharing

Member institutions shall provide academic enrollment data about students enrolled in their Teacher Preparation and Education Programs. The data shall be provided at least twice annually consistent with the dates established by the representatives from the institutions of this MOU. The data shall be provided in the manner and form as specified by the designated consortium representative from the member institutions identified in this MOU. The data shall be used only for conducting studies and to assist with the design, evaluation, delivery, and instruction of the Teacher Preparation and Education Programs. Any data received pursuant to this Memorandum shall be destroyed when it is no longer needed for the stated purposes and no later than seven years from the date the data is first received.

In accordance with Education Code Section 76243(a)(7)

Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

The MOU defines how historical information and similar data collected about students enrolled in teacher education program courses within the regional Orange County community colleges, from summer term 2015 to spring term 2019 will be reported after each fall and spring semester throughout the term of this Memorandum. The data points include:

- Academic Year (Year from June to July YYYY-YYYY)
- Term or Semester (Summer, Fall, Spring)
- Subject Code
- Course Number
- Course Title
- Course Modality (Online, Hybrid, In-Person Day, In-Person Evening)
- First Name
- Middle Initial
- Last Name
- The Term Student was Awarded a Degree or Certificate (TERM YYYY)
- Degree or certificate indicator (D = Degree C = Certificate)
- The Program of Study or Major of the Degree or Certificate

The raw data requested by member institutions will be for internal use only and will be securely destroyed upon completion of the grant project. A data sharing Microsoft Excel template (DataSharingTemplate.xlsx) will be provided as the primary data collection and reporting file. The completed data template will be submitted to the Dean of Institutional Effectiveness at Coastline Community College. The collected data will be anonymized and used to create data dashboards representing aggregated data. The dashboards will be utilized by the Orange County Teacher Education Program faculty to facilitate and understand student completion pathways and to support collaborative program development.

## 2. Confidentiality

The member institutions will maintain the confidentiality of any and all student data exchanged by each as a part of this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, member institutions shall establish a system of safeguards that will at minimum include the following:

- a. Procedures and systems that ensure all student records are kept in secured facilities and access to such records will be limited to personnel who are authorized to have access to said data under this section of the MOU.
- b. All designated consortium members, staff and faculty at consortium member institutions involved in the handling, transmittal, and/or processing of data provided under this MOU will be required to execute a confidentiality agreement requiring said personnel to maintain the confidentiality of all student related personally identifiable information.
- c. Procedures and systems that will require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- d. Procedures and systems, such as effective practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- e. Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.

- f. The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all provisions of the “Family Educational Rights and Privacy Act” and California law relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act insofar as such laws are applicable to the parties to this MOU.

### 3. Indemnification

Each educational institution participating in this MOU agrees to defend, indemnify, and hold each other educational institution participating in this MOU, and its officers, employees, and agents harmless from and against any liability, loss, expense (including attorneys’ fees), or claims of injury or damages arising out of the performance of the terms of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, employees or agents.

### 4. Entire Agreement

This MOU states the entire agreement between the educational institutions with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

### 5. Execution

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such party.

### 6. Assignment

None of the signatories to this MOU may assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU.

### 7. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

### 8. Waiver

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

9. Modification and Amendments

This MOU may be amended or modified at any time by written mutual agreement of the authorized representatives of the signatories to this MOU. The educational institutions further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to the educational institutions are implemented which materially affect the intent of the provision of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

10. Term of this MOU

The term of this Agreement shall commence upon the execution of this Agreement by both parties and shall continue in full force and effect thereafter until June 30, 2024. Any participant(s) listed as a party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to Coastline Community College. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

11. Joiner of Parties

The parties agree that any community college, community college district or WASC accredited public or private four-year college or university located in California may become a party to this MOU by executing a letter addressed to the consortium stating they wish to be included in the data sharing analysis and to attach a fully executed MOU.

The Rancho Santiago Community College District on behalf of Santa Ana College hereby agrees to enter into the Memorandum of Understanding dated January 14, 2020, and be bound by all of its terms and conditions, effective as of January 14, 2020.

A copy of the Memorandum of Understanding signed by an authorized officer of the institution will be submitted to the Dean of Institutional Effectiveness at Coastline College who will submit the MOU to the Coast Community College District on behalf Coastline Community College for approval.

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such party.

Name: Linda D. Rose, Ed.D., President, Santa Ana College

Representative of Rancho Santiago Community College District on behalf of Santa Ana College

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Representative of Coast Community College District on behalf Coastline Community College

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – School of Continuing Education**

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees  | Date: January 13, 2020 |
| Re:     | Approval of Renewal of Rancho Santiago Community College District Professional Services Agreement with PGINET Consulting |                        |
| Action: | Request for Approval   |                        |

**BACKGROUND**

This is a Rancho Santiago Community College Professional Services Agreement Renewal with PGINET Consulting (“Renewal Agreement”).

**ANALYSIS**

This Renewal Agreement shall be effective as of the date signed by both parties until June 30, 2020 or until termination by written notice of either party. Dr. James Kennedy, Vice President, School of Continuing Education and college staff have reviewed the Renewal Agreement, which will carry a cost for Santa Ana College of no more than \$54,600. The Renewal Agreement will facilitate development and implementation of a student accessible online Graduation Petition Form and Certificate Completion Form application. This application will track real time progress towards completion of degrees and certificates and process the submission of the form once a student completes all requirements. This Renewal Agreement will facilitate planning and development of an online form to be used by Santa Ana College to submit and track Professional Development Conference requests. This Renewal Agreement also supports the further development of a continuing education online education planning system, substitute availability system, professional development tracking system and web accessible noncredit schedule.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the renewal of the Rancho Santiago Community College District Professional Services Agreement with PGINET Consulting located in Fullerton, California, as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | \$54,600   | Board Date: January 13, 2020 |
| Prepared by:    | James Kennedy, Ed.D., Vice President, School of Continuing Education |                              |
| Submitted by:   | Linda D. Rose, Ed.D., President, Santa Ana College                   |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD                                   |                              |



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, Santa Ana College and PGINET Consulting, having its principal business address located at PO BOX 3306, Fullerton CA 92834-3306 hereinafter called ("Contractor").

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor  Corporation  Limited Liability Company  Partnership  Nonprofit Corporation

District and Contractor are also referred to collectively as the “Parties” and individually as “Party.”

WHEREAS, District is authorized to contract with persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, administrative, or other related matters; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor represents that it is specially trained, experienced, properly certified/licensed and competent to perform the services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of the Recitals and mutual covenants provided in this Contract, District and Contractor agree as follows:

**Terms and Conditions**

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
  
2. Term. The term of this Agreement shall commence upon the execution of this agreement by both parties or on January 14, 2020, whichever is later, and shall continue in full force and effect thereafter until and including June 30, 2020 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
  
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
  - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
  - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
  - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the



date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.

- D. Contractor Licensing, etc.: Notwithstanding any other provision herein, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, certification, insurance, or certificate that Contractor must hold to provide services under this Contract or in the event of filing for bankruptcyTermination.
- E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
- F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
- G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

#### 4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed fifty-four thousand six hundred Dollars (\$54,600) ("Contract Amount"). Additional details are specified in **Exhibit A.**
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A.** Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A.** District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A,** Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB)

withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Independent Contractor. By its signature on this Contract, Contractor acknowledges and agrees that the Services to be performed under this Contract are those of an independent contractor, and that Contractor is solely responsible for the Services and any other work performed as a result of this Contract. Contractor represents and warrants that Contractor, its subcontractors, and their employees, and agents are not officers, agents, or employees of District. Contractor acknowledges and agrees any personnel performing the Services under this Contract shall at all times be under Contractor's exclusive direction and control, and that Contractor is solely responsible for payment of all compensation, wages, salaries, benefits, and other amounts due to such personnel. Contractor further acknowledges and agrees that Contractor shall be solely responsible for all federal, state, and local taxes and any and all fees applicable to any Services performed under this Contract, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

6. Use of Subcontractors. Contractor shall not delegate, by contract, agreement or otherwise, any services or tasks required under this Contract to any other person or entity without the express written permission of District by executed addendum. Consent to any subcontract may be withheld by District at its sole and unrestricted discretion. District shall not be obligated to pay for any services or work performed by an unauthorized person or entity. Contractor shall at all times during the term of this agreement remain fully and independently responsible and liable to District for the full and complete performance of the terms and conditions of this Contract. Contractor shall be responsible for ensuring that all subcontractors independently satisfy all of the requirements of Contractor under this Contract, including but not limited to the insurance and indemnification provisions of this Contract, unless otherwise agreed in writing by the District. Prior to performance of Services by any subcontractor, the subcontractor shall provide District with evidence of all insurance, certificates, forms, and licenses required by this Contract.

7. Trademark/Logo Use. Contractor must obtain written approval from the District to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the District will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

8. Ownership of Property. Contractor agrees that all work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free,

fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

9. Indemnification/Hold Harmless.

- a. To the fullest extent allowed by law, Contractor shall defend, indemnify and hold District, its officials, trustees, officers, agents, employees, volunteers, and representatives (“Indemnitees”) free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnitees as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively “Loss”) to the extent arising out of or incident to: 1) Contractor or any subcontractor’s failure to fully comply with or breach of any of the terms and conditions of this Contract, or 2) any acts, omissions, negligence or willful misconduct of Contractor, any subcontractor, and their officials, officers, employees, and agents arising out of or in connection with the performance of Services or otherwise arising from this Contract (“Indemnification”).
- b. Contractor’s Indemnification includes, but is not limited to, the payment of all damages and attorney’s fees, fines, penalties and other related costs and expenses. The only limitations on this provision shall be those imposed by Civil Code § 2782, as may be applicable, or other applicable provisions of law.
- c. Contractor’s defense obligations (with counsel approved by District), shall arise immediately upon tender of any of the Indemnitees, and the defense shall be paid at Contractor’s own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the Indemnitees, notwithstanding whether liability is, can be or has yet been established.

10. Insurance Requirements. Contractor (and all subcontractors) agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverage from an admitted carrier in the State of California with an AM Best Rating of A-VII or higher:

- a. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate and must include coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor’s liability, written on an "occurrence" form;
- b. Business Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000). (Business Auto Liability is required when a vendor is operating a vehicle on District premises for other than commute purposes or the vehicle is an integral part of their services).
- c. Workers' Compensation insurance. This coverage is required unless Contractor provides written verification it has no employees. Coverage must be at least as broad as that which is required by the State of California, with Statutory Limits. Contractor must also maintain Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. as required by statutory insurance requirement of the State of California;

### Other Insurance Requirements

- Contractor agrees to name District, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy (ies).
- The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.
- Contractor's Insurance to be Primary. Any insurance or self-insurance maintained by the District, its board of trustees, officials, employees, volunteers, and agents shall be excess of the Contractor's insurance and shall not contribute with it.
- Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. All certificates must be delivered before Work is to commence. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.
- Waiver of Subrogation. Contractor hereby grants to District, its board of trustees, employees, volunteers, and agents a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. Contractor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- An Umbrella Liability policy (or Excess Liability) may be used to provide additional Commercial General Liability, Automobile Liability, and Employers' Liability limits to meet District's minimum coverage requirements provided all requirements set forth herein are fully satisfied with respect to such policy.
- If Contractor maintains broader coverage and/or higher limits than the minimums required herein, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor.

11. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

12. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

13. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

14. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

15. Confidentiality. Under the terms of this Contract, Contractor may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publically available, which is covered by federal or state privacy laws, rules, and regulations, or which is otherwise considered confidential and protected from disclosure by the policies and procedures of District ("Confidential Information"). Contractor understands

and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that Confidential Information shall be held strictly in accordance with the District's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of District. If Contractor is a provider of digital education services (i.e. an operator of an internet web site, online service, online application, or mobile application, a provider of digital education software, etc.), at any time upon the request of District, Contractor shall enter into a separate California Student Data Privacy Agreement with District. Once signed by both parties. If executed the California Student Data Privacy Agreement shall become incorporated herein. IF CONTRACTOR BECOMES AWARE OF A POSSIBLE UNAUTHORIZED RELEASE OR DISCLOSURE OF CONFIDENTIAL INFORMATION, CONTRACTOR SHALL IMMEDIATELY NOTIFY DISTRICT.

16. Entire Agreement/Amendment. When signed by both Parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

17. Non-Discrimination. Contractor represents that it is an equal opportunity employer and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract. Contractor agrees not to discriminate on any of these bases in its employment or personnel policies, including but not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

18. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: Rancho Santiago Community College District  
Attn: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 N. Broadway  
Santa Ana, CA 92706

With a copy to: (District Department Responsible for Contract)  
Dr. James Kennedy  
Vice President, School of Continuing Education  
2900 West Edinger Ave.  
Santa Ana, CA 92704

Contractor: Paul Gallagher,  
Owner PGINET Consulting  
PO BOX 3306, Fullerton, CA 92834-3306

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

20. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

22. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

23. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

24. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.

25. Time is of the Essence. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.

26. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

27. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

28. Failure to Perform. As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to

Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

29. Dispute Resolution.

Negotiation. Any dispute that Contractor may have regarding the performance of this Contract, including, but not limited to, claims for additional compensation, shall be submitted to District within 30 days of its occurrence. District and Contractor shall attempt to negotiate a resolution of such dispute and process an amendment to this Contract to implement the terms of such resolution.

Mediation. If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be resolved through direct discussions, the Parties agree to first endeavor to resolve the dispute in an amicable manner by non-binding mediation under the applicable rules of the Judicial Arbitration and Mediation Service (JAMS), or other similar organization mutually selected by the Parties. If any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, remains after mediation, the matter shall be determined in a court of law of proper jurisdiction in the District's place of venue.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

30. Amendments. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

31. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

32. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility

33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that 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. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).

- 34. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date: \_\_\_\_\_

CONTRACTOR

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit A

### Scope of Work and Detailed Schedule of Payment.

The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

Continued services are required from Paul Gallagher/PGINET Consulting during the 2019-20 school year, to support the objectives of the District. The services provided are detailed below. Invoices for services rendered will be submitted to Rancho Santiago Community College District.

#### Services

- Development and implementation of a student accessible Graduation Petition Form and Certificate Completion Form that tracks real time progress towards completion and processes the submission of the form once a student completes all requirements

- Planning and development of an online form to be used by Santa Ana College to submit and track Professional Development Conference requests

Provide technical support, enhancements and reports as needed for the following systems:

- Provide support and enhancements for the recently developed Substitute Availability System
- Continuing Education Faculty Development Tracking System
- Santa Ana College Professional Development Tracking System
- Noncredit High School Grading Application
- Noncredit Educational Planning System
- Noncredit Certificate Tracking System
- Web Accessible Noncredit Schedule

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 4.0

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

The District agrees to pay Contractor, at a rate of \$105 per hour to work on the scope of services identified in Exhibit A; District shall pay for the services after the Contractor submits the invoice to the District; given that the services set forth in Exhibit A will be performed and all deliverables will have been accepted by the District.

#### Fee/Terms

The payment will be in the sum of \$105 per hour

TOTAL AMOUNT NOT TO EXCEED \$54,600

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTA ANA COLLEGE – ACADEMIC AFFAIRS**

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees  | Date: January 13, 2020 |
| Re:     | Approval of Proposed Revisions for the 2020 – 2021 Santa Ana College Catalog |                        |
| Action: | Request for Approval   |                        |

**BACKGROUND**

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2019. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions for the 2020 – 2021 Santa Ana College Catalog.

|                 |   |                              |
|-----------------|---|------------------------------|
| Fiscal Impact:  | None  | Board Date: January 13, 2020 |
| Prepared by:    | Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs<br>Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council |                              |
| Submitted by:   | Linda D. Rose, Ed.D., President, Santa Ana College  |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD  |                              |



## CURRICULUM AND INSTRUCTION COUNCIL

DATE: January 13, 2020

TO: Linda Rose, Ed.D., President of Santa Ana College

FROM: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs  
Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council

RE: **PROPOSED REVISIONS FOR THE 2020-2021 CATALOG**

The following changes to the 2020-2021 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santa Ana College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santa Ana College's CIC is chaired by Dr. Brian Sos, designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 15 faculty representatives (including the Chair of the Committee), an Articulation Officer, an Academic Dean, two Curriculum Specialists and a student representative.

The changes initiated at Santa Ana College for the 2020-2021 catalog are:

### **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)**

The following options within the local general education requirements were revised:

V: Oral Communication Requirement  
Communication Studies 102H (*Added*)

Area C: Humanities  
American Sign Language 211 (*Added*)

Area C: Humanities  
English 243 (*Added*)

Area E2: Communication and Analytical Thinking  
Communication Studies 102H (*Added*)

### **GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (Plan B)**

The following options within the CSU general education requirements were revised:

Area A1: Oral Communication  
Communication Studies 102H (*Added*)

Area C-2: Humanities: Literature, Philosophy, Languages Other Than English  
American Sign Language 211 (*Added*)

## **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)**

The following options within the UC and CSU general education requirements were revised:

Area 1 – Group C: Oral Communication  
Communication Studies 102H (*Added*)

Area 3 – Group B: Humanities  
American Sign Language 211 (*Added*)

Area 3 – Group B: Humanities  
English 270 (*Added*)

### **NEW PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #1)

Eight (8) new credit and non-credit programs were approved. Seven (7) control numbers will be requested from the California Community Colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

### **REVISED PROGRAMS, DEGREES AND CERTIFICATES**

(See Attachment #2)

Sixty-four (64) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

### **NEW COURSES:**

(See Attachment #3)

Twenty-one (21) new courses were approved due to new and/or expanded programs or major changes in the discipline.

### **REVISED COURSES**

(See Attachment #4)

One hundred eighty-eight (188) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

### **HONORS COURSE REVISIONS**

(See Attachment #5)

Ten (10) honor course revision was approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

### **DEACTIVATED COURSES**

(See Attachment #6)

Five (5) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

### **DISTANCE EDUCATION OFFERINGS**

(See Attachment #7)

One hundred five (105) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

## **NEW PROGRAMS, DEGREES AND CERTIFICATES**

### **Credit**

Associate of Arts for Transfer in Law, Public Policy and Society  
Broadcast Journalism Certificate of Achievement  
Crafts – Ceramics Certificate of Achievement  
Graphic Arts Certificate of Proficiency  
Media Theory Certificate of Achievement  
News Media Production Certificate of Achievement  
News Writing Certificate of Achievement  
Public Relations Certificate of Achievement

### **Non-Credit**

None

**REVISED PROGRAMS, DEGREES AND CERTIFICATES****Credit**

American Sign Language Certificate of Achievement  
 Associate of Arts for Transfer in Art History  
 Associate of Arts for Transfer in Communication Studies  
 Associate of Arts for Transfer in Music  
 Associate of Arts for Transfer in Studio Arts  
 Associate of Arts for Transfer in Theatre Arts  
 Associate of Arts in Communications and Media Studies  
 Associate of Arts in Communication Studies  
 Associate of Arts in Dance  
 Associate of Arts in Digital Media Arts  
 Associate of Arts in Digital Publishing  
 Associate of Arts in English  
 Associate of Arts in Graphic Design  
 Associate of Arts in International Business  
 Associate of Arts in Library Technology  
 Associate of Arts in Microsoft Office Professional  
 Associate of Arts in Music  
 Associate of Arts in Photography  
 Associate of Arts in Theatre Arts – Performance Emphasis  
 Associate of Arts in Theatre Arts – Technical Theater Emphasis  
 Associate of Science for Transfer in Nutrition  
 Associate of Science in Civil Drafting and Design  
 Associate of Science in Civil Engineering Technology  
 Associate of Science in Computer Information Systems  
 Associate of Science in Engineering  
 Associate of Science in Engineering Computer Aided Drafting and Design  
 Associate of Science in Mechanical Drafting and Design  
 Associate of Science in Mechatronics  
 Associate of Science in Nutrition and Dietetics  
 AutoCAD 2D Basics Certificate of Proficiency  
 Automotive Business Technology Certificate of Achievement  
 Business Applications and Technology Certificate of Achievement  
 Civil Drafting and Design Certificate of Achievement  
 Civil Engineering Technology Certificate of Achievement  
 Commercial Photography Certificate of Achievement  
 Computer Fundamentals for Business Certificate of Proficiency  
 Computer Information Systems Certificate of Achievement  
 Crafts Certificate in Jewelry Certificate of Achievement  
 Culinary Arts Foundation Certificate of Achievement  
 Dance Certificate of Achievement  
 Database Certificate of Proficiency  
 Digital Media Arts – Production Artist Certificate of Achievement  
 Digital Media Arts – UX Design Certificate of Achievement  
 Digital Music Production Certificate of Achievement  
 Digital Publishing Certificate of Achievement  
 Engineering Computer Aided Drafting and Design Certificate of Achievement  
 Entertainment Technology Certificate of Achievement  
 International Business Certificate of Achievement

IT Desktop and Server Operations Certificate of Achievement  
IT Network and Security Operations Certificate of Achievement  
IT Support Specialist Certificate of Achievement  
Legal Office Technician Certificate of Achievement  
Mechanical 3D Solid Modeling CAD Certificate of Proficiency  
Mechanical Drafting and Design Certificate of Achievement  
Mechatronics Certificate of Achievement  
Microsoft Office Professional Certificate of Achievement  
Office Management Certificate of Achievement  
Pathway to Law School Certificate of Achievement  
Public and Community Art – Mural Painting Certificate of Achievement  
QC/QA Microbiology Technician Certificate of Achievement  
Screen Performance Certificate of Achievement  
Spanish/English Interpretation and Translation Certificate of Achievement  
Welding Technology Certificate of Competency – Pipe Welding  
Welding Technology Certificate of Competency – Structural Steel Certificate of Achievement

**Non-Credit**

None

**NEW COURSES****Credit**

Business 115, Global Shipping and Logistics  
 Business 116, Global Marketing: Selling Around the World  
 Business 117, Global Commerce and Management  
 Business 118, Importing: Global Sourcing and Markets  
 Business 119, Doing Business in Latin America and Asia  
 Business Applications 153, Social Media Apps for Employment and Business  
 Business Applications 154, Search Engine Optimization and Web Statistics Apps for Business  
 Communication Studies 102H, Honors Public Speaking  
 Culinary Arts 190, Food & Beverage Production Management  
 Culinary Arts 198-101, Exploring Careers in the Hospitality and Culinary Industry  
 Digital Media 170, Drone Pilot License Test Preparation  
 Digital Media 171, Drone Pilot Training  
 Digital Media 256, Intermediate Motion Picture Technical Production  
 Digital Media 257, Advanced Motion Picture Technical Production  
 Digital Media 265, Documentary Film Production  
 English 222, Essential Information for English Major Success  
 Fire Academy 083, Hazardous Materials First Responder: Awareness Level  
 Manufacturing Technology 122, Introduction to Autonomous Control and Drones  
 Marketing 116, Global Marketing: Selling Around the World  
 Mathematics 204L, Mathematics Content for Elementary Math Teachers (Lab)  
 Paralegal 117, Law of Global Commerce and Management

**Non-Credit**

None



**REVISED COURSES****Credit**

Accounting 032, Payroll Accounting  
 Accounting 035, QuickBooks I  
 Accounting 036, QuickBooks II  
 Accounting 101, Financial Accounting  
 Accounting 104, Federal and California Taxes  
 Accounting 108, Tax Practices and Procedures  
 Accounting 113, Intermediate Income Taxes – Corporations  
 Accounting 114, Intermediate Income Taxes - Partnerships and LLCs  
 Accounting 125, Volunteer Income Tax Assistance (VITA) I  
 American Sign Language 110, American Sign Language I  
 American Sign Language 111, American Sign Language II  
 American Sign Language 113, Introduction to Interpreting for the Deaf  
 American Sign Language 114, Classifiers, Fingerspelling, and Numbering  
 American Sign Language 116, Introduction to Deaf Studies  
 American Sign Language 210, American Sign Language III  
 American Sign Language 211, American Sign Language IV  
 Art 125, Cooperative Work Experience – Occupational  
 Banking 010, Training for Entry Level Bankers  
 Biology 190L, Introductory Biotech Lab  
 Biology 195, Biotech: QC/QA Microbiology  
 Biology 197, STEM Internship/Work Experience  
 Biology 202, Cell Culture Techniques  
 Biology 211, Cellular and Molecular Biology  
 Biology 214, Plant Diversity and Evolution  
 Biology 229, General Microbiology  
 Business 101, Business Law  
 Business 105, Legal Environment of Business  
 Business 140, Principles of Finance  
 Business 160, Introduction to Stock and Bond Investments  
 Business Applications 056, Business Interpretation and Translation-Spanish/English  
 Child Development 220, The Child as a Victim  
 Child Development 229, Brain Development and Learning  
 Communications & Media Studies 222, Writing Across Media  
 Computer Science 168, MS SQL Database Development  
 Counseling 114, Careers in Teaching  
 Counseling 220, The Child as a Victim  
 Criminal Justice Academies 076A, Police K-9 Training  
 Criminal Justice Academies 076B, Canine Agitator Training  
 Culinary Arts 110, Food Safety and Sanitation  
 Dance 106A, Introduction to Modern Dance  
 Digital Media 100, Introduction to Electronic Media: TV, Radio, Film, and the Internet  
 Digital Media 101, TV and Society: A Visual History  
 Digital Media 103, History of Film to 1945  
 Digital Media 104, History of Film from 1945 to Present  
 Digital Media 110, Introduction to Television Production  
 Digital Media 112, Introduction to Video Editing and Postproduction  
 Digital Media 115A, Single-Camera Production and Editing  
 Digital Media 115B, Advanced Single-Camera Production and Editing

Digital Media 120, Beginning Screenwriting for Digital Media  
 Digital Media 121, Intermediate Screenwriting for Digital Media  
 Digital Media 123, Advanced Screenwriting for Digital Media  
 Digital Media 125, Cooperative Work Experience- Occupational  
 Digital Media 130, Broadcasting for News & Sports  
 Digital Media 140, Cinematography  
 Digital Media 142, Acting for the Camera  
 Digital Media 150, Producing and Directing  
 Digital Media 152, Beginning Audio Production  
 Digital Media 193, Motion Graphics with Adobe After Effects  
 Digital Media 215, Advanced Single-Camera/Digital Cinema Production  
 Digital Media 230A, Beginning News & Sports Production  
 Digital Media 230B, Intermediate News & Sports Production  
 Digital Media 230C, Advanced News & Sports Production  
 Digital Media 230D, Executive News & Sports Production  
 Digital Media 240, Agency Film Production  
 Digital Media 255, Motion Picture Technical Production  
 Digital Media 260, Lighting Fundamentals  
 Engineering 012, Civil/Architectural Blueprint Reading  
 Engineering 051, Introduction to Drafting and CAD  
 Engineering 103, Solidworks Beginning Solid Modeling  
 Engineering 104, Solidworks Intermediate Solid Modeling  
 Engineering 122, Engineering Drawing  
 Engineering 124, Advanced Mechanical Drafting and Design  
 Engineering 125, Engineering Graphics  
 English 061X, Accelerated Introductory Composition Skills  
 English 101, Freshman Composition  
 English 102, Literature and Composition  
 English 103, Critical Thinking and Writing  
 English 213, Creative Writing  
 English 243, The Modern American Novel  
 English 245, The Image of African Americans in Literature and Film  
 English 246, Survey of Chicano Literature  
 English 270, Children's Literature  
 English 271, Survey of World Literature I  
 English 272, Survey of World Literature II  
 Entrepreneurship 140, Fashion E-Commerce  
 Fire Officer Training 130D, Fire Inspector 1D: Field Inspector  
 Fire Officer Training 137, Fire Inspector 2B: Fire and Life Safety Requirements  
 Fire Officer Training 138, Fire Inspector 2C: Inspecting Fire & Life Safety Systems and Equipment  
 Fire Officer Training 139, Fire Inspector 2D: Hazardous Materials, Operations, and Processes  
 Fire Public Safety 002, California Ocean Lifeguard-Aquatic Rescue Response Skills  
 Fire Public Safety 017, Firefighter Refresher- Core Competencies  
 Fire Technology 101, Fire Protection Organization  
 French 202, Intermediate French II  
 Geography 101L, Physical Geography Laboratory  
 Geography 102, Cultural Geography  
 Geography 130, Introduction to Weather and Climate  
 Geology 101, Introduction to Geology  
 Geology 101L, Introduction to Geology Laboratory  
 Geology 112, Earthquakes

Geology 150, Introduction to Oceanography  
Geology 173, Geologic Field Studies of Death Valley  
Geology 174, Geologic Field Studies of Joshua Tree National Park  
Italian 120, Elementary Italian I  
Japanese 102, Elementary Japanese II  
Kinesiology Health Education 101, Healthful Living  
Kinesiology Professional 125, Sport Psychology  
Kinesiology Professional 155, Theory of Soccer  
Kinesiology Professional 156, Sport Psychology Applications - Soccer  
Kinesiology Professional 170, Sport Ethics  
Kinesiology Professional 196, Sport Psychology Applications - Baseball  
Kinesiology Professional 200, Theory of Baseball  
Manufacturing Technology 103, Solidworks Beginning Solid Modeling  
Manufacturing Technology 104, Solidworks Intermediate Solid Modeling  
Manufacturing Technology 114, Geometric Dimensioning and Tolerancing  
Mathematics 030, Coping with Math Anxiety  
Mathematics 084, Beginning and Intermediate Algebra  
Mathematics 140, College Algebra  
Mathematics 141, College Algebra with Support  
Mathematics 145, Finite Mathematics  
Mathematics 287, Introduction to Linear Algebra and Differential Equations  
Music 104, Rock Music History and Appreciation  
Music 109, Reading and Making Music  
Music 110, Music Fundamentals and Culture  
Music 113A, Basic Musicianship Skills  
Music 113B, Musicianship Skills  
Music 114A, Musicianship  
Music 114B, Musicianship  
Music 121, Beginning Voice  
Music 122, Intermediate Voice  
Music 123, Advanced Voice  
Music 124, Advanced Vocal Production and Repertoire  
Music 135, Concert Chorale  
Music 141, Instrumental Ensembles  
Music 142, Creating Music on the Digital Audio Workstation  
Music 143, Intermediate Techniques on the Digital Audio Workstation  
Music 144, Projects in Electronic Music  
Music 147, Digital Recording Studio Sound Design  
Music 149, The Business Of Music  
Music 152, Beginning Audio Production  
Music 153, Introduction to Game Audio  
Music 161, Class Piano I  
Music 162, Class Piano II  
Music 163, Class Piano III  
Music 164A, Intermediate Piano Repertoire I  
Music 171, Concert Band  
Music 176, Jazz Band  
Music 185, Beginning Classical Guitar  
Music 187, Advanced Classical Guitar  
Music 189, Guitar Ensemble  
Music 190, Introduction to ProTools  
Music 241, Chamber Music Ensemble

Music 268, Intermediate Keyboard Repertoire  
Music 271, Symphonic Band  
Nutrition and Food 110, Food Safety and Sanitation  
Nutrition and Food 116, Principles of Food Preparation  
Paralegal 150, Legal Transactions  
Pharmacy Technology 054A, Beginning Pharmacy Calculations  
Pharmacy Technology 054B, Advanced Pharmacy Calculations  
Pharmacy Technology 072A, Pharmacy Technology Externship Outpatient  
Philosophy 106, Introduction to Philosophy  
Philosophy 108, Ethics  
Philosophy 110, Critical Thinking  
Philosophy 111, Introductory Logic  
Philosophy 112, World Religions  
Philosophy 118, History of Philosophy  
Political Science 200, American Political Thought  
Political Science 201, Introduction to Comparative Politics  
Political Science 220, International Politics  
Psychology 160, Introduction to Lifespan Psychology  
Spanish 212, College Business Spanish  
Theatre Arts 113, Acting for the Camera  
Theatre Arts 118, Fundamentals of Scene Study  
Theatre Arts 123, Introduction to Drama and Acting  
Theatre Arts 136, Fundamentals of Costume Design  
Theatre Arts 150A, Rehearsal and Performance in Production  
Theatre Arts 150B, Technical Theatre in Production  
Theatre Arts 151, Showcase I  
Theatre Arts 154, Performance Ensemble  
Theatre Arts 155, Children's Theatre Ensemble  
Theatre Arts 177, Principles of Playwriting  
Theatre Arts 179, Musical Theatre Workshop  
Theatre Arts 180, Intermediate Musical Theatre Techniques  
Theatre Arts 181, Intermediate Musical Theatre Workshop  
Theatre Arts 256, Intermediate Motion Picture Performance Production  
Welding 125, Intermediate Electric Arc Welding

### **Non-Credit**

Adult Basic Education 027, Academic Vocabulary for Language Arts  
Adult Basic Education 137, Topics in Adult Basic Education  
Vocational – Business 668, Introduction to Automotive Vehicle Systems

## **HONORS COURSE REVISIONS**

### **Credit**

Earth Science 110H, Honors Introduction to Earth Science  
English 101H, Honors Freshman Composition  
English 102H, Honors Literature and Composition  
English 103H, Honors Critical Thinking and Writing  
French 201H, Honors Intermediate French I  
French 202H, Honors Intermediate French II  
Geography 100H, Honors World Regional Geography  
Philosophy 106H, Honors Introduction to Philosophy  
Philosophy 110H, Honors Critical Thinking  
Political Science 200H, Honors American Political Thought

### **Non-Credit**

None

**DEACTIVATED COURSES**

**Credit**

Counseling 090, Academic Success Strategies  
Fire Officer Training 016, CSFA Terrorism  
Fire Officer Training 018, Ground Safety and Survival  
Fire Officer Training 078C, S-371 Helibase Manager  
Fire Officer Training 142, Fire Instructor 2C: Employing Audiovisual Aids

**Non-Credit**

None

**DISTANCE EDUCATION OFFERINGS****Credit**

Accounting 032, Payroll Accounting  
 Accounting 035, QuickBooks I  
 Accounting 036, QuickBooks II  
 Accounting 101, Financial Accounting  
 Accounting 104, Federal and California Taxes  
 Accounting 108, Tax Practices and Procedures  
 Accounting 113, Intermediate Income Taxes – Corporations  
 Accounting 114, Intermediate Income Taxes - Partnerships and LLCs  
 Accounting 125, Volunteer Income Tax Assistance (VITA) I  
 American Sign Language 110, American Sign Language I  
 American Sign Language 111, American Sign Language II  
 American Sign Language 113, Introduction to Interpreting for the Deaf  
 American Sign Language 114, Classifiers, Fingerspelling, and Numbering  
 American Sign Language 116, Introduction to Deaf Studies  
 American Sign Language 210, American Sign Language III  
 American Sign Language 211, American Sign Language IV  
 Art 121B, Advanced Typography  
 Art 125, Cooperative Work Experience – Occupational  
 Biology 190L, Introductory Biotech Lab  
 Business 101, Business Law  
 Business 105, Legal Environment of Business  
 Business 115, Global Shipping and Logistics  
 Business 116, Global Marketing: Selling Around the World  
 Business 117, Global Commerce and Management  
 Business 118, Importing: Global Sourcing and Markets  
 Business 119, Doing Business in Latin America and Asia  
 Business 140, Principles of Finance  
 Business 160, Introduction to Stock and Bond Investments  
 Business Applications 056, Business Interpretation and Translation-Spanish/English  
 Business Applications 153, Social Media Apps for Employment and Business  
 Business Applications 154, Search Engine Optimization and Web Statistics Apps for Business  
 Child Development 220, The Child as a Victim  
 Child Development 229, Brain Development and Learning  
 Communications & Media Studies 222, Writing Across Media  
 Computer Science 168, MS SQL Database Development  
 Counseling 114, Careers in Teaching  
 Counseling 220, The Child as a Victim  
 Culinary Arts 110, Food Safety and Sanitation  
 Digital Media 103, History of Film to 1945  
 Digital Media 104, History of Film from 1945 to Present  
 Digital Media 170, Drone Pilot License Test Preparation  
 Engineering 012, Civil/Architectural Blueprint Reading  
 Engineering 051, Introduction to Drafting and CAD  
 Engineering 103, Solidworks Beginning Solid Modeling  
 Engineering 104, Solidworks Intermediate Solid Modeling  
 Engineering 122, Engineering Drawing  
 Engineering 124, Advanced Mechanical Drafting and Design  
 Engineering 125, Engineering Graphics

English 101, Freshman Composition  
English 102, Literature and Composition  
English 103, Critical Thinking and Writing  
English 243, The Modern American Novel  
English 245, The Image of African Americans in Literature and Film  
English 246, Survey of Chicano Literature  
English 270, Children's Literature  
Entrepreneurship 140, Fashion E-Commerce  
Fire Technology 101, Fire Protection Organization  
French 201H, Honors Intermediate French I  
French 202, Intermediate French II  
French 202H, Honors Intermediate French II  
Geography 100H, Honors World Regional Geography  
Geography 102, Cultural Geography  
Geography 130, Introduction to Weather and Climate  
Italian 120, Elementary Italian I  
Japanese 102, Elementary Japanese II  
Kinesiology Health Education 101, Healthful Living  
Kinesiology Professional 125, Sport Psychology  
Kinesiology Professional 155, Theory of Soccer  
Kinesiology Professional 156, Sport Psychology Applications - Soccer  
Kinesiology Professional 170, Sport Ethics  
Manufacturing Technology 103, Solidworks Beginning Solid Modeling  
Manufacturing Technology 104, Solidworks Intermediate Solid Modeling  
Manufacturing Technology 114, Geometric Dimensioning and Tolerancing  
Marketing 116, Global Marketing: Selling Around the World  
Mathematics 084, Beginning and Intermediate Algebra  
Mathematics 140, College Algebra  
Mathematics 141, College Algebra with Support  
Mathematics 204L, Mathematics Content for Elementary Math Teachers (Lab)  
Music 104, Rock Music History and Appreciation  
Music 110, Music Fundamentals and Culture  
Nutrition and Food 110, Food Safety and Sanitation  
Nutrition and Food 116, Principles of Food Preparation  
Paralegal 117, Law of Global Commerce and Management  
Paralegal 150, Legal Transactions  
Philosophy 106H, Honors Introduction to Philosophy  
Philosophy 108, Ethics  
Philosophy 110, Critical Thinking  
Philosophy 110H, Honors Critical Thinking  
Philosophy 111, Introductory Logic  
Philosophy 112, World Religions  
Philosophy 118, History of Philosophy  
Psychology 160, Introduction to Lifespan Psychology  
Spanish 212, College Business Spanish  
Theatre Arts 113, Acting for the Camera  
Theatre Arts 123, Introduction to Drama and Acting  
Theatre Arts 136, Fundamentals of Costume Design  
Theatre Arts 177, Principles of Playwriting



## Non-Credit

English As a Second Language 303, Intermediate Low

English As a Second Language 304, Intermediate High

English As a Second Language 305, Advanced Low

English As a Second Language 306, Advanced High

English As a Second Language 704, Academic Beginning A

English As a Second Language 705, Academic Beginning B

English As a Second Language 706, Academic Intermediate A

English As a Second Language 707, Academic Intermediate B

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTIAGO CANYON COLLEGE – ACADEMIC AFFAIRS**

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees  | Date: January 13, 2020 |
| Re:     | Approval of Proposed Revisions for the 2019 - 2020 Santiago Canyon College Catalog Addendum and/or 2020 – 2021 College Catalog |                        |
| Action: | Request for Approval   |                        |

**BACKGROUND**

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council during 2019. It includes new courses, course revisions, course deletions, and other curricula changes that will be reflected in the 2019 - 2020 Santiago Canyon College Addendum and/or 2020 – 2021 College Catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions for the 2019 – 2020 Santiago Canyon College Catalog Addendum and/or 2020 – 2021 catalog as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | None   | Board Date: January 13, 2020 |
| Prepared by:    | Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Darlene Diaz, Chair of the Curriculum and Instruction Council |                              |
| Submitted by:   | John Hernandez, Ph.D., President of Santiago Canyon College  |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD   |                              |



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CURRICULUM AND INSTRUCTION COUNCIL

DATE: January 13, 2020

TO: John Hernandez, Ph.D., President of Santiago Canyon College

FROM: Marilyn Flores, Ph.D., Vice President, Academic Affairs  
Darlene Diaz, Chair of the Curriculum and Instruction Council

RE: **PROPOSED REVISIONS FOR THE 2019- 2020 SANTIAGO CANYON COLLEGE  
ADDENDUM AND/OR 2020-2021 SANTIAGO CANYON COLLEGE CATALOG**

The following changes to the 2019 - 2020 Santiago Canyon College Addendum and/or 2020 – 2021 College Catalog are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Darlene Diaz, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist, and a student representative.

The changes initiated at Santiago Canyon College for 2019 - 2020 Santiago Canyon College Addendum and/or 2020 – 2021 College Catalog are:

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)**

The following options within the local general education requirements were revised:

LOCAL (Plan A): Area A: Natural Sciences

- Removed Biology 177, Human Genetics
- Removed Biology 200, Environment of Man

LOCAL (Plan A): Area C: Humanities

- Added History 142, History of the Modern Middle East

LOCAL (Plan A): Area D: Cultural Breadth

- Added Ethnic Studies 140, Introduction to Native American Studies
- Added History 142, History of the Modern Middle East

LOCAL (Plan A): Area E2: Communication/Analytical Thinking

- Added Mathematics 085, Intermediate Algebra with Integrated Support
- Added Reading 151, Critical Reading and Analysis
- Removed Mathematics 160, Trigonometry

LOCAL (Plan A): Area G1: Mathematics Proficiency

- Added Mathematics 085, Intermediate Algebra with Integrated Support

LOCAL (Plan A): Area G2: Reading Proficiency

- Added Reading 151, Critical Reading and Analysis

**GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (Plan B)**

The following options within the CSU general education requirements were revised:

CSU GE (Plan B): Area A3: Critical Thinking

- Added Reading 151, Critical Reading and Analysis

CSU GE (Plan B): Area B1: Critical Thinking/Composition

- Added Reading 151, Critical Reading and Analysis

CSU GE (Plan B): Area B2: Life Sciences

- Removed Biology 177, Human Genetics
- Removed Biology 212, Animal Diversity and Ecology
- Removed Biology 214, Plant Diversity and Evolution

CSU GE (Plan B): Area B3: Laboratory Activity

- Removed Biology 212, Animal Diversity and Ecology
- Removed Biology 214, Plant Diversity and Evolution

CSU GE (Plan B): Area C2: Humanities

- Added History 142, History of the Modern Middle East

CSU GE (Plan B): Area D: Social Sciences

- Added Ethnic Studies 140, Introduction to Native American Studies
- Added History 142, History of the Modern Middle East
- Added Political Science 150, Model United Nations

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)**

IGETC (Plan C): Area 1B: Critical Thinking/Composition

- Added Reading 151, Critical Reading and Analysis

IGETC (Plan C): Area 3B: Humanities

- Added History 142, History of the Modern Middle East

IGETC (Plan C): Area 4: Social and Behavioral Sciences

- Added Ethnic Studies 140, Introduction to Native American Studies
- Added History 142, History of the Modern Middle East
- Added Political Science 150, Model United Nations

IGETC (Plan C): Area 5B: Biological Sciences

- Removed Biology 177, Human Genetics
- Removed Biology 212, Animal Diversity and Ecology
- Removed Biology 214, Plant Diversity and Evolution

### IGETC (Plan C): Area 5C: Laboratory Activities

- Removed Biology 212, Animal Diversity and Ecology
- Removed Biology 214, Plant Diversity and Evolution

### **NEW PROGRAMS, DEGREES, AND CERTIFICATES**

(See Attachment #1)

Four (4) new program control numbers will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

### **REVISED PROGRAMS, DEGREES, AND CERTIFICATES**

(See Attachment #2)

Thirty-three (33) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

### **DEACTIVATED PROGRAMS, DEGREES, AND CERTIFICATES**

(See Attachment #3)

No programs were deactivated.

### **NEW COURSES**

(See Attachment #4)

Eleven (11) new courses were approved due to new and/or expanded programs or major changes in the discipline.

### **REVISED COURSES**

(See Attachment #5)

One hundred seventy-four (174) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four-year schools and recommendations from advisory committees or state agencies.

### **HONORS COURSES**

(See Attachment #6)

Nine (9) honor course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

### **DEACTIVATED COURSES**

(See Attachment #7)

Twelve (12) courses were deactivated and two (2) courses were removed from educational plans.

### **DISTANCE EDUCATION OFFERINGS**

(See Attachment #8)

Forty (40) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction, which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

### **STAND ALONE**

(See Attachment #9)

Zero (0) nondegree-applicable courses, which are not part of an approved educational program, as permissible by California Education Code §70900-70902 and California Code of Regulations §55002, were approved as stand-alone.

CC: Michael DeCarbo, Academic Senate President, Santiago Canyon College  
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College  
Darlene Diaz, Chair of the Curriculum and Instruction Council, Santiago Canyon College  
Syed Rizvi, Vice-President of Student Services, Santiago Canyon College  
Jose Vargas, Vice-President of Continuing Education, Orange Education Center  
Elizabeth Arteaga, Interim Dean of Business and Career Technical Education, Santiago Canyon College  
Ruth Babeshoff, Dean of Counseling and Student Support Services, Santiago Canyon College  
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College  
David Vakil, Dean of Arts, Humanities and Social Sciences, Santiago Canyon College  
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College  
Linda Rose, President of Santa Ana College  
Jeffrey Lamb, Vice-President of Academic Affairs, Santa Ana College

Roy Shahbazian, Academic Senate President, Santa Ana College  
Brian Sos, Chair of the Curriculum and Instruction Council, Santa Ana College

Attachment #1

## **NEW PROGRAMS, DEGREES, AND CERTIFICATES**

### **Credit**

Ethnic Studies, Associate of Arts  
Global Studies, Certificate of Achievement  
Public Administration and Policy, Certificate of Proficiency  
Physics, Associate of Science -UCTP

### **Noncredit**

None

**REVISED PROGRAMS, DEGREES, AND CERTIFICATES****Credit**

Anthropology, Associate of Arts Degree (11939)  
 Anthropology, Associate of Arts for Transfer Degree (32043)  
 Applied Robotics and Embedded Programming, Certificate of Proficiency  
 Biology Associate of Science Degree (11856)  
 Biotechnology Associate of Science Degree (32599)  
 Biotechnology Lab Assistant, Certificate of Proficiency  
 Biotechnology Laboratory Technician: Food Safety, Certificate of Achievement (32648)  
 Business Administration, Associate of Science for Transfer (31365)  
 Child and Adolescent Development, Associate of Arts for Transfer (35593)  
 Earth Sciences, Associate of Science Degree (11934)  
 Economics, Associate of Arts Degree (11943)  
 Economics, Associate of Arts for Transfer (32968)  
 Elementary Teacher Education, Associate of Arts for Transfer (31735)  
 General Biotechnology Technician, Certificate of Achievement (32602)  
 Kinesiology- Fitness and Active Lifestyle, Associate of Science Degree  
 Kinesiology- Fitness and Active Lifestyle, Certificate of Achievement  
 Kinesiology- Health Promotion, Associate of Science Degree  
 Kinesiology- Health Promotion, Certificate of Achievement  
 Kinesiology- Sport Studies, Associate of Science Degree  
 Kinesiology- Sport Studies, Certificate of Achievement  
 Kinesiology, Associate of Arts for Transfer (32434)  
 Liberal Arts: Mathematics and Sciences, Associate of Arts Degree (18318)  
 Liberal Arts: Social and Behavioral Sciences, Associate of Arts Degree (18320)  
 Mathematics, Associate of Science for Transfer (31040)  
 Nutrition and Dietetics, Associate of Science for Transfer (35735)  
 Psychology, Associate of Arts for Transfer (31041)  
 Social Justice Studies: General, Associate of Arts for Transfer (37161)  
 Social Work and Human Services, Associate of Arts for Transfer (37164)  
 Sociology, Associate of Arts Degree (11947)  
 Sociology, Associate of Arts for Transfer (30600)

**Noncredit**

Basic Employment Skills, Certificate of Completion (36370)  
 Effective Communication Skills, Certificate of Completion (36214)  
 Office Leadership Skills, Certificate of Completion (37803)

**DEACTIVATED PROGRAMS, DEGREES, AND CERTIFICATES**

**Credit**

None

**Noncredit**

None



## **NEW COURSES**

### **Credit**

Ethnic Studies 140, Introduction to Native American Studies  
History 142, History of the Modern Middle East  
Mathematics 085, Intermediate Algebra with Integrated Support  
Public Works 150, Introduction to Public Administration  
Public Works 151, Ethics and Professionalism: The High Calling of Public Service  
Public Works 152, Preparing for Supervision Public Sector  
Public Works 153, Public Sector Budgeting Fundamentals  
Public Works 154, Public Sector Human Resources Fundamentals  
Public Works 155, The Art of Politics and Policymaking  
Reading 151, Critical Reading and Analysis

### **Noncredit**

Older Adults 800, Introduction to Keyboarding, Basic Windows and Navigating the Internet

**REVISED COURSES****Credit**

American College English 094, Academic Listening and Speaking 1  
 American College English 095, Academic Listening and Speaking 2  
 American College English 091, Improving Oral Expression and Pronunciation  
 American College English 104, Academic Reading and Writing 1  
 American College English 106, Academic Reading and Writing 2  
 American College English 116, Introduction to Academic Composition  
 Anthropology 101, Introduction to Physical Anthropology  
 Anthropology 101L, Physical Anthropology Laboratory  
 Anthropology 103, Introduction to Archaeology  
 Apprenticeship Carpentry 002B, Slabs/ Interior-Exterior Footings  
 Apprenticeship Carpentry 003A, Tilt-Up Introduction  
 Apprenticeship Carpentry 004A, Lifting, and Bracing Safety  
 Apprenticeship Carpentry 004B, Poured-in-Place Wall Forms  
 Apprenticeship Carpentry 005A, Wall-Column Forms/ Cutting and Burning  
 Apprenticeship Carpentry 005B, Site Work/ Curb and Gutter  
 Apprenticeship Carpentry 005C, Specialized Forms and Rigging  
 Apprenticeship Carpentry 021C, Basic Wall Framing  
 Apprenticeship Carpentry 021E, Tool/ Equipment Applications  
 Apprenticeship Carpentry 022A, Commercial Floor Framing  
 Apprenticeship Carpentry 022B, Basic Stairs  
 Apprenticeship Carpentry 022D, Exterior Finish Details  
 Apprenticeship Carpentry 023B, Basic Roof Framing  
 Apprenticeship Carpentry 023C, Advanced Roof Framing  
 Apprenticeship Carpentry 024A, Basic Commercial Framing  
 Apprenticeship Carpentry 024B, Advanced Commercial Framing  
 Apprenticeship Carpentry 024C, Panelized Roofing  
 Apprenticeship Carpentry 024D, Transit Level/ Laser  
 Apprenticeship Carpentry 025A, Foundations and Flatwork  
 Apprenticeship Carpentry 025C, Advanced Stairs  
 Apprenticeship Carpentry 025D, Advanced Print Reading  
 Apprenticeship Carpentry 026A, Tilt-Up Panel Construction  
 Apprenticeship Carpentry 026B, Wall Forming  
 Apprenticeship Carpentry 026C, Gang Forms/ Columns  
 Apprenticeship Carpentry 026D, Abutments  
 Apprenticeship Carpentry 027C, Beam and Deck Forming  
 Apprenticeship Carpentry 027D, Stairs and Ramp Forming  
 Apprenticeship Carpentry 028A, Bridge Construction  
 Apprenticeship Carpentry 028C, Intermediate Commercial Framing  
 Apprenticeship Carpentry 029A, Rigging  
 Apprenticeship Carpentry 033A, Cabinet Millwork and Assembly  
 Apprenticeship Carpentry 033B, Cabinet Installation  
 Apprenticeship Carpentry 033C, Show Case and Loose Store Fixture  
 Apprenticeship Carpentry 033D, Molding and Trims  
 Apprenticeship Carpentry 034A, Plastic Laminates  
 Apprenticeship Carpentry 034C, Stair Trim  
 Apprenticeship Carpentry 034D, Doors and Door Hardware

Apprenticeship Carpentry 035C, Exit and Electrical Security Devices  
 Apprenticeship Carpentry 041A, Powered Industrial Truck Operator- Rough Terrain  
 Apprenticeship Carpentry 041B, Powered Industrial Truck Operator- Industrial Terrain  
 Apprenticeship Carpentry 075A, Light Gage Welding AWS – A  
 Apprenticeship Carpentry 075B, Light Gage Welding LAC  
 Apprenticeship Carpentry 075C, Light Gage Welding AWS – B  
 Apprenticeship Carpentry 076A, Basic Hand Finishing  
 Apprenticeship Carpentry 076B, Automatic Finishing Tools  
 Apprenticeship Carpentry 077A, Drywall Installation/ Finish Trims  
 Apprenticeship Carpentry 077B, Advanced Hand Finishing  
 Apprenticeship Carpentry 077C, Advanced Automatic Finishing Tools  
 Apprenticeship Carpentry 078B, Advanced Metal Framing  
 Apprenticeship Carpentry 078C, Wet Wall Finishes  
 Apprenticeship Carpentry 078D, Ceiling and Soffit Finishing  
 Apprenticeship Carpentry 079A, Drywall and Acoustical Ceilings  
 Apprenticeship Carpentry 082B, Firestopping Procedures  
 Apprenticeship Carpentry 082C, Decorative Trims and Textures  
 Apprenticeship Carpentry 083, Door and Door Frames  
 Apprenticeship Carpentry 086A, Exterior Insulation Finish Systems (EIFS)  
 Apprenticeship Carpentry 089, Freeform Lathing  
 Apprenticeship Carpentry 090, Residential Steel Stud Framing  
 Apprenticeship Modular Furnishings Installation 023C, Tool/Equipment Applications  
 Art 100, Introduction to Art Concepts  
 Art 101, Survey of Western Art History I: Prehistory Through the Middle Ages  
 Art 102, Survey of Western Art History II: Renaissance Through the Twentieth Century  
 Art 110, Two-Dimensional Design  
 Art 111, Three-Dimensional Design  
 Art 130, Introduction to Drawing  
 Art 131, Beginning Life Drawing  
 Art 141, Beginning Painting  
 Art 149, Introduction to Digital Photography  
 Art 159, Introduction to Mobile Application Development and Design  
 Art 230, Intermediate Drawing  
 Art 231, Intermediate Life Drawing  
 Art 232, Advanced Life Drawing  
 Art 233, Advanced Drawing  
 Art 241, Intermediate Painting  
 Art 242, Advanced Painting  
 Art 249, Intermediate Digital Photography  
 Art 250, Advanced Studio Concepts  
 Art 259, Advanced Mobile Application Development and Design  
 Astronomy 103, Introduction to the Solar System  
 Biology 190, Introduction to Biotechnology  
 Biology 191, Biotech A: Basic Lab Skills  
 Biology 196, Food Safety  
 Biology 211, Cellular and Molecular Biology  
 Biology 221, Animal Diversity and Evolution  
 Biology 231, Plant Diversity and Ecology  
 Biology 290, Biochemistry and Molecular Biology  
 Business 127, Introduction to E-Commerce  
 Business 222, Business Writing

Chemistry 200A, General Chemistry A  
Communication 100, Introduction to Interpersonal Communication  
Computer Science 149, Discrete Structures for Computer Science  
Economics 101, Principles/Micro  
Economics 102, Principles/Macro  
Education 101, American Schools and Society  
Education 113, Educational Strategies for Tutors and Instructional Aides  
Education 200, Introduction to Elementary Classroom Teaching  
English 061, Introduction to Composition  
English 100, Freshman Composition with Integrated Support  
English 101, Freshman Composition  
English 102, Literature and Composition  
English 103, Critical Thinking and Writing  
English 220, Survey of the Bible as Literature  
English 231, Survey of English Literature I  
English 232, Survey of English Literature II  
English 233A, Shakespeare's Comedies and Romances  
English 233B, Shakespeare's Tragedies and History Plays  
English 241, Survey of American Literature, 1600-1865  
English 242, Survey American Literature, 1865-Present  
English 243, The Modern American Novel  
English 246, Survey of Chicano Literature  
English 271, Survey of World Literature I  
English 272, Survey of World Literature II  
English 278, Survey of Literature by Women  
Ethnic Studies 130, Introduction to Chicano Studies  
History 132, Modern African History  
Mathematics N40, Intermediate Algebra Support Course  
Mathematics N41, Precalculus Support Course  
Mathematics N43, Statistics and Probability Support Course  
Mathematics 080, Intermediate Algebra  
Mathematics 140, College Algebra  
Mathematics 150, Calculus for Biological, Management, and Social Sciences  
Mathematics 180, Single Variable Calculus I  
Mathematics 203, Fundamental Concepts of Elementary Mathematics  
Mathematics 220, Statistics and Probability with Integrated Review  
Mathematics 290, Linear Algebra  
Mathematics 295, Differential Equations  
Music 061, Basic Piano Skills  
Music 121, Beginning Voice  
Music 122, Intermediate Voice  
Music 123, Advanced Voice  
Music 124, Advanced Vocal Production and Repertoire  
Music 182, Musical Ensemble  
Philosophy 110, Critical Thinking  
Philosophy 111, Introductory Logic  
Physical Science 100, Survey of Chemistry and Physics  
Political Science 110, Introduction to Political Science  
Political Science 150, Model United Nations  
Public Works 086, Basic Code Enforcement Officer Module 1  
Public Works 087, Intermediate Code Enforcement Officer Module 2

Public Works 088, Advanced Code Enforcement Officer Module 3  
Public Works 089, Code Enforcement Officer-Supervision Module 4  
Reading 128, Expanding ESL Reading Skills  
Reading 129, Refining ESL Reading Skills  
Reading 150, Critical Reading  
Sociology 120, Introduction to Sociological Research Methods  
Spanish 101, Elementary Spanish I  
Spanish 115, Practical Communication in Spanish for Teachers  
Spanish 195A, Advanced Conversational Spanish  
Spanish 195B, Advanced Conversational Spanish  
Theatre Arts 121, Beginning Performance Ensemble  
Theatre Arts 122, Beginning Production Showcase

### **Noncredit**

Older Adults 518, Creative Cooking for Older Adults  
Older Adults 802, Seminar for Older Adults  
Older Adults 823, Manipulative Skills for Older Adults  
High School Subjects: Arts 020, Literature Brought to Life  
High School Subjects: Arts 070, Short Stories  
Workforce Preparation 001, Transition to Higher Learning  
Workforce Preparation 002, Self-Advocacy  
Workforce Preparation 003, Getting Around Town  
Workforce Preparation 004, Choosing the Right Employment Path  
Workforce Preparation 006, Communication Skills for Successful Employment  
Workforce Preparation 007, Social Skills and Necessary Etiquette  
Workforce Preparation 008, Building Critical Thinking Skills  
Workforce Preparation 010, Customer Service for the Medical Field  
Workforce Preparation 101, Strategies for Working with Employees with Disabilities

**HONORS COURSE**

**Credit**

Art 101H, Honors Survey of Western Art History I: Prehistory Through the Middle Ages  
Art 102H, Honors Survey of Western Art History II: Renaissance Through the Twentieth Century  
Chemistry 200AH, Honors General Chemistry A  
Communication 100H, Honors Introduction to Interpersonal Communication  
English 101H, Honors Freshman Composition  
English 102H, Honors Literature and Composition  
English 103H, Honors Critical Thinking and Writing  
Mathematics 180H, Honors Single Variable Calculus I  
Spanish 101H, Honors Elementary Spanish

**Noncredit**

None

**DEACTIVATED COURSES**

**Credit**

American College English N80, Writing Review  
Apprenticeship Carpentry 029AJ, Rigging-Journeyworker  
Apprenticeship Carpentry 041AJ, Powered Industrial Truck Operator – Rough Terrain – Journeyworker  
Apprenticeship Carpentry 041BJ, Powered Industrial Truck Operator – Industrial Terrain – Journeyworker  
Apprenticeship Carpentry 085, Supervisory Training  
Biology 177, Human Genetics  
Biology 200, Environment of Man  
Biology 212, Animal Diversity and Ecology  
Biology 214, Plant Diversity and Evolution  
Computer Science 257, Applied Robotics and Embedded Programming  
Reading N96, Foundation for College Reading  
Reading 097, Advanced College Reading

**Noncredit**

None

**DISTANCE EDUCATION OFFERINGS****Credit**

Astronomy 103, Introduction to the Solar System  
 Anthropology 101, Introduction to Physical Anthropology  
 Art 100, Introduction to Art Concepts  
 Biology 190, Introduction to Biotechnology  
 Biology 191, Biotech A: Basic Lab Skills  
 Biology 196, Food Safety  
 Biology 211, Cellular and Molecular Biology  
 Business 127, Introduction to E-Commerce  
 Business 222, Business Writing  
 Communication 100, Introduction to Interpersonal Communication  
 Economics 101, Principles/Micro  
 Economics 102, Principles/Macro  
 Ethnic Studies 130, Introduction to Chicano Studies  
 Ethnic Studies 140, Introduction to Native American Studies  
 History 132, Modern African History  
 History 142, History of the Modern Middle East  
 Mathematics 080, Intermediate Algebra  
 Mathematics 085, Intermediate Algebra with Integrated Support  
 Mathematics 140, College Algebra  
 Philosophy 110, Critical Thinking  
 Philosophy 111, Introductory Logic  
 Political Science 110, Introduction to Political Science  
 Political Science 150, Model United Nations  
 Public Works 150, Introduction to Public Administration  
 Public Works 151, Ethics and Professionalism: The High Calling of Public Service  
 Public Works 152, Preparing for Supervision Public Sector  
 Public Works 153, Public Sector Budgeting Fundamentals  
 Public Works 154, Public Sector Human Resources Fundamentals  
 Public Works 155, The Art of Politics and Policymaking  
 Reading 150, Critical Reading  
 Reading 151, Critical Reading and Analysis  
 Spanish 101, Elementary Spanish I

**Noncredit**

Workforce Preparation 001, Transition to Higher Learning  
 Workforce Preparation 002, Self-Advocacy  
 Workforce Preparation 004, Choosing the Right Employment Path  
 Workforce Preparation 006, Communication Skills for Successful Employment  
 Workforce Preparation 007, Social Skills and Necessary Etiquette  
 Workforce Preparation 008, Building Critical Thinking Skills  
 Workforce Preparation 010, Customer Service for the Medical Field  
 Workforce Preparation 101, Strategies for Working with Employees with Disabilities



**STAND ALONE**

**Credit**

None

**Noncredit**

None

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business &amp; Career Education

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increase |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND**

This is a request to modify the Cost Agreements originally approved at the May 28, 2019 RSCCD Board meeting between the Santiago Canyon College and seven Joint Apprenticeship Training Centers (JATC) listed below for contracts beginning July 1, 2019 through June 30, 2020.

1. California/Nevada Training Trust, Agreement
2. JTS Services, Agreement
3. Metropolitan Water District of Southern California, Agreement
4. Operating Engineers Training Trust, Agreement
5. Orange County Electrical Training Trust, Agreement
6. Southern California Surveyors, Agreement
7. Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee, Agreement

**ANALYSIS**

This modification represents an adjustment in the apprenticeship budget amount received by Santiago Canyon College and a change in the amount not-to-exceed, based on the percentage of funding payable to Santiago Canyon College from the State Chancellor's Office for the seven programs below. It adjusts the reimbursable hourly rate for all previously approved contracts (listed above) from \$6.26 to \$6.45 as established by the State Chancellor's Office, and adjusts the projected hours that were initially based on 2019/2020 reported hours.

|  | Original<br>Fiscal<br>Impact to<br>RSCCD-<br>SCC | Amended<br>Fiscal<br>Impact to<br>RSCCD-<br>SCC | Original<br>Not-to-<br>Exceed | Amended<br>Not-to-<br>Exceed |
|--|--|---|-------------------------------|------------------------------|
| <b>Master Cost Agreements Board Approved May 28, 2019</b>  |  |   |                               |                              |
| California/Nevada Training Trust   | \$38,024   | \$53,714  | \$237,019                     | \$365,252                    |
| JTS Services   | \$2,773  | \$2,035   | \$9,150                       | \$7,325                      |
| Metropolitan Water District of Southern California   | \$11,883   | \$10,173  | \$39,213                      | \$36,623                     |
| Operating Engineers Training Trust JATC  | \$67,018   | \$69,583  | \$417,745                     | \$473,167                    |
| Orange County Electrical Training Trust  | \$60,364   | \$67,142  | \$376,267                     | \$456,565                    |
| Southern California Surveyors  | \$20,200   | \$21,974  | \$125,916                     | \$149,421                    |
| Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship Training Committee | \$280,905  | \$268,568                                       | \$1,750,975                   | \$1,826,260                  |
|  | \$481,167  | \$493,189                                       | \$2,956,285                   | \$3,314,613                  |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Santiago Canyon College-Business & Career Education

**RECOMMENDATION**

It is recommended that the Board approve the amended apprenticeship cost agreements and hourly rate increase as presented.

|  |   |                              |
|--|---|------------------------------|
| Fiscal Impact:   | Approximately, \$493,189 to RSCCD-SCC   | Board Date: January 13, 2020 |
| RSCCD-SCC shall pay the above listed Apprenticeship Training Trusts an amount equal to the Amended Not-To-Exceed Total of \$3,314,613. |   |                              |
| Prepared by:   | Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Elizabeth Arteaga, Interim Dean, Business & Career Education |                              |
| Submitted by:  | John C. Hernandez, Ph.D., President   |                              |
| Recommended by:  | Marvin Martinez, Chancellor   |                              |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santiago Canyon College – Business and Career Education Division**

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees  | Date: January 13, 2020 |
| Re:     | Approval of the Professional Services Agreement with Plastic Surgery Studios |                        |
| Action: | Request for Approval or Submission for Information                           |                        |

**BACKGROUND**

Concierge Hosting for www.ocbiotecheducation.org and includes management of wordpress core and plugin upgrades, malware and virus scanning, management of web mail form deliverability and spam. The website hosts the Biotech regional project content for Santiago Canyon College, Santa Ana College, Irvine Valley College, and Fullerton College.

**ANALYSIS**

This professional services agreement with Plastic Surgery Studios is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This professional services agreement shall be effective as of the date signed by both parties until June 30, 2020 or until termination by written notice of either party. This agreement will carry a cost for Santiago Canyon College of \$1,800 to be paid from the Strong Workforce Regional Biotechnology Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the professional services agreement with Plastic Surgery Studios as presented.

|                 |   |                              |
|-----------------|---|------------------------------|
| Fiscal Impact:  | \$1,800 (Categorical)   | Board Date: January 13, 2020 |
| Prepared by:    | Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Elizabeth Arteaga, Interim Dean, Business & Career Education |                              |
| Submitted by:   | John Hernandez, Ph.D., President, Santiago Canyon College   |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD  |                              |



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706 on behalf of Santiago Canyon College and Plastic Surgery Studios, having its principal business address located at 8659 Haven Ave, Suite 200 Rancho Cucamonga, CA 91730, hereinafter called (“Contractor”).

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor  Corporation  Limited Liability Company  Partnership  Nonprofit Corporation

District and Contractor are also referred to collectively as the “Parties” and individually as “Party.”

WHEREAS, District is authorized to contract with persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, administrative, or other related matters; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor represents that it is specially trained, experienced, properly certified/licensed and competent to perform the services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of the Recitals and mutual covenants provided in this Contract, District and Contractor agree as follows:

**Terms and Conditions**

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. The term of this Agreement shall commence upon the execution of this agreement by both parties or on July 1, 2019, whichever is later, and shall continue in full force and effect thereafter until and including June 30, 2020 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
  - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
  - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
  - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by

giving a written notice of termination.

- D. Contractor Licensing, etc.: Notwithstanding any other provision herein, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, certification, insurance, or certificate that Contractor must hold to provide services under this Contract or in the event of filing for bankruptcy Termination.
- E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
- F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
- G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

#### 4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed one thousand eight hundred Dollars (\$1,800) ("Contract Amount"). Additional details are specified in **Exhibit A**.
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of

California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Independent Contractor. By its signature on this Contract, Contractor acknowledges and agrees that the Services to be performed under this Contract are those of an independent contractor, and that Contractor is solely responsible for the Services and any other work performed as a result of this Contract. Contractor represents and warrants that Contractor, its subcontractors, and their employees, and agents are not officers, agents, or employees of District. Contractor acknowledges and agrees any personnel performing the Services under this Contract shall at all times be under Contractor's exclusive direction and control, and that Contractor is solely responsible for payment of all compensation, wages, salaries, benefits, and other amounts due to such personnel. Contractor further acknowledges and agrees that Contractor shall be solely responsible for all federal, state, and local taxes and any and all fees applicable to any Services performed under this Contract, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

6. Use of Subcontractors. Contractor may use any third-party subcontractor, including, but not limited to, GoDaddy, Amazon, and any third-party software and plugins, that Contractor needs to use for its hosting services, however, Contractor shall at all times during the term of this agreement remain fully and independently responsible and liable to District for the full and complete performance of the terms and conditions of this Contract.

7. Trademark/Logo Use. Contractor must obtain written approval from the District to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the District will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District. Contractor may use District's logo while hosting District website on its servers.

8. Indemnification/Hold Harmless.

- a. To the fullest extent allowed by law, Contractor shall defend, indemnify and hold District, its officials, trustees, officers, agents, employees, volunteers, and representatives ("Indemnitees") free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnitees as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively "Loss") to the extent arising out of or incident to: 1) Contractor or any subcontractor's failure to fully comply with or breach of any of the terms and conditions of this Contract, or 2) any acts, omissions, negligence or

willful misconduct of Contractor, any subcontractor, and their officials, officers, employees, and agents arising out of or in connection with the performance of Services or otherwise arising from this Contract (“Indemnification”).

- b. Contractor’s Indemnification includes, but is not limited to, the payment of all damages and attorney’s fees, fines, penalties and other related costs and expenses. The only limitations on this provision shall be those imposed by Civil Code § 2782, as may be applicable, or other applicable provisions of law.
- c. Contractor’s defense obligations (with counsel approved by District), shall arise immediately upon tender of any of the Indemnitees, and the defense shall be paid at Contractor’s own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the Indemnitees, notwithstanding whether liability is, can be or has yet been established.

9. Insurance Requirements. Contractor (and all subcontractors) agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverage from an admitted carrier in the State of California with an AM Best Rating of A-VII or higher:

- a. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate and must include coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor’s liability, written on an "occurrence" form;
- b. Workers' Compensation insurance. This coverage is required unless Contractor provides written verification it has no employees. Coverage must be at least as broad as that which is required by the State of California, with Statutory Limits. Contractor must also maintain Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. as required by statutory insurance requirement of the State of California;

Other Insurance Requirements

- The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.
- Contractor’s Insurance to be Primary. Any insurance or self-insurance maintained by the District, its board of trustees, officials, employees, volunteers, and agents shall be excess of the Contractor’s insurance and shall not contribute with it.
- Contractor shall deliver Certificate(s) of Insurance evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. All certificates must be delivered before Work is to commence. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them.
- Waiver of Subrogation. Contractor hereby grants to District, its board of trustees, employees, volunteers, and agents a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. Contractor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- An Umbrella Liability policy (or Excess Liability) may be used to provide additional



Commercial General Liability, Automobile Liability, and Employers' Liability limits to meet District's minimum coverage requirements provided all requirements set forth herein are fully satisfied with respect to such policy.

- If Contractor maintains broader coverage and/or higher limits than the minimums required herein, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor.

10. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

11. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

12. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

13. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

14. Confidentiality. Under the terms of this Contract, Contractor may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publically available, which is covered by federal or state privacy laws, rules, and regulations, or which is otherwise considered confidential and protected from disclosure by the policies and procedures of District ("Confidential Information"). Contractor understands and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that Confidential Information shall be held strictly in accordance with the District's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of District. If Contractor is a provider of digital education services (i.e. an operator of an internet web site, online service, online application, or mobile application, a provider of digital education software, etc.), at any time upon the request of District, Contractor shall enter into a separate California Student Data Privacy Agreement with District. Once signed by both parties. If executed the California Student Data Privacy Agreement shall become incorporated herein. IF CONTRACTOR BECOMES AWARE OF A POSSIBLE UNAUTHORIZED RELEASE OR DISCLOSURE OF CONFIDENTIAL INFORMATION, CONTRACTOR SHALL IMMEDIATELY NOTIFY DISTRICT.

15. Entire Agreement/Amendment. When signed by both Parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

16. Non-Discrimination. Contractor represents that it is an equal opportunity employer and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract. Contractor agrees not to discriminate on any of these bases in its employment or personnel policies, including but not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising,

layoff or termination.

17. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

18. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: Rancho Santiago Community College District  
Santiago Canyon College  
Attn: Arlene Satele, Vice President of Administrative Services  
8045 E. Chapman Avenue  
Orange, Ca 92869

With a copy to: (District Department Responsible for Contract)  
Santiago Canyon College  
Business and Career Education  
8045 E. Chapman Ave  
Orange, CA 92869

Contractor: Plastic Surgery Studios  
8659 Haven Ave, Suite 200  
Rancho Cucamonga, CA 91730

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

19. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in anyway.

20. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text thereof.

21. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

22. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or

indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

23. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California.

24. Time is of the Essence. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.

25. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

26. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

27. Failure to Perform. As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

28. Dispute Resolution.

Negotiation. Any dispute that Contractor may have regarding the performance of this Contract, including, but not limited to, claims for additional compensation, shall be submitted to District within 30 days of its occurrence. District and Contractor shall attempt to negotiate a resolution of such dispute and process an amendment to this Contract to implement the terms of such resolution.

Mediation. If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be resolved through direct discussions, the Parties agree to first endeavor to resolve the dispute in an amicable manner by non-binding mediation under the applicable rules of the Judicial Arbitration and Mediation Service (JAMS), or other similar organization mutually selected by the Parties. If any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, remains after mediation, the matter shall be determined in a court of law of proper jurisdiction.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator

cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

29. Amendments. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
30. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
31. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).
1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
    - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
    - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility.
33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that 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. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).
34. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: Arlene Satele, Ed.D.

Print Title: Vice President of Administrative Services

Date: \_\_\_\_\_

CONTRACTOR

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

### Scope of Work and Detailed Schedule of Payment.

The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

### **Scope of Work**

The Orange County Biotech Consortia consisting of Santa Ana, Santiago Canyon, Irvine Valley, and Fullerton Colleges support Plastic Surgery Studios scope of the project as it relates to the Orange County initiatives.

Below are the Plastic Surgery Studios deliverables:

*Deliverables may increase as the project launches and may include but are not limited to:*

#### **Concierge Hosting Program**

- SSL Certificate
- Managed Wordpress Core and Plugin Upgrades
- Wordpress Security Upgrades
- Malware and Virus Scannign
- Managed Wordpress Comment Spam
- Managed contact form notifications and spam
- 24/7 emergency support
- Backups (daily/weekly)
- Backup restoration



8659 Haven Avenue Suite 200  
Rancho Cucamonga, CA 91730  
909-758-8300

# Invoice

## BILL TO

Santiago Canyon College  
8045 E. Chapman Ave  
Orange, CA 92869

**DUE DATE 06/25/2019**

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| ACTIVITY   | QTY | RATE     | AMOUNT            |
|--|-----|----------|-------------------|
| <b>Concierge Hosting</b><br>Concierge Hosting for 12 months<br>www.ocbiotecheducation.org<br>SSL (Secured-socket layer)<br>Managed Wordpress Core & Plugin Upgrades<br>Wordpress Security Upgrades<br>Malware & Virus Scanning<br>Managed Wordpress Comment Spam<br>Managed Web Mail Form Deliverability & Spam<br>24/7 Emergency Support<br>Backups (Daily/Weekly)<br>Back Up Restoration<br>Terms: July 01 2019 - June 30 2020 | 1   | 1,800.00 | 1,800.00          |
| BALANCE DUE  |     |          | <b>\$1,800.00</b> |

# Exhibit C

Plastic Surgery Studios | (888) 525-6360

## *TERMS & CONDITIONS*

The following Terms & Conditions were last modified on November 15, 2018:

Provider is engaged in the business of the design, implementation, maintenance, and marketing of Internet websites. Client desires to retain Provider for said purposes as set forth herein, and Provider and Client agree to the following terms and conditions:

1. **Scope of Services:** Provider agrees to establish, conduct, and maintain various Internet marketing services (“Services”) for Client in accordance with the specifications established between Client and Provider as set forth in the separate Harvest Estimate(s) or any other written agreement, Work Order, Service Ticket, or Project signed by Client. This Agreement and the terms established herein shall extend to any and all Services set for in the Harvest Estimate(s) or other written agreement, Work Order, Service Ticket, or Project signed by Client.
2. **Price and Payment Terms:** Client will pay Provider for the Services according to the terms and timeframes for completion set forth between said parties in the Harvest Estimate(s) electronically signed by Client when “accepted,” or any other written agreement, Work Order, Service Ticket, or Project signed by Client. After the fulfillment of the terms of the agreement stated in the Harvest Estimate(s) or other written agreement, Work Order, Service Ticket, or Project signed by Client, if applicable, the Services provided shall automatically renew month-to-month unless terminated as described in Section 3 below.
3. **Term and Termination:** Unless otherwise stated in a separate Harvest Estimate or any other written agreement, Work Order, Service Ticket, or Project signed by Client, Client or Provider may terminate Services without cause upon thirty (30) days written notice to the other party; however, Services for any product that Client has agreed to pay in monthly installments may not be terminated or cancelled within the first twelve (12) months of this Agreement. In the event of termination of Services, Client agrees to pay Provider for all Services performed up to the date of termination. Provider may terminate this Agreement for breach of this Agreement immediately upon written notice to the Client. Termination for breach will not preclude Provider from exercising any other remedies for breach of this Agreement. This termination agreement supersedes any other termination agreement previously signed.
4. **Ownership of Intellectual Property:** Client warrants and represents that Client is the rightful owner and/or licensee of all content, including, but not limited to, all written content, stock images, photos, videos, audio, etc., that Client may provide to Provider for Services performed by Provider. Client shall indemnify, defend, and hold Provider harmless from any claims, damages, actions, judgments, costs, or attorney’s fees arising out of or related to Client’s use of any intellectual property, content, photos, videos, audio, or the like, provided to Provider. Moreover, Client accepts sole responsibility for procuring and retaining patient consent related to the reflection and use of any and all photos.
5. **HIPAA Compliance:** Client warrants that all information of any kind provided to and used by Provider is in compliance with the Health Insurance Portability and Accountability Act (“HIPAA”) and acknowledges that Provider will take no independent action to assure or confirm compliance with HIPAA. Any damages that may be suffered by Provider as a result of



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Client's failure to comply with HIPAA shall be expressly included in Client's requirement to indemnify Provider as outlined in Section 11 below.

6. **FTP Transfers:** Provider reserves the exclusive right to grant and/or deny File Transfer Protocol ("FTP") as it deems reasonable and practical in the performance of Services. Client releases Provider of any and all responsibility related to the provision of "FTP" access and the ramifications associated with inappropriate use. If Provider has to recreate, reestablish, restore, or reapply any web files, code, programming, image, etc., that is lost, corrupted, overwritten, or skewed by Client's FTP access, Client understands that this is a billable charge at Provider's then current hourly rate.
7. **Ownership:** Upon payment in full, Client retains sole and exclusive ownership of any and all data files, videos, and/or photographs provided by Client, and the final work product of Client's website and/or blog. Further, Client retains sole and exclusive ownership of the final work product of Client's marketing pages (e.g., Procedure Pages and Campaigns). Client's ownership shall continue indefinitely upon termination of this Agreement for any reason. Client does not retain ownership of any and all working files and/or source files of Client's website and/or blog, including any and all working files and/or source files for the graphic design and textual content, including, but not limited to, Adobe Photoshop (.psd) and Adobe Illustrator (.ai) files. Also, Client does not retain ownership of any licensing applications, software, and/or other licensed content provided by any third party, including, but not limited to, WordPress, NextGEN, Gravity Forms, Advanced Custom Fields, ToolSet, Adobe Typekit, EmailMeForm, MailChimp, iStockphoto, Shutterstock, and People Images. Provider retains sole and exclusive ownership of any and all working files and/or source files of Client's website and/or blog, including any and all working files and/or source files for the graphic design and textual content, including, but not limited to, Adobe Photoshop (.psd) and Adobe Illustrator (.ai) files. Provider retains sole and exclusive ownership of any and all database application software programs used in the creation and maintenance of all Services, including, but not limited to website photo galleries, website shopping carts, directory web pages, etc. Moreover, Provider exercises sole and exclusive ownership of all advertising and Pay Per Click (PPC) programs. Provider's ownership shall continue indefinitely upon termination of this Agreement for any reason. Provider reserves all reasonable remedies to ensure and protect said interest.
8. **Confidential Information:** All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of Services or is required by law. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the Performance of Client's duties and obligations under this Agreement or is required by law. These obligations of confidentiality will extend for a period of two (2) years after the termination of this agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.
9. **Warranty and Disclaimer:** Provider warrants that the Services will be provided in a professional, skillful manner, and in conformity with generally prevailing industry standards.

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Provider makes no implied warranties whatsoever concerning Services, including matters relating to the merchantability of Services or their suitability for any particular purpose. No express warranty is made regarding any Services unless set forth herein or in writing signed by Provider. If Provider shows Client any model or sample of Services, that model or sample was merely used to illustrate the general type and quality of Services and does not represent that Services would necessarily conform to the model or sample. Further, Provider makes no warranty, either express or implied, regarding the accuracy or validity of any information or material supplied by Client under this Agreement, and Provider has no obligation to conduct any independent investigation or research concerning any information provided or supplied by Client.

10. **Limitation of Liability:** In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, punitive, indirect, or economic damages incurred or suffered by Client arising as a result of or related to Services, whether in contract, tort or otherwise. Client further agrees that the total liability of Provider for all claims of any kind arising as a result of or related to the Agreement, or to any act or omission of Provider, whether in contract, tort, or otherwise, will not exceed an amount equal to the amount paid by Client to Provider for Services during the twelve (12) month period preceding the date the claim arises.
11. **Indemnification:** Client shall indemnify, defend, and hold Provider harmless from any liability, action, claim, or damages whatsoever, based or asserted by a third party, including but not limited to all costs, expenses, attorney's fees, and judgments incurred by Provider therein, arising out of or in conjunction with Client's performance under or breach of this Agreement.
12. **Venue:** The parties agree that for any dispute arising concerning this Agreement or Services, the proper venue shall be the Superior Court for the County of San Bernardino, in the State of California. Either party may attend any court hearing and/or proceeding telephonically or via video services, including, but not limited to, Facetime or Skype, unless ordered by the Court to attend any court hearings and/or proceeding in person.
13. **Chargebacks:** Client agrees that any amount due from Client to Provider resulting from a credit card chargeback will be subject to a four percent (4%) fee on the amount due. If any check provided by Client to Provider is returned from Provider's bank for insufficient funds or any other reason, Client shall be responsible for all fees and costs incurred by Provider associated with such return.
14. **Content for Website:** Unless otherwise stated in a separate Harvest Estimate or any other written agreement, Work Order, Service Ticket, or Project agreed to by Client and Provider, website design does not include content writing. Content provided by Client will be taken "AS IS," and Provider will not edit Client's content for spelling or grammar before adding it to the website. If Client wants Provider to edit content provided by Client, Client understands that this is a billable charge at Provider's then current hourly rate. Provider has stock content available for Client to use if desired.
15. **Client Review and Approval:** Client understands that Client is responsible for reviewing and approving projects, including but not limited to content writing and homepage design. Provider will give Client a minimum of fifteen (15) days in which to review and approve such projects. If, after fifteen (15) days, Client has not informed Provider of any change requests Client wishes Provider to make to the project, Client understands and agrees that Provider will assume

# Exhibit C

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Client's approval and move forward with the project. Thereafter, any change request by Client will be billable at Provider's current hourly rate. (Provider will not launch Client's website without written approval signed by Client.)

16. Client Abandonment: If, after three (3) months, Client has failed to respond to Provider regarding any project, Client understands and agrees that Provider will assume Client has abandoned the project and will archive it. If, after archiving said project, Client wishes to move forward with the project, Client understands and agrees to pay Provider a fee of up to \$500.00 to unarchive said project.
17. Advertising: Client understands and agrees that Provider may use Client's website design or online digital marketing or a graphic representation of Client's website design or online digital marketing that Provider creates for Client in Provider's advertising or trade or for any other lawful purpose, in all forms and media, including Provider's Case Study Gallery.
18. Force Majeure: If either party is unable to comply with any provision of the Harvest Estimate(s) or other written agreement, Work Order, Service Ticket, or Project signed by Client due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.
19. Miscellaneous Provision: This Agreement constitutes the entire agreement between the parties regarding the subject matter contained in it. No modification of the Agreement, other than Harvest Estimate(s), Work Order(s), Service Ticket(s), or Project(s) as set forth herein, shall be binding unless executed in writing by all of the parties. No waiver of any provision of this Agreement shall be deemed a waiver of any of the other provisions of this Agreement, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless made in writing and executed by the party making the waiver. If any portion of this Agreement becomes illegal, null, or void for any reason, or is held by any court of competent jurisdiction to be so, the remaining portions will remain in full force and effect. This Agreement shall be subject to and construed in accordance with the laws of the State of California. This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, assigns, licensees, partners, and agents of the parties to this Agreement. The captions heading the various sections of this Agreement are for the convenience and identification only and shall not be deemed to limit or define contents of the respective sections. Time is of the essence for performance of this Agreement. This Agreement may be executed in any number of counterparts, all of which together shall constitute one and the same instrument. This Agreement may also be executed and transmitted via facsimile or electronic mail. Each of the parties warrants and represents that they have the authority and right to execute this Agreement and carry out the obligations set forth herein. In any action arising between the parties concerning this Agreement, the prevailing party shall be entitled to the recovery of reasonable attorneys' fees and costs.

## Addendum – WordPress / Plugin Upgrades

Provider builds the majority of its clients' websites on the WordPress framework. At this time, Provider finds the WordPress framework to be the most efficient, flexible, and cost-effective framework available for its customers. There are hundreds of community volunteers working to

## Exhibit C

Plastic Surgery Studios | (888) 525-6360

enhance and evolve the core WordPress software, and there are thousands of plugins and add-ons created and supported by thousands of developers to add additional features to WordPress. As the Internet evolves, so must the software that powers Client's website. Provider prides itself on all quality of the websites it designs, builds, and launches. Many of Provider's customers appreciate the flexibility its sites offer for future development, maintenance, and updates. Because Provider uses the most standardized and widely used web framework, its clients are not locked into its services for support and maintenance and are free to use other developers for upgrades, maintenance, or future development services. Provider strongly urges its customers to choose a maintenance plan with Provider that will keep their WordPress install up-to-date with not only core WordPress features but also important security updates. In addition to the core WordPress software, all third party plugins and add-ons should be updated whenever their respective creators offer an update. Unlike most website providers in the medical industry, Client owns the website Provider designs and builds for Client (see Section 7 to the ISA above). Therefore, it is Client's sole responsibility to update Client's website, plugins, and add-ons or contract with a developer to do so. Provider strongly recommends that whoever is responsible for Client's updates follows the recommended WordPress process, including backing up all Client's files and databases in such a way as to quickly restore a previous version if an update is not successful. Provider is not responsible for any updates to Client's website or plugins made by any third party. Therefore, if Client, Client's employee, an outside developer, or anyone other than Provider updates Client's WordPress software or plugins and Client's website no longer functions properly, Provider will not be held responsible. Upon Client's request, Provider will assist in the recovery of Client's website. Client understands that this is a billable charge at Provider's current hourly rate.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santiago Canyon College – Business and Career Education Division**

|  |                        |
|--|------------------------|
| To: Board of Trustees  | Date: January 13, 2020 |
| Re: Approval of the Professional Services Agreement with Gregg D. Ander, LLC |                        |
| Action: Request for Approval   |                        |

**BACKGROUND**

This is a Professional Services Agreement for Mr. Gregg D. Ander, LLC. Mr. Ander will assist and coordinate the statewide automation and control systems activity with regard to program development, curriculum development, and professional development. Additionally, he serves as the liaison and organizer for the 27 member Statewide Automation and Control Systems Technical Advisory Council. His expertise and networking abilities at the state and national level bring a global perspective to the work that is being developed by our local and regional projects, offering SCC the best conduit for developing meaningful Automation and Control Systems programming.

**ANALYSIS**

This professional services agreement with Gregg D. Ander, LLC is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This professional services agreement shall be effective as of the date signed by both parties until December 31, 2020 or until termination by written notice of either party. This agreement will carry a cost for Santiago Canyon College of \$68,400 to be paid from the Strong Workforce Regional Automation Pathway Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the professional services agreement with Gregg D. Ander, LLC as presented.

|  |                              |
|--|------------------------------|
| Fiscal Impact: \$68,400 (Categorical)  | Board Date: January 13, 2020 |
| Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Elizabeth Arteaga, Interim Dean, Business & Career Education |                              |
| Submitted by: John Hernandez, Ph.D., President, Santiago Canyon College  |                              |
| Recommended by: Marvin Martinez, Chancellor, RSCCD   |                              |

## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into one day after board approval, and signature of both parties, by and between **Gregg D. Ander, LLC**, (the “Contractor”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (the “District”) on behalf of Santiago Canyon College. The Contractor and the District are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis:

Contractor and District agree as follows:

**1.0 Services.** Contractor, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Contractor should not commence until all of the following conditions have been satisfied:

- (a) Contractor has furnished all of the insurance documents required by Section 10.0 below; and
- (b) The Contractor agrees to include all reports, investigations, studies, and analysis required by their Scope of Services. The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

**1.1 Extra Services**

Unless District and Contractor have agreed in writing before the performance of extra services that are beyond the Scope of Services, District shall have no liability for such extra services and Contractor shall have no right to claim compensation for such extra services or expenses.

**2.0 Term of Agreement; Termination.**

**2.1 Term.** The term of this Agreement is as of the date signed by both parties until December 31, 2020; provided, however, this Agreement may be earlier terminated as provided in Section 2.2 below.

- 2.2 Termination. The District may terminate any or all of the services agreed to be performed under this Agreement without cause, at any time during the Term by giving the Contractor thirty (30) days' notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.
- 2.3 Effect of Termination. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within thirty (30) days following submission and approval of a final invoice by Contractor unless termination is for cause. In the event that such termination was for cause, Contractor shall be compensated only to the extent required by law.

**3.0 Compensation and Schedule of Compensation**. The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the District to the Contractor under this Agreement shall not exceed the sum of \$68,400 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).

#### **4.0 Personnel**

- 4.1 The staff person designated by Contractor to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Gregg D. Ander, LLC  
855 Cobble Cove Lane  
Sacramento, CA 95831  
(626) 688-0045  
gregg@greggander.com

Representative shall be a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, District on the progress of the work.

**5.0 Invoicing and Payment**. Contractor shall provide District with written verification of the actual compensation earned by describing in reasonable detail the work performed together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule of Compensation. All payments shall be made within thirty (30) days after District's approval of such invoice. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District and Contractor has submitted a

completed W-9 to District's Purchasing Department.

**6.0 Standard of Skill.** Contractor, and Contractor's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Contractor shall be with the degree of skill and diligence normally practiced in the industry for which Contractor is being retained by the District. To the extent that Contractor's industry is subject to guidelines, rules or other standards, Contractor shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Contractor's work by the District shall not operate as a release of the Contractor from such standard of care and workmanship.

**7.0 Independent Contractor.** Contractor is retained and engaged by the District only to the extent set forth in this Agreement, and the Contractor's relationship to the District is that of an independent contractor. Contractor shall be free to dispose of all portions of Contractor's time and activities which Contractor is not obligated to devote to the District in such a manner and to such persons, firms, or corporations as the Contractor sees fit except as expressly provided in this Agreement. Contractor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for District's officers or employees. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Contractor (including any of its officers, employees or other agents) of its obligations under this Agreement. Contractor has no authority to bind District in any manner or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the District.

**8.0 Hold Harmless and Indemnity.** Contractor shall fully and promptly undertake its obligations as set forth below:

**8.1 Hold Harmless.** Contractor shall hold District, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on District property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement. The foregoing however shall apply only to the extent of errors, negligence, recklessness, omissions, or willful misconduct of Contractor, its officers, agents, employees, or representatives in performing services described in the work required under this Agreement.

**8.2 Defense and Indemnity.** Contractor shall investigate, defend, and indemnify District, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful



death, general liability, automobile, infringement of any intellectual property rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Contractor of this Agreement. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3** No Waiver. District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 10.0 below.
- 8.4** Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working for the District.

**9.0 Correction or Re-Performance of Work.** If District believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, District may deliver notice to Contractor. Such District's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon District's sole discretion, may also make a request for Contractor to re-perform the services. If District requests Contractor to re-perform services, Contractor shall promptly re-perform the services at no additional cost to District in a reasonably timely manner. Should Contractor fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Contractor hereunder or charged to Contractor with such amounts to be paid by Contractor within thirty (30) days of receipt of such invoice.

**10.0 Insurance.**

- 10.1 Insurance Coverage.** Contractor shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2 Delivery of Certificates of Insurance and Endorsements.** Prior to the commencement of any work by Contractor under this Agreement, Contractor shall provide the District with copies of certificates (on an Accord form as modified per District direction) for all policies together with the appropriate endorsements required in Exhibit C. At the request of the District, Contractor shall deliver a copy of its insurance policies.

**10.3** Failure to Maintain Insurance. If Contractor receives a cancellation notice of any insurance required by this Agreement, Contractor shall, within one day of receipt, forward said notice to the District. If Contractor at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the District shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Contractor as compensation under the terms of this Agreement.

**11.0** Work Product.

**11.1** Deliverables. Contractor shall deliver to the District the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services (“Work Product”). The District may also request, and Contractor shall provide to District, copies of all other information developed in the course of the Contractor’s performance of this Agreement. Contractor shall, in such time and in such form as the District may require, furnish reports concerning the status of services required under this Agreement. Contractor shall, upon request by District and upon completion or termination of this Agreement, deliver to the District all Work Product produced by the Contractor. Contractor represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.

**11.2** Ownership. Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Contractor pursuant to or in connection with this Agreement shall be the exclusive property of the District.

**12.0** Confidentiality.

**12.1** Non-Disclosure Exemptions. Contractor may be granted access to information that is exempt from disclosure to the public and may contain “trade secrets” when it is necessary for Contractor to perform its obligations pursuant to this Agreement. If Contractor is granted such access to confidential information, Contractor shall not be considered to be a member of the public as that term is used in the California Public Records Act.

**12.2** Confidentiality Obligation. Contractor shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Contractor by the District or other information to which the Contractor has had access during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement.

Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Contractor has secured such customer's express, written consent to release of such customer's information, (c) any information classified by District as "critical infrastructure information" or "protected critical infrastructure information" or "protected system," or (d) any other documentation that has been identified as confidential by District until District has advised Contractor in writing that such information may be released.

**13.0 Acceptance of Final Payment by Contractor.** The acceptance by Contractor of the final payment made under this Agreement shall release District from all claims and liabilities for compensation to or for the benefit of Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, agents, subcontractors and subcontractors for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Contractor; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Contractor, its employees, agents, subcontractors and subcontractors.

**14.0 Records.** Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the District, the Designated Official or the District Project Manager. Contractor shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Contractor shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.

**15.0 Conflict of Interest.** Contractor agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Contractor represents and warrants that it is unaware of any District employee or official that has a financial interest in Contractor's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer or accept any financial interest in Contractor's business by any District employee or official.

**16.0 Non-Appropriation of Funds.** Payments due and payable to Contractor for current services are within the current annual budget and within an available, unexhausted and unencumbered appropriation of District funds. This Agreement shall cover only those costs

incurred up to the conclusion of the current fiscal year.

**17.0 Compliance with Laws.** Contractor agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

**17.1** Permits and Licenses. Contractor, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**17.2 Anti-Terrorism Laws; Sanctions.** The Contractor represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

**18.0 Meet and Confer.** The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

**19.0 Waiver; Remedies Cumulative.** Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the

remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

**20.0 Integrated Agreement; Construction.** This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.

**21.0 Amendment; Modification.** This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.

**22.0 Assignment.** This Agreement is personal to the Contractor and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Contractor is voidable in the District's sole discretion.

**23.0 Use of the Term "District."** Reference to "District" in this Agreement includes District Manager or any authorized representative acting on behalf of District.

**24.0 Severability.** If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

**25.0 Execution Counterparts.** This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, any one of which may be introduced in evidence or used for any other purpose without the production of its duplicate counterpart. Moreover, notwithstanding that any of the Parties did not execute the same counterpart, each counterpart shall be deemed for all purposes to be an original, and all such counterparts shall constitute one and the same instrument, binding on all of the Parties hereto. Facsimile transmission and/or validated electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart.

**26.0 Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.

**27.0 Survival.** The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.

**28.0 Notices.** Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

**TO DISTRICT:**

Rancho Santiago Community College District  
Attention: Vice Chancellor, Business  
Operations/Fiscal Services  
2323 North Broadway  
Santa Ana, CA 92706-1640

With a copy to:  
Santiago Canyon College  
Business and Career Education  
8045 E. Chapman Ave  
Orange, CA 92869

**TO CONTRACTOR:**

Gregg D. Ander, LLC  
855 Cobble Cove Lane  
Sacramento, CA 95831  
[gregg@greggander.com](mailto:gregg@greggander.com)

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery.

Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

**29.0 Safety Requirement.** To the extent that Contractor performs any work on premises owned or leased by the District, the Contractor agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The District reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Contractor shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Contractor, which is not the result of his operations, should immediately be reported to the District.

**30.0 Copyright.** In the event Contractor creates an original work product as part of the Scope of Services (“work product”), Contractor agrees that work product is a work made for hire. Contractor acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work

product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Contractor hereby transfers any and all interest of the copyright(s) in the work product to District. This transfer and assignment are irrevocable and in perpetuity.

Further, Contractor represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to District prior to the completion of the Scope of Services. Contractor indemnifies and defends District as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Contractor agrees to provide all log-in credentials for social media and other on-line electronic platforms to District within ten (10) days of establishing same, which shall allow District at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should District choose to do so. In any event, upon the conclusion of Contractor's services, Contractor shall no longer utilize any log-in credentials or electronic on-line platforms.

**31.0 Prevailing Wages.** To the extent that the Contractor performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Contractor agrees that it shall comply with this Section. The Contractor, and any subcontractor or subcontractor working on behalf of the Contractor with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Contractor shall comply with all other requirements applicable to Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Contractor must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,000.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"DISTRICT"

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

"CONTRACTOR"

Gregg D. Ander, LLC  
855 Cobble Cove Lane  
Sacramento, CA 95831

---

Signature

Peter J. Hardash

Name (Please Print)

Vice Chancellor

Business Operations/Fiscal Services

Title

---

Signature

Gregg D. Ander, LLC

Name (Please Print)

---

Title



**EXHIBIT A**  
**SCOPE OF SERVICES**

**Automation Pathways Project (Gregg D. Ander, LLC)**

The following activities have been identified through conversations with Interim Dean Elizabeth Arteaga, Statewide Director James Morante, Regional Director Larry McLaughlin and stakeholders knowledgeable on issues and opportunities supporting career technical education. These activities are foundational to the “Energy, Construction and Utilities” mission and other synergetic initiatives. The services involve both strategic and tactical support and would be executed in close cooperation with the SCC leadership, Statewide and Regional Directors, staff, faculty and other stakeholders.

1. Actively engage with individuals and organizations on the Industry Advisory Council for Advanced Automation and Controls. Continue to identify and solicit participation of organizations/individuals from; industry (control company’s/system integrators), large contractors, academia, and CCCS faculty. In addition to managing current members and future candidates, continue to work w/ this council during planning meetings and other engagements necessary in support of the Advisory Council and ascertain current market needs, employment projections, internship/externship opportunities, curriculum embellishments, lab equipment needs and other strategic partnership opportunities. This would include a statewide and regional Orange County group of professionals

Deliverable: Support the convening’s of (A.) the statewide Council and (B.) the Orange County regional council to occur during 2020 in collaboration with Interim Dean Arteaga and the Energy Construction & Utilities team.

Deliverable: Close coordination and responsibility for (A.) integrating statewide Council to academic initiatives and (B.) the regional Council to the OC regional automation pathway initiative.

2. In support of SCC leadership, the Statewide Director (SD) and staff; provide thought leadership to prepare for the launch of the automation program, coordinate work of advisory council members and consultants relating to curriculum, lab equipment and training as required.

Deliverable: Curriculum material/enhancements and supporting documentation to meet approval timelines.

Deliverable: Equipment delivered by spring 2020.

Deliverable: At least two professional development events - (1.) spring 2020, (2.) fall 2020.

3. Participate and advocate for work force issues and opportunities in Industry Alliance meetings.

4. Other strategic, tactical and policy support as needed; outreach to CA industry for market intelligence, staffing needs, development of strategic partnerships, support integration into automation courses.

The time commitment will vary from month to month and an activity log will be populated and submitted monthly with each invoice for approval.

## **EXHIBIT B**

### **SCHEDULE OF COMPENSATION**

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 3.0.

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

- **Installment payments:** The District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this agreement; District shall pay for the services after each scope of work is completed. Contractor shall invoice the RSCCD/SCC after each scope of work has been completed; given that all of the services set forth in Exhibit A have been fully performed and all deliverables have been accepted by the RSCCD/SCC.

**Labor Rate: \$200**

**Total Labor Hours: 342**

**TOTAL AMOUNT NOT TO EXCEED     \$68,400**

**EXHIBIT C**  
**INSURANCE REQUIREMENTS**

Contractor shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

**A. Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non- owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Contractor.

**B. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

The District, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or

equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

### ***Primary Coverage***

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the District or ten (10) days' prior written notice for non-payment of premium. An exception may be made for coverage provided through a program of self-insurance, or coverage through a Joint Power Authority risk pool, subject to District approval.

### ***Waiver of Subrogation - Worker's Compensation***

Contractor hereby grants to District a waiver of any right to subrogation which any workers' compensation insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such workers' compensation insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. (Note: This is the only line of coverage where waiver of subrogation is honored by ASCIP).

### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. Such insurers shall be licensed to provide insurance under California state law. Waiver of this requirement for coverage provided by a program of self-insurance, or Contractor participation in a Joint Power Authority risk pool, shall be subject to District approval.

### *Verification of Coverage*

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Updated Certificates of Insurance to be provided at time of renewal.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santiago Canyon College – Business and Career Education Division**

|   |                        |
|---|------------------------|
| To: Board of Trustees   | Date: January 13, 2020 |
| Re: Approval of the Professional Services Agreement with Terry A. Schmidt |                        |
| Action: Request for Approval  |                        |

**BACKGROUND**

This is a Professional Services Agreement with Mr. Terry A. Schmidt. Mr. Schmidt will serve as the coordinator of day-to-day activities associated with program development, curriculum development, and professional development for the local SCC Automation and Control Systems program and for the LAOCRC Regional Automation Pathway Program. Mr. Schmidt’s expertise in automation, robotics and engineering will represent the faculty as an adjunct to the curriculum development and approval process and represent the region as the liaison to the six college partners in this regional effort, to include: Santiago Canyon College, Orange Coast College, Irvine Valley College, Fullerton College, Cypress College and Saddleback College.

**ANALYSIS**

This Professional Services Agreement with Terry A. Schmidt is administered in compliance with the guidelines issued by the State of California Community College Chancellor’s Office. The agreement shall be effective as of the date signed by both parties until December 31, 2020 or until termination by written notice of either party. This agreement will carry a cost for Santiago Canyon College of \$67,696 to be paid from the Strong Workforce Regional Automation Pathway Program funding.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the professional services agreement with Terry A. Schmidt as presented.

|  |                              |
|--|------------------------------|
| Fiscal Impact: \$67,696 (Categorical)  | Board Date: January 13, 2020 |
| Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Elizabeth Arteaga, Interim Dean, Business & Career Education |                              |
| Submitted by: John Hernandez, Ph.D., President, Santiago Canyon College  |                              |
| Recommended by: Marvin Martinez, Chancellor, RSCCD   |                              |

## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into one day after board approval, and signature of both parties, by and between **Terry A. Schmidt**, (the “Contractor”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (the “District”) on behalf of Santiago Canyon College. The Contractor and the District are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis:

Contractor and District agree as follows:

**1.0 Services.** Contractor, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Contractor should not commence until all of the following conditions have been satisfied:

(a) Contractor has furnished all of the insurance documents required by Section 10.0 below; and

(b) The Contractor agrees to include all reports, investigations, studies, and analysis required by their Scope of Services. The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

**1.1 Extra Services**

Unless District and Contractor have agreed in writing before the performance of extra services that are beyond the Scope of Services, District shall have no liability for such extra services and Contractor shall have no right to claim compensation for such extra services or expenses.

**2.0 Term of Agreement: Termination.**

**2.1 Term.** The term of this Agreement is as of the date signed by both parties until December 31, 2020; provided, however, this Agreement may be earlier terminated as provided in Section 2.2 below.

**2.2 Termination.** The District may terminate any or all of the services agreed to be

performed under this Agreement without cause, at any time during the Term by giving the Contractor thirty (30) days' notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.

2.3 Effect of Termination. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within thirty (30) days following submission and approval of a final invoice by Contractor unless termination is for cause. In the event that such termination was for cause, Contractor shall be compensated only to the extent required by law.

**3.0 Compensation and Schedule of Compensation.** The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the District to the Contractor under this Agreement shall not exceed the sum of \$67,696 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).

**4.0 Personnel.**

4.1 The staff person designated by Contractor to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Terry A. Schmidt  
7 Golden Eagle Ct.  
Aliso Viejo, CA 92658  
(949) 887-5178  
ts.engineering@outlook.com

Representative shall be a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, District on the progress of the work.

**5.0 Invoicing and Payment.** Contractor shall provide District with written verification of the actual compensation earned by describing in reasonable detail the work performed together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule of Compensation. All payments shall be made within thirty (30) days after District's approval of such invoice. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District and Contractor has submitted a completed W-9 to District's Purchasing Department.



**6.0 Standard of Skill.** Contractor, and Contractor's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Contractor shall be with the degree of skill and diligence normally practiced in the industry for which Contractor is being retained by the District. To the extent that Contractor's industry is subject to guidelines, rules or other standards, Contractor shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Contractor's work by the District shall not operate as a release of the Contractor from such standard of care and workmanship.

**7.0 Independent Contractor.** Contractor is retained and engaged by the District only to the extent set forth in this Agreement, and the Contractor's relationship to the District is that of an independent contractor. Contractor shall be free to dispose of all portions of Contractor's time and activities which Contractor is not obligated to devote to the District in such a manner and to such persons, firms, or corporations as the Contractor sees fit except as expressly provided in this Agreement. Contractor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for District's officers or employees. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Contractor (including any of its officers, employees or other agents) of its obligations under this Agreement. Contractor has no authority to bind District in any manner or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the District.

**8.0 Hold Harmless and Indemnity.** Contractor shall fully and promptly undertake its obligations as set forth below:

**8.1 Hold Harmless.** Contractor shall hold District, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on District property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement. The foregoing however shall apply only to the extent of errors, negligence, recklessness, omissions, or willful misconduct of Contractor, its officers, agents, employees, or representatives in performing services described in the work required under this Agreement.

**8.2 Defense and Indemnity.** Contractor shall investigate, defend, and indemnify District, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of any intellectual property

rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Contractor of this Agreement. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3 No Waiver. District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 10.0 below.
- 8.4 Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working for the District.

**9.0 Correction or Re-Performance of Work.** If District believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, District may deliver notice to Contractor. Such District's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon District's sole discretion, may also make a request for Contractor to re-perform the services. If District requests Contractor to re-perform services, Contractor shall promptly re-perform the services at no additional cost to District in a reasonably timely manner. Should Contractor fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Contractor hereunder or charged to Contractor with such amounts to be paid by Contractor within thirty (30) days of receipt of such invoice.

**10.0 Insurance.**

- 10.1 Insurance Coverage. Contractor shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2 Delivery of Certificates of Insurance and Endorsements. Prior to the commencement of any work by Contractor under this Agreement, Contractor shall provide the District with copies of certificates (on an Accord form as modified per District direction) for all policies together with the appropriate endorsements required in Exhibit C. At the request of the District, Contractor shall deliver a copy of its insurance policies.
- 10.3 Failure to Maintain Insurance. If Contractor receives a cancellation notice of any

insurance required by this Agreement, Contractor shall, within one day of receipt, forward said notice to the District. If Contractor at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the District shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Contractor as compensation under the terms of this Agreement.

## **11.0 Work Product.**

**11.1 Deliverables.** Contractor shall deliver to the District the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services ("Work Product"). The District may also request, and Contractor shall provide to District, copies of all other information developed in the course of the Contractor's performance of this Agreement. Contractor shall, in such time and in such form as the District may require, furnish reports concerning the status of services required under this Agreement. Contractor shall, upon request by District and upon completion or termination of this Agreement, deliver to the District all Work Product produced by the Contractor. Contractor represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.

**11.2 Ownership.** Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Contractor pursuant to or in connection with this Agreement shall be the exclusive property of the District.

## **12.0 Confidentiality.**

**12.1 Non-Disclosure Exemptions.** Contractor may be granted access to information that is exempt from disclosure to the public and may contain "trade secrets" when it is necessary for Contractor to perform its obligations pursuant to this Agreement. If Contractor is granted such access to confidential information, Contractor shall not be considered to be a member of the public as that term is used in the California Public Records Act.

**12.2 Confidentiality Obligation.** Contractor shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Contractor by the District or other information to which the Contractor has had access during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement. Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade

secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Contractor has secured such customer's express, written consent to release of such customer's information, (c) any information classified by District as "critical infrastructure information" or "protected critical infrastructure information" or "protected system," or (d) any other documentation that has been identified as confidential by District until District has advised Contractor in writing that such information may be released.

**13.0 Acceptance of Final Payment by Contractor.** The acceptance by Contractor of the final payment made under this Agreement shall release District from all claims and liabilities for compensation to or for the benefit of Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, agents, subcontractors and subcontractors for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Contractor; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Contractor, its employees, agents, subcontractors and subcontractors.

**14.0 Records.** Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the District, the Designated Official or the District Project Manager. Contractor shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Contractor shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.

**15.0 Conflict of Interest.** Contractor agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Contractor represents and warrants that it is unaware of any District employee or official that has a financial interest in Contractor's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer or accept any financial interest in Contractor's business by any District employee or official.

**16.0 Non-Appropriation of Funds.** Payments due and payable to Contractor for current services are within the current annual budget and within an available, unexhausted and unencumbered appropriation of District funds. This Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.

**17.0 Compliance with Laws.** Contractor agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

**17.1 Permits and Licenses.** Contractor, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**17.2 Anti-Terrorism Laws; Sanctions.** The Contractor represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

**18.0 Meet and Confer.** The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

**19.0 Waiver: Remedies Cumulative.** Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not

constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

**20.0 Integrated Agreement: Construction.** This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.

**21.0 Amendment: Modification.** This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.

**22.0 Assignment.** This Agreement is personal to the Contractor and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Contractor is voidable in the District's sole discretion.

**23.0 Use of the Term "District."** Reference to "District" in this Agreement includes District Manager or any authorized representative acting on behalf of District.

**24.0 Severability.** If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

**25.0 Execution Counterparts.** This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, any one of which may be introduced in evidence or used for any other purpose without the production of its duplicate counterpart. Moreover, notwithstanding that any of the Parties did not execute the same counterpart, each counterpart shall be deemed for all purposes to be an original, and all such counterparts shall constitute one and the same instrument, binding on all of the Parties hereto. Facsimile transmission and/or validated electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart.

**26.0 Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.

**27.0 Survival.** The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.

**28.0 Notices.** Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

TO DISTRICT:

Rancho Santiago Community College District  
Attention: Vice Chancellor, Business  
Operations/Fiscal Services  
2323 North Broadway  
Santa Ana, CA 92706-1640

With a copy to:  
Santiago Canyon College  
Business and Career Education  
8045 E. Chapman Ave  
Orange, CA 92869

TO CONTRACTOR:

Terry A. Schmidt  
7 Golden Eagle Ct.  
Aliso Viejo, CA 92658  
[ts.engineering@outlook.com](mailto:ts.engineering@outlook.com)

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery.

Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

**29.0 Safety Requirement.** To the extent that Contractor performs any work on premises owned or leased by the District, the Contractor agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The District reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Contractor shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Contractor, which is not the result of his operations, should immediately be reported to the District.

**30.0 Copyright.** In the event Contractor creates an original work product as part of the Scope of Services (“work product”), Contractor agrees that work product is a work made for hire. Contractor acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic

platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Contractor hereby transfers any and all interest of the copyright(s) in the work product to District. This transfer and assignment are irrevocable and in perpetuity.

Further, Contractor represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to District prior to the completion of the Scope of Services. Contractor indemnifies and defends District as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Contractor agrees to provide all log-in credentials for social media and other on-line electronic platforms to District within ten (10) days of establishing same, which shall allow District at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should District choose to do so. In any event, upon the conclusion of Contractor's services, Contractor shall no longer utilize any log-in credentials or electronic on-line platforms.

**31.0 Prevailing Wages.** To the extent that the Contractor performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Contractor agrees that it shall comply with this Section. The Contractor, and any subcontractor or subcontractor working on behalf of the Contractor with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Contractor shall comply with all other requirements applicable to Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Contractor must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,000.



In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

"DISTRICT"

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

"CONTRACTOR"

Terry A. Schmidt  
7 Golden Eagle Ct.  
Aliso Viejo, CA 92658

---

Signature

Peter J. Hardash

---

Name (Please Print)

Vice Chancellor  
Business Operations/Fiscal Services

---

Title

---

Signature

Terry A. Schmidt

---

Name (Please Print)

---

Title

## EXHIBIT A

### SCOPE OF SERVICES

#### Automation Pathway Project (Terry A. Schmidt)

| Ref | TASKS  | Hours |
|-----|--|-------|
| 1   | Meetings and working with Faculty and Deans of the 6 or 7 participating colleges to help them complete development of their local 12 unit certificates in Automation Fundamentals based on common core content to meet industry needs. These certificates are intended to be transferable between the 6 or 7 colleges, and stackable with other certificates within select disciplines   | 48    |
| 2   | Work with LAOCRC and the 6 or 7 colleges to develop a Regional Certificate in Automation Fundamentals to encompass their local Automation Fundamentals certificates. Analyze LMI data for existing and future job titles. Identified by our Automation Industry Advisory.  | 20    |
| 3   | Work with the faculty and deans at the participating colleges to create pathways into Automation related programs by identifying and creating dual-enrollment and concurrent enrollment opportunities for High School and Jr High School students. Help to identify Summer Bridge and Summer Boot Camp opportunities to showcase exciting careers in Automation.   | 32    |
| 4   | With support from our Automation Industry Advisors, work with local and regional industry and businesses to identify internship and co-op training opportunities for students in the automation programs, externships for faculty development and skills training, and train the trainer opportunities. Also Identify clear pathways to employment for program completers.   | 40    |
| 5   | Engage with industry partners and advisors to discuss their employment needs, identify skill sets for entry level employees and for incumbent workers who need to upgrade their skills, and re-training for new jobs. Work with local industries to identify current and emerging skills gaps that need to be addressed in our automation programs.  | 48    |
| 6   | Work with EWD directors at participating colleges to create contract education courses that could be incorporated into Automation pathways to certificates and degrees in any of the nine disciplines offered at the colleges; Industrial Automation, Building Automation, HVACR, Water Management, Process Control, Robotics, Industrial Electronics, Electrical Technology, and Mechatronics.  | 48    |
| 7   | Work with ECU Regional Director and ECU State Director to identify and create pathways to 4-year programs in Automation related fields. Work with the 6 colleges Faculty and Deans to develop articulation agreements that will create pathways to 4-year degrees in related Automation fields. Work with Industrial Partners and college Faculty to identify industry recognized credentials for each of the 9 disciplines and work with faculty to incorporate the relevant credentials and accreditations for their programs. | 24    |
| 8   | Work with Faculty and Industry leaders such as Schneider Electric, Siemens, Johnson Controls, ABM, SMC, Lutron, Acuity and others to incorporate   | 40    |

|    |   |     |
|----|---|-----|
|    | their training programs into contract education or discipline program courses on an as needed/desired basis. Explore possibilities of shared training equipment from/at local industries to reduce the capital outlay for many of the automation programs.  |     |
| 9  | Participate in State and Regional workshops, seminars, expos and ECU meetings Automation Team meetings and conference calls. Participate in events to further expand the Automation Project to other community colleges in LA County, the Inland Empire and across the state where LMI data suggests the need for similar Automation Fundamentals curriculum and skills training. | 72  |
| 10 | Determine what resources are needed at each college to meet their participation goals. Identify additional funding sources if needed to augment the buildout of the Automation Programs at the respective schools. Identify equipment donations or shared use with industry where feasible.   | 32  |
| 11 | Help Faculty along with our industry partners to incorporate Advanced Lighting Controls and LCA on-line training at schools where compatible with existing curriculum such as in the IVC Electrical program.  | 20  |
| 12 | Work to identify qualified adjunct faculty to support contract education opportunities or to supplement program needs to handle additional sections of courses due to increased enrollments or timeline schedules.  | 16  |
| 13 | Work with UCI faculty and Dept. Chair on funding resources and technical expertise on IoT and IIoT as it relates to Automation and UCI's Smart Manufacturing Grant. Work with faculty to incorporate IIoT and Information Technology into their curriculum and next level of stackable Automation certificates.   | 24  |
| 14 | Work with ECU Regional Director to help colleges develop Building Automation Programs and Facilities Management Programs at their respective schools. (Cypress, Fullerton, Orange Coast)  | 24  |
| 15 | Work with ECU Regional Director to expand Expert Network Advisors and Industry Partners to include at least two representatives from each of the nine disciplines related to Automation.  | 20  |
| 16 | Reports and Proposal writing.   | 12  |
|    | Total Labor hours   | 520 |

## EXHIBIT B

### SCHEDULE OF COMPENSATION

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 3.0.

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

- **Installment payments:** The District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this agreement; District shall pay for the services after each scope of work is completed. Contractor shall invoice the RSCCD/SCC after each scope of work has been completed; given that all of the services set forth in Exhibit A have been fully performed and all deliverables have been accepted by the RSCCD/SCC.

**Labor Rate \$120/hr.**

**Total Labor Hours: 520**

**TOTAL AMOUNT NOT TO EXCEED     \$67,696**

**EXHIBIT C**  
**INSURANCE REQUIREMENTS**

Contractor shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

**A. Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non- owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Contractor.

**B. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

The District, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or

equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

### ***Primary Coverage***

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the District or ten (10) days' prior written notice for non-payment of premium. An exception may be made for coverage provided through a program of self-insurance, or coverage through a Joint Power Authority risk pool, subject to District approval.

### ***Waiver of Subrogation - Worker's Compensation***

Contractor hereby grants to District a waiver of any right to subrogation which any workers' compensation insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such workers' compensation insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. (Note: This is the only line of coverage where waiver of subrogation is honored by ASCIP).

### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. Such insurers shall be licensed to provide insurance under California state law. Waiver of this requirement for coverage provided by a program of self-insurance, or Contractor participation in a Joint Power Authority risk pool, shall be subject to District approval.

### *Verification of Coverage*

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Updated Certificates of Insurance to be provided at time of renewal.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santiago Canyon College – Business and Career Education Division**

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of the Professional Services Agreement with Vital Link Orange County |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND**

This is a Professional Services Agreement with Vital Link Orange County. Vital Link will provide logistics for a Career Day to include speakers, resource fair, and a college campus experience focused on career education. Vital Link will also assist with the Master Tech event focusing on industry-based engagement.

**ANALYSIS**

This professional services agreement with Vital Link Orange County is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This standard professional services agreement with Vital Link Orange County shall be effective as of the date signed by both parties until December 31, 2020 or until termination by written notice of either party. This agreement will carry a cost for Santiago Canyon College of \$86,053.14 to be paid from the Strong Workforce Program funding for Career Education student programs.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the professional services agreement with Vital Link Orange County as presented.

|                 |   |                              |
|-----------------|---|------------------------------|
| Fiscal Impact:  | \$86,053.14 (Categorical)   | Board Date: January 13, 2020 |
| Prepared by:    | Marilyn Flores, Ph.D., Vice President, Academic Affairs<br>Elizabeth Arteaga, Interim Dean, Business & Career Education |                              |
| Submitted by:   | John Hernandez, Ph.D., President., President, Santiago Canyon College   |                              |
| Recommended by: | Marvin Martinez, Chancellor, RSCCD  |                              |



## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this “Agreement”), is made and entered into, by and between **VITAL LINK ORANGE COUNTY**, a 501(c) 3 Nonprofit Corporation (the “Contractor”) and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (the “District”) on behalf of Santiago Canyon College. The Contractor and the District are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experience and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis:

Contractor and District agree as follows:

**1.0 Services.** Contractor, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “Scope of Services” set forth on Exhibit A to this Agreement (the “Scope of Services”). The initiation of service by the Contractor should not commence until all of the following conditions have been satisfied:

- (a) Contractor has furnished all of the insurance documents required by Section 10.0 below; and
- (b) Contractor has furnished any required supporting documentation required by Sections 16.0 below.
- (c) The Scope of Services shall not be modified without an amendment executed by the authorized representatives of each Party.

**1.1 Extra Services**

Unless District and Contractor have agreed in writing before the performance of extra services that are beyond the Scope of Services, District shall have no liability for such extra services and Contractor shall have no right to claim compensation for such extra services or expenses.

**2.0 Term of Agreement: Termination.**

**2.1 Term.** The term of this Agreement is as of the date signed by both parties until December 31, 2020; provided, however, this Agreement may be earlier

terminated as provided in Section 2.2 below.

2.2 Termination. The District may terminate any or all of the services agreed to be performed under this Agreement without cause, at any time during the Term by giving the Contractor thirty (30) days' notice in writing. Either party may terminate this Agreement with cause, immediately upon giving the other party written notice of such default or breach of this Agreement that is the basis for the termination.

2.3 Effect of Termination. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Contractor within thirty (30) days following submission and approval of a final invoice by Contractor unless termination is for cause. In the event that such termination was for cause, Contractor shall be compensated only to the extent required by law.

**3.0 Compensation and Schedule of Compensation.** The total compensation (including, but not limited to all fees, expenses, reimbursements or other costs) payable by the District to the Contractor under this Agreement shall not exceed the sum of \$125,000 (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. Contractor shall earn the compensation set forth in the Cost of Services in accordance with the "Schedule of Compensation" as attached to this Agreement as Exhibit B. No payment for expenses, labor or any other cost shall be paid to Contractor unless it is within the Scope of Services (Exhibit A).

**4.0 Personnel.**

4.1 The staff person designated by Contractor to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Kathy Johnson  
President  
Vital Link  
15401 Red Hill Ave. Suite F  
Tustin, CA 92780  
(949) 646-2520  
Kathy@vitallinkoc.org

Representative shall be a key member of Contractor's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, District on the progress of the work.

**5.0 Invoicing and Payment.** Contractor shall provide District with written verification of the actual compensation earned by describing in reasonable detail the work performed together with any receipts, invoices or other documentable expenses that are reimbursable under the Schedule

of Compensation. All payments shall be made within thirty (30) days after District's approval of such invoice. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District and Contractor has submitted a completed W-9 to District's Purchasing Department.

**6.0 Standard of Skill.** Contractor, and Contractor's officers, employees and agents, if any, are skilled in the professional calling necessary to perform the work agreed to be done pursuant to this Agreement. The work performed by Contractor shall be with the degree of skill and diligence normally practiced in the industry for which Contractor is being retained by the District. To the extent that Contractor's industry is subject to guidelines, rules or other standards, Contractor shall ensure that it complies with such guidelines, rules or other standards. The acceptance of Contractor's work by the District shall not operate as a release of the Contractor from such standard of care and workmanship.

**7.0 Independent Contractor.** Contractor is retained and engaged by the District only to the extent set forth in this Agreement, and the Contractor's relationship to the District is that of an independent contractor. Contractor shall be free to dispose of all portions of Contractor's time and activities which Contractor is not obligated to devote to the District in such a manner and to such persons, firms, or corporations as the Contractor sees fit except as expressly provided in this Agreement. Contractor shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for District's officers or employees. Contractor shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Contractor (including any of its officers, employees or other agents) of its obligations under this Agreement. Contractor has no authority to bind District in any manner or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the District.

**8.0 Hold Harmless and Indemnity.** Contractor shall fully and promptly undertake its obligations as set forth below:

**8.1 Hold Harmless.** Contractor shall hold District, its elected officials, officers, agents, and employees, harmless from all of Contractor's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Contractor, to Contractor's employees, to Contractor's contractors or subcontractors, or to the owners of Contractor's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Contractor is on District property, or which are connected, directly or indirectly, with Contractor's performance of any activity or work required under this Agreement. The foregoing however shall apply only to the extent of errors, negligence, recklessness, omissions, or willful misconduct of Contractor, its officers, agents, employees, or representatives in performing services described in the work required under this Agreement.

**8.2 Defense and Indemnity.** Contractor shall investigate, defend, and

indemnify District, its elected officials, officers, agents, and employees, from any claims, lawsuits, demands, judgments, and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of any intellectual property rights (including, copyright, patent and trademark), or professional errors and omissions arising out of, directly or indirectly, any error, negligence, recklessness, or omission of Contractor or any of Contractor's officers, agents, employees, representatives, or the willful misconduct of Contractor or any of Contractor's officers, agents, employees, representatives, in performing the services described in, or normally associated with, the work required under this Agreement, or breach by Contractor of this Agreement. The duty to defend shall include any suits or actions concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related thereto.

- 8.3** No Waiver. District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 10.0 below.
- 8.4** Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working for the District.

**9.0 Correction or Re-Performance of Work.** If District believes that any of the work performed under this Agreement does not comply with the terms of this Agreement, District may deliver notice to Contractor. Such District's notice shall describe how the work performed, including any deliverables resulting from such work, does not meet the requirements of this Agreement, including failure to meet the applicable standard of care set forth in Section 6.0 and, upon District's sole discretion, may also make a request for Contractor to re-perform the services. If District requests Contractor to re-perform services, Contractor shall promptly re-perform the services at no additional cost to District in a reasonably timely manner. Should Contractor fail to make such correction or re-performance, the cost thereof shall be withheld from any funds due to Contractor hereunder or charged to Contractor with such amounts to be paid by Contractor within thirty (30) days of receipt of such invoice.

**10.0 Insurance.**

- 10.1** Insurance Coverage. Contractor shall maintain, throughout the Term, the insurance coverage set forth in the "Insurance Requirements" as attached to this Agreement as Exhibit C.
- 10.2** Delivery of Certificates of Insurance and Endorsements. Prior to the commencement of any work by Contractor under this Agreement, Contractor shall provide the District with copies of certificates (on an Accord form as modified per District direction) for all policies together with the

appropriate endorsements required in Exhibit C. At the request of the District, Contractor shall deliver a copy of its insurance policies.

**10.3** Failure to Maintain Insurance. If Contractor receives a cancellation notice of any insurance required by this Agreement, Contractor shall, within one day of receipt, forward said notice to the District. If Contractor at any time during the Term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, the District shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the cost of the insurance premiums at the maximum rate permitted by law computed from the date written notice is received that the premiums have been paid. Such costs can be assessed by deducting such costs from any amounts due and payable to the Contractor as compensation under the terms of this Agreement.

## **11.0** Work Product.

**11.1** Deliverables. Contractor shall deliver to the District the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services ("Work Product"). The District may also request, and Contractor shall provide to District, copies of all other information developed in the course of the Contractor's performance of this Agreement. Contractor shall, in such time and in such form as the District may require, furnish reports concerning the status of services required under this Agreement. Contractor shall, upon request by District and upon completion or termination of this Agreement, deliver to the District all Work Product produced by the Contractor. Contractor represents and warrants that upon delivery of the Work Product, such Work Product shall be free of all liens, security interests or any other encumbrances.

**11.2** Ownership. Each and every item that constitutes Work Product produced, prepared, or caused to be prepared by the Contractor pursuant to or in connection with this Agreement shall be the exclusive property of the District.

## **12.0** Confidentiality.

**12.1** Non-Disclosure Exemptions. Contractor may be granted access to information that is exempt from disclosure to the public and may contain "trade secrets" when it is necessary for Contractor to perform its obligations pursuant to this Agreement. If Contractor is granted such access to confidential information, Contractor shall not be considered to be a member of the public as that term is used in the California Public Records Act.

**12.2** Confidentiality Obligation. Contractor shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to Contractor by the District or other information to which the Contractor has had access

during the Term of this Agreement without the prior written consent of the Designated Official during the Term of this Agreement and this obligation shall survive for a period of two (2) years after the termination of this Agreement. Notwithstanding the foregoing, the confidentiality obligations imposed by this Agreement shall survive as to any of the following information (a) a trade secret under applicable law for so long as such information constitutes a trade secret thereunder, (b) each utility customer's "data" under applicable law unless Contractor has secured such customer's express, written consent to release of such customer's information, (c) any information classified by District as "critical infrastructure information" or "protected critical infrastructure information" or "protected system," or (d) any other documentation that has been identified as confidential by District until District has advised Contractor in writing that such information may be released.

**13.0 Acceptance of Final Payment by Contractor.** The acceptance by Contractor of the final payment made under this Agreement shall release District from all claims and liabilities for compensation to or for the benefit of Contractor for anything done, furnished, or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check; provided, however, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, agents, subcontractors and subcontractors for the satisfactory performance, accuracy and/or competency of the information provided and/or work performed by Contractor; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Contractor, its employees, agents, subcontractors and subcontractors.

**14.0 Records.** Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the District, the Designated Official or the District Project Manager. Contractor shall maintain adequate records on services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide access to the Designated Official or designees at all proper times to such books and records, and gives the Designated Official or designees the right to examine and audit such books and records and to make transcripts as necessary, and to allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Contractor shall maintain such records for at least four years after the termination or final payment under this Agreement, whichever is later.

**15.0 Conflict of Interest.** Contractor agrees to be familiar with and comply with all applicable federal, state and local conflict of interest laws (including 2 CFR 200.318, if federal money is funding any part of this Agreement). Contractor represents and warrants that it is unaware of any District employee or official that has a financial interest in Contractor's business. During the Term of this Agreement and/or as a result of being awarded this Agreement, Contractor shall not offer or accept any financial interest in Contractor's business by any

District employee or official.

**16.0 Non-Appropriation of Funds.** Payments due and payable to Contractor for current services are within the current annual budget and within an available, unexhausted and unencumbered appropriation of District funds. In the event District has not appropriated sufficient funds for payment of Contractor services beyond the current fiscal year, this Agreement shall cover only those costs incurred up to the conclusion of the current fiscal year.

**17.0 Compliance with Laws.** Contractor agrees to perform all of its obligations under this Agreement in accordance with all applicable federal, state and local laws, rules and regulations. This obligation shall include, but is not limited to, the following requirements set forth below:

**17.1** Permits and Licenses. Contractor, at its sole expense, shall obtain and maintain during the Term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**17.2 Anti-Terrorism Laws; Sanctions.** The Contractor represents and warrants that:

- (1) it is not a person described or designated in the Specially Designated Nationals and Blocked Persons List of the Office of Foreign Assets Control, United States Department of the Treasury or in Section 1 of Executive Order No. 13,224, 66 Fed. Reg. 49,079 (2001), issued by the President of the United States of America (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism);
- (2) it does not engage in any dealings or transactions with any such persons described above; and
- (3) is not otherwise blocked, subject to sanctions under or engaged in any activity in violation of other United States economic sanctions, including but not limited to, Trading with the Enemy Act, the International Emergency Economic Powers Act, Accountability and Divestment Act or any other similar law or regulation with respect to any country, the Sudan Accountability and Divestment Act, any OFAC Sanctions Program, or any economic sanctions regulations administered and enforced by the United States or any enabling legislation or executive order relating to any of the foregoing.

**18.0 Meet and Confer.** The Parties agree to meet and confer concerning all claims, disputes or other matters in question between the Parties arising out of or relating to this Agreement or breach thereof prior to the institution of any litigation.

**19.0 Waiver; Remedies Cumulative.** Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by the other Party, irrespective of the length of

time for which such failure continues, shall not constitute a waiver of such Party's right to demand strict performance by such other Party in the future. No waiver by a Party of a default or breach of the other Party shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omissions by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

**20.0 Integrated Agreement; Construction.** This Agreement, including any exhibit, schedule or addendum attached hereto, supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services hereunder, and contains all of the covenants and agreements between the Parties with respect to said services. The provisions of this Agreement shall be construed as a whole according to its common meaning of purposes of providing a public benefit and not strictly for or against any Party. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. In the event an inconsistency arises between any attachments (including any exhibit, schedule or addendum) and any term of this Agreement, the terms of this Agreement shall prevail. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent permitted successors and assigns.

**21.0 Amendment; Modification.** This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.

**22.0 Assignment.** This Agreement is personal to the Contractor and may not be assigned without the prior written approval of the Designated Official. Notwithstanding the foregoing, any assignment in violation of this Section by the Contractor is voidable in the District's sole discretion.

**23.0 Severability.** If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

**24.0 Execution Counterparts.** This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, any one of which may be introduced in evidence or used for any other purpose without the production of its duplicate counterpart. Moreover, notwithstanding that any of the Parties did not execute the same counterpart, each counterpart shall be deemed for all purposes to be an original, and all such counterparts shall constitute one and the same instrument, binding on all of the Parties hereto. Facsimile transmission and/or validated electronic transmission to one Party of a true copy of a counterpart duly executed by the other Party shall constitute valid delivery of such counterpart.



**25.0 Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of California. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Orange, California.

**26.0 Survival.** The provisions of Sections 8, 9, 10 and 12.0, shall survive for a period of four years following the termination or expiration of this Agreement, whichever is later.

**27.0 Notices.** Any written notice required by this Agreement shall be given by depositing such notice in the United States mail, postage prepaid or by personal delivery, and addressed as follows:

TO DISTRICT:

Rancho Santiago Community College District  
Attention: Vice Chancellor, Business  
Operations/Fiscal Services  
2323 North Broadway  
Santa Ana, CA 92706-1640

With a copy to:  
Santiago Canyon College  
Business and Career Education  
8045 E. Chapman Ave  
Orange, CA 92869

TO CONTRACTOR:

Vital Link Orange County (Vital Link OC)  
Attention: Kathy Johnson, President  
15401 Red Hill Ave #F  
Tustin, CA 92780  
Kathy@vitallinkoc.org

All notices shall be effective upon deposit in the mail, as specified above, or personal delivery. Either Party may change the specified person or address at which it is to receive notices by so advising the other Party in writing.

**28.0 Safety Requirement.** To the extent that Contractor performs any work on premises owned or leased by the District, the Contractor agrees that it shall comply with this Section. All work under this Agreement shall be performed in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA. The District reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The Contractor shall maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous condition noted by the Contractor, which is not the result of his operations, should immediately be reported to the District.

**29.0 Copyright.** In the event Contractor creates an original work product as part of the Scope of Services (“work product”), Contractor agrees that work product is a work made for hire.

Contractor acknowledges that he/she received consideration for this work product and has no copyright interest in any of the work product, or in any copyright related to the work product. For example work product may involve: illustrations and graphic design services, digital and print branding services, photographs, Meta Tags, text, photographs whether edited or not, and other graphic images, appearing on the web sites or other applicable medium, domain names, log-in credentials for social media and other on-line electronic platforms. Further, if this Agreement is found by any court or other jurisdiction to not be a work-for-hire as defined in 17 U.S.C. 101, then Contractor hereby transfers any and all interest of the copyright(s) in the work product to District. This transfer and assignment are irrevocable and in perpetuity.

Further, Contractor represents and warrants: 1) that all work product shall be original and not subject to any other ownership claims by third parties, and 2) if applicable, that consent by individuals depicted in any work product have been obtained and written releases will be delivered to District prior to the completion of the Scope of Services. Contractor indemnifies and defends District as to any damages arising out of or relating to a breach of this warranty and representation.

If applicable, Contractor agrees to provide all log-in credentials for social media and other on-line electronic platforms to District within ten (10) days of establishing same, which shall allow District at any time with the ability to access, utilize and maintain the social media account or electronic on-line platform, should District choose to do so. In any event, upon the conclusion of Contractor's services, Contractor shall no longer utilize any log-in credentials or electronic on-line platforms.

**30.0 Prevailing Wages.** To the extent that the Contractor performs any work described in California Labor Code Section 1720(a)(1), including, but not limited to, inspection and land surveying work Contractor agrees that it shall comply with this Section. The Contractor, and any subcontractor or subcontractor working on behalf of the Contractor with respect to this Agreement, is required to pay not less than the established prevailing rates of wages to all workers employed in the execution of this Agreement, and Contractor shall comply with all other requirements applicable to Public Works Construction as specified in the California Labor Code and/or Davis Bacon Act, if federal money is funding any part of this Agreement. Furthermore, Contractor must register as a public works contractor with the California Department of Industrial Relations, if the compensation under this Agreement is greater than \$25,00

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

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

"CONTRACTOR"  
Vital Link Orange County  
15401 Red Hill Ave #F  
Tustin, CA 92780

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Signature

Peter J. Hardash

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Name (Please Print)

Vice Chancellor  
Business Operations/Fiscal Services

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Title

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Signature

Kathy Johnson

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Name (Please Print)

President

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Title

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**PROJECT ONE**

**Program:** Career Education Day

**Program Description:** Provide the logistics for a Career Education Day event

**Program Date:** February – May, 2020

**Funding:** \$20,752.88

**Program Focus:**

- Inspirational speakers, SCC student panel
- Resource Fair; CE Department Exhibits, Campus Outreach, Financial Aid, EOPS, VL Exhibits, Academics, etc.
- Guided Campus Tour with a focus on CE Programs
- Students participate in a college campus experience

**Student Capacity:**

- 300 student attendees from school districts identified by the college
  - Recruit from: All

**Vital Link Services Provided:**

- Create, manage, and monitor a registration platform
- Manage the student waivers and other field trip forms
- Manage the program logistics and provide support staff on the event day
- Provide for transportation, substitutes, morning snacks, and lunch
- Rent tables, chairs, and canopies to accommodate 300 students and their chaperones
- Provide all necessary accommodations and materials to manage the student's visit to the campus
- Create an evaluation survey for students to complete at the end of the event day and compile the results
- Provide sound equipment and sound operators for lunch area announcements
- Arrange for music in the outdoor space
- Provide a progress report on a monthly basis
- Provided final report at the end of the Career Education Day program

**Santiago Canyon College will:**

- Recruit and prepare SCC students for the College Panel
- Organize the faculty members for the exhibit area and classroom visits, campus ambassadors, and career coaches to provide support for the event as campus tour guides and other support as needed
- Arrange for the session presenters
- Provide necessary tables, chairs, electrical connections and canopies for the department exhibits
- Recruit faculty for Resource Fair (Exhibit Area)
- Create Flyer for Outreach – E-flyer and printable version
- Design and print student worksheets for the day's activities

**Proposed Agenda**

- 8:00 am – 8:45 am Check in – Snacks, Music, Handouts (if any)
- 9:00 am – 10:00 am Rotation 1 - Main Presentation, Resource Fair (exhibitors), or Guided Tour
- 10:15 am – 11:15 am Rotation 2 – Main Presentation, Resource Fair (exhibitors), or Guided Tour
- 11:30 am – 12:30 pm Rotation 3 - Main Presentation, Resource Fair (exhibitors), or Guided Tour
- 12:30 pm – 1:30 pm Evaluation/Lunch/Departure

| <b>Career Education Day Budget</b> |                    |
|------------------------------------|--------------------|
| Vital Link Wages and Benefits      | \$7,750.00         |
| Transportation                     | \$4,000.00         |
| Equipment Rental                   | \$2,443.00         |
| Substitutes                        | \$1,500.00         |
| Printing/Supplies/Misc             | \$450.00           |
| Food                               | \$3,150.00         |
| Indirect 7.25%                     | \$1,402.88         |
| <b>TOTAL Event Budget</b>          | <b>\$20,752.88</b> |

## PROJECT TWO

**Program Name:** Recruitment and Job Readiness

**Program Dates:** October 1, 2019 → September 30, 2020

**CTE Area of Focus:** SCC CTE Pathway programs

**Funding:** \$65,300.26

**Program Purpose:** Provide the logistics and support for business engagement opportunities to the departments listed below. Provide opportunities for the business partners to engage with the faculty and students to strengthen the partnerships and increase the number of student placements.

**Departments:**

- Water Management Focus Request
  - Public Works
  - Real Estate Focus Request
  - Survey Focus Request
  - Child Development Focus Request
  - Film/Television Focus Request
  - Gemology Focus Request
  - Computer Science/Automation Focus Request
  - Business Focus Request
  - Biotechnology
- 
- Vital Link will act as a consultant for CE projects
  - Vital Link will support special projects with CE departments
  - Further develop the ways each of the department facilitators want to engage with the business community and potential student
    - Assist in the recruitment of businesses for the SCC Master TECH event February, 2020 (college to identify the department focus)
    - Documentation for each identified business with details about engagement options
      - Individual Industry sessions to support the curriculum development from identified departments as requested
    - One on one introductions and meetings with department leads with industry representatives
    - Identify and provide student outreach opportunities
  - Provide a progress report on a monthly basis

|  |                    |
|--|--------------------|
| <b>Recruitment and Job Readiness Budget</b>  |                    |
| <b>Business Engagement</b>                   |                    |
| Vital Link Wages and Benefits                | \$46,513.00        |
| Stipends                                     | \$10,000.00        |
| Materials, Supplies, and Resources as needed | \$2,975.00         |
| Networking meetings                          | \$2,750.00         |
| Indirect 7.25%                               | \$3,062.26         |
| <b>TOTAL</b>                                 | <b>\$65,300.26</b> |

## EXHIBIT B

### SCHEDULE OF COMPENSATION

The total compensation (including, any reasonable costs, expenses or reimbursements) payable by the District to the Contractor shall not exceed the Cost of Services as set forth in Section 3.0.

To the extent that the Schedule of Compensation includes any travel, hotel or other reimbursable expenses, such expenses shall be for actual and reasonable expenses incurred in the performance of the Scope of Services.

The Contractor and the District agree that the Contractor shall earn its compensation according to the following method:

- Installment payments: The District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this agreement; District shall pay for the services after each scope of work is completed. Contractor shall invoice the RSCCD/SCC after each scope of work has been completed; given that all of the services set forth in Exhibit A have been fully performed and all deliverables have been accepted by the RSCCD/SCC.

Additionally, total compensation will be based as follow:

- Vital Link will meet 80% of the targeted participants in each of the projects involving student participation.
- If the participation falls below the 80% threshold, the total compensation will be reduced by 20%.
- If the participation exceeds the 100% targeted participation, Vital Link will receive a prorated bonus based on the initial agreed upon divided by the 100% targeted participation number. Or  $(\text{Cost of Activity}) \div (\text{Targeted number of participants}) = (\text{Amount per participant over the targeted participation number})$ .

**TOTAL AMOUNT NOT TO EXCEED    \$86,053.14**



**EXHIBIT C**  
**INSURANCE**  
**REQUIREMENTS**

Contractor shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

**A. Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non- owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by Contractor.

**B. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

The District, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or

equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

### ***Primary Coverage***

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

### ***Notice of Cancellation***

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the District or ten (10) days' prior written notice for non-payment of premium. An exception may be made for coverage provided through a program of self-insurance, or coverage through a Joint Power Authority risk pool, subject to District approval.

### ***Waiver of Subrogation - Worker's Compensation***

Contractor hereby grants to District a waiver of any right to subrogation which any workers' compensation insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such workers' compensation insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. (Note: This is the only line of coverage where waiver of subrogation is honored by ASCIP).

### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. Such insurers shall be licensed to provide insurance under California state law. Waiver of this requirement for coverage provided by a program of self-insurance, or Contractor participation in a Joint Power Authority risk pool, shall be subject to District approval.

### *Verification of Coverage*

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Updated Certificates of Insurance to be provided at time of renewal.

Rancho Santiago Comm Coll District

Board Meeting of 01/13/20

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                     | Fund Title                | Amount                | Voided Checks       | Adjusted Amount       | Beg Check # | End Check # |
|--|---------------------------|-----------------------|---------------------|-----------------------|-------------|-------------|
| 67716  | General Fund Unrestricted | 0.00                  | 652.25              | -652.25               | 92*0524952  | 92*0524952  |
| 67844  | General Fund Unrestricted | 0.00                  | 392.00              | -392.00               | 92*0526785  | 92*0526785  |
| 67933  | General Fund Unrestricted | 0.00                  | 2,675.00            | -2,675.00             | 92*0528197  | 92*0528198  |
| 67976  | General Fund Unrestricted | 7,122.22              | 0.00                | 7,122.22              | 92*0528868  | 92*0528911  |
| 67977  | General Fund Unrestricted | 5,871.65              | 0.00                | 5,871.65              | 92*0528912  | 92*0528934  |
| 67978  | General Fund Unrestricted | 2,168.13              | 0.00                | 2,168.13              | 92*0528937  | 92*0528958  |
| 67982  | General Fund Unrestricted | 10,586.74             | 0.00                | 10,586.74             | 92*0528971  | 92*0529001  |
| 67984  | General Fund Unrestricted | 86,989.29             | 0.00                | 86,989.29             | 92*0529018  | 92*0529035  |
| 67991  | General Fund Unrestricted | 43,438.73             | 0.00                | 43,438.73             | 92*0529119  | 92*0529148  |
| 67992  | General Fund Unrestricted | 147.82                | 0.00                | 147.82                | 92*0529234  | 92*0529235  |
| 67994  | General Fund Unrestricted | 39,298.73             | 0.00                | 39,298.73             | 92*0529191  | 92*0529220  |
| 67996  | General Fund Unrestricted | 4,011.81              | 0.00                | 4,011.81              | 92*0529168  | 92*0529187  |
| 68002  | General Fund Unrestricted | 4,696.68              | 0.00                | 4,696.68              | 92*0529244  | 92*0529266  |
| 68003  | General Fund Unrestricted | 14,280.00             | 0.00                | 14,280.00             | 92*0529268  | 92*0529268  |
| 68005  | General Fund Unrestricted | 1,133.96              | 0.00                | 1,133.96              | 92*0529271  | 92*0529280  |
| 68006  | General Fund Unrestricted | 364,063.77            | 0.00                | 364,063.77            | 92*0529289  | 92*0529342  |
| 68011  | General Fund Unrestricted | 35,211.74             | 0.00                | 35,211.74             | 92*0529356  | 92*0529384  |
| 68012  | General Fund Unrestricted | 4,685.90              | 0.00                | 4,685.90              | 92*0529385  | 92*0529406  |
| 68013  | General Fund Unrestricted | 26,849.55             | 0.00                | 26,849.55             | 92*0529414  | 92*0529483  |
| 68018  | General Fund Unrestricted | 2,287,997.47          | 0.00                | 2,287,997.47          | 92*0529507  | 92*0529525  |
| 68019  | General Fund Unrestricted | 11,919.98             | 0.00                | 11,919.98             | 92*0529544  | 92*0529578  |
| 68020  | General Fund Unrestricted | 652.25                | 0.00                | 652.25                | 92*0529581  | 92*0529581  |
| 68025  | General Fund Unrestricted | 11,648.56             | 0.00                | 11,648.56             | 92*0529591  | 92*0529635  |
| 68026  | General Fund Unrestricted | 35,505.16             | 0.00                | 35,505.16             | 92*0529641  | 92*0529645  |
| 68027  | General Fund Unrestricted | 935.79                | 0.00                | 935.79                | 92*0529648  | 92*0529655  |
| 68028  | General Fund Unrestricted | 12,042.29             | 0.00                | 12,042.29             | 92*0529665  | 92*0529703  |
| 68029  | General Fund Unrestricted | 1,760.63              | 0.00                | 1,760.63              | 92*0529710  | 92*0529710  |
| 68033  | General Fund Unrestricted | 5,768.65              | 0.00                | 5,768.65              | 92*0529730  | 92*0529764  |
| 68035  | General Fund Unrestricted | 23,209.92             | 0.00                | 23,209.92             | 92*0529790  | 92*0529817  |
| 68041  | General Fund Unrestricted | 155,921.64            | 114,360.82          | 41,560.82             | 92*0529831  | 92*0529871  |
| 68046  | General Fund Unrestricted | 22,570.32             | 0.00                | 22,570.32             | 92*0529891  | 92*0529936  |
| 68047  | General Fund Unrestricted | 145,807.22            | 0.00                | 145,807.22            | 92*0529938  | 92*0529968  |
| 68052  | General Fund Unrestricted | 4,870.00              | 0.00                | 4,870.00              | 92*0530000  | 92*0530008  |
| 68053  | General Fund Unrestricted | 9,532.27              | 0.00                | 9,532.27              | 92*0530021  | 92*0530047  |
| 68054  | General Fund Unrestricted | 57,478.05             | 0.00                | 57,478.05             | 92*0530049  | 92*0530072  |
| 68055  | General Fund Unrestricted | 5,571.15              | 0.00                | 5,571.15              | 92*0530075  | 92*0530089  |
| 68057  | General Fund Unrestricted | 2,382.86              | 0.00                | 2,382.86              | 92*0530095  | 92*0530111  |
| 68059  | General Fund Unrestricted | 30,995.49             | 0.00                | 30,995.49             | 92*0530129  | 92*0530148  |
| <b>Total Fund 11 General Fund Unrestricted</b> |                           | <b>\$3,477,126.42</b> | <b>\$118,080.07</b> | <b>\$3,359,046.35</b> |             |             |

Checks Written for Period 11/20/19 Thru 12/17/19

| Register # | Fund Title                | Amount       | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------|---------------------------|--------------|---------------|-----------------|-------------|-------------|
| 67674      | General Fund Restricted   | 0.00         | 249.09        | -249.09         | 92*0524492  | 92*0524492  |
| 67884      | General Fund Restricted   | 0.00         | 371.28        | -371.28         | 92*0527385  | 92*0527385  |
| 67976      | General Fund Restricted   | 158,024.62   | 0.00          | 158,024.62      | 92*0528867  | 92*0528909  |
| 67977      | General Fund Restricted   | 149,640.85   | 0.00          | 149,640.85      | 92*0528913  | 92*0528936  |
| 67982      | General Fund Restricted   | 459,945.38   | 0.00          | 459,945.38      | 92*0528972  | 92*0529004  |
| 67983      | General Fund Restricted   | 368,899.10   | 0.00          | 368,899.10      | 92*0529005  | 92*0529014  |
| 67984      | General Fund Restricted   | 2,278.52     | 0.00          | 2,278.52        | 92*0529022  | 92*0529030  |
| 67985      | General Fund Restricted   | 425.00       | 0.00          | 425.00          | 92*0529036  | 92*0529036  |
| 67990      | General Fund Restricted   | 5,861.91     | 0.00          | 5,861.91        | 92*0529068  | 92*0529107  |
| 67991      | General Fund Restricted   | 30,593.49    | 0.00          | 30,593.49       | 92*0529109  | 92*0529153  |
| 67992      | General Fund Restricted   | 2,709,347.73 | 0.00          | 2,709,347.73    | 92*0529226  | 92*0529238  |
| 67993      | General Fund Restricted   | 5,000.00     | 0.00          | 5,000.00        | 92*0529223  | 92*0529223  |
| 67994      | General Fund Restricted   | 329,474.94   | 0.00          | 329,474.94      | 92*0529195  | 92*0529222  |
| 67995      | General Fund Restricted   | 21,105.26    | 0.00          | 21,105.26       | 92*0529189  | 92*0529190  |
| 67996      | General Fund Restricted   | 38,967.31    | 0.00          | 38,967.31       | 92*0529167  | 92*0529181  |
| 68001      | General Fund Restricted   | 3,656.00     | 0.00          | 3,656.00        | 92*0529242  | 92*0529242  |
| 68002      | General Fund Restricted   | 202,473.05   | 0.00          | 202,473.05      | 92*0529245  | 92*0529267  |
| 68003      | General Fund Restricted   | 990.00       | 0.00          | 990.00          | 92*0529269  | 92*0529269  |
| 68005      | General Fund Restricted   | 50,994.16    | 0.00          | 50,994.16       | 92*0529272  | 92*0529287  |
| 68006      | General Fund Restricted   | 30,123.33    | 0.00          | 30,123.33       | 92*0529288  | 92*0529341  |
| 68011      | General Fund Restricted   | 1,237,139.22 | 0.00          | 1,237,139.22    | 92*0529352  | 92*0529381  |
| 68012      | General Fund Restricted   | 171,516.90   | 0.00          | 171,516.90      | 92*0529386  | 92*0529413  |
| 68018      | General Fund Restricted   | 242,903.71   | 0.00          | 242,903.71      | 92*0529508  | 92*0529538  |
| 68019      | General Fund Restricted   | 393,868.48   | 385.00        | 393,483.48      | 92*0529540  | 92*0529580  |
| 68025      | General Fund Restricted   | 9,333,548.51 | 0.00          | 9,333,548.51    | 92*0529599  | 92*0529634  |
| 68026      | General Fund Unrestricted | 24,935.56    | 0.00          | 24,935.56       | 92*0529636  | 92*0529647  |
| 68027      | General Fund Unrestricted | 579,101.36   | 0.00          | 579,101.36      | 92*0529651  | 92*0529663  |
| 68028      | General Fund Restricted   | 836,909.18   | 0.00          | 836,909.18      | 92*0529668  | 92*0529702  |
| 68029      | General Fund Restricted   | 3,503.29     | 0.00          | 3,503.29        | 92*0529704  | 92*0529712  |
| 68033      | General Fund Restricted   | 175,091.02   | 0.00          | 175,091.02      | 92*0529729  | 92*0529746  |
| 68034      | General Fund Restricted   | 2,654,419.10 | 0.00          | 2,654,419.10    | 92*0529765  | 92*0529789  |
| 68035      | General Fund Restricted   | 222,282.07   | 0.00          | 222,282.07      | 92*0529796  | 92*0529813  |
| 68041      | General Fund Restricted   | 54,748.62    | 27,374.31     | 27,374.31       | 92*0529832  | 92*0529872  |
| 68042      | General Fund Restricted   | 1,500.00     | 0.00          | 1,500.00        | 92*0529873  | 92*0529875  |
| 68046      | General Fund Restricted   | 418,654.74   | 0.00          | 418,654.74      | 92*0529886  | 92*0529926  |
| 68047      | General Fund Restricted   | 59,240.44    | 0.00          | 59,240.44       | 92*0529940  | 92*0529977  |
| 68052      | General Fund Restricted   | 505,346.25   | 0.00          | 505,346.25      | 92*0529992  | 92*0530016  |
| 68053      | General Fund Restricted   | 168,959.61   | 0.00          | 168,959.61      | 92*0530018  | 92*0530048  |
| 68054      | General Fund Restricted   | 1,574,821.39 | 0.00          | 1,574,821.39    | 92*0530052  | 92*0530073  |
| 68055      | General Fund Restricted   | 331,644.71   | 0.00          | 331,644.71      | 92*0530076  | 92*0530093  |
| 68057      | General Fund Restricted   | 7,518.40     | 0.00          | 7,518.40        | 92*0530096  | 92*0530115  |

| Register #                                   | Fund Title              | Amount                               | Voided Checks                    | Adjusted Amount                      | Beg Check # | End Check # |
|--|-------------------------|--------------------------------------|----------------------------------|--------------------------------------|-------------|-------------|
| 68058  | General Fund Restricted | 35,305.88                            | 0.00                             | 35,305.88                            | 92*0530116  | 92*0530128  |
| 68059  | General Fund Restricted | 8,439.88                             | 0.00                             | 8,439.88                             | 92*0530139  | 92*0530142  |
| 68060  | General Fund Restricted | 80,577.68                            | 0.00                             | 80,577.68                            | 92*0530149  | 92*0530159  |
| <b>Total Fund 12 General Fund Restricted</b> |                         | <b><u><u>\$23,689,776.65</u></u></b> | <b><u><u>\$28,379.68</u></u></b> | <b><u><u>\$23,661,396.97</u></u></b> |             |             |

| Register #                                    | Fund Title                    | Amount              | Voided Checks      | Adjusted Amount     | Beg Check # | End Check # |
|---|-------------------------------|---------------------|--------------------|---------------------|-------------|-------------|
| 67884   | GF Unrestricted One-Time Func | 0.00                | 742.56             | -742.56             | 92*0527383  | 92*0527384  |
| 67977   | GF Unrestricted One-Time Func | 1,979.47            | 0.00               | 1,979.47            | 92*0528926  | 92*0528935  |
| 67982   | GF Unrestricted One-Time Func | 384.00              | 0.00               | 384.00              | 92*0528983  | 92*0528983  |
| 67983   | GF Unrestricted One-Time Func | 10,339.27           | 0.00               | 10,339.27           | 92*0529006  | 92*0529017  |
| 67990   | GF Unrestricted One-Time Func | 1,472.72            | 0.00               | 1,472.72            | 92*0529087  | 92*0529108  |
| 67991   | GF Unrestricted One-Time Func | 320.28              | 0.00               | 320.28              | 92*0529110  | 92*0529110  |
| 67992   | GF Unrestricted One-Time Func | 10.76               | 0.00               | 10.76               | 92*0529237  | 92*0529237  |
| 67993   | GF Unrestricted One-Time Func | 8,819.82            | 0.00               | 8,819.82            | 92*0529224  | 92*0529225  |
| 67996   | GF Unrestricted One-Time Func | 112.99              | 0.00               | 112.99              | 92*0529182  | 92*0529188  |
| 68002   | General Fund Unrestricted     | 11,152.59           | 0.00               | 11,152.59           | 92*0529243  | 92*0529243  |
| 68006   | GF Unrestricted One-Time Func | 8,831.06            | 0.00               | 8,831.06            | 92*0529295  | 92*0529321  |
| 68018   | General Fund Restricted       | 415.15              | 0.00               | 415.15              | 92*0529533  | 92*0529533  |
| 68019   | GF Unrestricted One-Time Func | 49,370.50           | 0.00               | 49,370.50           | 92*0529539  | 92*0529575  |
| 68026   | GF Unrestricted One-Time Func | 266.03              | 0.00               | 266.03              | 92*0529640  | 92*0529640  |
| 68027   | GF Unrestricted One-Time Func | 719.53              | 0.00               | 719.53              | 92*0529650  | 92*0529664  |
| 68029   | GF Unrestricted One-Time Func | 4,235.42            | 0.00               | 4,235.42            | 92*0529705  | 92*0529715  |
| 68033   | GF Unrestricted One-Time Func | 2,733.15            | 0.00               | 2,733.15            | 92*0529736  | 92*0529744  |
| 68035   | GF Unrestricted One-Time Func | 528.41              | 0.00               | 528.41              | 92*0529801  | 92*0529801  |
| 68041   | General Fund Restricted       | 133,022.90          | 66,511.45          | 66,511.45           | 92*0529842  | 92*0529863  |
| 68047   | GF Unrestricted One-Time Func | 5,420.56            | 0.00               | 5,420.56            | 92*0529937  | 92*0529978  |
| 68053   | General Fund Unrestricted     | 4,134.92            | 0.00               | 4,134.92            | 92*0530017  | 92*0530017  |
| 68055   | GF Unrestricted One-Time Func | 195.00              | 0.00               | 195.00              | 92*0530074  | 92*0530074  |
| 68057   | GF Unrestricted One-Time Func | 150.00              | 0.00               | 150.00              | 92*0530108  | 92*0530108  |
| <b>Total Fund 13 GF Unrestricted One-Time</b> |                               | <b>\$244,614.53</b> | <b>\$67,254.01</b> | <b>\$177,360.52</b> |             |             |

| Register #                                  | Fund Title             | Amount             | Voided Checks | Adjusted Amount    | Beg Check # | End Check # |
|---|------------------------|--------------------|---------------|--------------------|-------------|-------------|
| 67974                                       | Child Development Fund | 1,638.87           | 0.00          | 1,638.87           | 92*0528860  | 92*0528864  |
| 67979                                       | Child Development Fund | 3,776.32           | 0.00          | 3,776.32           | 92*0528959  | 92*0528967  |
| 67986                                       | Child Development Fund | 4,866.50           | 0.00          | 4,866.50           | 92*0529037  | 92*0529039  |
| 67997                                       | Child Development Fund | 12,086.08          | 0.00          | 12,086.08          | 92*0529155  | 92*0529166  |
| 68000                                       | Child Development Fund | 1,713.45           | 0.00          | 1,713.45           | 92*0529240  | 92*0529241  |
| 68004                                       | Child Development Fund | 318.77             | 0.00          | 318.77             | 92*0529270  | 92*0529270  |
| 68009                                       | Child Development Fund | 3,764.70           | 0.00          | 3,764.70           | 92*0529345  | 92*0529349  |
| 68014                                       | Child Development Fund | 2,004.44           | 0.00          | 2,004.44           | 92*0529484  | 92*0529502  |
| 68021                                       | Child Development Fund | 5,092.51           | 0.00          | 5,092.51           | 92*0529582  | 92*0529586  |
| 68030                                       | Child Development Fund | 10,471.61          | 0.00          | 10,471.61          | 92*0529716  | 92*0529725  |
| 68040                                       | Child Development Fund | 452.17             | 0.00          | 452.17             | 92*0529830  | 92*0529830  |
| 68043                                       | Child Development Fund | 1,952.68           | 0.00          | 1,952.68           | 92*0529876  | 92*0529881  |
| 68048                                       | Child Development Fund | 8,289.27           | 0.00          | 8,289.27           | 92*0529979  | 92*0529982  |
| 68056                                       | Child Development Fund | 572.63             | 0.00          | 572.63             | 92*0530094  | 92*0530094  |
| <b>Total Fund 33 Child Development Fund</b> |                        | <b>\$57,000.00</b> | <b>\$0.00</b> | <b>\$57,000.00</b> |             |             |



| Register #                                       | Fund Title                   | Amount                       | Voided Checks            | Adjusted Amount              | Beg Check # | End Check # |
|--|------------------------------|------------------------------|--------------------------|------------------------------|-------------|-------------|
| 67975  | Capital Outlay Projects Fund | 6,473.02                     | 3,236.51                 | 3,236.51                     | 92*0528865  | 92*0528866  |
| 67980  | Capital Outlay Projects Fund | 3,516.00                     | 0.00                     | 3,516.00                     | 92*0528968  | 92*0528968  |
| 67988  | Capital Outlay Projects Fund | 1,057,322.83                 | 0.00                     | 1,057,322.83                 | 92*0529048  | 92*0529066  |
| 67989  | Capital Outlay Projects Fund | 11,061.50                    | 0.00                     | 11,061.50                    | 92*0529067  | 92*0529067  |
| 67998  | Capital Outlay Projects Fund | 103,587.76                   | 0.00                     | 103,587.76                   | 92*0529154  | 92*0529154  |
| 67999  | Capital Outlay Projects Fund | 72,663.75                    | 0.00                     | 72,663.75                    | 92*0529239  | 92*0529239  |
| 68015  | Capital Outlay Projects Fund | 6,369.20                     | 0.00                     | 6,369.20                     | 92*0529503  | 92*0529503  |
| 68022  | Capital Outlay Projects Fund | 143,272.95                   | 0.00                     | 143,272.95                   | 92*0529587  | 92*0529587  |
| 68036  | Capital Outlay Projects Fund | 18,127.23                    | 0.00                     | 18,127.23                    | 92*0529818  | 92*0529820  |
| 68039  | Capital Outlay Projects Fund | 44,947.40                    | 0.00                     | 44,947.40                    | 92*0529825  | 92*0529829  |
| 68044  | Capital Outlay Projects Fund | 3,911.12                     | 0.00                     | 3,911.12                     | 92*0529882  | 92*0529884  |
| 68049  | Capital Outlay Projects Fund | 161,456.63                   | 0.00                     | 161,456.63                   | 92*0529983  | 92*0529989  |
| <b>Total Fund 41 Capital Outlay Projects Fun</b> |                              | <b><u>\$1,632,709.39</u></b> | <b><u>\$3,236.51</u></b> | <b><u>\$1,629,472.88</u></b> |             |             |

| Register #                                | Fund Title           | Amount                | Voided Checks | Adjusted Amount       | Beg Check # | End Check # |
|---|----------------------|-----------------------|---------------|-----------------------|-------------|-------------|
| 67987                                     | Bond Fund, Measure Q | 236,660.99            | 0.00          | 236,660.99            | 92*0529040  | 92*0529047  |
| 68010                                     | Bond Fund, Measure Q | 3,864.00              | 0.00          | 3,864.00              | 92*0529350  | 92*0529351  |
| 68023                                     | Bond Fund, Measure Q | 1,052.00              | 0.00          | 1,052.00              | 92*0529588  | 92*0529589  |
| 68031                                     | Bond Fund, Measure Q | 2,831,517.11          | 0.00          | 2,831,517.11          | 92*0529726  | 92*0529727  |
| 68037                                     | Bond Fund, Measure Q | 26,356.00             | 0.00          | 26,356.00             | 92*0529821  | 92*0529821  |
| 68038                                     | Bond Fund, Measure Q | 86,196.82             | 0.00          | 86,196.82             | 92*0529822  | 92*0529824  |
| 68050                                     | Bond Fund, Measure Q | 24,200.00             | 0.00          | 24,200.00             | 92*0529990  | 92*0529990  |
| <b>Total Fund 43 Bond Fund, Measure Q</b> |                      | <b>\$3,209,846.92</b> | <b>\$0.00</b> | <b>\$3,209,846.92</b> |             |             |

| Register #                                       | Fund Title                  | Amount            | Voided Checks | Adjusted Amount   | Beg Check # | End Check # |
|--|-----------------------------|-------------------|---------------|-------------------|-------------|-------------|
| 68007  | Property and Liability Fund | 102.45            | 0.00          | 102.45            | 92*0529343  | 92*0529343  |
| 68016  | Property and Liability Fund | 6,112.15          | 0.00          | 6,112.15          | 92*0529504  | 92*0529505  |
| 68032  | Property and Liability Fund | 65.00             | 0.00          | 65.00             | 92*0529728  | 92*0529728  |
| 68051  | Property and Liability Fund | 252.65            | 0.00          | 252.65            | 92*0529991  | 92*0529991  |
| <b>Total Fund 61 Property and Liability Fund</b> |                             | <b>\$6,532.25</b> | <b>\$0.00</b> | <b>\$6,532.25</b> |             |             |

Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                    | Fund Title                 | Amount                    | Voided Checks        | Adjusted Amount           | Beg Check # | End Check # |
|---|----------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 68008   | Workers' Compensation Fund | 20,436.73                 | 0.00                 | 20,436.73                 | 92*0529344  | 92*0529344  |
| 68017   | Workers' Compensation Fund | 152.94                    | 0.00                 | 152.94                    | 92*0529506  | 92*0529506  |
| <b>Total Fund 62 Workers' Compensation Fu</b> |                            | <u><u>\$20,589.67</u></u> | <u><u>\$0.00</u></u> | <u><u>\$20,589.67</u></u> |             |             |

| Register #                                      | Fund Title                 | Amount              | Voided Checks | Adjusted Amount     | Beg Check # | End Check # |
|---|----------------------------|---------------------|---------------|---------------------|-------------|-------------|
| 67981   | Student Financial Aid Fund | 20,980.00           | 0.00          | 20,980.00           | 92*0528969  | 92*0528970  |
| 68024   | Student Financial Aid Fund | 23,947.00           | 0.00          | 23,947.00           | 92*0529590  | 92*0529590  |
| 68045   | Student Financial Aid Fund | 68,291.00           | 0.00          | 68,291.00           | 92*0529885  | 92*0529885  |
| <b>Total Fund 74 Student Financial Aid Fund</b> |                            | <b>\$113,218.00</b> | <b>\$0.00</b> | <b>\$113,218.00</b> |             |             |

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**SUMMARY**

|   |                               |
|---|-------------------------------|
| Total Fund 11 General Fund Unrestricted     | 3,359,046.35                  |
| Total Fund 12 General Fund Restricted       | 23,661,396.97                 |
| Total Fund 13 GF Unrestricted One-Time Fund | 177,360.52                    |
| Total Fund 33 Child Development Fund        | 57,000.00                     |
| Total Fund 41 Capital Outlay Projects Fund  | 1,629,472.88                  |
| Total Fund 43 Bond Fund, Measure Q          | 3,209,846.92                  |
| Total Fund 61 Property and Liability Fund   | 6,532.25                      |
| Total Fund 62 Workers' Compensation Fund    | 20,589.67                     |
| Total Fund 74 Student Financial Aid Fund    | 113,218.00                    |
| Grand Total:                                | <u><u>\$32,234,463.56</u></u> |

Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                  | Fund Title                  | Amount                    | Voided Checks            | Adjusted Amount           | Beg Check # | End Check # |
|---|-----------------------------|---------------------------|--------------------------|---------------------------|-------------|-------------|
| 1A1911423                                   | SAC Diversified Agency Fund | 4,668.15                  | 0.00                     | 4,668.15                  | 1A*0002088  | 1A*0002094  |
| 1A1911530                                   | SAC Diversified Agency Fund | 1,770.69                  | 0.00                     | 1,770.69                  | 1A*0002095  | 1A*0002100  |
| 1A1912107                                   | SAC Diversified Agency Fund | 15,123.73                 | 1,500.00                 | 13,623.73                 | 1A*0002101  | 1A*0002121  |
| 1A1912214                                   | SAC Diversified Agency Fund | 10,390.83                 | 595.00                   | 9,795.83                  | 1A*0002122  | 1A*0002135  |
| 1A1912317                                   | SAC Diversified Agency Fund | 5,050.00                  | 0.00                     | 5,050.00                  | 1A*0002136  | 1A*0002144  |
| <b>Total 1A SAC Diversified Agency Fund</b> |                             | <b><u>\$37,003.40</u></b> | <b><u>\$2,095.00</u></b> | <b><u>\$34,908.40</u></b> |             |             |

Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|------------------------------------|--------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 1B1911423                          | SAC Bookstore Fund | 6,000.00                         | 0.00                        | 6,000.00                         | 1B*0002200         | 1B*0002200         |
| 1B1912214                          | SAC Bookstore Fund | 62,329.85                        | 0.00                        | 62,329.85                        | 1B*0002201         | 1B*0002217         |
| <b>Total 1B SAC Bookstore Fund</b> |                    | <b><u><u>\$68,329.85</u></u></b> | <b><u><u>\$0.00</u></u></b> | <b><u><u>\$68,329.85</u></u></b> |                    |                    |



Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|--|------------------------------|---------------------------|----------------------|---------------------------|--------------------|--------------------|
| 1C1911530                                    | SAC Community Education Fund | 19,796.06                 | 0.00                 | 19,796.06                 | 1C*0001209         | 1C*0001219         |
| 1C1912107                                    | SAC Community Education Fund | 16,615.80                 | 0.00                 | 16,615.80                 | 1C*0001220         | 1C*0001228         |
| <b>Total 1C SAC Community Education Fund</b> |                              | <b><u>\$36,411.86</u></b> | <b><u>\$0.00</u></b> | <b><u>\$36,411.86</u></b> |                    |                    |

Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|--|------------------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 1S1911530                                    | SAC Associated Students Fund | 3,805.95                         | 0.00                        | 3,805.95                         | 1S*0001597         | 1S*0001605         |
| 1S1912107                                    | SAC Associated Students Fund | 9,216.48                         | 0.00                        | 9,216.48                         | 1S*0001606         | 1S*0001619         |
| 1S1912214                                    | SAC Associated Students Fund | 3,549.11                         | 0.00                        | 3,549.11                         | 1S*0001620         | 1S*0001623         |
| <b>Total 1S SAC Associated Students Fund</b> |                              | <b><u><u>\$16,571.54</u></u></b> | <b><u><u>\$0.00</u></u></b> | <b><u><u>\$16,571.54</u></u></b> |                    |                    |

Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                 | Fund Title                 | Amount                    | Voided Checks        | Adjusted Amount           | Beg Check # | End Check # |
|--|----------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 1T1911423                                  | SAC Diversified Trust Fund | 22,242.45                 | 0.00                 | 22,242.45                 | 1T*0001755  | 1T*0001760  |
| 1T1911530                                  | SAC Diversified Trust Fund | 6,137.95                  | 0.00                 | 6,137.95                  | 1T*0001761  | 1T*0001768  |
| 1T1912107                                  | SAC Diversified Trust Fund | 40,828.72                 | 0.00                 | 40,828.72                 | 1T*0001769  | 1T*0001780  |
| 1T1912214                                  | SAC Diversified Trust Fund | 10,007.00                 | 0.00                 | 10,007.00                 | 1T*0001781  | 1T*0001792  |
| 1T1912317                                  | SAC Diversified Trust Fund | 7,982.69                  | 0.00                 | 7,982.69                  | 1T*0001793  | 1T*0001795  |
| <b>Total 1T SAC Diversified Trust Fund</b> |                            | <b><u>\$87,198.81</u></b> | <b><u>\$0.00</u></b> | <b><u>\$87,198.81</u></b> |             |             |

**SUMMARY**

|   |                                   |
|---|-----------------------------------|
| Total Fund 1A SAC Diversified Agency Fund | 34,908.40                         |
| Total Fund 1B SAC Bookstore Fund          | 68,329.85                         |
| Total Fund 1C SAC Community Education Fu  | 36,411.86                         |
| Total Fund 1S SAC Associated Students Fun | 16,571.54                         |
| Total Fund 1T SAC Diversified Trust Fund  | 87,198.81                         |
| <b>Grand Total:</b>                       | <b><u><u>\$243,420.46</u></u></b> |

Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                  | Fund Title                  | Amount             | Voided Checks | Adjusted Amount    | Beg Check # | End Check # |
|---|-----------------------------|--------------------|---------------|--------------------|-------------|-------------|
| 2A1911423                                   | SCC Diversified Agency Fund | 12,308.57          | 0.00          | 12,308.57          | 2A*0001599  | 2A*0001612  |
| 2A1912107                                   | SCC Diversified Agency Fund | 2,937.27           | 0.00          | 2,937.27           | 2A*0001613  | 2A*0001627  |
| 2A1912214                                   | SCC Diversified Agency Fund | 6,064.91           | 0.00          | 6,064.91           | 2A*0001628  | 2A*0001636  |
| 2A1912317                                   | SCC Diversified Agency Fund | 1,799.48           | 9.05          | 1,790.43           | 2A*0001637  | 2A*0001647  |
| <b>Total 2A SCC Diversified Agency Fund</b> |                             | <b>\$23,110.23</b> | <b>\$9.05</b> | <b>\$23,101.18</b> |             |             |

Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|------------------------------------|--------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 2B1911423                          | SCC Bookstore Fund | 7,935.20                         | 0.00                        | 7,935.20                         | 2B*0002009         | 2B*0002018         |
| 2B1912107                          | SCC Bookstore Fund | 23,333.77                        | 0.00                        | 23,333.77                        | 2B*0002019         | 2B*0002030         |
| 2B1912214                          | SCC Bookstore Fund | 4,179.84                         | 0.00                        | 4,179.84                         | 2B*0002031         | 2B*0002036         |
| <b>Total 2B SCC Bookstore Fund</b> |                    | <b><u><u>\$35,448.81</u></u></b> | <b><u><u>\$0.00</u></u></b> | <b><u><u>\$35,448.81</u></u></b> |                    |                    |

Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|--|------------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------------|
| 2C1911423                                    | SCC Community Education Fund | 551.22                   | 275.61                 | 275.61                   | 2C*0001154         | 2C*0001155         |
| 2C1912317                                    | SCC Community Education Fund | 875.00                   | 0.00                   | 875.00                   | 2C*0001156         | 2C*0001156         |
| <b>Total 2C SCC Community Education Fund</b> |                              | <u><u>\$1,426.22</u></u> | <u><u>\$275.61</u></u> | <u><u>\$1,150.61</u></u> |                    |                    |

Checks Written for Period 11/20/19 Thru 12/17/19

| <b>Register #</b>                          | <b>Fund Title</b>          | <b>Amount</b>        | <b>Voided Checks</b> | <b>Adjusted Amount</b> | <b>Beg Check #</b> | <b>End Check #</b> |
|--|----------------------------|----------------------|----------------------|------------------------|--------------------|--------------------|
| 2R1912107                                  | SCC Represenation Fee Fund | 196.64               | 0.00                 | 196.64                 | 2R*0001026         | 2R*0001032         |
| 2R1912317                                  | SCC Represenation Fee Fund | 94.11                | 0.00                 | 94.11                  | 2R*0001033         | 2R*0001033         |
| <b>Total 2R SCC Represenation Fee Fund</b> |                            | <b><u>290.75</u></b> | <b><u>0.00</u></b>   | <b><u>290.75</u></b>   |                    |                    |



Checks Written for Period 11/20/19 Thru 12/17/19

| Register #                                   | Fund Title                   | Amount                    | Voided Checks            | Adjusted Amount          | Beg Check # | End Check # |
|--|------------------------------|---------------------------|--------------------------|--------------------------|-------------|-------------|
| 2S1911423                                    | SCC Associated Students Fund | 1,550.00                  | 0.00                     | 1,550.00                 | 2S*0001355  | 2S*0001358  |
| 2S1912107                                    | SCC Associated Students Fund | 1,692.18                  | 236.90                   | 1,455.28                 | 2S*0001359  | 2S*0001368  |
| 2S1912214                                    | SCC Associated Students Fund | 8,720.80                  | 3,637.48                 | 5,083.32                 | 2S*0001369  | 2S*0001377  |
| 2S1912317                                    | SCC Associated Students Fund | 1,030.21                  | 0.00                     | 1,030.21                 | 2S*0001378  | 2S*0001380  |
| <b>Total 2S SCC Associated Students Fund</b> |                              | <b><u>\$12,993.19</u></b> | <b><u>\$3,874.38</u></b> | <b><u>\$9,118.81</u></b> |             |             |

Checks Written for Period 11/20/19 Thru 12/17/19

| <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> |
|--|----------------------------|---------------------------|----------------------|---------------------------|--------------------|--------------------|
| 2T1911423                                  | SCC Diversified Trust Fund | 3,373.68                  | 0.00                 | 3,373.68                  | 2T*0001375         | 2T*0001381         |
| 2T1912107                                  | SCC Diversified Trust Fund | 8,775.11                  | 0.00                 | 8,775.11                  | 2T*0001382         | 2T*0001385         |
| 2T1912214                                  | SCC Diversified Trust Fund | 4,910.13                  | 0.00                 | 4,910.13                  | 2T*0001386         | 2T*0001398         |
| 2T1912317                                  | SCC Diversified Trust Fund | 1,642.63                  | 0.00                 | 1,642.63                  | 2T*0001399         | 2T*0001403         |
| <b>Total 2T SCC Diversified Trust Fund</b> |                            | <b><u>\$18,701.55</u></b> | <b><u>\$0.00</u></b> | <b><u>\$18,701.55</u></b> |                    |                    |

**SUMMARY**

|   |                                  |
|---|----------------------------------|
| Total Fund 2A SCC Diversified Agency Fund | 23,101.18                        |
| Total Fund 2B SCC Bookstore Fund          | 35,448.81                        |
| Total Fund 2C SCC Community Education Fu  | 1,150.61                         |
| Total Fund 2R SCC Representation Fee Fund | 290.75                           |
| Total Fund 2S SCC Associated Students Fun | 9,118.81                         |
| Total Fund 2T SCC Diversified Trust Fund  | 18,701.55                        |
| <b>Grand Total:</b>                       | <b><u><u>\$87,811.71</u></u></b> |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 09/01/2019 To 12/17/2019  
Board Meeting on 01/13/2020**

**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.

| <b>BUDGET TRANSFERS</b>                               | <b>From</b>        | <b>To</b>          |
|---|--------------------|--------------------|
| <b><u>Fund 11: General Fund Unrestricted</u></b>      |                    |                    |
| 1000 ACADEMIC SALARIES                                | 94,263             |                    |
| 2000 CLASSIFIED SALARIES                              | 196,343            |                    |
| 3000 EMPLOYEE BENEFITS                                | 79,129             |                    |
| 4000 SUPPLIES & MATERIALS                             | 153,508            |                    |
| 5000 OTHER OPERATING EXP & SERVICES                   |                    | 623,845            |
| 6000 CAPITAL OUTLAY                                   | 172,868            |                    |
| 7900 RESERVE FOR CONTINGENCIES                        |                    | 72,266             |
| <b>Total Transfer Fund 11</b>                         | <b>\$696,111</b>   | <b>\$696,111</b>   |
| <b><u>Fund 12: General Fund Restricted</u></b>        |                    |                    |
| 1000 ACADEMIC SALARIES                                |                    | 177,737            |
| 2000 CLASSIFIED SALARIES                              |                    | 638,907            |
| 3000 EMPLOYEE BENEFITS                                |                    | 8,462              |
| 4000 SUPPLIES & MATERIALS                             | 222,851            |                    |
| 5000 OTHER OPERATING EXP & SERVICES                   | 1,369,695          |                    |
| 6000 CAPITAL OUTLAY                                   |                    | 594,323            |
| 7000 OTHER OUTGO                                      |                    | 187,167            |
| 7900 RESERVE FOR CONTINGENCIES                        | 14,050             |                    |
| <b>Total Transfer Fund 12</b>                         | <b>\$1,606,596</b> | <b>\$1,606,596</b> |
| <b><u>Fund 13: GF Unrestricted One-Time Funds</u></b> |                    |                    |
| 1000 ACADEMIC SALARIES                                |                    | 111,278            |
| 2000 CLASSIFIED SALARIES                              |                    | 115,593            |
| 3000 EMPLOYEE BENEFITS                                |                    | 62,424             |
| 4000 SUPPLIES & MATERIALS                             |                    | 125,782            |
| 5000 OTHER OPERATING EXP & SERVICES                   | 941,579            |                    |
| 6000 CAPITAL OUTLAY                                   |                    | 26,182             |
| 7000 OTHER OUTGO                                      |                    | 500,320            |
| <b>Total Transfer Fund 13</b>                         | <b>\$941,579</b>   | <b>\$941,579</b>   |
| <b><u>Fund 31: Bookstore Fund</u></b>                 |                    |                    |
| 3000 EMPLOYEE BENEFITS                                |                    | 16,981             |
| 5000 OTHER OPERATING EXP & SERVICES                   |                    | 10,000             |
| 7900 RESERVE FOR CONTINGENCIES                        | 26,981             |                    |
| <b>Total Transfer Fund 31</b>                         | <b>\$26,981</b>    | <b>\$26,981</b>    |
| <b><u>Fund 33: Child Development Fund</u></b>         |                    |                    |
| 1000 ACADEMIC SALARIES                                |                    | 1,555              |
| 2000 CLASSIFIED SALARIES                              |                    | 857                |
| 4000 SUPPLIES & MATERIALS                             | 6,450              |                    |
| 5000 OTHER OPERATING EXP & SERVICES                   |                    | 120,559            |
| 6000 CAPITAL OUTLAY                                   | 116,521            |                    |
| <b>Total Transfer Fund 33</b>                         | <b>\$122,971</b>   | <b>\$122,971</b>   |
| <b><u>Fund 41: Capital Outlay Projects Fund</u></b>   |                    |                    |

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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.

| <b>BUDGET TRANSFERS</b>       |                                | <b>From</b>         | <b>To</b>           |
|-------------------------------|--------------------------------|---------------------|---------------------|
| 4000                          | SUPPLIES & MATERIALS           |                     | 10,394              |
| 5000                          | OTHER OPERATING EXP & SERVICES | 500                 |                     |
| 6000                          | CAPITAL OUTLAY                 |                     | 14,280,833          |
| 7900                          | RESERVE FOR CONTINGENCIES      | 14,290,727          |                     |
| <b>Total Transfer Fund 41</b> |                                | <b>\$14,291,227</b> | <b>\$14,291,227</b> |

**Fund 43: Bond Fund, Measure Q**

|                               |                           |                 |                 |
|-------------------------------|---------------------------|-----------------|-----------------|
| 6000                          | CAPITAL OUTLAY            |                 | 10,594          |
| 7900                          | RESERVE FOR CONTINGENCIES | 10,594          |                 |
| <b>Total Transfer Fund 43</b> |                           | <b>\$10,594</b> | <b>\$10,594</b> |

**Fund 71: Associated Students Fund**

|                               |                                |                 |                 |
|-------------------------------|--------------------------------|-----------------|-----------------|
| 4000                          | SUPPLIES & MATERIALS           | 5,000           |                 |
| 5000                          | OTHER OPERATING EXP & SERVICES |                 | 11,908          |
| 7900                          | RESERVE FOR CONTINGENCIES      | 6,908           |                 |
| <b>Total Transfer Fund 71</b> |                                | <b>\$11,908</b> | <b>\$11,908</b> |

**Fund 79: Diversified Trust Fund**

|                               |                                |                  |                  |
|-------------------------------|--------------------------------|------------------|------------------|
| 4000                          | SUPPLIES & MATERIALS           |                  | 3,986            |
| 5000                          | OTHER OPERATING EXP & SERVICES |                  | 47,650           |
| 6000                          | CAPITAL OUTLAY                 |                  | 66,840           |
| 7900                          | RESERVE FOR CONTINGENCIES      | 118,476          |                  |
| <b>Total Transfer Fund 79</b> |                                | <b>\$118,476</b> | <b>\$118,476</b> |

**BUDGET INCREASES AND DECREASES**

|  |                                | <b>Revenue</b>     | <b>Appropriation</b> |
|--|--------------------------------|--------------------|----------------------|
| <b><u>Fund 12: General Fund Restricted</u></b> |                                |                    |                      |
| 8100   | FEDERAL REVENUES               | 574,773            |                      |
| 8600   | STATE REVENUES                 | 4,820,672          |                      |
| 8800   | LOCAL REVENUES                 | 24,681             |                      |
| 1000   | ACADEMIC SALARIES              |                    | 1,170,101            |
| 2000   | CLASSIFIED SALARIES            |                    | 909,703              |
| 3000   | EMPLOYEE BENEFITS              |                    | 736,281              |
| 4000   | SUPPLIES & MATERIALS           |                    | 199,980              |
| 5000   | OTHER OPERATING EXP & SERVICES |                    | 1,402,052            |
| 6000   | CAPITAL OUTLAY                 |                    | 346,809              |
| 7000   | OTHER OUTGO                    |                    | 655,200              |
| <b>Total Transfer Fund 12</b>                  |                                | <b>\$5,420,126</b> | <b>\$5,420,126</b>   |

**Fund 13: GF Unrestricted One-Time Funds**

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| <b>BUDGET INCREASES AND DECREASES</b>               | <b>Revenue</b>   | <b>Appropriation</b> |
|---|------------------|----------------------|
| 8800 LOCAL REVENUES                                 | 31,000           |                      |
| 2000 CLASSIFIED SALARIES                            |                  | 1,828                |
| 3000 EMPLOYEE BENEFITS                              |                  | 187                  |
| 4000 SUPPLIES & MATERIALS                           |                  | (16,999)             |
| 5000 OTHER OPERATING EXP & SERVICES                 |                  | (1,583,417)          |
| 6000 CAPITAL OUTLAY                                 |                  | 155,548              |
| 7900 RESERVE FOR CONTINGENCIES                      |                  | 1,473,853            |
| <b>Total Transfer Fund 13</b>                       | <b>\$31,000</b>  | <b>\$31,000</b>      |
| <b><u>Fund 33: Child Development Fund</u></b>       |                  |                      |
| 8100 FEDERAL REVENUES                               | 81,762           |                      |
| 8600 STATE REVENUES                                 | 75,000           |                      |
| 2000 CLASSIFIED SALARIES                            |                  | (12,507)             |
| 3000 EMPLOYEE BENEFITS                              |                  | 6,720                |
| 4000 SUPPLIES & MATERIALS                           |                  | 75,000               |
| 5000 OTHER OPERATING EXP & SERVICES                 |                  | 1,070                |
| 7000 OTHER OUTGO                                    |                  | 86,479               |
| <b>Total Transfer Fund 33</b>                       | <b>\$156,762</b> | <b>\$156,762</b>     |
| <b><u>Fund 41: Capital Outlay Projects Fund</u></b> |                  |                      |
| 8900 OTHER FINANCING SOURCES                        | 500,000          |                      |
| 7900 RESERVE FOR CONTINGENCIES                      |                  | 500,000              |
| <b>Total Transfer Fund 41</b>                       | <b>\$500,000</b> | <b>\$500,000</b>     |
| <b><u>Fund 74: Student Financial Aid Fund</u></b>   |                  |                      |
| 8100 FEDERAL REVENUES                               | 20,000           |                      |
| 8600 STATE REVENUES                                 | 94,113           |                      |
| 7000 OTHER OUTGO                                    |                  | 114,113              |
| <b>Total Transfer Fund 74</b>                       | <b>\$114,113</b> | <b>\$114,113</b>     |

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.

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

| <b>BUDGET TRANSFERS</b>                          |   | <b>From</b>      | <b>To</b>        |
|--|---|------------------|------------------|
| <b><u>Fund 11: General Fund Unrestricted</u></b> |   |                  |                  |
| <b>B026308</b>                                   | <b>09/11/19</b>   |                  |                  |
| 2000   | CLASSIFIED SALARIES   | 52,662           |                  |
| 3000   | EMPLOYEE BENEFITS   | 17,338           |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                              |                  | 70,000           |
| <b>Total Reference B026308</b>                   |   | <b>\$70,000</b>  | <b>\$70,000</b>  |
| <b>Reason:</b>                                   | Adjustment  |                  |                  |
| <b>Description:</b>                              | Cover six months of service 25th Hour Communications        |                  |                  |
| <b>B026312</b>                                   | <b>09/11/19</b>   |                  |                  |
| 1000   | ACADEMIC SALARIES   | 98,610           |                  |
| 3000   | EMPLOYEE BENEFITS   | 46,202           |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                              |                  | 72,546           |
| 7900   | RESERVE FOR CONTINGENCIES                                   |                  | 72,266           |
| <b>Total Reference B026312</b>                   |   | <b>\$144,812</b> | <b>\$144,812</b> |
| <b>Reason:</b>                                   | Adjustment  |                  |                  |
| <b>Description:</b>                              | Cover Ray Hicks salary prev funded w/grant ending 6/30/19   |                  |                  |
| <b>B026446</b>                                   | <b>12/16/19</b>   |                  |                  |
| 2000   | CLASSIFIED SALARIES   | 36,487           |                  |
| 3000   | EMPLOYEE BENEFITS   | 17,513           |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                              |                  | 54,000           |
| <b>Total Reference B026446</b>                   |   | <b>\$54,000</b>  | <b>\$54,000</b>  |
| <b>Reason:</b>                                   | Special Project Adjustment                                  |                  |                  |
| <b>Description:</b>                              | To cover pymnt of 6-mnth for 25th Hr Communication Services |                  |                  |
| <b>BC00063E</b>                                  | <b>09/24/19</b>   |                  |                  |
| 2000   | CLASSIFIED SALARIES   | 38,700           |                  |
| 4000   | SUPPLIES & MATERIALS  |                  | 30,700           |
| 5000   | OTHER OPERATING EXP & SERVICES                              |                  | 8,000            |
| <b>Total Reference BC00063E</b>                  |   | <b>\$38,700</b>  | <b>\$38,700</b>  |
| <b>Reason:</b>                                   | Adjustment  |                  |                  |
| <b>Description:</b>                              | budget adjustment   |                  |                  |
| <b>BC000GN4</b>                                  | <b>09/17/19</b>   |                  |                  |
| 4000   | SUPPLIES & MATERIALS  | 18,000           |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                              | 22,000           |                  |
| 6000   | CAPITAL OUTLAY  |                  | 40,000           |
| <b>Total Reference BC000GN4</b>                  |   | <b>\$40,000</b>  | <b>\$40,000</b>  |
| <b>Reason:</b>                                   | Adjustment  |                  |                  |
| <b>Description:</b>                              | Server purchases districtwide                               |                  |                  |
| <b>BC000ZZV</b>                                  | <b>11/13/19</b>   |                  |                  |
| 2000   | CLASSIFIED SALARIES   | 26,435           |                  |
| 3000   | EMPLOYEE BENEFITS   | 21,211           |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                              |                  | 22,646           |
| 6000   | CAPITAL OUTLAY  |                  | 25,000           |
| <b>Total Reference BC000ZZV</b>                  |   | <b>\$47,646</b>  | <b>\$47,646</b>  |
| <b>Reason:</b>                                   | Adjustment  |                  |                  |
| <b>Description:</b>                              | Reallocate savings from facili                              |                  |                  |

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| <b>BUDGET TRANSFERS</b>   |                                | <b>From</b>      | <b>To</b>        |
|---|--------------------------------|------------------|------------------|
| <b>BC41CTMNBY 12/12/19</b>  |                                |                  |                  |
| 4000  | SUPPLIES & MATERIALS           | 120,000          |                  |
| 5000  | OTHER OPERATING EXP & SERVICES |                  | 120,000          |
| <b>Total Reference BC41CTMNBY</b>                                     |                                | <b>\$120,000</b> | <b>\$120,000</b> |
| <b>Reason:</b> Adjustment   |                                |                  |                  |
| <b>Description:</b> Additional fund for consult                       |                                |                  |                  |
| <b>BCC3W1SUG7 12/13/19</b>  |                                |                  |                  |
| 2000  | CLASSIFIED SALARIES            | 19,747           |                  |
| 3000  | EMPLOYEE BENEFITS              | 6,253            |                  |
| 5000  | OTHER OPERATING EXP & SERVICES |                  | 26,000           |
| <b>Total Reference BCC3W1SUG7</b>                                     |                                | <b>\$26,000</b>  | <b>\$26,000</b>  |
| <b>Reason:</b> Adjustment   |                                |                  |                  |
| <b>Description:</b> To cover additional consulting                    |                                |                  |                  |
| <b>BCTSR4928F 12/17/19</b>  |                                |                  |                  |
| 4000  | SUPPLIES & MATERIALS           | 50,000           |                  |
| 5000  | OTHER OPERATING EXP & SERVICES |                  | 265,000          |
| 6000  | CAPITAL OUTLAY                 | 215,000          |                  |
| <b>Total Reference BCTSR4928F</b>                                     |                                | <b>\$265,000</b> | <b>\$265,000</b> |
| <b>Reason:</b> Adjustment   |                                |                  |                  |
| <b>Description:</b> Fund Ellucian cloud renewal                       |                                |                  |                  |
| <b><u>Fund 12: General Fund Restricted</u></b>                        |                                |                  |                  |
| <b>B026322 09/11/19</b>   |                                |                  |                  |
| 1000  | ACADEMIC SALARIES              |                  | 3,633            |
| 2000  | CLASSIFIED SALARIES            | 22,544           |                  |
| 3000  | EMPLOYEE BENEFITS              | 68,807           |                  |
| 5000  | OTHER OPERATING EXP & SERVICES |                  | 87,718           |
| <b>Total Reference B026322</b>  |                                | <b>\$91,351</b>  | <b>\$91,351</b>  |
| <b>Reason:</b> Special Project Adjustment                             |                                |                  |                  |
| <b>Description:</b> Adj salaries & benefits acct for SP#2549          |                                |                  |                  |
| <b>B026323 09/11/19</b>   |                                |                  |                  |
| 2000  | CLASSIFIED SALARIES            | 35,000           |                  |
| 4000  | SUPPLIES & MATERIALS           |                  | 22,000           |
| 6000  | CAPITAL OUTLAY                 |                  | 13,000           |
| <b>Total Reference B026323</b>  |                                | <b>\$35,000</b>  | <b>\$35,000</b>  |
| <b>Reason:</b> Special Project Adjustment                             |                                |                  |                  |
| <b>Description:</b> To fund instructional supplies and equipment acct |                                |                  |                  |
| <b>B026324 09/12/19</b>   |                                |                  |                  |
| 2000  | CLASSIFIED SALARIES            | 15,448           |                  |
| 3000  | EMPLOYEE BENEFITS              | 24,846           |                  |
| 4000  | SUPPLIES & MATERIALS           |                  | 4,793            |
| 5000  | OTHER OPERATING EXP & SERVICES |                  | 33,501           |
| 6000  | CAPITAL OUTLAY                 |                  | 2,000            |
| <b>Total Reference B026324</b>  |                                | <b>\$40,294</b>  | <b>\$40,294</b>  |
| <b>Reason:</b> Special Project Adjustment                             |                                |                  |                  |
| <b>Description:</b> SP#2565 DSN B&E SAC HOST                          |                                |                  |                  |



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| <b>BUDGET TRANSFERS</b>        |   | <b>From</b>      | <b>To</b>        |
|--------------------------------|---|------------------|------------------|
| <b>B026333</b>                 | <b>09/18/19</b>   |                  |                  |
| 2000                           | CLASSIFIED SALARIES                                       |                  | 138,914          |
| 3000                           | EMPLOYEE BENEFITS   |                  | 42,560           |
| 4000                           | SUPPLIES & MATERIALS                                      |                  | 557              |
| 5000                           | OTHER OPERATING EXP & SERVICES                            | 182,031          |                  |
| <b>Total Reference B026333</b> |   | <b>\$182,031</b> | <b>\$182,031</b> |
| <b>Reason:</b>                 | Special Project Adjustment                                |                  |                  |
| <b>Description:</b>            | Trnsfr to DMC for FY19/20 DSN & ICT                       |                  |                  |
| <b>B026363</b>                 | <b>10/02/19</b>   |                  |                  |
| 1000                           | ACADEMIC SALARIES   |                  | 6,454            |
| 2000                           | CLASSIFIED SALARIES                                       |                  | 105,988          |
| 3000                           | EMPLOYEE BENEFITS   |                  | 8,415            |
| 5000                           | OTHER OPERATING EXP & SERVICES                            | 120,857          |                  |
| <b>Total Reference B026363</b> |   | <b>\$120,857</b> | <b>\$120,857</b> |
| <b>Reason:</b>                 | Special Project Adjustment                                |                  |                  |
| <b>Description:</b>            | Make adjustments to existing 19-20 BSI Budget             |                  |                  |
| <b>B026375</b>                 | <b>10/11/19</b>   |                  |                  |
| 1000                           | ACADEMIC SALARIES   | 54,304           |                  |
| 2000                           | CLASSIFIED SALARIES                                       |                  | 29,371           |
| 3000                           | EMPLOYEE BENEFITS   | 13,665           |                  |
| 4000                           | SUPPLIES & MATERIALS                                      | 138,031          |                  |
| 5000                           | OTHER OPERATING EXP & SERVICES                            | 16,446           |                  |
| 6000                           | CAPITAL OUTLAY  | 6,925            |                  |
| 7000                           | OTHER OUTGO   |                  | 200,000          |
| <b>Total Reference B026375</b> |   | <b>\$229,371</b> | <b>\$229,371</b> |
| <b>Reason:</b>                 | Special Project Adjustment                                |                  |                  |
| <b>Description:</b>            | Revise budget 2238 CAEP - CEC 2019-2020                   |                  |                  |
| <b>B026384</b>                 | <b>10/10/19</b>   |                  |                  |
| 1000                           | ACADEMIC SALARIES   |                  | 172,464          |
| 2000                           | CLASSIFIED SALARIES                                       |                  | 47,071           |
| 3000                           | EMPLOYEE BENEFITS   |                  | 52,801           |
| 4000                           | SUPPLIES & MATERIALS                                      |                  | 14,291           |
| 5000                           | OTHER OPERATING EXP & SERVICES                            | 297,588          |                  |
| 6000                           | CAPITAL OUTLAY  |                  | 10,961           |
| <b>Total Reference B026384</b> |   | <b>\$297,588</b> | <b>\$297,588</b> |
| <b>Reason:</b>                 | Special Project Adjustment                                |                  |                  |
| <b>Description:</b>            | Budget revision for SP#2159 Basic Skills Initiative 18/19 |                  |                  |
| <b>B026402</b>                 | <b>10/18/19</b>   |                  |                  |
| 1000                           | ACADEMIC SALARIES   | 47,402           |                  |
| 2000                           | CLASSIFIED SALARIES                                       |                  | 67,707           |
| 3000                           | EMPLOYEE BENEFITS   | 15,910           |                  |
| 4000                           | SUPPLIES & MATERIALS                                      | 4,464            |                  |
| 5000                           | OTHER OPERATING EXP & SERVICES                            |                  | 69               |
| <b>Total Reference B026402</b> |   | <b>\$67,776</b>  | <b>\$67,776</b>  |
| <b>Reason:</b>                 | Special Project Adjustment                                |                  |                  |
| <b>Description:</b>            | SP#2490 SAC Non-Credit                                    |                  |                  |

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|---------------------------------|--|------------------|------------------|
| <b>B026409</b>                  | <b>10/28/19</b>  |                  |                  |
| 1000                            | ACADEMIC SALARIES                                      |                  | 9,870            |
| 2000                            | CLASSIFIED SALARIES                                    |                  | 9,755            |
| 3000                            | EMPLOYEE BENEFITS                                      |                  | 5,300            |
| 4000                            | SUPPLIES & MATERIALS                                   |                  | 7,267            |
| 5000                            | OTHER OPERATING EXP & SERVICES                         | 32,192           |                  |
| <b>Total Reference B026409</b>  |  | <b>\$32,192</b>  | <b>\$32,192</b>  |
| <b>Reason:</b>                  | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>             | To cover negatives due to encumbrances and est charges |                  |                  |
| <b>B026441</b>                  | <b>12/11/19</b>  |                  |                  |
| 1000                            | ACADEMIC SALARIES                                      |                  | 12,566           |
| 2000                            | CLASSIFIED SALARIES                                    | 6,196            |                  |
| 3000                            | EMPLOYEE BENEFITS                                      | 41,459           |                  |
| 4000                            | SUPPLIES & MATERIALS                                   |                  | 15,089           |
| 5000                            | OTHER OPERATING EXP & SERVICES                         |                  | 15,000           |
| 6000                            | CAPITAL OUTLAY   |                  | 5,000            |
| <b>Total Reference B026441</b>  |  | <b>\$47,655</b>  | <b>\$47,655</b>  |
| <b>Reason:</b>                  | New Budget   |                  |                  |
| <b>Description:</b>             | NEWB SP# 2230 - SCC DSPS                               |                  |                  |
| <b>BC0000VY</b>                 | <b>09/13/19</b>  |                  |                  |
| 2000                            | CLASSIFIED SALARIES                                    |                  | 46,477           |
| 3000                            | EMPLOYEE BENEFITS                                      |                  | 29,689           |
| 5000                            | OTHER OPERATING EXP & SERVICES                         | 76,166           |                  |
| <b>Total Reference BC0000VY</b> |  | <b>\$76,166</b>  | <b>\$76,166</b>  |
| <b>Reason:</b>                  | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>             | Fund classified employee                               |                  |                  |
| <b>BC0000ZT</b>                 | <b>10/01/19</b>  |                  |                  |
| 5000                            | OTHER OPERATING EXP & SERVICES                         | 28,500           |                  |
| 6000                            | CAPITAL OUTLAY   |                  | 28,500           |
| <b>Total Reference BC0000ZT</b> |  | <b>\$28,500</b>  | <b>\$28,500</b>  |
| <b>Reason:</b>                  | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>             | Purchase of Equipment                                  |                  |                  |
| <b>BC0004YB</b>                 | <b>11/06/19</b>  |                  |                  |
| 1000                            | ACADEMIC SALARIES                                      |                  | 7,500            |
| 3000                            | EMPLOYEE BENEFITS                                      |                  | 1,715            |
| 4000                            | SUPPLIES & MATERIALS                                   | 150,000          |                  |
| 5000                            | OTHER OPERATING EXP & SERVICES                         | 9,215            |                  |
| 6000                            | CAPITAL OUTLAY   |                  | 150,000          |
| <b>Total Reference BC0004YB</b> |  | <b>\$159,215</b> | <b>\$159,215</b> |
| <b>Reason:</b>                  | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>             | To fund PT counseling hours                            |                  |                  |
| <b>BC0006K8</b>                 | <b>10/30/19</b>  |                  |                  |
| 2000                            | CLASSIFIED SALARIES                                    |                  | 70,259           |
| 3000                            | EMPLOYEE BENEFITS                                      | 4,017            |                  |
| 4000                            | SUPPLIES & MATERIALS                                   | 14,051           |                  |
| 5000                            | OTHER OPERATING EXP & SERVICES                         | 52,191           |                  |
| <b>Total Reference BC0006K8</b> |  | <b>\$70,259</b>  | <b>\$70,259</b>  |
| <b>Reason:</b>                  | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>             | Cover negatives/based projecti                         |                  |                  |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
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From 09/01/2019 To 12/17/2019

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| <b>BUDGET TRANSFERS</b>         |                                | <b>From</b>     | <b>To</b>       |
|---------------------------------|--------------------------------|-----------------|-----------------|
| <b>BC000729</b>                 | <b>11/05/19</b>                |                 |                 |
| 5000                            | OTHER OPERATING EXP & SERVICES | 81,348          |                 |
| 6000                            | CAPITAL OUTLAY                 |                 | 81,348          |
| <b>Total Reference BC000729</b> |                                | <b>\$81,348</b> | <b>\$81,348</b> |
| <b>Reason:</b>                  | Adjustment                     |                 |                 |
| <b>Description:</b>             | To fund approved 19/20 RAR     |                 |                 |
| <b>BC0009M8</b>                 | <b>11/20/19</b>                |                 |                 |
| 1000                            | ACADEMIC SALARIES              |                 | 60,208          |
| 2000                            | CLASSIFIED SALARIES            | 28,445          |                 |
| 3000                            | EMPLOYEE BENEFITS              | 31,763          |                 |
| <b>Total Reference BC0009M8</b> |                                | <b>\$60,208</b> | <b>\$60,208</b> |
| <b>Reason:</b>                  | Special Project Adjustment     |                 |                 |
| <b>Description:</b>             | re-All. Funds - 111819         |                 |                 |
| <b>BC000CRQ</b>                 | <b>09/20/19</b>                |                 |                 |
| 1000                            | ACADEMIC SALARIES              |                 | 27,005          |
| 3000                            | EMPLOYEE BENEFITS              |                 | 6,812           |
| 5000                            | OTHER OPERATING EXP & SERVICES | 33,817          |                 |
| <b>Total Reference BC000CRQ</b> |                                | <b>\$33,817</b> | <b>\$33,817</b> |
| <b>Reason:</b>                  | Special Project Adjustment     |                 |                 |
| <b>Description:</b>             | Fund employee for CVCOEI grant |                 |                 |
| <b>BC000DK6</b>                 | <b>11/06/19</b>                |                 |                 |
| 4000                            | SUPPLIES & MATERIALS           | 68,956          |                 |
| 6000                            | CAPITAL OUTLAY                 |                 | 68,956          |
| <b>Total Reference BC000DK6</b> |                                | <b>\$68,956</b> | <b>\$68,956</b> |
| <b>Reason:</b>                  | Adjustment                     |                 |                 |
| <b>Description:</b>             | Correct account shortage       |                 |                 |
| <b>BC000EQY</b>                 | <b>11/08/19</b>                |                 |                 |
| 2000                            | CLASSIFIED SALARIES            | 30,000          |                 |
| 5000                            | OTHER OPERATING EXP & SERVICES |                 | 30,000          |
| <b>Total Reference BC000EQY</b> |                                | <b>\$30,000</b> | <b>\$30,000</b> |
| <b>Reason:</b>                  | Special Project Adjustment     |                 |                 |
| <b>Description:</b>             | transfer to contract acct      |                 |                 |
| <b>BC000GLT</b>                 | <b>11/20/19</b>                |                 |                 |
| 1000                            | ACADEMIC SALARIES              | 10,000          |                 |
| 2000                            | CLASSIFIED SALARIES            |                 | 30,000          |
| 5000                            | OTHER OPERATING EXP & SERVICES | 20,000          |                 |
| <b>Total Reference BC000GLT</b> |                                | <b>\$30,000</b> | <b>\$30,000</b> |
| <b>Reason:</b>                  | Special Project Adjustment     |                 |                 |
| <b>Description:</b>             | Re-All. Fund-111419            |                 |                 |
| <b>BC000LBV</b>                 | <b>09/27/19</b>                |                 |                 |
| 2000                            | CLASSIFIED SALARIES            |                 | 10,671          |
| 3000                            | EMPLOYEE BENEFITS              |                 | 3,379           |
| 7900                            | RESERVE FOR CONTINGENCIES      | 14,050          |                 |
| <b>Total Reference BC000LBV</b> |                                | <b>\$14,050</b> | <b>\$14,050</b> |
| <b>Reason:</b>                  | Special Project Adjustment     |                 |                 |
| <b>Description:</b>             | Funds for Part Time Clerk      |                 |                 |

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|--|------------------|------------------|
| <b>BC000LW0      10/10/19</b>                      |                  |                  |
| 1000    ACADEMIC SALARIES                          | 62,937           |                  |
| 2000    CLASSIFIED SALARIES                        |                  | 47,106           |
| 3000    EMPLOYEE BENEFITS                          |                  | 15,831           |
|  | <b>\$62,937</b>  | <b>\$62,937</b>  |
| <b>Total Reference BC000LW0</b>                    |                  |                  |
| <b>Reason:</b> Special Project Adjustment          |                  |                  |
| <b>Description:</b> To fund classified sal/ben.    |                  |                  |
| <b>BC000ME7      09/27/19</b>                      |                  |                  |
| 1000    ACADEMIC SALARIES                          |                  | 65,950           |
| 2000    CLASSIFIED SALARIES                        |                  | 95,542           |
| 5000    OTHER OPERATING EXP & SERVICES             | 161,492          |                  |
|  | <b>\$161,492</b> | <b>\$161,492</b> |
| <b>Total Reference BC000ME7</b>                    |                  |                  |
| <b>Reason:</b> Special Project Adjustment          |                  |                  |
| <b>Description:</b> Funding budgeted expenditures. |                  |                  |
| <b>BC000MZG      09/25/19</b>                      |                  |                  |
| 1000    ACADEMIC SALARIES                          | 9,232            |                  |
| 2000    CLASSIFIED SALARIES                        | 18,954           |                  |
| 3000    EMPLOYEE BENEFITS                          | 1,721            |                  |
| 4000    SUPPLIES & MATERIALS                       | 583              |                  |
| 6000    CAPITAL OUTLAY                             |                  | 30,490           |
|  | <b>\$30,490</b>  | <b>\$30,490</b>  |
| <b>Total Reference BC000MZG</b>                    |                  |                  |
| <b>Reason:</b> Special Project Adjustment          |                  |                  |
| <b>Description:</b> Nurse Anne Simulator           |                  |                  |
| <b>BC0DMAI538    12/03/19</b>                      |                  |                  |
| 2000    CLASSIFIED SALARIES                        |                  | 28,204           |
| 3000    EMPLOYEE BENEFITS                          | 2,506            |                  |
| 6000    CAPITAL OUTLAY                             | 25,698           |                  |
|  | <b>\$28,204</b>  | <b>\$28,204</b>  |
| <b>Total Reference BC0DMAI538</b>                  |                  |                  |
| <b>Reason:</b> Special Project Adjustment          |                  |                  |
| <b>Description:</b> Lorena Chavez Salary & Benefit |                  |                  |
| <b>BCLQH7RJ3S    12/02/19</b>                      |                  |                  |
| 4000    SUPPLIES & MATERIALS                       | 26,050           |                  |
| 6000    CAPITAL OUTLAY                             |                  | 26,050           |
|  | <b>\$26,050</b>  | <b>\$26,050</b>  |
| <b>Total Reference BCLQH7RJ3S</b>                  |                  |                  |
| <b>Reason:</b> Adjustment                          |                  |                  |
| <b>Description:</b> To cover overage for invoice   |                  |                  |
| <b>BCQI7KB6YM    11/25/19</b>                      |                  |                  |
| 1000    ACADEMIC SALARIES                          | 11,340           |                  |
| 2000    CLASSIFIED SALARIES                        | 8,311            |                  |
| 3000    EMPLOYEE BENEFITS                          | 19,208           |                  |
| 5000    OTHER OPERATING EXP & SERVICES             | 10,450           |                  |
| 6000    CAPITAL OUTLAY                             |                  | 49,309           |
|  | <b>\$49,309</b>  | <b>\$49,309</b>  |
| <b>Total Reference BCQI7KB6YM</b>                  |                  |                  |
| <b>Reason:</b> Special Project Adjustment          |                  |                  |
| <b>Description:</b> Re-All.Funnnds - Laptops       |                  |                  |

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| <b>BUDGET TRANSFERS</b>                        |  | <b>From</b>      | <b>To</b>        |
|--|--|------------------|------------------|
| <b>BCRO5UK60X</b>                              | <b>12/06/19</b>  |                  |                  |
| 2000   | CLASSIFIED SALARIES                                    |                  | 86,504           |
| 3000   | EMPLOYEE BENEFITS                                      |                  | 40,925           |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 127,429          |                  |
|  | <b>Total Reference BCRO5UK60X</b>                      | <b>\$127,429</b> | <b>\$127,429</b> |
| <b>Reason:</b>                                 | Special Project Adjustment                             |                  |                  |
| <b>Description:</b>                            | AdjstmntsunderEquity2549 19-20                         |                  |                  |
| <b>Fund 13: GF Unrestricted One-Time Funds</b> |  |                  |                  |
| <b>B026411</b>                                 | <b>10/29/19</b>  |                  |                  |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 500,000          |                  |
| 7000   | OTHER OUTGO  |                  | 500,000          |
|  | <b>Total Reference B026411</b>                         | <b>\$500,000</b> | <b>\$500,000</b> |
| <b>Reason:</b>                                 | Adjustment   |                  |                  |
| <b>Description:</b>                            | Trsf fd from 13 to 41 to allocate fds for future FMRS. |                  |                  |
| <b>BC0002TQ</b>                                | <b>11/05/19</b>  |                  |                  |
| 1000   | ACADEMIC SALARIES                                      |                  | 24,827           |
| 3000   | EMPLOYEE BENEFITS                                      |                  | 5,673            |
| 4000   | SUPPLIES & MATERIALS                                   |                  | 14,100           |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 56,600           |                  |
| 6000   | CAPITAL OUTLAY   |                  | 12,000           |
|  | <b>Total Reference BC0002TQ</b>                        | <b>\$56,600</b>  | <b>\$56,600</b>  |
| <b>Reason:</b>                                 | Adjustment   |                  |                  |
| <b>Description:</b>                            | To fund approved RAR items                             |                  |                  |
| <b>BC0002YJ</b>                                | <b>11/04/19</b>  |                  |                  |
| 2000   | CLASSIFIED SALARIES                                    |                  | 19,667           |
| 3000   | EMPLOYEE BENEFITS                                      |                  | 15,278           |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 35,265           |                  |
| 7000   | OTHER OUTGO  |                  | 320              |
|  | <b>Total Reference BC0002YJ</b>                        | <b>\$35,265</b>  | <b>\$35,265</b>  |
| <b>Reason:</b>                                 | Adjustment   |                  |                  |
| <b>Description:</b>                            | Absorption costs for UBMS                              |                  |                  |
| <b>BC0003HB</b>                                | <b>11/05/19</b>  |                  |                  |
| 2000   | CLASSIFIED SALARIES                                    |                  | 27,151           |
| 3000   | EMPLOYEE BENEFITS                                      |                  | 2,849            |
| 4000   | SUPPLIES & MATERIALS                                   |                  | 17,000           |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 47,000           |                  |
|  | <b>Total Reference BC0003HB</b>                        | <b>\$47,000</b>  | <b>\$47,000</b>  |
| <b>Reason:</b>                                 | Adjustment   |                  |                  |
| <b>Description:</b>                            | To Fund approved RAR items                             |                  |                  |
| <b>BC000FJR</b>                                | <b>11/18/19</b>  |                  |                  |
| 2000   | CLASSIFIED SALARIES                                    |                  | 26,548           |
| 3000   | EMPLOYEE BENEFITS                                      |                  | 1,452            |
| 5000   | OTHER OPERATING EXP & SERVICES                         | 28,000           |                  |
|  | <b>Total Reference BC000FJR</b>                        | <b>\$28,000</b>  | <b>\$28,000</b>  |
| <b>Reason:</b>                                 | Adjustment   |                  |                  |
| <b>Description:</b>                            | fund salary accounts                                   |                  |                  |

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|---|---|------------------|------------------|
| <b>BC000LET</b>                                     | <b>10/18/19</b>                                   |                  |                  |
| 4000  | SUPPLIES & MATERIALS                              |                  | 70,000           |
| 5000  | OTHER OPERATING EXP & SERVICES                    | 85,000           |                  |
| 6000  | CAPITAL OUTLAY                                    |                  | 15,000           |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BC000LET</b>                     |   | <b>\$85,000</b>  | <b>\$85,000</b>  |
| <b>Reason:</b>                                      | Adjustment  |                  |                  |
| <b>Description:</b>                                 | fund newly created accounts                       |                  |                  |
| <b>BC000ZVK</b>                                     | <b>10/30/19</b>                                   |                  |                  |
| 1000  | ACADEMIC SALARIES                                 |                  | 101,750          |
| 3000  | EMPLOYEE BENEFITS                                 |                  | 23,250           |
| 5000  | OTHER OPERATING EXP & SERVICES                    | 125,000          |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BC000ZVK</b>                     |   | <b>\$125,000</b> | <b>\$125,000</b> |
| <b>Reason:</b>                                      | Adjustment  |                  |                  |
| <b>Description:</b>                                 | PTSalarsUsngSCE P&B ApprOTFnds                    |                  |                  |
| <b><u>Fund 31: Bookstore Fund</u></b>               |   |                  |                  |
| <b>BC0005LY</b>                                     | <b>11/04/19</b>                                   |                  |                  |
| 3000  | EMPLOYEE BENEFITS                                 |                  | 16,981           |
| 7900  | RESERVE FOR CONTINGENCIES                         | 16,981           |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BC0005LY</b>                     |   | <b>\$16,981</b>  | <b>\$16,981</b>  |
| <b>Reason:</b>                                      | Adjustment  |                  |                  |
| <b>Description:</b>                                 | Fund H&W cost for Charles Kang                    |                  |                  |
| <b>BC000KB1</b>                                     | <b>11/18/19</b>                                   |                  |                  |
| 5000  | OTHER OPERATING EXP & SERVICES                    |                  | 10,000           |
| 7900  | RESERVE FOR CONTINGENCIES                         | 10,000           |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BC000KB1</b>                     |   | <b>\$10,000</b>  | <b>\$10,000</b>  |
| <b>Reason:</b>                                      | Adjustment  |                  |                  |
| <b>Description:</b>                                 | Increase in operating expenses                    |                  |                  |
| <b><u>Fund 33: Child Development Fund</u></b>       |   |                  |                  |
| <b>BC0005DF</b>                                     | <b>11/06/19</b>                                   |                  |                  |
| 5000  | OTHER OPERATING EXP & SERVICES                    |                  | 75,995           |
| 6000  | CAPITAL OUTLAY                                    | 75,995           |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BC0005DF</b>                     |   | <b>\$75,995</b>  | <b>\$75,995</b>  |
| <b>Reason:</b>                                      | Special Project Adjustment                        |                  |                  |
| <b>Description:</b>                                 | improvement costs                                 |                  |                  |
| <b>BCW4I62JA0</b>                                   | <b>12/09/19</b>                                   |                  |                  |
| 4000  | SUPPLIES & MATERIALS                              | 4,621            |                  |
| 5000  | OTHER OPERATING EXP & SERVICES                    |                  | 30,636           |
| 6000  | CAPITAL OUTLAY                                    | 26,015           |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference BCW4I62JA0</b>                   |   | <b>\$30,636</b>  | <b>\$30,636</b>  |
| <b>Reason:</b>                                      | Special Project Adjustment                        |                  |                  |
| <b>Description:</b>                                 | fund contracted services                          |                  |                  |
| <b><u>Fund 41: Capital Outlay Projects Fund</u></b> |   |                  |                  |
| <b>B026301</b>                                      | <b>09/10/19</b>                                   |                  |                  |
| 6000  | CAPITAL OUTLAY                                    |                  | 150,000          |
| 7900  | RESERVE FOR CONTINGENCIES                         | 150,000          |                  |
|   |   | <hr/>            | <hr/>            |
| <b>Total Reference B026301</b>                      |   | <b>\$150,000</b> | <b>\$150,000</b> |
| <b>Reason:</b>                                      | Special Project Adjustment                        |                  |                  |
| <b>Description:</b>                                 | Campus main entry improvement and barrier removal |                  |                  |

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|---------------------------------|--|---------------------|---------------------|
| <b>B026328</b>                  | <b>09/16/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 150,000             |
| 7900                            | RESERVE FOR CONTINGENCIES  | 150,000             |                     |
| <b>Total Reference B026328</b>  |  | <b>\$150,000</b>    | <b>\$150,000</b>    |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Allocate funds to planning & project management                                  |                     |                     |
| <b>B026390</b>                  | <b>10/17/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 249,296             |
| 7900                            | RESERVE FOR CONTINGENCIES  | 249,296             |                     |
| <b>Total Reference B026390</b>  |  | <b>\$249,296</b>    | <b>\$249,296</b>    |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Allcte fnd to other svcs for amendment#2 to Marx Okubo Agreement                 |                     |                     |
| <b>B026410</b>                  | <b>10/29/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 34,852              |
| 7900                            | RESERVE FOR CONTINGENCIES  | 34,852              |                     |
| <b>Total Reference B026410</b>  |  | <b>\$34,852</b>     | <b>\$34,852</b>     |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Cover adjusted est budget for FMR 18-319 Dust Collect Proj                       |                     |                     |
| <b>B026424</b>                  | <b>11/04/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 13,300,000          |
| 7900                            | RESERVE FOR CONTINGENCIES  | 13,300,000          |                     |
| <b>Total Reference B026424</b>  |  | <b>\$13,300,000</b> | <b>\$13,300,000</b> |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Allocate fund to contractor SVCS from RDA fnd                                    |                     |                     |
| <b>B026429</b>                  | <b>11/20/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 180,000             |
| 7900                            | RESERVE FOR CONTINGENCIES  | 180,000             |                     |
| <b>Total Reference B026429</b>  |  | <b>\$180,000</b>    | <b>\$180,000</b>    |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Allcte fnd to AE Fees for SVA Architect agreement                                |                     |                     |
| <b>B026433</b>                  | <b>11/21/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 197,000             |
| 7900                            | RESERVE FOR CONTINGENCIES  | 197,000             |                     |
| <b>Total Reference B026433</b>  |  | <b>\$197,000</b>    | <b>\$197,000</b>    |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Allocate funds to DSA Project inspector to fund in-house DSA inspector agreement |                     |                     |
| <b>B026447</b>                  | <b>12/16/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   | 7,421               |                     |
| 7900                            | RESERVE FOR CONTINGENCIES  |                     | 7,421               |
| <b>Total Reference B026447</b>  |  | <b>\$7,421</b>      | <b>\$7,421</b>      |
| <b>Reason:</b>                  | Special Project Adjustment   |                     |                     |
| <b>Description:</b>             | Trnsfr unused fnd back to SP#2729  |                     |                     |
| <b>BC0009W2</b>                 | <b>11/07/19</b>  |                     |                     |
| 6000                            | CAPITAL OUTLAY   |                     | 37,000              |
| 7900                            | RESERVE FOR CONTINGENCIES  | 37,000              |                     |
| <b>Total Reference BC0009W2</b> |  | <b>\$37,000</b>     | <b>\$37,000</b>     |
| <b>Reason:</b>                  | Adjustment   |                     |                     |
| <b>Description:</b>             | Fund Architect fee FMR 18-406  |                     |                     |

**Fund 43: Bond Fund, Measure Q**

4.2 (12)

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|---|---------------------------|-----------------|-----------------|
| <b>B026367</b>  | <b>10/08/19</b>           |                 |                 |
| 6000  | CAPITAL OUTLAY            |                 | 10,594          |
| 7900  | RESERVE FOR CONTINGENCIES | 10,594          |                 |
| <b>Total Reference B026367</b>  |                           | <b>\$10,594</b> | <b>\$10,594</b> |
| <b>Reason:</b> Special Project Adjustment                               |                           |                 |                 |
| <b>Description:</b> Allocate fnd to cntrected service bond project 3035 |                           |                 |                 |

**Fund 71: Associated Students Fund**

|                                 |                                |             |             |
|---------------------------------|--------------------------------|-------------|-------------|
| <b>BC000241</b>                 | <b>10/30/19</b>                |             |             |
| 5000                            | OTHER OPERATING EXP & SERVICES |             | 10          |
| 7900                            | RESERVE FOR CONTINGENCIES      | 10          |             |
| <b>Total Reference BC000241</b> |                                | <b>\$10</b> | <b>\$10</b> |

**Reason:** Adjustment  
**Description:** Increase ASB Supplies

|                                 |                                |                |                |
|---------------------------------|--------------------------------|----------------|----------------|
| <b>BC00056X</b>                 | <b>10/07/19</b>                |                |                |
| 5000                            | OTHER OPERATING EXP & SERVICES |                | 4,730          |
| 7900                            | RESERVE FOR CONTINGENCIES      | 4,730          |                |
| <b>Total Reference BC00056X</b> |                                | <b>\$4,730</b> | <b>\$4,730</b> |

**Reason:** Adjustment  
**Description:** Increase ASB Supplies Acct

|                                   |                                |                |                |
|-----------------------------------|--------------------------------|----------------|----------------|
| <b>BCDFJUPOKT</b>                 | <b>12/06/19</b>                |                |                |
| 5000                              | OTHER OPERATING EXP & SERVICES |                | 1,868          |
| 7900                              | RESERVE FOR CONTINGENCIES      | 1,868          |                |
| <b>Total Reference BCDFJUPOKT</b> |                                | <b>\$1,868</b> | <b>\$1,868</b> |

**Reason:** Adjustment  
**Description:** Increase Expense Account

|                                   |                                |              |              |
|-----------------------------------|--------------------------------|--------------|--------------|
| <b>BCLAIMVS6W</b>                 | <b>12/06/19</b>                |              |              |
| 5000                              | OTHER OPERATING EXP & SERVICES |              | 300          |
| 7900                              | RESERVE FOR CONTINGENCIES      | 300          |              |
| <b>Total Reference BCLAIMVS6W</b> |                                | <b>\$300</b> | <b>\$300</b> |

**Reason:** Adjustment  
**Description:** Increase ASB Supplies

**Fund 79: Diversified Trust Fund**

|                                 |                                |                |                |
|---------------------------------|--------------------------------|----------------|----------------|
| <b>BC0003BR</b>                 | <b>11/05/19</b>                |                |                |
| 5000                            | OTHER OPERATING EXP & SERVICES |                | 2,000          |
| 6000                            | CAPITAL OUTLAY                 |                | 2,000          |
| 7900                            | RESERVE FOR CONTINGENCIES      | 4,000          |                |
| <b>Total Reference BC0003BR</b> |                                | <b>\$4,000</b> | <b>\$4,000</b> |

**Reason:** Adjustment  
**Description:** Increase in budgets needed

|                                 |                                |                 |                 |
|---------------------------------|--------------------------------|-----------------|-----------------|
| <b>BC000FH9</b>                 | <b>11/12/19</b>                |                 |                 |
| 4000                            | SUPPLIES & MATERIALS           |                 | 500             |
| 5000                            | OTHER OPERATING EXP & SERVICES |                 | 31,000          |
| 7900                            | RESERVE FOR CONTINGENCIES      | 31,500          |                 |
| <b>Total Reference BC000FH9</b> |                                | <b>\$31,500</b> | <b>\$31,500</b> |

**Reason:** Adjustment  
**Description:** Conference Expenses



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| <b>BUDGET TRANSFERS</b>                 |   | <b>From</b>        | <b>To</b>            |
|---|---|--------------------|----------------------|
| <b>BC000HXP</b>                         | <b>10/23/19</b>   |                    |                      |
| 4000                                    | SUPPLIES & MATERIALS  |                    | 7,276                |
| 7900                                    | RESERVE FOR CONTINGENCIES   | 7,276              |                      |
| <b>Total Reference BC000HXP</b>         |   | <b>\$7,276</b>     | <b>\$7,276</b>       |
| <b>Reason:</b>                          | Adjustment  |                    |                      |
| <b>Description:</b>                     | Increase needed in Object 4610  |                    |                      |
| <b>BC000KDZ</b>                         | <b>10/17/19</b>   |                    |                      |
| 5000                                    | OTHER OPERATING EXP & SERVICES  |                    | 8,000                |
| 7900                                    | RESERVE FOR CONTINGENCIES   | 8,000              |                      |
| <b>Total Reference BC000KDZ</b>         |   | <b>\$8,000</b>     | <b>\$8,000</b>       |
| <b>Reason:</b>                          | Adjustment  |                    |                      |
| <b>Description:</b>                     | Increase Contracted Services  |                    |                      |
| <b>BC3WXREAF9</b>                       | <b>12/06/19</b>   |                    |                      |
| 5000                                    | OTHER OPERATING EXP & SERVICES  |                    | 7,500                |
| 7900                                    | RESERVE FOR CONTINGENCIES   | 7,500              |                      |
| <b>Total Reference BC3WXREAF9</b>       |   | <b>\$7,500</b>     | <b>\$7,500</b>       |
| <b>Reason:</b>                          | Adjustment  |                    |                      |
| <b>Description:</b>                     | Increase Contracted Services  |                    |                      |
| <b>BC9FQM6UCG</b>                       | <b>11/26/19</b>   |                    |                      |
| 6000                                    | CAPITAL OUTLAY  |                    | 7,300                |
| 7900                                    | RESERVE FOR CONTINGENCIES   | 7,300              |                      |
| <b>Total Reference BC9FQM6UCG</b>       |   | <b>\$7,300</b>     | <b>\$7,300</b>       |
| <b>Reason:</b>                          | Adjustment  |                    |                      |
| <b>Description:</b>                     | Budget for vehicle purchase   |                    |                      |
| <b>BCV30ELFD4</b>                       | <b>11/25/19</b>   |                    |                      |
| 6000                                    | CAPITAL OUTLAY  |                    | 52,900               |
| 7900                                    | RESERVE FOR CONTINGENCIES   | 52,900             |                      |
| <b>Total Reference BCV30ELFD4</b>       |   | <b>\$52,900</b>    | <b>\$52,900</b>      |
| <b>Reason:</b>                          | Adjustment  |                    |                      |
| <b>Description:</b>                     | Budget for vehicle purchase   |                    |                      |
| <b>BUDGET INCREASES AND DECREASES</b>   |   | <b>Revenue</b>     | <b>Appropriation</b> |
| <b>Fund 12: General Fund Restricted</b> |   |                    |                      |
| <b>B026304</b>                          | <b>09/10/19</b>   |                    |                      |
| 8600                                    | STATE REVENUES  | (200,000)          |                      |
| 5000                                    | OTHER OPERATING EXP & SERVICES  |                    | (200,000)            |
| <b>Total Reference B026304</b>          |   | <b>\$(200,000)</b> | <b>\$(200,000)</b>   |
| <b>Reason:</b>                          | Special Project Adjustment  |                    |                      |
| <b>Description:</b>                     | Trnsfr fnd from Fiscal Agent to SAC for DSN Business & Entrprnrshp SAC Host |                    |                      |
| <b>B026307</b>                          | <b>09/10/19</b>   |                    |                      |
| 8600                                    | STATE REVENUES  | 200,000            |                      |
| 2000                                    | CLASSIFIED SALARIES   |                    | 142,153              |
| 3000                                    | EMPLOYEE BENEFITS   |                    | 43,205               |
| 4000                                    | SUPPLIES & MATERIALS  |                    | 1,600                |
| 5000                                    | OTHER OPERATING EXP & SERVICES  |                    | 13,042               |
| <b>Total Reference B026307</b>          |   | <b>\$200,000</b>   | <b>\$200,000</b>     |
| <b>Reason:</b>                          | Special Project Adjustment  |                    |                      |
| <b>Description:</b>                     | Transfr fnd fr Fscal Agnt to SAC for DSN Business & Entrprnrshp SAC HOST    |                    |                      |

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| <b>BUDGET INCREASES AND DECREASES</b> |  | <b>Revenue</b>    | <b>Appropriation</b> |
|---------------------------------------|--|-------------------|----------------------|
| <b>B026320</b>                        | <b>09/11/19</b>  |                   |                      |
| 8600                                  | STATE REVENUES   | (90,941)          |                      |
| 1000                                  | ACADEMIC SALARIES  |                   | (11,484)             |
| 2000                                  | CLASSIFIED SALARIES  |                   | (44,212)             |
| 3000                                  | EMPLOYEE BENEFITS  |                   | (23,014)             |
| 5000                                  | OTHER OPERATING EXP & SERVICES                               |                   | (12,231)             |
| <b>Total Reference B026320</b>        |  | <b>\$(90,941)</b> | <b>\$(90,941)</b>    |
| <b>Reason:</b>                        | Special Project Adjustment                                   |                   |                      |
| <b>Description:</b>                   | 19/20 Budget revision DSPS SAC                               |                   |                      |
| <b>B026325</b>                        | <b>09/12/19</b>  |                   |                      |
| 8600                                  | STATE REVENUES   | 45,000            |                      |
| 4000                                  | SUPPLIES & MATERIALS   |                   | 1,703                |
| 5000                                  | OTHER OPERATING EXP & SERVICES                               |                   | 42,297               |
| 6000                                  | CAPITAL OUTLAY   |                   | 1,000                |
| <b>Total Reference B026325</b>        |  | <b>\$45,000</b>   | <b>\$45,000</b>      |
| <b>Reason:</b>                        | New Budget   |                   |                      |
| <b>Description:</b>                   | SP#2330 - NEWB Equal Employment Opportunity                  |                   |                      |
| <b>B026332</b>                        | <b>09/18/19</b>  |                   |                      |
| 8100                                  | FEDERAL REVENUES   | 30,516            |                      |
| 1000                                  | ACADEMIC SALARIES  |                   | 8,988                |
| 2000                                  | CLASSIFIED SALARIES  |                   | 7,548                |
| 3000                                  | EMPLOYEE BENEFITS  |                   | 10,969               |
| 4000                                  | SUPPLIES & MATERIALS   |                   | 3,011                |
| <b>Total Reference B026332</b>        |  | <b>\$30,516</b>   | <b>\$30,516</b>      |
| <b>Reason:</b>                        | Carry Over Budget  |                   |                      |
| <b>Description:</b>                   | SP#1621 NSF-ATE SAC  |                   |                      |
| <b>B026347</b>                        | <b>09/26/19</b>  |                   |                      |
| 8600                                  | STATE REVENUES   | 35,000            |                      |
| 2000                                  | CLASSIFIED SALARIES  |                   | 32,384               |
| 3000                                  | EMPLOYEE BENEFITS  |                   | 2,616                |
| <b>Total Reference B026347</b>        |  | <b>\$35,000</b>   | <b>\$35,000</b>      |
| <b>Reason:</b>                        | Special Project Adjustment                                   |                   |                      |
| <b>Description:</b>                   | Trnsf fnd fr FD74 to FD12 under CA College Promise Grant SAC |                   |                      |
| <b>B026350</b>                        | <b>09/26/19</b>  |                   |                      |
| 8100                                  | FEDERAL REVENUES   | 287,537           |                      |
| 1000                                  | ACADEMIC SALARIES  |                   | 8,542                |
| 2000                                  | CLASSIFIED SALARIES  |                   | 148,760              |
| 3000                                  | EMPLOYEE BENEFITS  |                   | 57,719               |
| 4000                                  | SUPPLIES & MATERIALS   |                   | 6,850                |
| 5000                                  | OTHER OPERATING EXP & SERVICES                               |                   | 58,266               |
| 7000                                  | OTHER OUTGO  |                   | 7,400                |
| <b>Total Reference B026350</b>        |  | <b>\$287,537</b>  | <b>\$287,537</b>     |
| <b>Reason:</b>                        | New Budget   |                   |                      |
| <b>Description:</b>                   | SP#1742 UBMS YR3 SCC FY19/20                                 |                   |                      |

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| <b>BUDGET INCREASES AND DECREASES</b> |   | <b>Revenue</b>    | <b>Appropriation</b> |
|---------------------------------------|---|-------------------|----------------------|
| <b>B026351</b>                        | <b>09/26/19</b>                                       |                   |                      |
| 8100                                  | FEDERAL REVENUES                                      | 287,537           |                      |
| 1000                                  | ACADEMIC SALARIES                                     |                   | 17,164               |
| 2000                                  | CLASSIFIED SALARIES                                   |                   | 160,193              |
| 3000                                  | EMPLOYEE BENEFITS                                     |                   | 76,362               |
| 4000                                  | SUPPLIES & MATERIALS                                  |                   | 1,770                |
| 5000                                  | OTHER OPERATING EXP & SERVICES                        |                   | 26,248               |
| 7000                                  | OTHER OUTGO   |                   | 5,800                |
| <b>Total Reference B026351</b>        |   | <b>\$287,537</b>  | <b>\$287,537</b>     |
| <b>Reason:</b>                        | New Budget  |                   |                      |
| <b>Description:</b>                   | SP#1747 UBVP YR 3 SAC FY 19/20                        |                   |                      |
| <b>B026358</b>                        | <b>10/02/19</b>                                       |                   |                      |
| 8600                                  | STATE REVENUES  | (26,707)          |                      |
| 2000                                  | CLASSIFIED SALARIES                                   |                   | (23,275)             |
| 3000                                  | EMPLOYEE BENEFITS                                     |                   | (989)                |
| 4000                                  | SUPPLIES & MATERIALS                                  |                   | 1,000                |
| 5000                                  | OTHER OPERATING EXP & SERVICES                        |                   | (3,443)              |
| <b>Total Reference B026358</b>        |   | <b>\$(26,707)</b> | <b>\$(26,707)</b>    |
| <b>Reason:</b>                        | Special Project Adjustment                            |                   |                      |
| <b>Description:</b>                   | Make adj under 19-20 2412 budget                      |                   |                      |
| <b>B026373</b>                        | <b>10/10/19</b>                                       |                   |                      |
| 8600                                  | STATE REVENUES  | 71,881            |                      |
| 2000                                  | CLASSIFIED SALARIES                                   |                   | 46,441               |
| 3000                                  | EMPLOYEE BENEFITS                                     |                   | 28,053               |
| 4000                                  | SUPPLIES & MATERIALS                                  |                   | (1,750)              |
| 5000                                  | OTHER OPERATING EXP & SERVICES                        |                   | (863)                |
| <b>Total Reference B026373</b>        |   | <b>\$71,881</b>   | <b>\$71,881</b>      |
| <b>Reason:</b>                        | Special Project Adjustment                            |                   |                      |
| <b>Description:</b>                   | Revised budget 2238 CAEP - Research salary/benefits   |                   |                      |
| <b>B026374</b>                        | <b>10/11/19</b>                                       |                   |                      |
| 8600                                  | STATE REVENUES  | 85,925            |                      |
| 2000                                  | CLASSIFIED SALARIES                                   |                   | 35,601               |
| 3000                                  | EMPLOYEE BENEFITS                                     |                   | 23,824               |
| 4000                                  | SUPPLIES & MATERIALS                                  |                   | 26,500               |
| <b>Total Reference B026374</b>        |   | <b>\$85,925</b>   | <b>\$85,925</b>      |
| <b>Reason:</b>                        | Special Project Adjustment                            |                   |                      |
| <b>Description:</b>                   | Incr Fd 12 to cover 4 S&B                             |                   |                      |
| <b>B026376</b>                        | <b>10/11/19</b>                                       |                   |                      |
| 8600                                  | STATE REVENUES  | (71,881)          |                      |
| 1000                                  | ACADEMIC SALARIES                                     |                   | (58,959)             |
| 2000                                  | CLASSIFIED SALARIES                                   |                   | 21,017               |
| 3000                                  | EMPLOYEE BENEFITS                                     |                   | (30,811)             |
| 4000                                  | SUPPLIES & MATERIALS                                  |                   | (17,300)             |
| 5000                                  | OTHER OPERATING EXP & SERVICES                        |                   | (38,897)             |
| 6000                                  | CAPITAL OUTLAY  |                   | (46,931)             |
| 7000                                  | OTHER OUTGO   |                   | 100,000              |
| <b>Total Reference B026376</b>        |   | <b>\$(71,881)</b> | <b>\$(71,881)</b>    |
| <b>Reason:</b>                        | Reason Code 'Revise budget 2238 CAEP - OEC' not found |                   |                      |
| <b>Description:</b>                   | 2019-2020   |                   |                      |

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| <b>BUDGET INCREASES AND DECREASES</b>                           |                                | <b>Revenue</b>    | <b>Appropriation</b> |
|---|--------------------------------|-------------------|----------------------|
| <b>B026389            10/17/19</b>                              |                                |                   |                      |
| 8100  | FEDERAL REVENUES               | (42,156)          |                      |
| 1000  | ACADEMIC SALARIES              |                   | (2,300)              |
| 2000  | CLASSIFIED SALARIES            |                   | (10,127)             |
| 3000  | EMPLOYEE BENEFITS              |                   | (34,629)             |
| 4000  | SUPPLIES & MATERIALS           |                   | 4,900                |
| <b>Total Reference B026389</b>                                  |                                | <b>\$(42,156)</b> | <b>\$(42,156)</b>    |
| <b>Reason:</b> New Budget                                       |                                |                   |                      |
| <b>Description:</b> #1101 WIOA Title II (SAC Non-Credit)        |                                |                   |                      |
| <b>B026392            10/17/19</b>                              |                                |                   |                      |
| 8100  | FEDERAL REVENUES               | (28,244)          |                      |
| 1000  | ACADEMIC SALARIES              |                   | (2,332)              |
| 2000  | CLASSIFIED SALARIES            |                   | (10,628)             |
| 3000  | EMPLOYEE BENEFITS              |                   | (14,680)             |
| 5000  | OTHER OPERATING EXP & SERVICES |                   | (604)                |
| <b>Total Reference B026392</b>                                  |                                | <b>\$(28,244)</b> | <b>\$(28,244)</b>    |
| <b>Reason:</b> New Budget                                       |                                |                   |                      |
| <b>Description:</b> #1101 WIOA Title II (SCC Non-Credit)        |                                |                   |                      |
| <b>B026393            10/17/19</b>                              |                                |                   |                      |
| 8100  | FEDERAL REVENUES               | (51,550)          |                      |
| 1000  | ACADEMIC SALARIES              |                   | 34,345               |
| 2000  | CLASSIFIED SALARIES            |                   | (44,213)             |
| 3000  | EMPLOYEE BENEFITS              |                   | (70,675)             |
| 4000  | SUPPLIES & MATERIALS           |                   | 19,938               |
| 5000  | OTHER OPERATING EXP & SERVICES |                   | 9,055                |
| <b>Total Reference B026393</b>                                  |                                | <b>\$(51,550)</b> | <b>\$(51,550)</b>    |
| <b>Reason:</b> New Budget                                       |                                |                   |                      |
| <b>Description:</b> NEWB #1102 WIOA Title II (SAC Non-credit)   |                                |                   |                      |
| <b>B026395            10/17/19</b>                              |                                |                   |                      |
| 8100  | FEDERAL REVENUES               | (8,243)           |                      |
| 1000  | ACADEMIC SALARIES              |                   | 15,500               |
| 2000  | CLASSIFIED SALARIES            |                   | 13,770               |
| 3000  | EMPLOYEE BENEFITS              |                   | (45,413)             |
| 4000  | SUPPLIES & MATERIALS           |                   | 7,500                |
| 5000  | OTHER OPERATING EXP & SERVICES |                   | 400                  |
| <b>Total Reference B026395</b>                                  |                                | <b>\$(8,243)</b>  | <b>\$(8,243)</b>     |
| <b>Reason:</b> New Budget                                       |                                |                   |                      |
| <b>Description:</b> 2019/20 WIOA Title II #1106 (SAC noncredit) |                                |                   |                      |
| <b>B026397            10/17/19</b>                              |                                |                   |                      |
| 8100  | FEDERAL REVENUES               | 33,494            |                      |
| 1000  | ACADEMIC SALARIES              |                   | (966)                |
| 2000  | CLASSIFIED SALARIES            |                   | 30,265               |
| 3000  | EMPLOYEE BENEFITS              |                   | 9,143                |
| 5000  | OTHER OPERATING EXP & SERVICES |                   | (4,948)              |
| <b>Total Reference B026397</b>                                  |                                | <b>\$33,494</b>   | <b>\$33,494</b>      |
| <b>Reason:</b> New Budget                                       |                                |                   |                      |
| <b>Description:</b> 2019/20 WIOA Title II #1106 (SCC noncredit) |                                |                   |                      |

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|---------------------------------------|--|--------------------|----------------------|
| <b>B026398</b>                        | <b>10/17/19</b>                                    |                    |                      |
| 8100                                  | FEDERAL REVENUES                                   | 33,598             |                      |
| 1000                                  | ACADEMIC SALARIES                                  |                    | 5,210                |
| 2000                                  | CLASSIFIED SALARIES                                |                    | 13,814               |
| 3000                                  | EMPLOYEE BENEFITS                                  |                    | 4,108                |
| 4000                                  | SUPPLIES & MATERIALS                               |                    | 8,146                |
| 5000                                  | OTHER OPERATING EXP & SERVICES                     |                    | 2,320                |
| <b>Total Reference B026398</b>        |  | <b>\$33,598</b>    | <b>\$33,598</b>      |
| <b>Reason:</b>                        | New Budget   |                    |                      |
| <b>Description:</b>                   | 2019/20 WIOA Title II #1109 (SAC noncredit)        |                    |                      |
| <b>B026399</b>                        | <b>10/17/19</b>                                    |                    |                      |
| 8600                                  | STATE REVENUES                                     | 145,922            |                      |
| 2000                                  | CLASSIFIED SALARIES                                |                    | 90,997               |
| 3000                                  | EMPLOYEE BENEFITS                                  |                    | 54,925               |
| <b>Total Reference B026399</b>        |  | <b>\$145,922</b>   | <b>\$145,922</b>     |
| <b>Reason:</b>                        | New Budget   |                    |                      |
| <b>Description:</b>                   | 2019/20 CA Adult Education Program (DO/Research)   |                    |                      |
| <b>B026400</b>                        | <b>10/18/19</b>                                    |                    |                      |
| 8600                                  | STATE REVENUES                                     | 1,294,252          |                      |
| 1000                                  | ACADEMIC SALARIES                                  |                    | 534,999              |
| 3000                                  | EMPLOYEE BENEFITS                                  |                    | 227,622              |
| 4000                                  | SUPPLIES & MATERIALS                               |                    | 93,910               |
| 5000                                  | OTHER OPERATING EXP & SERVICES                     |                    | 384,481              |
| 6000                                  | CAPITAL OUTLAY                                     |                    | 53,240               |
| <b>Total Reference B026400</b>        |  | <b>\$1,294,252</b> | <b>\$1,294,252</b>   |
| <b>Reason:</b>                        | New Budget   |                    |                      |
| <b>Description:</b>                   | 2019/20 CA Adult Education Program (SAC noncredit) |                    |                      |
| <b>B026401</b>                        | <b>10/18/19</b>                                    |                    |                      |
| 8600                                  | STATE REVENUES                                     | 1,720,270          |                      |
| 1000                                  | ACADEMIC SALARIES                                  |                    | 527,133              |
| 2000                                  | CLASSIFIED SALARIES                                |                    | 265,471              |
| 3000                                  | EMPLOYEE BENEFITS                                  |                    | 396,366              |
| 4000                                  | SUPPLIES & MATERIALS                               |                    | 25,500               |
| 5000                                  | OTHER OPERATING EXP & SERVICES                     |                    | 319,300              |
| 6000                                  | CAPITAL OUTLAY                                     |                    | 186,500              |
| <b>Total Reference B026401</b>        |  | <b>\$1,720,270</b> | <b>\$1,720,270</b>   |
| <b>Reason:</b>                        | New Budget   |                    |                      |
| <b>Description:</b>                   | 2019/20 CA Adult Education Program (SCC noncredit) |                    |                      |
| <b>B026406</b>                        | <b>10/24/19</b>                                    |                    |                      |
| 8600                                  | STATE REVENUES                                     | (28,000)           |                      |
| 7000                                  | OTHER OUTGO  |                    | (28,000)             |
| <b>Total Reference B026406</b>        |  | <b>\$(28,000)</b>  | <b>\$(28,000)</b>    |
| <b>Reason:</b>                        | Special Project Adjustment                         |                    |                      |
| <b>Description:</b>                   | To correct B026382                                 |                    |                      |

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| <b>BUDGET INCREASES AND DECREASES</b>                 |   | <b>Revenue</b>   | <b>Appropriation</b> |
|---|---|------------------|----------------------|
| <b>B026414</b>  | <b>10/31/19</b>                                     |                  |                      |
| 8600  | STATE REVENUES                                      | 52,614           |                      |
| 1000  | ACADEMIC SALARIES                                   |                  | 40,092               |
| 2000  | CLASSIFIED SALARIES                                 |                  | 19,984               |
| 3000  | EMPLOYEE BENEFITS                                   |                  | 27,265               |
| 4000  | SUPPLIES & MATERIALS                                |                  | 6,680                |
| 7000  | OTHER OUTGO   |                  | (41,407)             |
| <b>Total Reference B026414</b>                        |   | <b>\$52,614</b>  | <b>\$52,614</b>      |
| <b>Reason:</b>  | Reason Code 'NEWB SP# 2250 - SCC EOPS' not found    |                  |                      |
| <b>Description:</b>                                   | NEWB 2250 SCC EOPS                                  |                  |                      |
| <b>B026440</b>  | <b>12/09/19</b>                                     |                  |                      |
| 8600  | STATE REVENUES                                      | 150,000          |                      |
| 6000  | CAPITAL OUTLAY                                      |                  | 150,000              |
| <b>Total Reference B026440</b>                        |   | <b>\$150,000</b> | <b>\$150,000</b>     |
| <b>Reason:</b>  | Special Project Adjustment                          |                  |                      |
| <b>Description:</b>                                   | Digital Dons Laptop Purchase. Trnsf fr FD74 to FD12 |                  |                      |
| <b>B026448</b>  | <b>12/16/19</b>                                     |                  |                      |
| 8600  | STATE REVENUES                                      | 240,533          |                      |
| 5000  | OTHER OPERATING EXP & SERVICES                      |                  | 240,533              |
| <b>Total Reference B026448</b>                        |   | <b>\$240,533</b> | <b>\$240,533</b>     |
| <b>Reason:</b>  | Special Project Adjustment                          |                  |                      |
| <b>Description:</b>                                   | BSI FY19/20 SCC Allocation                          |                  |                      |
| <b>B026449</b>  | <b>12/16/19</b>                                     |                  |                      |
| 8600  | STATE REVENUES                                      | 529,314          |                      |
| 5000  | OTHER OPERATING EXP & SERVICES                      |                  | 529,314              |
| <b>Total Reference B026449</b>                        |   | <b>\$529,314</b> | <b>\$529,314</b>     |
| <b>Reason:</b>  | Special Project Adjustment                          |                  |                      |
| <b>Description:</b>                                   | BSI FY18/20 SAC Allocation                          |                  |                      |
| <b>BC0003C2</b>                                       | <b>10/08/19</b>                                     |                  |                      |
| 8600  | STATE REVENUES                                      | 585,127          |                      |
| 7000  | OTHER OUTGO   |                  | 585,127              |
| <b>Total Reference BC0003C2</b>                       |   | <b>\$585,127</b> | <b>\$585,127</b>     |
| <b>Reason:</b>  | Special Project Adjustment                          |                  |                      |
| <b>Description:</b>                                   | To budget for 19/20 allocation                      |                  |                      |
| <b><u>Fund 13: GF Unrestricted One-Time Funds</u></b> |   |                  |                      |
| <b>BC001KYY</b>                                       | <b>09/26/19</b>                                     |                  |                      |
| 8800  | LOCAL REVENUES                                      | 31,000           |                      |
| 2000  | CLASSIFIED SALARIES                                 |                  | 1,828                |
| 3000  | EMPLOYEE BENEFITS                                   |                  | 187                  |
| 4000  | SUPPLIES & MATERIALS                                |                  | (16,999)             |
| 5000  | OTHER OPERATING EXP & SERVICES                      |                  | (1,583,417)          |
| 6000  | CAPITAL OUTLAY                                      |                  | 155,548              |
| 7900  | RESERVE FOR CONTINGENCIES                           |                  | 1,473,853            |
| <b>Total Reference BC001KYY</b>                       |   | <b>\$31,000</b>  | <b>\$31,000</b>      |
| <b>Reason:</b>  | Adjustment  |                  |                      |
| <b>Description:</b>                                   | Planning and budget approved                        |                  |                      |
| <b><u>Fund 33: Child Development Fund</u></b>         |   |                  |                      |

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

From 09/01/2019 To 12/17/2019

Board Meeting on 01/13/2020

| <b>BUDGET INCREASES AND DECREASES</b>               |  | <b>Revenue</b>    | <b>Appropriation</b> |
|---|--|-------------------|----------------------|
| <b>B026313</b>                                      | <b>09/11/19</b>  |                   |                      |
| 8100  | FEDERAL REVENUES   | (35,280)          |                      |
| 2000  | CLASSIFIED SALARIES                                      |                   | (17,295)             |
| 3000  | EMPLOYEE BENEFITS  |                   | 5,200                |
| 5000  | OTHER OPERATING EXP & SERVICES                           |                   | (1,195)              |
| 7000  | OTHER OUTGO  |                   | (21,990)             |
| <b>Total Reference B026313</b>                      |  | <b>\$(35,280)</b> | <b>\$(35,280)</b>    |
| <b>Reason:</b>                                      | Special Project Adjustment                               |                   |                      |
| <b>Description:</b>                                 | To revise 19/20 COB SP#1247                              |                   |                      |
| <b>B026430</b>                                      | <b>11/20/19</b>  |                   |                      |
| 8100  | FEDERAL REVENUES   | 58,893            |                      |
| 2000  | CLASSIFIED SALARIES                                      |                   | 2,394                |
| 3000  | EMPLOYEE BENEFITS  |                   | 760                  |
| 5000  | OTHER OPERATING EXP & SERVICES                           |                   | 2,265                |
| 7000  | OTHER OUTGO  |                   | 53,474               |
| <b>Total Reference B026430</b>                      |  | <b>\$58,893</b>   | <b>\$58,893</b>      |
| <b>Reason:</b>                                      | New Budget   |                   |                      |
| <b>Description:</b>                                 | SP#1248 CCAMPIS SAC YR 2                                 |                   |                      |
| <b>B026431</b>                                      | <b>11/20/19</b>  |                   |                      |
| 8100  | FEDERAL REVENUES   | 58,149            |                      |
| 2000  | CLASSIFIED SALARIES                                      |                   | 2,394                |
| 3000  | EMPLOYEE BENEFITS  |                   | 760                  |
| 7000  | OTHER OUTGO  |                   | 54,995               |
| <b>Total Reference B026431</b>                      |  | <b>\$58,149</b>   | <b>\$58,149</b>      |
| <b>Reason:</b>                                      | New Budget   |                   |                      |
| <b>Description:</b>                                 | SP#1237 CCAMPIS SCC YR2                                  |                   |                      |
| <b>B026432</b>                                      | <b>11/20/19</b>  |                   |                      |
| 8600  | STATE REVENUES   | 75,000            |                      |
| 4000  | SUPPLIES & MATERIALS                                     |                   | 75,000               |
| <b>Total Reference B026432</b>                      |  | <b>\$75,000</b>   | <b>\$75,000</b>      |
| <b>Reason:</b>                                      | New Budget   |                   |                      |
| <b>Description:</b>                                 | SP#2524 CSPP QRIS Block Grant                            |                   |                      |
| <b><u>Fund 41: Capital Outlay Projects Fund</u></b> |  |                   |                      |
| <b>B026412</b>                                      | <b>10/29/19</b>  |                   |                      |
| 8900  | OTHER FINANCING SOURCES                                  | 500,000           |                      |
| 7900  | RESERVE FOR CONTINGENCIES                                |                   | 500,000              |
| <b>Total Reference B026412</b>                      |  | <b>\$500,000</b>  | <b>\$500,000</b>     |
| <b>Reason:</b>                                      | Special Project Adjustment                               |                   |                      |
| <b>Description:</b>                                 | Trf fds fr 13 to 41 to allocate fd for future FMRs       |                   |                      |
| <b><u>Fund 74: Student Financial Aid Fund</u></b>   |  |                   |                      |
| <b>B026348</b>                                      | <b>09/26/19</b>  |                   |                      |
| 8600  | STATE REVENUES   | (35,000)          |                      |
| 7000  | OTHER OUTGO  |                   | (35,000)             |
| <b>Total Reference B026348</b>                      |  | <b>\$(35,000)</b> | <b>\$(35,000)</b>    |
| <b>Reason:</b>                                      | Special Project Adjustment                               |                   |                      |
| <b>Description:</b>                                 | Trnsfr fnd fr FD74 to FD12 under CA College Promises SAC |                   |                      |

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

From 09/01/2019 To 12/17/2019

Board Meeting on 01/13/2020

| <b>BUDGET INCREASES AND DECREASES</b>                                   | <b>Revenue</b>     | <b>Appropriation</b> |
|---|--------------------|----------------------|
| <b>B026369</b> <b>10/08/19</b>  |                    |                      |
| 8600     STATE REVENUES   | 490,752            |                      |
| 7000     OTHER OUTGO  |                    | 490,752              |
| <b>Total Reference B026369</b>  | <b>490,752</b>     | <b>490,752</b>       |
| <b>Reason:</b> Special Project Adjustment                               |                    |                      |
| <b>Description:</b> 19/20 Budget and transfer from fund 74 to fund 12   |                    |                      |
| <b>B026396</b> <b>10/17/19</b>  |                    |                      |
| 8600     STATE REVENUES   | 28,000             |                      |
| 7000     OTHER OUTGO  |                    | 28,000               |
| <b>Total Reference B026396</b>  | <b>28,000</b>      | <b>28,000</b>        |
| <b>Reason:</b> Special Project Adjustment                               |                    |                      |
| <b>Description:</b> Corr B026383  |                    |                      |
| <b>B026439</b> <b>12/09/19</b>  |                    |                      |
| 8600     STATE REVENUES   | (150,000)          |                      |
| 7000     OTHER OUTGO  |                    | (150,000)            |
| <b>Total Reference B026439</b>  | <b>\$(150,000)</b> | <b>\$(150,000)</b>   |
| <b>Reason:</b> Special Project Adjustment                               |                    |                      |
| <b>Description:</b> Digital Dons Laptop Purchase. Trnsf fr FD74 to FD12 |                    |                      |
| <b>B026453</b> <b>12/13/19</b>  |                    |                      |
| 8600     STATE REVENUES   | (224,205)          |                      |
| 7000     OTHER OUTGO  |                    | (224,205)            |
| <b>Total Reference B026453</b>  | <b>\$(224,205)</b> | <b>\$(224,205)</b>   |
| <b>Reason:</b> Delete Budget  |                    |                      |
| <b>Description:</b> Delete budget SP#2228 Dreamer Emergency Aid         |                    |                      |

**RECOMMENDATION**

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



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS  
From 11/20/2019 To 12/17/2019  
Board Meeting on 01/13/2020**

**BACKGROUND**

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

**ANALYSIS**

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

**INTERFUND**

| <u>Date</u> | <u>Reference#</u> | <u>Description</u>                                    | <u>Amount</u> |
|-------------|-------------------|---|---------------|
| 11/27/19    | J057440           | Record budgeted interfund transfer Fund 11 to Fund 41 | 1,500,000.00  |

**RECOMMENDATION**

It is recommended the Board approve the intrafund and interfund transfers as presented. 4.2 (22)

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

|   |                        |
|---|------------------------|
| To: Board of Trustees                                   | Date: January 13, 2020 |
| Re: Approval of Contract for Independent Audit Services |                        |
| Action: Request for Approval                            |                        |

**BACKGROUND**

Education Code Section 84040 states that “the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy.” Board Policy 6400 states that the Board “shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor for a contract term of no more than three (3) years”. California Code of Regulations Title 5, section 59102 states that “arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than May 1 proceeding that fiscal year.”

**ANALYSIS**

On September 6, 2019, the District sent out RFP #1379 to eight (8) auditing firms and advertised the Notice calling for RFP responses in the Orange County Register. Four (4) proposals were received and evaluated thoroughly by District and college staff consisting of the Vice Chancellor, Business Operations/Fiscal Services; Assistant Vice Chancellor, Fiscal Services; Manager, Fiscal Services; Vice President, Administrative Services, SAC and Vice President, Administrative Services, SCC. The results of the RFP evaluation were then scheduled for discussion and review with the Board Fiscal/Audit Review Committee on November 19, 2019. Based upon this review, the committee recommends contracting with Eide Bailly, LLP to provide the District with independent auditing services for the 2019-20 fiscal year. The amounts listed below represent the maximum contract price by fiscal year. The amounts reflect a three year negotiated savings of \$7,600 from the original proposal. The audit contract will be renewed annually by board action.

| District Entity                            | 2019-20   | 2020-21   | 2021-22   |
|--|-----------|-----------|-----------|
| District Audit                             | \$93,000  | \$94,400  | \$95,800  |
| Rancho Santiago CCD Foundation             | \$5,000   | \$5,200   | \$5,300   |
| Santiago Canyon College Foundation         | \$9,000   | \$9,300   | \$9,600   |
| Santa Ana College Foundation               | \$12,000  | \$12,300  | \$12,600  |
| Measure Q Bond Fiscal & Performance Audits | \$9,500   | \$9,100   | \$8,400 * |
| Total Cost                                 | \$128,500 | \$130,300 | \$131,700 |
| <i>* if required</i>                       |           |           |           |

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract for independent audit services for fiscal year 2019-20 with Eide Bailly, LLP and authorize the Vice Chancellor, Business Operations/Fiscal Services to enter into the agreement on the District’s behalf as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | \$128,500 for Fiscal Year 2019-20  | Board Date: January 13, 2020 |
| Prepared by:    | Adam M. O’Connor, Assistant Vice Chancellor, Fiscal Services and<br>Linda Melendez, Director of Purchasing |                              |
| Submitted by:   | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services                                     |                              |
| Recommended by: | Marvin Martinez, Chancellor  |                              |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Agreement with PBK Architects, Inc. – Architectural and Engineering Services for Safety and Security Renovations at the District Operations Center, Santa Ana College and Santiago Canyon College |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND:**

This is a new agreement for architectural and engineering services for the Safety and Security department renovations project at the District Operations Center, Santa Ana College, and Santiago Canyon College. The Safety and Security department is responsible for district-wide safety and security operations. The current site offices require additional reconfigurations and minor tenant improvements to accommodate current and future needs for workstations, key lock safes, gun storage, and monitoring stations with equipment for various fire life safety systems, as well as management and overseeing the District and Colleges new key distribution procedures and new electronic door access control systems.

The various improvements at both the District Operations Center and Santa Ana College include minor tenant improvements and space reconfigurations to accommodate workstations and necessary furniture and equipment. The new Safety and Security portable buildings at Santiago Canyon College requires an electronic access control system to manage access into the campus buildings and monitor building perimeter entry doors and the new lock shop office. When the new portables were designed it had not included the access control system as the District had not yet decided on the access control features that were needed as new District standards were in progress of being developed. Additional infrastructure is needed and includes, control panels, power supplies, and card readers.

Given the department’s operational needs and responsibility of oversight, it is recommended that these office building changes be addressed collectively and that an architectural and engineering consultant be hired to provide these design and engineering services to address these improvements. The architectural services scope of work under this contract includes a phased approach for the Santa Ana College site as the District Operations Center and Santiago College sites have less scope of work. Phase 1 is a preliminary programming and planning phase, which includes the assessment of space and development of multiple options for reconfigurations. The Santa Ana College space is constrained which requires more extensive evaluation in order to increase space efficiency. A reconfiguration will allow for an office on campus that can accommodate all of their future operational needs. A second phase of design for the Santa Ana College site will be required as a future amendment to the contract or new and separate agreement upon selection of an agreeable reconfiguration option.

**ANALYSIS:**

A Request for Proposal (RFP) #1920-265 for architectural and engineering services for the Safety and Security renovations project at the District Operations Center, Santa Ana College and Santiago Canyon College was solicited on October 16, 2019 to seventeen prequalified architects with a due date of November 7, 2019. The District received two proposals including PBK Architects, Inc. (Costa Mesa) and SVA Architects, Inc. (Santa Ana). A screening panel convened on November 19, 2019 to review the proposals and interviewed PBK Architects, Inc. and SVA Architects, Inc. on December 4, 2019. The selection panel recommends PBK Architects, Inc. by consensus based upon a thorough review and the culmination of their response, experience, team members, reference checks, approach to the project, and fee. It is recommended that the District enter into an agreement with PBK Architects, Inc. for architectural and engineering services for the Safety and Security renovations project at the District Operations Center, Santa Ana College and Santiago Canyon College.

The services covered by this agreement shall commence January 14, 2020 and end December 31, 2021. The contract is a total not to exceed fee of \$58,500.00, which includes \$2,500 in reimbursable expenses. The District has reviewed the fee and it is reasonable, within industry standards and similar to other prequalified architectural firms.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with PBK Architects, Inc. – Architectural and Engineering Services for Safety and Security Renovations at the District Operations Center, Santa Ana College and Santiago Canyon College as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | \$58,500 (includes reimbursables)  | Board Date: January 13, 2020 |
| 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: | Marvin Martinez, Chancellor  |                              |

# Board Agreement Summary

**Board Date: 1/13/20**

Project: Safety and Security Renovations

Site: **District Operations Center,  
Santa Ana College & Santiago  
Canyon College**

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Consultants: **PBK Architects, Inc.**

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Type of Service: Architectural and Engineering Services

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| <b>Agreement Summary</b>      | <b>Amount</b>      | <b>Reimbursables</b> | <b>Start</b> | <b>Duration</b> | <b>End</b> |
|-------------------------------|--------------------|----------------------|--------------|-----------------|------------|
| Original Contract Amount      | \$56,000.00        | \$2,500.00           | 1/14/2020    |                 | 12/31/2021 |
| <b>Total Agreement Amount</b> | <b>\$58,500.00</b> |                      |              |                 |            |

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**AGREEMENT NO 0371.00/ DESCRIPTION:**

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This agreement #0371.00 is incorporated herein by reference and included as part of the agenda.

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**Total Proposed Amount:** **\$58,500.00**

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**Contract End Date:** **12/31/2021**

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

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees  | Date: January 13, 2020 |
| Re:     | Approval of Amendment to Agreement with HL Construction Management – Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College |                        |
| Action: | Request for Approval   |                        |

**BACKGROUND:**

This is an amendment to an existing agreement to extend time and revise and clarify the project scope. There are no additional costs for this amendment. On March 11, 2019, the Board of Trustees approved an agreement with HL Construction Management for cost estimating consulting services for the campus entrance improvements project at Santiago Canyon College. Due to additional studies required for the project to facilitate developing reconfiguration options for vehicular drop off and circulation, the overall project duration has extended. In addition, the project has been revised to include two phases: Phase 1 includes upgrades to a portion of Loop Road and Phase 2 includes upgrades to Strenger Plaza. Therefore, an extension of time is required for these services given the two phases of work. To see the original agreement, please [click here](#).

This project is necessary to address Blaser legal settlement deficiency items related to path of travel. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenue's entrance traveling to the fountain area (front of campus), through Strenger Plaza, and up to Buildings D, E and the Library are impacted. The amount of work required to fix the path of travel slopes is significant and is challenged to the changes in site elevations and grade.

As part of this project, the main campus plaza is impacted as well as the vehicular and pedestrian traffic points of entry at the front entrance adjacent the fountain. All of these components need to be assessed as part of the corrective work associated with this project because of the magnitude of hardscape to be demolished and replaced. These site improvements will benefit all students, visitors, faculty, and staff. The current front drop-off/pick-up area often experiences traffic jams, vehicle stacking, and conflicts between vehicles and pedestrians crossing at the same location. Both the College and District see a need to undertake further analysis to confirm if the existing location is the best suited location or if drop-off/pick-up should occur elsewhere on campus.

Upon review of the Campus Facility Master Plan, there are potential multiple locations of vehicular drop off and improvements contemplated as part of the plan, but have not yet been implemented. Therefore, the District hired LSA Associates, Inc., a professional traffic engineering consultant to further evaluate the drop off, pick up, vehicular travel patterns and

pedestrian patterns to provide and confirm vehicular improvement recommendations for the project. The work associated with this project will create a new front entry for the College that is safer for pedestrians, more efficient for vehicles, and continue to provide a welcoming atmosphere that is enhanced and improved.

The project is currently in the schematic design phase and the architect is preparing estimates of probable construction cost. In order to validate and reconcile probable costs of construction, the District is in need of an independent third party cost estimate from a qualified consultant with experience in the area of estimating similar projects. This will assist the District to properly evaluate the probable construction cost and validate estimates received from the architect as the project progresses through the various phases of design.

**ANALYSIS:**

The services covered by this agreement commenced on March 12, 2019 and the new end date has been extended to December 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$19,320.

This agreement is funded by State Scheduled Maintenance and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with HL Construction Management – Cost Estimating Consulting Services for Campus Entrance Improvements at Santiago Canyon College as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | N/A  | Board Date: January 13, 2020 |
| 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: | Marvin Martinez, Chancellor  |                              |

# Board Agreement Summary

**Board Date: 1/13/20**

Project: Campus Entrance Improvements

Site: **Santiago Canyon College**

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**Consultants: HL Construction Management**

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Type of Service: Cost Estimating Consulting Services

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| <b>Agreement Summary</b>      | <b>Amount</b>      | <b>Reimbursables</b> | <b>Start</b> | <b>Duration</b> | <b>End</b> |
|-------------------------------|--------------------|----------------------|--------------|-----------------|------------|
| Original Contract Amount      | \$19,320.00        |                      | 3/12/2019    |                 | 12/31/2019 |
| Amendment #1                  |                    |                      |              |                 | 12/31/2020 |
| <b>Total Agreement Amount</b> | <b>\$19,320.00</b> |                      |              |                 |            |

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**AGREEMENT NO 0335.00/ DESCRIPTION:**

Amendment #1 for an extension of time only.

This agreement #0335.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:**

**N/A**

**Contract End Date:**

**12/31/2020**

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FIRST AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **14TH** day of **JANUARY** in the year **2020**, between **JAY HELEKAR DBA H L CONSTRUCTION MANAGEMENT**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #0335.00 entered into on March 12, 2019 to provide Cost Estimating Services for the Campus Entrance Improvement Project at Santiago Canyon College. Please amend the AGREEMENT to include the following:
  - A. By revising the project scope and schedule as indicated in Exhibit “A”;
  - B. By extending the contract completion date from December 31, 2019 to be through December 31, 2020.
2. Except as amended herein, the terms and conditions of AGREEMENT 0335.00 effective March 12, 2019, shall remain in full force and effect.

**H L CONSTRUCTION MANAGEMENT**

**RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT OF ORANGE COUNTY**

By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Email \_\_\_\_\_

By \_\_\_\_\_  
Peter Hardash  
Vice Chancellor, Business Operations and Fiscal  
Services  
Date \_\_\_\_\_

COPIES TO:

GENERATING OFFICE  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
Carri Matsumoto, Assistant Vice Chancellor  
Facility Planning, District Construction and Support Services

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Director of Purchasing Services

**EXHIBIT “A”**

The project scope of work has been divided into two separate phases, which will be completed in two separate bid packages/bid cycles. The two phases are planned to have the same design phase timelines. Below is an updated map on the scope of work including Phase 1, “Loop Road” (as shown in blue below) and Phase 2, “Strenger Plaza” (as shown in orange below).



The project schedule has been revised as shown below.

| Task Name                                 | Duration<br>(working days) | Start Date<br>(dates subject to<br>change) | Due Date<br>(dates subject to<br>change) |
|---|----------------------------|--|--|
| <b>PHASE 1 / PHASE 2</b>                  |                            |  |  |
| 100% Schematic Design Cost Estimate       | 10                         | 03/10/20                                   | 03/23/20                                 |
| 100% Schematic Design Cost Reconciliation | 5                          | 03/24/20                                   | 03/30/20                                 |
| 60% CD Cost Estimate                      | 15                         | 05/19/20                                   | 06/8/20                                  |
| 60% CD Cost Reconciliation                | 5                          | 06/09/20                                   | 06/15/20                                 |
| 100% CD Cost Estimate                     | 15                         | 08/18/20                                   | 09/8/20                                  |
| 100% CD Cost Reconciliation               | 5                          | 09/09/20                                   | 09/15/20                                 |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Amendment to Agreement with Kitchell - Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND:**

This is an amendment to an existing agreement to extend time and revise and clarify the project scope. There are no additional costs for this amendment. On March 11, 2019, the Board of Trustees approved an agreement with Kitchell for constructability review services for the campus entrance improvements project at Santiago Canyon College. Due to additional studies required for the project to facilitate developing reconfiguration options for vehicular drop off and circulation, the overall project duration has extended. In addition, the project has been revised to include two phases: Phase 1 includes upgrades to a portion of Loop Road and Phase 2 includes upgrades to Strenger Plaza. Therefore, an extension of time is required for these services given the two phases of work. To see the original agreement, please [click here](#).

This project is necessary to address Blaser legal settlement deficiency items related to path of travel. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenue’s entrance traveling to the fountain area (front of campus), through Strenger Plaza, and up to Buildings D, E and the Library are impacted. The amount of work required to fix the path of travel slopes is significant and is challenged to the changes in site elevations and grade.

As part of this project, the main campus plaza is impacted as well as the vehicular and pedestrian traffic points of entry at the front entrance adjacent the fountain. All of these components need to be assessed as part of the corrective work associated with this project because of the magnitude of hardscape to be demolished and replaced. These site improvements will benefit all students, visitors, faculty, and staff. The current front drop-off/pick-up area often experiences traffic jams, vehicle stacking, and conflicts between vehicles and pedestrians crossing at the same location. Both the College and District see a need to undertake further analysis to confirm if the existing location is the best suited location or if drop-off/pick-up should occur elsewhere on campus.

Upon review of the Campus Facility Master Plan, there are potential multiple locations of vehicular drop off and improvements contemplated as part of the plan, but have not yet been implemented. Therefore, the District hired LSA Associates, Inc., a professional traffic engineering consultant to further evaluate the drop off, pick up, vehicular travel patterns and pedestrian patterns to provide and confirm vehicular improvement recommendations for the project. The work associated with this project will create a new front entry for the College that is

safer for pedestrians, more efficient for vehicles, and continue to provide a welcoming atmosphere that is enhanced and improved.

The project is currently in the design schematic design phase. The District is in need of a qualified and competent consultant to independently review the architect and engineers' design documents to ensure buildability, reduce change orders, provide feedback from a contractor's perspective, and assist the design team and District in identifying conflicts for early resolution. The consultant will be responsible to review the drawings and specifications for all design disciplines and provide comments for the design team to review, address, and correct as the architect progresses through the various phases of design.

**ANALYSIS:**

The services covered by this agreement commenced on March 12, 2019 and the new end date has been extended to December 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$64,155.

This agreement is funded by State Scheduled Maintenance and Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with Kitchell - Constructability Review Services for Campus Entrance Improvements at Santiago Canyon College as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | N/A  | Board Date: January 13, 2020 |
| 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: | Marvin Martinez, Chancellor  |                              |

# Board Agreement Summary

**Board Date: 1/13/20**

Project: Campus Entrance Improvements

Site: **Santiago Canyon College**

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Consultants: **Kitchell**

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Type of Service: Constructability Review

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| <b>Agreement Summary</b>      | <b>Amount</b> | <b>Reimbursables</b> | <b>Start</b> | <b>Duration</b> | <b>End</b> |
|-------------------------------|---------------|----------------------|--------------|-----------------|------------|
| Original Contract Amount      | \$64,155.00   |                      | 3/12/2019    |                 | 12/31/2019 |
| Amendment #1                  |               |                      |              |                 | 12/31/2020 |
| <b>Total Agreement Amount</b> | \$64,155.00   |                      |              |                 |            |

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**AGREEMENT NO 0333.00/ DESCRIPTION:**

Amendment #1 for an extension of time only.

This agreement #0333.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:**

**N/A**

**Contract End Date:**

**12/31/2020**

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FIRST AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **13th** day of **JANUARY** in the year **2020**, between **KITCHELL CORPORATION**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT 0333.00 entered into on March 12, 2019 to provide Constructability Review Services for the Campus Entrance Improvement Project at Santiago Canyon College. Please amend the AGREEMENT to include the following:
  - 1. By revising the project scope and schedule as indicated in Exhibit “A”.
  - 2. By extending the contract completion date from December 31, 2019 to be through December 31, 2020.
- B. Except as amended herein, the terms and conditions of AGREEMENT 0333.00 effective March 12, 2019, shall remain in full force and effect.

The parties, through their authorized representatives, have executed this AMENDMENT as of the day and year written above.

**KITCHELL CORPORATION**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY**

By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Email \_\_\_\_\_

By \_\_\_\_\_  
Peter Hardash  
Vice Chancellor, Business Operations and Fiscal Services  
Date \_\_\_\_\_

COPIES TO:  
GENERATING OFFICE  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
Carri Matsumoto, Assistant Vice Chancellor  
Facility Planning, District Construction and Support Services

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Director of Purchasing Services

**EXHIBIT “A”**

The project scope of work has been divided into two separate phases, which will be completed in two separate bid packages/bid cycles. The two phases are planned to have the same design phase timelines. Below is an updated map on the scope of work including Phase 1, “Loop Road” (as shown in blue below) and Phase 2, “Strenger Plaza” (as shown in orange below).



The project schedule has been revised as shown below.

| Task Name                                     | Duration<br>(working days) | Start Date<br>(dates subject to change) | Due Date<br>(dates subject to change) |
|---|----------------------------|---|---------------------------------------|
| <b>PHASE 1 / PHASE 2</b>                      |                            |   |                                       |
| 100% Schematic Design Constructability Review | 10                         | 03/10/20                                | 03/23/20                              |
| 60% CD Constructability Review                | 20                         | 05/20/20                                | 06/16/20                              |
| 100% CD Constructability Review               | 20                         | 08/19/20                                | 09/16/20                              |

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

|         |   |       |                  |
|---------|---|-------|------------------|
| To:     | Board of Trustees   | Date: | January 13, 2020 |
| Re:     | Approval of Amendment to Agreement with Converse Consultants - 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 for additional services. On December 10, 2018, the Board of Trustees approved an agreement with Converse Consultants for environmental consulting services related to the Orange Education Center (OEC) of the Santiago Canyon College located at 1465 North Batavia Street, Orange CA 92867. To see the original agreement, please [click here](#).

The District received a letter from the Orange County Health Care Agency (OCHCA) in March 2015 requiring additional testing due to the remodeling taking place and more stringent cleanup standards since the case was previously closed in 2004. The District was required and has performed site environmental investigations under the oversight of the OCHCA. The additional testing and environmental investigation requirements from OCHCA are due to the prior industrial use of the site and the volume of renovation and construction work anticipated to be undertaken. As a result of the investigations undertaken and culmination of information gathered to date, the current site environmental characteristics require the District to undertake further environmental remediation activities to address subsurface soil vapor contamination.

The District has been working with the OCHCA and has submitted to date an environmental investigation Work Plan, an Amendment to the Work Plan, completed additional limited sampling requested by OCHCA, prepared an Interim Removal Action Plan which is currently underway with the demolition of the building and removal of existing underground pits, and a Remedial Action Plan (RAP) Test Pilot Work Plan and Report. These activities and reports were required as part of the environmental due diligence investigations and on-going remediation efforts required by the OCHCA.

Recent activities include the demolition of the building, which is in progress along with removal of the underground pits and is anticipated to be complete in January 2020. The next phase of work includes completing a Final Remedial Action Plan (RAP) which will outline the design plan for underground remediation. Converse Consultants completed the Test Pilot Work Plan based on a vertical soil vapor extraction (SVE) remediation system to determine the effectiveness of the remediation technology and submitted the Work Plan to the OCHCA for approval in July 2019. The OCHCA approved the Pilot Work Plan in August 2019. The Test Pilot Work Plan and implementation was completed in October 2019. The Test Pilot Work Plan Report was submitted to the OCHCA in November 2019 and was approved the same month.



The OCHCA in November 2019 requested the District to proceed with the preparation and submittal of a Remedial Action Plan (RAP). The design of this system will effectuate the removal of the subsurface soil vapor contaminants using the SVE technology.

Converse Consultants is currently working on the RAP and additional services are needed to undertake further subsurface soil vapor sampling across the site at a 70 foot depth (above the site clay layer) to cover gaps in the current data set gathered to date, which helps to determine the extent of the soil vapor plume. This additional sample data is recommended and advised by the consultant to assist in the RAP development phase for the full-scale SVE remediation system design, as this data will be requested by the OCHCA when the RAP is formally submitted for review and approval.

These additional services consists of installing multiple sampling probes across the site at 70 foot depths, the collection of soil vapor samples, lab sampling to analyze soil and soil vapor condition results, and to further develop a comprehensive site characterization report that will be used to develop a complete RAP to be submitted to the OCHCA. Therefore, it is recommended to proceed with the amendment for services so that Converse Consultants can complete the preparation of the RAP.

**ANALYSIS:**

The amendment to this agreement increases the contract by \$89,818.55. The total contract amount has increased from \$315,300.00 to \$405,118.55. The District has reviewed the fee and it is reasonable and within industry standards. The contract term for this agreement remains the same from December 11, 2018 through December 30, 2020.

This project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with Converse Consultants - Environmental Consulting Services at the Orange Education Center at Santiago Canyon College as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | \$89,818.55  | Board Date: January 13, 2020 |
| 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: | Marvin Martinez, Chancellor  |                              |

# Board Agreement Summary

**Board Date: 1/13/20**

Project: Orange Education Center

Site: **Santiago Canyon College**

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Consultants: **Converse Consultants, Inc.**

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Type of Service: Environmental Consulting Services

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| Agreement Summary             | Amount              | Reimbursables | Start      | Duration |            |
|-------------------------------|---------------------|---------------|------------|----------|------------|
|                               |                     |               |            |          | End        |
| Original Contract Amount      | \$268,300.00        | \$47,000.00   | 12/11/2018 |          | 12/30/2020 |
| Amendment #1                  | \$89,818.55         |               |            |          | 12/30/2020 |
| <b>Total Agreement Amount</b> | <b>\$405,118.55</b> |               |            |          |            |

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**AGREEMENT NO 0319.00/ DESCRIPTION:**

Amendment #1 for additional environmental consulting services.

This agreement #0319.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:** **\$89,818.55**

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**Contract End Date:** **12/30/2020**

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**FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this **14<sup>th</sup>** day of **January** in the year **2020**, between **CONVERSE CONSULTANTS**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0319.00 entered into on December 11, 2018 and to provide Environmental Consulting Services for the Orange Education Center. Please amend the AGREEMENT to include the following:
  - 1. By adding additional scope per the attached “A”, and;
  - 2. By increasing the AGREEMENT amount by **EIGHTY NINE THOUSAND EIGHT HUNDRED EIGHTEEN DOLLARS AND 55/100 (\$89,818.55)** from **THREE HUNDRED FIFTEEN THOUSAND THREE HUNDRED DOLLARS (\$315,300)**, for a total AGREEMENT amount of **FOUR HUNDRED FIVE THOUSAND ONE HUNDRED EIGHTEEN DOLLARS AND 55/100 (\$405,118.55)**.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0319.00, effective December 11, 2018, shall remain in full force and effect.

The parties, through their authorized representatives, have executed this AMENDMENT as of the day and year written above.

**CONVERSE CONSULTANTS**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY**

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Peter J. Hardash

Title \_\_\_\_\_

Vice Chancellor, Business Operations and Fiscal Services

Date \_\_\_\_\_

Date \_\_\_\_\_

Agreement No. 0319.01  
Board Approval: January 13, 2020  
Purchase Order: 19-P0054879

COPIES TO:

GENERATING OFFICE  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
Carri Matsumoto, Assistant Vice Chancellor  
Facility Planning, District Construction and Support  
Services

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Director of Purchasing Services

## EXHIBIT "A"

### A. Scope of Work

The following items of addition scope are included in this Amendment:

1. Install four (4) sets of soil vapor monitoring probes: Four (4) sets of soil vapor monitoring probes will be installed to evaluate the extent of the contaminant plumes at depth, and these probes will also be used in the future to monitor the progress of remedial activities. The vapor monitoring probe boreholes will be advanced to a depth of 70 feet below ground surface (bgs). Soil samples to evaluate lithologic conditions will be collected from depths of 25, 35, 50, 65, and 70 feet bgs. Soil vapor probes will be installed at five (5) depths within each of the four (4) boreholes (approximately 10, 25, 35, 50 and 65 feet bgs).
2. Laboratory Analyses: Soil vapor samples will be collected from each of the newly installed probes, along with select existing probes. These samples (up to 36) will be collected and analyzed by an onsite mobile laboratory for VOCs in accordance with EPA test method 8260.
3. Waste Disposal: All wastes generated from the drilling activities (soil cuttings and decontamination water) will be contained in 55-gallon drums. Representative samples of the wastes will be collected and analyzed to profile the wastes for disposal. It is assumed that all wastes will be non-hazardous for disposal purposes.
4. Reporting: Upon receipt of the final laboratory analytical results and quality assurance and quality control data, Converse will prepare a memorandum documenting the probe installation details and summarizing the analytical results. The memorandum will include copies of boring logs, updated figures, tabulated data, and copies of the analytical results.
5. Additional Allowance: The allowance is intended to be utilized for additional assessments, reports, studies, extra field testing and sampling, or for other additional professional environmental services requested by the District, Southern California Air Quality Management District, Orange County Health Care Agency, or as a result of unknown and unforeseen subsurface site conditions such as, but not limited to, unknown asbestos cement piping sampling and removal.

### B. Compensation

The total fixed fee amendment fee is **EIGHTY NINE THOUSAND EIGHT HUNDRED EIGHTEEN DOLLARS AND 55/100 (\$89,818.55)**. Included in this fixed fee is the following:

- a) Compensation for Basic Fee for additional scope: The District shall compensate the Architect for performing Basic Services as described in Paragraph A.1 for a fixed fee in the amount of **THIRTY NINE THOUSAND EIGHT HUNDRED EIGHTEEN DOLLARS AND 55/100 (39,818.55)**
- b) Additional Allowance: **FIFTY THOUSAND DOLLARS (\$50,000)**. All allowance shall be agreed upon in writing by the District prior to any tasks occurring. Rates, fees and fee structure are subject to written District approval prior to the commencement of additional services as described in Article VIII of the Agreement.

Agreement No.  
Board Approval:  
Purchase Order:

0319.01  
January 13, 2020  
19-P0054879

C. Fee Schedule:

|  |             |
|--|-------------|
| Task 1 – Project Setup                           | \$1,109.50  |
| Task 2 – Drilling and Sample Collection          | \$30,192.30 |
| Task 3 – Sample Analyses                         | \$6,037.50  |
| Task 4 – Report Preparation & Project Management | \$2,479.25  |

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

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Amendment #2 to Agreement with Cambridge West Partnership, LLC for IT Consulting Services |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND**

On July 15, 2019, the Board of Trustees approved Amendment #1 to extend the contract duration from June 30, 2019 to December 31, 2019. The scope of services consisted of an assessment on IT governance, project management, software acquisition standards and software development processes. Significant portion of the project has been completed but additional time is required to complete all of the assessments proposed.

**ANALYSIS**

This second amendment will extend the contract duration from June 30, 2019 to June 30, 2020. There are no additional costs to the contract amount, which remains based on a not-to-exceed fee of \$63,000. The District has reviewed the amendment and has found the time extension to be sufficient and reasonable to complete the work.

This agreement is funded by the ITS operational budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the amendment to the agreement with Cambridge West Partnership, LLC for IT consulting services as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | N/A  | Board Date: January 13, 2020 |
| Prepared by:    | Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services |                              |
| Submitted by:   | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services       |                              |
| Recommended by: | Marvin Martinez, Chancellor  |                              |

**AMENDMENT TO AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this 14<sup>th</sup> day of January in the year 2020, between **CAMBRIDGE WEST PARTNERSHIP, LLC**, hereinafter referred to as “CONSULTANT”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “DISTRICT”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT entered into on January 15<sup>th</sup>, 2019 to provide assessments in IT Governance, Project Management and Software Development standards. Please amend the AGREEMENT to include the following:
  - 1. By extending the contract duration period from June 30<sup>th</sup>, 2019 to be through June 30, 2020.
- B. Except as amended herein, the terms and conditions of AGREEMENT effective January 15<sup>th</sup>, 2019 shall remain in full force and effect.

**CAMBRIDGE WEST PARTNERSHIP,  
LLC**

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT OF ORANGE  
COUNTY**

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Peter J. Hardash

Title \_\_\_\_\_

Vice Chancellor, Business Operations/Fiscal  
Services

Date \_\_\_\_\_

Date \_\_\_\_\_

**COPIES TO:**

GENERATING OFFICE  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 250  
Santa Ana, CA 92706  
Jesse Gonzalez  
Assistant Vice Chancellor, ITS

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Director of Purchasing



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

|         |  |       |                  |
|---------|--|-------|------------------|
| To:     | Board of Trustees  | Date: | January 13, 2020 |
| Re:     | Approval of Amendment to Agreement – Cambridge West Partnership, LLC |       |                  |
| Action: | Request for Approval   |       |                  |

**BACKGROUND**

The Board of Trustees approved a Professional Services Agreement with Cambridge West Partnership, LLC (CWP) on August 12, 2019 to assist the Purchasing Services department in evaluating practices and procedures, developing training materials and updating agreements and standard department forms. Also included is the evaluation of the District's current Warehouse/Inventory Services database software for tracking the District's fixed asset inventory and recommendations for an updated process, software and scanning devices.

**ANALYSIS**

The agreement with CWP has a term of July 1, 2019 through December 30, 2019 at a cost not to exceed \$28,000. As not all assignments have been completed, the Board of Trustees is asked to approve extending the term of this agreement beginning January 1, 2020 through June 30, 2020. Except as amended for an extension of time, the terms, conditions and cost of the service remain unchanged.

This project is funded by the Purchasing Services budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Amendment to Agreement with Cambridge West Partnership, LLC as presented.

|                 |  |             |                  |
|-----------------|--|-------------|------------------|
| Fiscal Impact:  | N/A  | Board Date: | January 13, 2020 |
| Prepared by:    | Linda Melendez, Director, Purchasing Services                          |             |                  |
| Submitted by:   | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services |             |                  |
| Recommended by: | Marvin Martinez, Chancellor  |             |                  |

**AMENDMENT TO AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this 13th day of January in the year 2020, between **Cambridge West Partnership, LLC (CWP)**, hereinafter referred to as “CONSULTANT”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “DISTRICT”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT entered into on August 12, 2019 and amend the Professional Services Agreement to provide an extension of time for consulting services to the District Purchasing Services Department. Please amend the AGREEMENT to include the following:
  - 1. By extending the contract duration period from December 30, 2019 to be through June 30, 2020.
- B. Except as amended herein, the terms and conditions of AGREEMENT effective August 12, 2019, shall remain in full force and effect.

|  |  |
|--|--|
| <b>Cambridge West Partnership, LLC (CWP)</b> | <b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY</b> |
|--|--|

|          |          |
|----------|----------|
| By _____ | By _____ |
|----------|----------|

|                  |                  |
|------------------|------------------|
| Print Name _____ | Peter J. Hardash |
|------------------|------------------|

|             |  |
|-------------|--|
| Title _____ | Vice Chancellor, Business Operations/Fiscal Services |
|-------------|--|

|            |            |
|------------|------------|
| Date _____ | Date _____ |
|------------|------------|

**COPIES TO:**

GENERATING OFFICE  
 Rancho Santiago Community College District  
 2323 N. Broadway, Suite 109  
 Santa Ana, CA 92706  
 Attn: Linda Melendez

PURCHASING DEPARTMENT  
 Rancho Santiago Community College District  
 2323 N. Broadway, Suite 109  
 Santa Ana, CA 92706  
 Linda Melendez, Director, Purchasing Services

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

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Approval of Utilization of the California Multiple Award Schedule (CMAS), Contract #4-19-00-0115B to I.P.S. Group, Inc. |                        |
| Action: | Request for Approval  |                        |

**BACKGROUND:**

The RSCCD Safety Department completed an evaluation of our current daily parking permit dispensers at both Santa Ana College (SAC) and Santiago Canyon College (SCC). The current dispenser kiosks are aged and in need of replacing. Based on evaluation results it was determined that the current operating system is outdated, not energy efficient and does not provide for alternative payment options outside of cash or credit cards. In order to ensure that the District has the ability to provide the most up-to-date technological options for students, the District reviewed several cooperative contracts available for use by California community colleges for replacing the existing kiosks.

**ANALYSIS:**

I.P.S. Group, Inc. offers integrated products that provide power-efficient kiosks and alternative payment options such as Apple Pay and Google Pay. The optional products include an enforcement management system for web-based citation management; a permit management system which provides the flexibility to manage parking permits electronically and a public citation management portal that allows for individuals to access their parking citation information and payment methods. Based on the various products available, the District selected the I.P.S. Group Inc. product.

On November 18, 2019 the Board of Trustees approved the initial purchase of twenty (20) IPS MS1 Pay and Display kiosks, ten (10) for SAC and ten (10) for SCC. After review by the district's ADA consultant, it was determined that an additional three (3) kiosks are needed at SCC and two (2) additional kiosks at SAC in order to meet ADA requirements. The Board is asks to approve the purchase of five (5) additional units on the CMAS Contract #4-19-00-0115B.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Utilization of the California Multiple Award Schedule (CMAS), Contract #4-19-00-0115B with I.P.S. Group, Inc., for parking permit dispensers, including renewals, future addendums, supplements and extensions as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | \$42,663.29  | Board Date: January 13, 2020 |
| Prepared by:    | Linda Melendez, Director, Purchasing Services                          |                              |
| Submitted by:   | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services |                              |
| Recommended by: | Marvin Martinez, Chancellor  |                              |

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

|         |                                |                        |
|---------|--------------------------------|------------------------|
| To:     | Board of Trustees              | Date: January 13, 2020 |
| Re:     | Approval of Vendor Name Change |                        |
| Action: | Request for Approval           |                        |

**BACKGROUND**

Rancho Santiago Community College District utilizes the services of Xlnt Tint in Anaheim, CA for high quality window tinting services on district properties.

Recently RSCCD was informed that Xlnt Tint, in addition to several other smaller window tinting companies was acquired by Budget Holdings, Inc. in Laguna Hills, CA.

**ANALYSIS**

In order to avoid interruption of existing services and to make payments for services rendered timely, it is necessary to seek acceptance by the Board of Trustees to change the vendor name from Xlnt Tint to Budget Holdings, Inc. The name change does not affect the current services provided or cost. Budget Holdings, Inc. is committed to providing the same level of service that Xlnt Tint contractually committed to in fulfilling previous services.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the vendor name change request from Xlnt Tint to Budget Holdings, Inc. as presented.

|                 |  |                              |
|-----------------|--|------------------------------|
| Fiscal Impact:  | N/A  | Board Date: January 13, 2020 |
| Prepared by:    | Linda Melendez, Director, Purchasing Services                          |                              |
| Submitted by:   | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services |                              |
| Recommended by: | Marvin Martinez, Chancellor  |                              |

11/10/19 thru 12/14/19

| P.O. #      | Date     | Fund | Department                     | Description                      | Vendor Name                        | PO Amount |
|-------------|----------|------|--------------------------------|----------------------------------|------------------------------------|-----------|
| 20-B0001747 | 11/19/19 | 71   | Student Activities             | Equip-All Other >\$1,000<\$5,000 | APPLE COMPUTER INC                 | 8,103.90  |
| 20-B0001748 | 11/20/19 | 71   | Student Life & Leadership      | Other Operating Exp & Services   | KULI IMAGE INCYKUSTOM IMPRINTS     | 174.56    |
| 20-B0001749 | 11/21/19 | 79   | Auxiliary Services Office      | Other Operating Exp & Services   | SCHICK RECORDS MGMT                | 37.71     |
| 20-B0001750 | 11/22/19 | 79   | Auxiliary Services Office-Dist | Other Operating Exp & Services   | THE TULSA RIB COMPANY INC          | 6,274.61  |
| 20-B0001751 | 11/22/19 | 79   | Auxiliary Services Office      | Other Operating Exp & Services   | EZ-UP DIRECT.COM LLC               | 519.02    |
| 20-B0001753 | 11/27/19 | 79   | Auxiliary Services Office      | Equip-Vehicles >\$5,000          | TUTTLE-CLICK FORD, INC             | 38,073.57 |
| 20-B0001754 | 11/27/19 | 79   | Auxiliary Services Office      | Equip-Vehicles >\$5,000          | JUNIORS GOLF CARTS INC             | 14,748.76 |
| 20-B0001755 | 12/06/19 | 81   | Auxiliary Services Office      | Agency Fund Liab Beg Fund Bal    | NATL SPORTS APPAREL LLC            | 2,593.09  |
| 20-B0001756 | 12/06/19 | 79   | Admissions & Records           | Non-Instructional Supplies       | RJE MOORE INC                      | 168.09    |
| 20-B0001757 | 12/09/19 | 79   | Admissions & Records           | Non-Instructional Supplies       | SCHICK RECORDS MGMT                | 94.28     |
| 20-B0001758 | 12/10/19 | 31   | Bookstore - SCC                | Unrestricted Contingency         | SOL SOURCE, INC.                   | 35,261.50 |
| 20-B0001759 | 12/11/19 | 71   | Student Activities             | Other Operating Exp & Services   | BIO RAD LABORATORIES               | 1,300.00  |
| 20-B0001760 | 12/11/19 | 81   | Auxiliary Services Office      | Agency Fund Liab Beg Fund Bal    | APPLE COMPUTER INC                 | 331.66    |
| 20-B0001761 | 12/12/19 | 81   | Auxiliary Services Office      | Agency Fund Liab Beg Fund Bal    | D3 SPORTS INC.                     | 491.88    |
| 20-B0001762 | 12/12/19 | 81   | Auxiliary Services Office      | Agency Fund Liab Beg Fund Bal    | D3 SPORTS INC.                     | 417.72    |
| 20-B0001763 | 12/12/19 | 79   | Auxiliary Services Office      | Non-Instructional Supplies       | TRACSYSTEMS, INC                   | 2,575.00  |
| 20-B0001764 | 12/13/19 | 79   | Admissions & Records           | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS         | 1,000.00  |
| 20-P0059397 | 11/12/19 | 12   | Talent Search                  | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS         | 534.20    |
| 20-P0059398 | 11/12/19 | 12   | Fine & Performing Arts Office  | Instructional Supplies           | AMBERLY S. CHAMBERLAIN             | 26.98     |
| 20-P0059399 | 11/12/19 | 12   | Diesel                         | Instructional Supplies           | MCMaster CARR SUPPLY CO            | 336.14    |
| 20-P0059400 | 11/12/19 | 11   | CJ/Academies                   | Contracted Services              | AMERICAN CITY PEST CONTROL INC     | 220.00    |
| 20-P0059401 | 11/12/19 | 12   | Transfer Center                | Transportation - Student         | GOLD COAST TOURS                   | 1,073.13  |
| 20-P0059402 | 11/12/19 | 12   | Talent Search                  | Food and Food Service Supplies   | HAVE KITCHEN WILL TRAVEL, INC.     | 109.21    |
| 20-P0059403 | 11/12/19 | 11   | Transportation                 | Contracted Repair Services       | YALE CHASE                         | 471.65    |
| 20-P0059404 | 11/12/19 | 11   | District Wide Technology       | Food and Food Service Supplies   | PEPI COMPANY OF CALIFORNIA         | 326.93    |
| 20-P0059405 | 11/12/19 | 12   | Fine & Performing Arts Office  | Instructional Supplies           | CASSANDRA E. SILVERSTEIN           | 145.24    |
| 20-P0059407 | 11/12/19 | 12   | Student Services Office        | Inst Dues & Memberships          | MIDDLE COLLEGE NATIONAL CONSORTIUM | 800.00    |
| 20-P0059408 | 11/12/19 | 12   | Orientation/Coord/Training     | Food and Food Service Supplies   | CLAUDBASE VENTURES INC             | 288.65    |
| 20-P0059409 | 11/12/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | CORNER BAKERY/CBC RESTAURANT       | 1,389.23  |
| 20-P0059410 | 11/12/19 | 12   | Orientation/Coord/Training     | Food and Food Service Supplies   | CLAUDBASE VENTURES INC             | 1,324.01  |
| 20-P0059411 | 11/13/19 | 12   | Television (TV/Film/Video)     | Instructional Supplies           | AMAZON COM                         | 618.46    |
| 20-P0059412 | 11/13/19 | 12   | SAC Continuing Ed-Instruction  | Non-Instructional Supplies       | CDW GOVERNMENT INC.                | 706.85    |
| 20-P0059413 | 11/13/19 | 12   | Counseling                     | Non-Instructional Supplies       | THE PIN DEPOT NETWORK LLC          | 396.58    |
| 20-P0059414 | 11/13/19 | 41   | Continuing Education Division  | Electricity                      | 2000 CHAPMAN INC.                  | 34,900.00 |
| 20-P0059415 | 11/13/19 | 33   | CDC Santiago Canyon College    | Instructional Supplies           | LAKESHORE LEARNING MATERIALS       | 3,000.00  |
| 20-P0059416 | 11/13/19 | 12   | Biology                        | Instructional Supplies           | SIGMA ALDRICH INC                  | 680.19    |
| 20-P0059417 | 11/13/19 | 12   | Student Equity                 | Non-Instructional Supplies       | JOSEPH A. ALONZO                   | 135.63    |
| 20-P0059418 | 11/13/19 | 12   | Veterans Service Office        | Food and Food Service Supplies   | JAYS CATERING                      | 264.43    |
| 20-P0059419 | 11/13/19 | 12   | Orange Educ Ctr-Instruction    | Instructional Supplies           | EDUCATIONAL TESTING SVC            | 642.00    |
| 20-P0059420 | 11/13/19 | 12   | Diesel                         | Equip-All Other >\$1,000<\$5,000 | MATCO TOOLS                        | 5,874.37  |
| 20-P0059421 | 11/13/19 | 12   | Biology                        | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.       | 5,850.07  |
| 20-P0059422 | 11/13/19 | 12   | Career Education Office        | Books, Mags & Subscrip-Non-Lib   | ROCKWELL PUBLISHING                | 2,097.40  |

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| P.O. #      | Date     | Fund | Department                     | Description                      | Vendor Name                            | PO Amount |
|-------------|----------|------|--------------------------------|----------------------------------|--|-----------|
| 20-P0059423 | 11/13/19 | 12   | Biology                        | Contracted Services              | THERMO FISHER SCIENTIFIC ASHEVILLE LLC | 530.00    |
| 20-P0059425 | 11/13/19 | 12   | Fine & Performing Arts Office  | Instructional Supplies           | AMBERLY S. CHAMBERLAIN                 | 591.68    |
| 20-P0059426 | 11/13/19 | 13   | Upward Bound                   | Contracted Services              | CHAPMAN UNIVERSITY                     | 8,124.50  |
| 20-P0059427 | 11/13/19 | 12   | Orange Educ Ctr-Instruction    | Books, Mags & Subscrip-Non-Lib   | PEARSON ED                             | 366.34    |
| 20-P0059428 | 11/13/19 | 12   | Career Education Office        | Non-Instructional Supplies       | AMAZON COM                             | 180.22    |
| 20-P0059429 | 11/13/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | KIMBERLY M. MATHEWS                    | 296.70    |
| 20-P0059430 | 11/13/19 | 13   | Public Affairs/Gov Rel Office  | Advertising                      | ABEL TORRES                            | 1,000.00  |
| 20-P0059431 | 11/13/19 | 11   | Maintenance & Operations       | Contracted Repair Services       | BERNEL INC.                            | 310.00    |
| 20-P0059432 | 11/13/19 | 11   | Maintenance                    | Contracted Services              | ORKIN PEST CONTROL                     | 350.00    |
| 20-P0059433 | 11/13/19 | 12   | Counseling                     | Food and Food Service Supplies   | HARKISON                               | 152.95    |
| 20-P0059434 | 11/13/19 | 12   | Counseling                     | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS             | 225.81    |
| 20-P0059435 | 11/13/19 | 12   | Veterans Service Office        | Food and Food Service Supplies   | ELIZABETH BERGARA                      | 176.20    |
| 20-P0059436 | 11/13/19 | 12   | SAC Continuing Ed-Instruction  | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS             | 10,000.00 |
| 20-P0059437 | 11/13/19 | 12   | SAC Continuing Ed-Instruction  | Instructional Supplies           | OFFICE DEPOT BUSINESS SVCS             | 2,384.37  |
| 20-P0059438 | 11/13/19 | 12   | Athletics                      | Instructional Supplies           | ECLECTIC PRINTING & DESIGN, LLC        | 1,175.95  |
| 20-P0059439 | 11/13/19 | 12   | Inmate Education Program       | Books, Mags & Subscrip-Non-Lib   | AMAZON COM                             | 133.92    |
| 20-P0059440 | 11/13/19 | 11   | Facility Planning Office       | Non-Instructional Supplies       | APPLE COMPUTER INC                     | 141.97    |
| 20-P0059441 | 11/13/19 | 11   | Business Operations' Office    | Food and Food Service Supplies   | PEPI COMPANY OF CALIFORNIA             | 146.73    |
| 20-P0059442 | 11/13/19 | 11   | Business Operations' Office    | Food and Food Service Supplies   | PEPI COMPANY OF CALIFORNIA             | 244.06    |
| 20-P0059443 | 11/13/19 | 11   | Business Operations' Office    | Inst Dues & Memberships          | SCHOOL SVCS OF CALIF INC               | 3,420.00  |
| 20-P0059444 | 11/14/19 | 12   | Engineering                    | Instructional Supplies           | AMAZON COM                             | 971.60    |
| 20-P0059445 | 11/14/19 | 41   | Facility Planning Office       | Equip-All Other >\$1,000<\$5,000 | VPLS SOLUTIONS LLC                     | 3,058.43  |
| 20-P0059446 | 11/14/19 | 12   | Safety & Parking - DO          | Contracted Services              | SENSEMAKERS, LLC                       | 4,680.00  |
| 20-P0059447 | 11/14/19 | 11   | Administrative Services Office | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS             | 260.55    |
| 20-P0059448 | 11/14/19 | 41   | Facility Planning Office       | Bldg Impr - DSA Fees             | DEPT OF GENERAL SERVICES               | 3,300.00  |
| 20-P0059449 | 11/14/19 | 12   | Student Equity                 | Food and Food Service Supplies   | TIFFANY D. GAUSE                       | 260.22    |
| 20-P0059450 | 11/14/19 | 33   | CDC Santa Ana College          | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS             | 350.00    |
| 20-P0059451 | 11/14/19 | 12   | SAC Continuing Ed-Instruction  | Instructional Supplies           | DENNIS JAMES CLEEK                     | 371.34    |
| 20-P0059452 | 11/14/19 | 12   | Upward Bound                   | Inst Dues & Memberships          | WESTOP                                 | 625.00    |
| 20-P0059453 | 11/14/19 | 11   | District Wide Technology       | Equip-All Other >\$1,000<\$5,000 | CDW GOVERNMENT INC.                    | 3,134.81  |
| 20-P0059454 | 11/14/19 | 12   | Upward Bound                   | Software License and Fees        | NATL STUDENT CLEARINGHOUSE             | 425.00    |
| 20-P0059455 | 11/14/19 | 12   | Career Education Office        | Equip-All Other > \$5,000        | GOLDEN STAR TECHNOLOGY, INC.           | 15,269.69 |
| 20-P0059456 | 11/14/19 | 13   | Maintenance                    | Contracted Repair Services       | VERNES PLUMBING INC                    | 1,654.00  |
| 20-P0059457 | 11/14/19 | 13   | Maintenance                    | Contracted Services              | COSCO FIRE PROTECTION INC              | 3,534.15  |
| 20-P0059458 | 11/14/19 | 12   | SAC Continuing Ed-Instruction  | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS             | 1,151.98  |
| 20-P0059459 | 11/14/19 | 12   | Art                            | Instructional Supplies           | PICKWICK PAPER PRODUCTS INC            | 103.24    |
| 20-P0059460 | 11/14/19 | 12   | Career Education Office        | Books, Mags & Subscrip-Non-Lib   | HENDERSON JOHN                         | 412.80    |
| 20-P0059461 | 11/14/19 | 11   | District Wide Technology       | Equip-All Other >\$1,000<\$5,000 | SHI INTERNATIONAL CORP                 | 5,457.57  |
| 20-P0059462 | 11/14/19 | 12   | Career Education Office        | Non-Instructional Supplies       | AMAZON COM                             | 157.29    |
| 20-P0059463 | 11/14/19 | 12   | Career Education Office        | Non-Instructional Supplies       | AMAZON COM                             | 398.75    |
| 20-P0059464 | 11/14/19 | 11   | Transportation                 | Software License and Fees        | CHARGE POINT INC                       | 560.00    |
| 20-P0059465 | 11/14/19 | 11   | Public Affairs/Gov Rel Office  | Inst Dues & Memberships          | CCLC COMMUNITY COLLEGE LEAGUE          | 200.00    |

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|-------------|----------|------|--------------------------------|--------------------------------|--|------------|
| 20-P0059466 | 11/14/19 | 11   | Fiscal Services Office         | Contracted Services            | COOPERATIVE STRATEGIES LLC                 | 305.63     |
| 20-P0059467 | 11/14/19 | 13   | Student Services Office        | Non-Instructional Supplies     | OFFICE DEPOT BUSINESS SVCS                 | 1,000.00   |
| 20-P0059468 | 11/14/19 | 11   | Administrative Services Office | Non-Instructional Supplies     | TROXELL COMM INC                           | 928.63     |
| 20-P0059469 | 11/14/19 | 12   | Center for Teacher Education   | Other Exp Paid for Students    | DON BOOKSTORE                              | 1,000.00   |
| 20-P0059470 | 11/14/19 | 12   | LA/OC Regional Consortia       | Food and Food Service Supplies | PEPI COMPANY OF CALIFORNIA                 | 883.69     |
| 20-P0059471 | 11/14/19 | 13   | International Business         | Other Licenses & Fees          | NASBITE                                    | 400.00     |
| 20-P0059472 | 11/14/19 | 12   | Center for Teacher Education   | Non-Instructional Supplies     | SAFEGUARD BUSINESS SYSTEMS                 | 674.06     |
| 20-P0059473 | 11/14/19 | 12   | Center for Teacher Education   | Food and Food Service Supplies | PARADISE BAKERY & CAFE                     | 3,446.68   |
| 20-P0059474 | 11/14/19 | 11   | Mailroom                       | Contracted Repair Services     | UNITED AUTOMOTIVE SVC INC                  | 873.57     |
| 20-P0059475 | 11/14/19 | 12   | LA/OC Regional Consortia       | District Business/Sponsorships | LOS ANGELES COUNTY OFFICE OF EDUCATION     | 5,000.00   |
| 20-P0059476 | 11/14/19 | 12   | LA/OC Regional Consortia       | Contracted Services            | CANAS FRITZIE                              | 1,700.00   |
| 20-P0059477 | 11/15/19 | 12   | Center for Teacher Education   | Non-Instructional Supplies     | EAGLE GRAPHICS INC                         | 181.69     |
| 20-P0059478 | 11/15/19 | 12   | Psychology                     | Instructional Software         | JOURNEY ED MARKETING                       | 4,625.60   |
| 20-P0059479 | 11/15/19 | 12   | EOPS                           | Fees Paid for Students         | PHI THETA KAPPA                            | 285.00     |
| 20-P0059480 | 11/15/19 | 12   | Nursing                        | Software License and Fees      | MEDCOM TRAINEX                             | 13,500.00  |
| 20-P0059481 | 11/15/19 | 11   | Transportation                 | Contracted Services            | JOHN MINNOCK JR                            | 715.00     |
| 20-P0059482 | 11/15/19 | 11   | Chancellor's Office            | Inst Dues & Memberships        | BOARD OF GOVERNORS                         | 2,000.00   |
| 20-P0059483 | 11/15/19 | 11   | Board of Trustees              | Non-Instructional Supplies     | FARMERS AND MERCHANTS BANK OF LB           | 99.42      |
| 20-P0059484 | 11/15/19 | 13   | Publications                   | Reproduction/Printing Expenses | WE DO GRAPHICS INC                         | 289.51     |
| 20-P0059485 | 11/15/19 | 41   | Facility Planning Office       | Site Imp-Modular, Lease Purch  | MCGRATH RENT CORP                          | 3,516.00   |
| 20-P0059486 | 11/15/19 | 12   | LA/OC Regional Consortia       | Food and Food Service Supplies | SODEXHO AMERICA, LLC                       | 985.91     |
| 20-P0059487 | 11/15/19 | 11   | Graphic Communications         | Contracted Services            | DREX LLC                                   | 14,000.00  |
| 20-P0059488 | 11/15/19 | 12   | Sci, Math, Health Sci Office   | Instructional Supplies         | ESAFETY SUPPLIES INC                       | 1,292.03   |
| 20-P0059489 | 11/15/19 | 12   | Public Affairs/Gov Rel Office  | Reproduction/Printing Expenses | SAFEGUARD BUSINESS SYSTEMS                 | 327.46     |
| 20-P0059490 | 11/15/19 | 13   | Public Affairs/Gov Rel Office  | Advertising                    | EXCELSIOR                                  | 1,500.00   |
| 20-P0059491 | 11/15/19 | 12   | Kinesiology - Intercol Athlet  | Instructional Supplies         | HENRY SCHEIN INC                           | 4,969.37   |
| 20-P0059492 | 11/15/19 | 12   | LA/OC Regional Consortia       | Contracted Services            | ECONOMIC MODELING SPECIALISTS              | 210,000.00 |
| 20-P0059493 | 11/15/19 | 12   | Manufacturing Technology       | Food and Food Service Supplies | KIMBERLY M. MATHEWS                        | 346.40     |
| 20-P0059494 | 11/15/19 | 12   | Manufacturing Technology       | Food and Food Service Supplies | CRAVE RESTAURANT GROUP, LLC                | 968.40     |
| 20-P0059495 | 11/15/19 | 12   | Sci, Math, Health Sci Office   | Instructional Supplies         | VWR FUNDING INC                            | 1,687.98   |
| 20-P0059496 | 11/15/19 | 12   | Sci, Math, Health Sci Office   | Instructional Supplies         | VWR FUNDING INC                            | 1,214.40   |
| 20-P0059497 | 11/15/19 | 12   | Veterans Resource Center       | Non-Instructional Supplies     | OFFICE DEPOT BUSINESS SVCS                 | 800.00     |
| 20-P0059498 | 11/15/19 | 33   | CDC Centennial Education Ctr   | Food and Food Service Supplies | SYSKO FOOD SVC                             | 5,000.00   |
| 20-P0059499 | 11/15/19 | 11   | Maintenance & Operations       | Contracted Services            | COAST ELECTRIC                             | 950.00     |
| 20-P0059500 | 11/15/19 | 11   | Maintenance & Operations       | Non-Instructional Supplies     | IMMEL DESIGN INC                           | 3,661.54   |
| 20-P0059501 | 11/15/19 | 41   | Facility Planning Office       | Non-Instructional Supplies     | IMMEL DESIGN INC                           | 1,936.36   |
| 20-P0059502 | 11/15/19 | 33   | CDC Santa Ana College - East   | Instructional Supplies         | HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATION | 855.01     |
| 20-P0059503 | 11/18/19 | 12   | Research                       | Contracted Services            | MIRA COSTA COMMUNITY COLLEGE DIST          | 15,000.00  |
| 20-P0059504 | 11/18/19 | 11   | District Wide Technology       | Contracted Services            | DAVID FUHRMANN                             | 6,000.00   |
| 20-P0059505 | 11/18/19 | 11   | District Wide Technology       | Non-Instructional Supplies     | FARMERS AND MERCHANTS BANK OF LONG BEACH   | 174.75     |
| 20-P0059506 | 11/18/19 | 12   | Academic Affairs Office-Dean   | Transportation - Student       | JFK TRANSPORTATION                         | 485.00     |
| 20-P0059507 | 11/18/19 | 12   | Career Ed & Work Dev Office    | Transportation - Student       | JFK TRANSPORTATION                         | 5,057.75   |

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| P.O. #                          | Date     | Fund | Department                     | Description                    | Vendor Name                               | PO Amount |
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| 20-P0059508                     | 11/18/19 | 12   | Human Resources Office         | Non-Instructional Supplies     | 4 IMPRINT                                 | 1,588.87  |
| 20-P0059509                     | 11/18/19 | 11   | Safety & Security Office       | Non-Instructional Supplies     | FASTSIGNS                                 | 117.99    |
| 20-P0059510                     | 11/18/19 | 12   | Fire Technology                | Instructional Supplies         | RECREATIONAL EQUIPMENT INC                | 9,982.73  |
| 20-P0059511                     | 11/18/19 | 12   | Career Education Office        | District Business/Sponsorships | SANTIAGO CANYON COLLEGE FOUNDATION        | 3,000.00  |
| 20-P0059512                     | 11/18/19 | 11   | Fiscal Services Office         | Contracted Services            | COOPERATIVE STRATEGIES LLC                | 8,000.00  |
| 20-P0059513                     | 11/18/19 | 33   | CDC Administration             | Instructional Supplies         | AMAZON COM                                | 156.22    |
| 20-P0059514                     | 11/18/19 | 41   | Business Operations' Office    | Contracted Services            | COOPERATIVE STRATEGIES LLC                | 25,000.00 |
| 20-P0059515                     | 11/19/19 | 13   | Maintenance                    | Maint/Oper Service Agreements  | KT INDUSTRIES INC                         | 48,947.00 |
| 20-P0059516                     | 11/19/19 | 12   | Science Learning Center        | Instructional Supplies         | PARISI & VENTURINI CORP                   | 1,166.03  |
| 20-P0059517                     | 11/19/19 | 12   | Science Learning Center        | Instructional Supplies         | VWR FUNDING INC                           | 2,121.18  |
| 20-P0059518                     | 11/19/19 | 12   | Library Services               | Library Books - Databases      | CCLC COMMUNITY COLLEGE LEAGUE             | 14,511.25 |
| 20-P0059519                     | 11/19/19 | 12   | Biology                        | Instructional Supplies         | FISHER SCIENTIFIC                         | 1,307.83  |
| 20-P0059520                     | 11/19/19 | 12   | Financial Aid Office           | Food and Food Service Supplies | STATER BROS                               | 250.00    |
| 20-P0059521                     | 11/19/19 | 12   | Biology                        | Instructional Supplies         | VWR FUNDING INC                           | 305.97    |
| 20-P0059522                     | 11/19/19 | 12   | Career Ed & Work Dev Office    | Software License and Fees      | GALLUP ORGANIZATION                       | 479.60    |
| 20-P0059523                     | 11/19/19 | 12   | Art                            | Instructional Supplies         | B & H PHOTO VIDEO INC                     | 758.15    |
| 20-P0059524                     | 11/19/19 | 12   | Library Services               | Library Books - Databases      | EBSCO                                     | 604.94    |
| 20-P0059525                     | 11/19/19 | 12   | Library Services               | Library Books                  | ACRL PUB                                  | 234.11    |
| 20-P0059526                     | 11/19/19 | 12   | Continuing Education Division  | Non-Instructional Supplies     | CARD INTEGRATORS INC                      | 1,638.36  |
| 20-P0059527                     | 11/19/19 | 12   | Biology                        | Instructional Supplies         | FISHER SCIENTIFIC                         | 151.30    |
| 20-P0059528                     | 11/19/19 | 13   | Admin Services Office          | Non-Instructional Supplies     | TAYLOR FLAG & BANNER CO                   | 490.47    |
| 20-P0059529                     | 11/19/19 | 12   | Library Services               | Library Books - Periodicals    | EBSCO                                     | 1,877.01  |
| 20-P0059530                     | 11/19/19 | 12   | LA/OC Regional Consortia       | Contracted Services            | VOSS CINDY M.                             | 1,575.00  |
| 20-P0059531                     | 11/19/19 | 13   | Santiago Canyon College        | Contracted Services            | STERLING O.C. ENTERPRISES LLC             | 8,675.00  |
| 20-P0059532                     | 11/19/19 | 11   | Human Svcs & Technology Office | Non-Instructional Supplies     | CINTAS CORP                               | 117.99    |
| 20-P0059533                     | 11/19/19 | 12   | ULINK                          | Transportation - Student       | JFK TRANSPORTATION                        | 970.00    |
| 20-P0059534                     | 11/19/19 | 12   | Continuing Education Division  | Non-Instructional Supplies     | OFFICE DEPOT BUSINESS SVCS                | 50.68     |
| 20-P0059535                     | 11/19/19 | 13   | Custodial                      | Non-Instructional Supplies     | ADVANTAGE WEST INVESTMENT ENTERPRISES INC | 20,000.00 |
| 20-P0059536                     | 11/19/19 | 13   | Custodial                      | Non-Instructional Supplies     | AMERICAN CHEMICAL & SANITARY              | 10,000.00 |
| 20-P0059537                     | 11/19/19 | 13   | Custodial                      | Non-Instructional Supplies     | GLASBY MAINTENANCE SUPPLY                 | 10,000.00 |
| 20-P0059538                     | 11/19/19 | 12   | Career Ed & Work Dev Office    | Transportation - Student       | JFK TRANSPORTATION                        | 485.00    |
| 20-P0059539                     | 11/19/19 | 12   | Library Services               | Library Books                  | YANKEE BOOK PEDDLER INC                   | 2,026.32  |
| 20-P0059540                     | 11/19/19 | 12   | Orange Educ Ctr-Instruction    | Books, Mags & Subscrip-Non-Lib | DON BOOKSTORE                             | 681.13    |
| 20-P0059541                     | 11/19/19 | 12   | Health & Wellness              | Reproduction/Printing Expenses | RJE MOORE INC                             | 952.66    |
| 20-P0059542                     | 11/19/19 | 12   | Puente                         | Food and Food Service Supplies | HARKISON                                  | 175.00    |
| 20-P0059543                     | 11/19/19 | 12   | LA/OC Regional Consortia       | Food and Food Service Supplies | PEPI COMPANY OF CALIFORNIA                | 496.62    |
| 20-P0059545                     | 11/19/19 | 41   | Facility Planning Office       | Site Improv - Contractor Svcs  | SOL SOURCE, INC.                          | 47,585.69 |
| 20-P0059546                     | 11/19/19 | 41   | Facility Planning Office       | Buildings - Contractor Svcs    | C BELOW INC                               | 23,400.00 |
| 20-P0059547                     | 11/20/19 | 12   | Business Division Office       | Instructional Supplies         | AMAZON COM                                | 202.12    |
| * 20-P0059548                   | 11/20/19 | 11   | CJ/Academies                   | Maint/Oper Service Agreements  | ASTRO PAINTING CO INC                     | 10,626.40 |
| * 20-P0059548                   | 11/20/19 | 13   | Grounds                        | Maint/Oper Service Agreements  | ASTRO PAINTING CO INC                     | 4,773.60  |
| PO Amt Total for * 20-P0059548: |          |      |                                |                                |   | 15,400.00 |

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Legend: \* = Multiple Funds for this P.O.

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| P.O. #                          | Date     | Fund | Department                     | Description                      | Vendor Name                                     | PO Amount |
|---------------------------------|----------|------|--------------------------------|----------------------------------|---|-----------|
| 20-P0059549                     | 11/20/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | SWH MIMIS CAFE LLC                              | 3,480.71  |
| 20-P0059550                     | 11/20/19 | 12   | Student Equity                 | Food and Food Service Supplies   | JAYS CATERING                                   | 207.75    |
| 20-P0059551                     | 11/20/19 | 12   | Biology                        | Instructional Supplies           | CAROLINA BIOLOGICAL SUPPLY CO                   | 240.79    |
| 20-P0059552                     | 11/20/19 | 12   | Student Equity                 | Food and Food Service Supplies   | LOURDES FAJARDO                                 | 559.30    |
| 20-P0059553                     | 11/20/19 | 13   | Workforce Education            | Non-Instructional Supplies       | B & H PHOTO VIDEO INC                           | 586.24    |
| 20-P0059554                     | 11/21/19 | 11   | Purchasing                     | Non-Instructional Supplies       | B & H PHOTO VIDEO INC                           | 414.90    |
| 20-P0059555                     | 11/21/19 | 12   | Career Ed & Work Dev Office    | Books, Mags & Subscrip-Non-Lib   | EBOOKS.COM PTY LTD                              | 1,798.50  |
| 20-P0059556                     | 11/21/19 | 12   | Instl Effectiveness/Assessment | Contracted Services              | ELUMEN, INC                                     | 4,500.00  |
| 20-P0059557                     | 11/21/19 | 12   | Academic Affairs Office        | Instructional Supplies           | SCANTRON CORP                                   | 698.78    |
| 20-P0059558                     | 11/21/19 | 12   | Outreach                       | Non-Instructional Supplies       | DON BOOKSTORE                                   | 500.00    |
| 20-P0059559                     | 11/21/19 | 12   | Instl Effectiveness/Assessment | Contracted Services              | ELUMEN, INC                                     | 4,500.00  |
| 20-P0059560                     | 11/21/19 | 12   | Student Affairs Office         | Books Paid for Students          | DON BOOKSTORE                                   | 784.96    |
| 20-P0059561                     | 11/21/19 | 12   | Student Development            | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS                      | 1,200.00  |
| 20-P0059562                     | 11/21/19 | 12   | Library Services               | Library Books                    | AMAZON COM                                      | 14,000.00 |
| 20-P0059563                     | 11/21/19 | 12   | Fine & Performing Arts Office  | Instructional Supplies           | SAMYS CAMERA                                    | 1,000.00  |
| 20-P0059564                     | 11/21/19 | 12   | Puente                         | Food and Food Service Supplies   | SMART & FINAL                                   | 250.00    |
| 20-P0059565                     | 11/21/19 | 12   | Special Services Office        | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS                      | 260.55    |
| 20-P0059566                     | 11/21/19 | 12   | Safety & Parking - DO          | Contracted Services              | OC SPECIAL EVENTS SECURITY, INC.                | 585.00    |
| 20-P0059567                     | 11/21/19 | 12   | Humanities & Social Sci Office | Instructional Supplies           | AMAZON COM                                      | 47.89     |
| 20-P0059568                     | 11/21/19 | 13   | Publications                   | Reproduction/Printing Expenses   | WE DO GRAPHICS INC                              | 202.11    |
| 20-P0059569                     | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | CONSTANT CONTACT                                | 969.00    |
| 20-P0059570                     | 11/22/19 | 13   | Humanities & Social Sci Office | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.                    | 2,945.51  |
| 20-P0059571                     | 11/22/19 | 13   | Humanities & Social Sci Office | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.                    | 1,007.51  |
| * 20-P0059572                   | 11/22/19 | 11   | Humanities & Social Sci Office | Non-Instructional Supplies       | SEHI COMPUTER PRODUCTS                          | 380.16    |
| * 20-P0059572                   | 11/22/19 | 13   | Humanities & Social Sci Office | Non-Instructional Supplies       | SEHI COMPUTER PRODUCTS                          | 1,091.62  |
| PO Amt Total for * 20-P0059572: |          |      |                                |                                  |   | 1,471.78  |
| 20-P0059573                     | 11/22/19 | 41   | Administrative Services Office | Site Improv - AE Fee             | LITTLE DIVERSIFIED ARCHITECTURAL CONSULTING, IN | 37,000.00 |
| 20-P0059574                     | 11/22/19 | 12   | Counseling                     | Food and Food Service Supplies   | CLAUDBASE VENTURES INC                          | 136.65    |
| 20-P0059575                     | 11/22/19 | 11   | Fiscal Services Office         | Contracted Services              | COOPERATIVE STRATEGIES LLC                      | 911.50    |
| 20-P0059576                     | 11/25/19 | 12   | Biology                        | Non-Instructional Supplies       | THERMO FISHER SCIENTIFIC ASHEVILLE LLC          | 1,187.33  |
| 20-P0059577                     | 11/25/19 | 12   | Biology                        | Reproduction/Printing Expenses   | WE DO GRAPHICS INC                              | 213.04    |
| 20-P0059578                     | 11/25/19 | 12   | Academic Affairs Office        | Food and Food Service Supplies   | JAYS CATERING                                   | 1,438.65  |
| 20-P0059579                     | 11/25/19 | 12   | Pathways to Teaching           | TB/Hep Tests & Physicals Exp     | RSCCD   | 150.00    |
| 20-P0059580                     | 11/25/19 | 41   | Facility Planning Office       | Bldg Impr-Blueprint/Reprod/Adv   | IMAGES IN TILE USA                              | 1,800.00  |
| 20-P0059581                     | 11/26/19 | 12   | Financial Aid Office           | Non-Instructional Supplies       | CN SCHOOL AND OFFICE SOLUTIONS INC              | 3,827.69  |
| 20-P0059582                     | 11/26/19 | 12   | Academic Affairs Office        | Food and Food Service Supplies   | MAUREEN A. ROE                                  | 682.29    |
| 20-P0059583                     | 11/26/19 | 11   | Pharmacy Technology            | Other Licenses & Fees            | ASHP AMERICAN SOCIETY OF HEALTH SYSTEM          | 2,800.00  |
| 20-P0059584                     | 11/26/19 | 12   | Foster Youth                   | Non-Instructional Supplies       | AMAZON COM                                      | 69.89     |
| 20-P0059585                     | 11/26/19 | 33   | CDC Santiago Canyon College    | Food and Food Service Supplies   | SYSCO FOOD SVC                                  | 14,000.00 |
| 20-P0059586                     | 11/26/19 | 12   | Counseling                     | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS                      | 88.49     |
| 20-P0059587                     | 11/26/19 | 12   | Financial Aid Office           | Non-Instructional Supplies       | GOLDEN STAR TECHNOLOGY, INC.                    | 587.32    |
| 20-P0059588                     | 11/26/19 | 11   | Human Resources Office         | Inst Dues & Memberships          | ASSOC FOR THE TITLE IX ADMINISTRATORS           | 12,499.00 |

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| P.O. #                          | Date     | Fund | Department                     | Description                      | Vendor Name                          | PO Amount |
|---------------------------------|----------|------|--------------------------------|----------------------------------|--------------------------------------|-----------|
| 20-P0059589                     | 11/26/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | KIMBERLY M. MATHEWS                  | 324.94    |
| 20-P0059590                     | 11/26/19 | 12   | Counseling                     | Food and Food Service Supplies   | HARKISON                             | 142.03    |
| 20-P0059591                     | 11/26/19 | 12   | Welding                        | Instructional Supplies           | GRAINGER                             | 544.10    |
| 20-P0059592                     | 11/26/19 | 13   | Public Affairs/Gov Rel Office  | Advertising                      | 25TH HOUR COMMUNICATIONS             | 3,390.00  |
| 20-P0059593                     | 11/26/19 | 13   | Public Affairs/Gov Rel Office  | Advertising                      | HAGGARTY PRINTING INC                | 5,370.26  |
| 20-P0059594                     | 11/26/19 | 12   | Economic Development           | Food and Food Service Supplies   | STEVEN W. LINTHICUM                  | 519.20    |
| 20-P0059595                     | 11/26/19 | 43   | Facility Planning Office       | Equip-All Other > \$5,000        | GOLDEN STAR TECHNOLOGY, INC.         | 5,127.10  |
| 20-P0059596                     | 11/26/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | KIMBERLY M. MATHEWS                  | 455.99    |
| 20-P0059597                     | 11/26/19 | 41   | Facility Planning Office       | Bldg Impr - Contractor Svcs      | AIR TREATMENT CORP                   | 47,435.00 |
| 20-P0059598                     | 11/27/19 | 12   | Communications & Media Studies | Instructional Supplies           | B & H PHOTO VIDEO INC                | 1,936.73  |
| 20-P0059600                     | 11/27/19 | 13   | Administrative Services Office | Contracted Services              | CAMBRIDGE WEST PARTNERSHIP LLC       | 26,400.00 |
| 20-P0059601                     | 11/27/19 | 11   | Grounds                        | Contracted Services              | ORKIN PEST CONTROL                   | 350.00    |
| 20-P0059602                     | 11/27/19 | 13   | Human Resources Office         | Software Support Service         | GOVERNMENTJOBS.COM, INC.             | 43,715.60 |
| 20-P0059603                     | 11/27/19 | 12   | Communications & Media Studies | Instructional Supplies           | SEHI COMPUTER PRODUCTS               | 481.23    |
| 20-P0059604                     | 11/27/19 | 12   | Veterans Resource Center       | Equip-All Other >\$1,000<\$5,000 | CN SCHOOL AND OFFICE SOLUTIONS INC   | 1,206.78  |
| 20-P0059605                     | 11/27/19 | 12   | Orientation/Coord/Training     | Food and Food Service Supplies   | JAYS CATERING                        | 1,883.28  |
| 20-P0059606                     | 12/02/19 | 33   | EHS Santa Ana College          | Contracted Services              | SANTA ANA UNIFIED SCHOOL DIST        | 56,306.30 |
| 20-P0059607                     | 12/02/19 | 12   | Library Services               | Library Books                    | GREENHAVEN PUBLISHING LLC            | 710.29    |
| 20-P0059608                     | 12/02/19 | 12   | EOPS                           | Other Exp Paid for Students      | SVM LP                               | 7,225.15  |
| 20-P0059609                     | 12/02/19 | 12   | Library Services               | Library Books                    | YANKEE BOOK PEDDLER INC              | 3,077.28  |
| 20-P0059610                     | 12/02/19 | 12   | Chemistry                      | Instructional Supplies           | VWR FUNDING INC                      | 950.08    |
| 20-P0059611                     | 12/02/19 | 43   | Facility Planning Office       | Equip-All Other > \$5,000        | NTH GENERATION COMPUTING INC         | 89,205.90 |
| 20-P0059612                     | 12/02/19 | 12   | Chemistry                      | Instructional Supplies           | MICROTECH SCIENTIFIC                 | 3,593.28  |
| 20-P0059613                     | 12/02/19 | 12   | Chemistry                      | Instructional Supplies           | FLINN SCIENTIFIC INC                 | 2,203.71  |
| 20-P0059614                     | 12/02/19 | 12   | EOPS                           | Books Paid for Students          | DON BOOKSTORE                        | 10,000.00 |
| 20-P0059615                     | 12/02/19 | 12   | Humanities & Social Sci Office | Instructional Supplies           | AMAZON COM                           | 134.35    |
| 20-P0059616                     | 12/02/19 | 12   | Continuing Education Division  | Packaging/Mail Prep/Processing   | ADVANCED WEB OFFSET INC              | 23,332.29 |
| 20-P0059618                     | 12/02/19 | 43   | Facility Planning Office       | Equip-Tablet/Laptop>\$200<\$1000 | APPLE COMPUTER INC                   | 331.66    |
| 20-P0059619                     | 12/02/19 | 13   | Maintenance                    | Contracted Services              | ABBA TERMITE & PEST CONTROL INC      | 4,636.00  |
| 20-P0059620                     | 12/02/19 | 12   | Continuing Education Division  | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.         | 4,270.87  |
| * 20-P0059621                   | 12/02/19 | 11   | Continuing Education Division  | Non-Instructional Supplies       | COMMLINE INC                         | 10.00     |
| * 20-P0059621                   | 12/02/19 | 12   | Continuing Education Division  | Non-Instructional Supplies       | COMMLINE INC                         | 3,026.63  |
| PO Amt Total for * 20-P0059621: |          |      |                                |                                  |                                      | 3,036.63  |
| 20-P0059623                     | 12/02/19 | 12   | SAC Continuing Ed-Instruction  | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.         | 2,954.30  |
| 20-P0059624                     | 12/03/19 | 13   | Maintenance                    | Contracted Services              | CONTROL AIR HOLDINGS INC             | 4,039.00  |
| 20-P0059625                     | 12/03/19 | 11   | District Wide Technology       | Contracted Services              | COMPUTER PROTECTION TECHNOLOGY, INC. | 4,958.38  |
| 20-P0059626                     | 12/03/19 | 12   | Orange Educ Ctr-Instruction    | Instructional Supplies           | GOLDEN STAR TECHNOLOGY, INC.         | 9,827.69  |
| 20-P0059627                     | 12/03/19 | 12   | Academic Affairs Office        | Contracted Services              | SUBSTANCE MEDIA, INC.                | 40,350.00 |
| 20-P0059628                     | 12/03/19 | 11   | Human Resources Office         | Non-Instructional Supplies       | BADGE EXPRESS                        | 69.38     |
| 20-P0059629                     | 12/03/19 | 13   | Public Affairs/Gov Rel Office  | Advertising                      | LIBERMAN BROADCASTING INC            | 10,404.00 |
| 20-P0059630                     | 12/03/19 | 12   | Student Equity                 | Food and Food Service Supplies   | JAYS CATERING                        | 702.54    |
| 20-P0059631                     | 12/03/19 | 13   | Maintenance                    | Contracted Repair Services       | SO CAL LAND MAINTENANCE INC          | 540.62    |

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| P.O. #      | Date     | Fund | Department                     | Description                      | Vendor Name                              | PO Amount |
|-------------|----------|------|--------------------------------|----------------------------------|--|-----------|
| 20-P0059632 | 12/03/19 | 12   | Chemistry                      | Instructional Supplies           | FISHER SCIENTIFIC                        | 2,041.91  |
| 20-P0059633 | 12/03/19 | 12   | Chemistry                      | Instructional Supplies           | FLINN SCIENTIFIC INC                     | 257.61    |
| 20-P0059634 | 12/03/19 | 12   | Counseling                     | Non-Instructional Supplies       | GOLDEN STAR TECHNOLOGY, INC.             | 587.32    |
| 20-P0059635 | 12/03/19 | 12   | Athletics                      | Instructional Supplies           | TOMARK SPORTS                            | 113.56    |
| 20-P0059636 | 12/03/19 | 13   | Maintenance                    | Maint/Oper Service Agreements    | XLNT TINT OF ANAHEIM, INC.               | 9,796.00  |
| 20-P0059637 | 12/03/19 | 12   | Career Ed & Work Dev Office    | Transportation - Student         | CERTIFIED TRANSPORTATIONS                | 4,919.70  |
| 20-P0059638 | 12/03/19 | 11   | Business Operations' Office    | Legal Expenses                   | NIXON PEABODY LLP                        | 18,050.18 |
| 20-P0059639 | 12/04/19 | 12   | Career Education Office        | Conference Expenses              | FARMERS AND MERCHANTS BANK OF LB         | 193.28    |
| 20-P0059640 | 12/04/19 | 33   | CDC Centennial Education Ctr   | Instructional Supplies           | LAKESHORE LEARNING MATERIALS             | 4,000.00  |
| 20-P0059641 | 12/04/19 | 11   | International Student Program  | Reproduction/Printing Expenses   | WE DO GRAPHICS INC                       | 1,587.74  |
| 20-P0059642 | 12/04/19 | 12   | Counseling                     | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS               | 4,000.00  |
| 20-P0059643 | 12/04/19 | 12   | Short-Term Vocational          | Instructional Supplies           | OFFICE DEPOT BUSINESS SVCS               | 240.02    |
| 20-P0059644 | 12/04/19 | 12   | EOPS                           | Books Paid for Students          | DON BOOKSTORE                            | 50,000.00 |
| 20-P0059645 | 12/04/19 | 11   | Administrative Services Office | Transportation - Student         | CERTIFIED TRANSPORTATIONS                | 14,500.00 |
| 20-P0059646 | 12/04/19 | 13   | Admin Services Office          | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.             | 4,830.08  |
| 20-P0059647 | 12/04/19 | 12   | Continuing Education Division  | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS               | 301.78    |
| 20-P0059648 | 12/04/19 | 12   | EOPS                           | Other Exp Paid for Students      | DON BOOKSTORE                            | 3,600.00  |
| 20-P0059649 | 12/04/19 | 13   | Maintenance                    | Non-Instructional Supplies       | MONTGOMERY HARDWARE CO                   | 1,164.32  |
| 20-P0059650 | 12/04/19 | 13   | Admin Services Office          | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.             | 5,636.31  |
| 20-P0059651 | 12/04/19 | 11   | Publications                   | Non-Instructional Supplies       | KELLY PAPER                              | 5,000.00  |
| 20-P0059652 | 12/04/19 | 12   | Distance Education             | Instructional Supplies           | LUMEN LEARNING LLC                       | 16,120.00 |
| 20-P0059653 | 12/05/19 | 43   | Facility Planning Office       | Buildings - SWPPP                | STATE WATER RESOURCES                    | 526.00    |
| 20-P0059654 | 12/05/19 | 43   | Facility Planning Office       | Bldg Impr - SWPPP                | STATE WATER RESOURCES                    | 526.00    |
| 20-P0059655 | 12/05/19 | 12   | Safety & Parking - DO          | Contracted Services              | NICOLE MILLER & ASSOC INC                | 387.00    |
| 20-P0059656 | 12/05/19 | 12   | Chemistry                      | Instructional Supplies           | FISHER SCIENTIFIC                        | 1,338.26  |
| 20-P0059657 | 12/05/19 | 12   | Chemistry                      | Instructional Supplies           | SIGMA ALDRICH INC                        | 674.02    |
| 20-P0059658 | 12/05/19 | 12   | Chemistry                      | Instructional Supplies           | CAROLINA BIOLOGICAL SUPPLY CO            | 801.02    |
| 20-P0059659 | 12/05/19 | 11   | District Wide Technology       | Software License and Fees        | FARMERS AND MERCHANTS BANK OF LB         | 336.00    |
| 20-P0059660 | 12/05/19 | 13   | Maintenance                    | Contracted Services              | 2000 CHAPMAN INC.                        | 2,550.00  |
| 20-P0059661 | 12/05/19 | 11   | Honors Program                 | Inst Dues & Memberships          | HONORS TRANSFER COUNCIL OF CALIF         | 120.00    |
| 20-P0059662 | 12/05/19 | 13   | Continuing Education Division  | Advertising                      | 25TH HOUR COMMUNICATIONS                 | 6,500.00  |
| 20-P0059663 | 12/05/19 | 12   | Kinesiology - Intercoll Athlet | Instructional Supplies           | KAI ATHLETIC                             | 1,500.25  |
| 20-P0059664 | 12/05/19 | 12   | Kinesiology - Physical Educ    | Instructional Supplies           | TOMARK SPORTS                            | 1,175.74  |
| 20-P0059665 | 12/05/19 | 13   | Student Activities             | Rental - Other (Short-term)      | CITY OF SANTA ANA                        | 1,783.15  |
| 20-P0059666 | 12/05/19 | 13   | Biology                        | Transportation - Student         | SOUTHERN CALIF MARINE INSTITUTE          | 2,233.40  |
| 20-P0059667 | 12/05/19 | 12   | Geology                        | Instructional Supplies           | IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUES | 238.97    |
| 20-P0059668 | 12/05/19 | 33   | CDC Administration             | Non-Instructional Supplies       | FARMERS AND MERCHANTS BANK OF LB         | 541.12    |
| 20-P0059669 | 12/05/19 | 12   | Pathways to Teaching           | Other Licenses & Fees            | PROJECT TOMORROW                         | 4,140.00  |
| 20-P0059670 | 12/05/19 | 12   | Anthropology                   | Instructional Supplies           | BONE CLONES                              | 1,187.51  |
| 20-P0059671 | 12/06/19 | 11   | Human Resources Office         | Fingerprinting                   | STATE OF CALIFORNIA                      | 8,500.00  |
| 20-P0059672 | 12/06/19 | 11   | Manufacturing Technology       | Contracted Repair Services       | ROBERT ESCAJEDA                          | 612.69    |
| 20-P0059673 | 12/06/19 | 11   | Humanities & Social Sci Office | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS               | 21.83     |

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| P.O. #                          | Date     | Fund | Department                    | Description                      | Vendor Name                              | PO Amount |
|---------------------------------|----------|------|-------------------------------|----------------------------------|--|-----------|
| 20-P0059674                     | 12/06/19 | 11   | Business Division Office      | Inst Dues & Memberships          | NACCE                                    | 900.00    |
| 20-P0059675                     | 12/06/19 | 33   | CDC Administration            | Food and Food Service Supplies   | WISE GUYS PIZZERIA                       | 974.52    |
| 20-P0059676                     | 12/06/19 | 11   | Publications                  | Non-Instructional Supplies       | PREPRESS SUPPLY, INC.                    | 700.00    |
| 20-P0059677                     | 12/06/19 | 11   | District Wide Technology      | Contracted Services              | FARMERS AND MERCHANTS BANK OF LONG BEACH | 79.99     |
| 20-P0059678                     | 12/06/19 | 11   | Business Division Office      | Non-Instructional Supplies       | DON BOOKSTORE                            | 260.02    |
| 20-P0059679                     | 12/06/19 | 12   | Human Resources Office        | Contracted Services              | KEN REAL ESTATE LEASE LTD.               | 13,612.42 |
| 20-P0059680                     | 12/06/19 | 12   | Student Support Services      | Software License and Fees        | HEIBERG CONSULTING INC                   | 499.00    |
| * 20-P0059681                   | 12/09/19 | 11   | Library Services              | Library Books - Periodicals      | GREY HOUSE PUBLISHING                    | 150.00    |
| * 20-P0059681                   | 12/09/19 | 12   | Library Services              | Library Books - Periodicals      | GREY HOUSE PUBLISHING                    | 41.60     |
| PO Amt Total for * 20-P0059681: |          |      |                               |                                  |  | 191.60    |
| 20-P0059682                     | 12/09/19 | 11   | Mailroom                      | Non-Instructional Supplies       | OFFICE DEPOT BUSINESS SVCS               | 590.94    |
| 20-P0059683                     | 12/09/19 | 12   | Student Development           | Fees Paid for Students           | RSCCD                                    | 1,178.35  |
| 20-P0059684                     | 12/09/19 | 12   | Career Education Office       | Food and Food Service Supplies   | PARADISE BAKERY & CAFE                   | 200.88    |
| 20-P0059685                     | 12/09/19 | 12   | Biology                       | Inst Dues & Memberships          | SO CALIF BIOMEDICAL COUNCIL              | 750.00    |
| 20-P0059686                     | 12/09/19 | 12   | History                       | Instructional Supplies           | USA TROPHY INC                           | 746.29    |
| 20-P0059687                     | 12/09/19 | 12   | EOPS                          | Equip-All Other > \$5,000        | KONICA MINOLTA BUSINESS                  | 6,947.21  |
| 20-P0059688                     | 12/09/19 | 12   | CJ/Academies                  | Instructional Supplies           | MEDCO SPORTS MEDICINE                    | 487.00    |
| 20-P0059689                     | 12/09/19 | 12   | Career Education Office       | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.             | 59,515.11 |
| 20-P0059690                     | 12/09/19 | 13   | Student Services Office       | Non-Instructional Supplies       | SEHI COMPUTER PRODUCTS                   | 1,070.66  |
| 20-P0059691                     | 12/09/19 | 12   | DSPS                          | Instructional Supplies           | SCHOOL DATEBOOKS                         | 1,351.01  |
| 20-P0059692                     | 12/09/19 | 12   | Student Equity                | Awards & Incentives              | JOVANNYS A. MEJIA                        | 1,059.50  |
| 20-P0059693                     | 12/09/19 | 12   | Career Education Office       | Books, Mags & Subscrip-Non-Lib   | AMAZON COM                               | 190.08    |
| 20-P0059694                     | 12/09/19 | 12   | Counseling                    | Non-Instructional Supplies       | DON BOOKSTORE                            | 102.42    |
| 20-P0059695                     | 12/09/19 | 12   | Athletics                     | Instructional Supplies           | BRET PENNER                              | 4,563.59  |
| 20-P0059696                     | 12/09/19 | 12   | Manufacturing Technology      | Software License and Fees        | GOENGINEER                               | 6,144.00  |
| 20-P0059697                     | 12/09/19 | 12   | EOPS                          | Other Exp Paid for Students      | OREA DAVID OMAR                          | 1,033.00  |
| 20-P0059698                     | 12/09/19 | 12   | Counseling                    | Contracted Services              | DARAPHANT BOONYARIT                      | 500.00    |
| 20-P0059699                     | 12/10/19 | 11   | District Wide Technology      | Software License and Fees        | COMPUTERLAND OF SILICON VALLEY           | 1,050.00  |
| 20-P0059700                     | 12/10/19 | 12   | LA/OC Regional Consortia      | Food and Food Service Supplies   | TOP HAT PRODUCTIONS                      | 269.86    |
| 20-P0059701                     | 12/11/19 | 12   | Library Services              | Library Books                    | YANKEE BOOK PEDDLER INC                  | 761.02    |
| 20-P0059702                     | 12/11/19 | 12   | Continuing Education Division | Contracted Services              | AFFORDABLE HOUSING SPECIALISTS GROUP LLC | 2,700.00  |
| 20-P0059703                     | 12/11/19 | 12   | SAC Continuing Ed-Instruction | Books, Mags & Subscrip-Non-Lib   | DON BOOKSTORE                            | 3,359.44  |
| 20-P0059704                     | 12/11/19 | 13   | Maintenance                   | Contracted Repair Services       | ABBA TERMITE & PEST CONTROL INC          | 195.00    |
| 20-P0059705                     | 12/11/19 | 12   | Biology                       | Instructional Supplies           | AD INSTRUMENTS                           | 491.37    |
| 20-P0059706                     | 12/11/19 | 11   | Library Services              | Non-Instructional Supplies       | BOSSTAB CORP                             | 273.66    |
| 20-P0059707                     | 12/11/19 | 12   | Biology                       | Instructional Supplies           | GRAINGER                                 | 760.58    |
| 20-P0059708                     | 12/11/19 | 33   | CDC Administration            | Instructional Supplies           | CM SCHOOL SUPPLY CO                      | 534.30    |
| 20-P0059709                     | 12/11/19 | 11   | Maintenance & Operations      | Contracted Services              | PROFESSIONAL PLUMBING &                  | 3,195.00  |
| * 20-P0059710                   | 12/11/19 | 11   | Continuing Education Division | Class Schedules/Printing         | ADVANCED WEB OFFSET INC                  | 7,260.55  |
| * 20-P0059710                   | 12/11/19 | 13   | Continuing Education Division | Class Schedules/Printing         | ADVANCED WEB OFFSET INC                  | 12,362.55 |
| PO Amt Total for * 20-P0059710: |          |      |                               |                                  |  | 19,623.10 |
| 20-P0059711                     | 12/11/19 | 13   | Maintenance                   | Maint/Oper Service Agreements    | HILLS BROS LOCK & SAFE                   | 9,615.16  |

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Legend: \* = Multiple Funds for this P.O.

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11/10/19 thru 12/14/19

| P.O. #      | Date     | Fund | Department                     | Description                      | Vendor Name                                | PO Amount  |
|-------------|----------|------|--------------------------------|----------------------------------|--|------------|
| 20-P0059712 | 12/11/19 | 12   | Career Ed & Work Dev Office    | Food and Food Service Supplies   | SUBWAY                                     | 700.00     |
| 20-P0059713 | 12/11/19 | 12   | Financial Aid Office           | Contracted Services              | ADVANTAGE IMPROV                           | 1,280.00   |
| 20-P0059714 | 12/11/19 | 12   | Financial Aid Office           | Contracted Services              | IRVINE RECREATION PARK                     | 1,002.60   |
| 20-P0059715 | 12/11/19 | 12   | Veterans Resource Center       | Equip-All Other >\$1,000<\$5,000 | SEHI COMPUTER PRODUCTS                     | 548.17     |
| 20-P0059716 | 12/11/19 | 12   | Fine & Performing Arts Office  | Instructional Supplies           | ART SUPPLY WAREHOUSE                       | 700.00     |
| 20-P0059718 | 12/12/19 | 11   | District Wide Technology       | Contracted Services              | SIDEPATH INC                               | 13,930.00  |
| 20-P0059719 | 12/12/19 | 11   | Maintenance & Operations       | Contracted Repair Services       | PROFESSIONAL PLUMBING &                    | 2,900.00   |
| 20-P0059720 | 12/12/19 | 41   | Facility Planning Office       | Bldg Impr - Contractor Svcs      | KYA SERVICES LLC                           | 20,866.49  |
| 20-P0059721 | 12/12/19 | 41   | Facility Planning Office       | Bldg Impr - Contractor Svcs      | GOLDEN GATE STEEL INC                      | 223,000.00 |
| 20-P0059722 | 12/12/19 | 12   | Health & Wellness Center       | Inst Dues & Memberships          | AMERICAN COLLEGE HEALTH ASSOC              | 375.00     |
| 20-P0059723 | 12/12/19 | 12   | Welding                        | Instructional Supplies           | SIMS ORANGE WELDING SUPPLY                 | 5,421.03   |
| 20-P0059724 | 12/12/19 | 13   | Psychology                     | Instructional Supplies           | NATIONAL BUSINESS FURNITURE                | 338.68     |
| 20-P0059725 | 12/13/19 | 11   | District Wide Technology       | Contracted Services              | VPLS SOLUTIONS LLC                         | 80,000.00  |
| 20-P0059726 | 12/13/19 | 12   | Continuing Education Division  | Non-Instructional Supplies       | ACCE ASSOC OF COMMUNITY & CONTINUING EDUC. | 1,870.00   |
| 20-P0059727 | 12/13/19 | 12   | Student Equity                 | Food and Food Service Supplies   | SANTIAGO HILLS AUTO SPA INC                | 55.27      |
| 20-P0059728 | 12/13/19 | 11   | CJ/Academies                   | Non-Instructional Supplies       | GOLDEN STAR TECHNOLOGY, INC.               | 867.59     |
| 20-P0059729 | 12/13/19 | 12   | Veterans Service Office        | Food and Food Service Supplies   | ORANGE TREE DELI & CATERING                | 537.13     |
| 20-P0059730 | 12/13/19 | 13   | Counseling Office              | Non-Instructional Supplies       | SEHI COMPUTER PRODUCTS                     | 16.93      |
| 20-P0059731 | 12/13/19 | 12   | EOPS                           | Equip-All Other >\$1,000<\$5,000 | GOLDEN STAR TECHNOLOGY, INC.               | 1,427.48   |
| 20-P0059732 | 12/13/19 | 12   | Biology                        | Instructional Supplies           | OFFICE DEPOT BUSINESS SVCS                 | 489.74     |
| 20-P0059733 | 12/13/19 | 12   | Academic Affairs Office-VP     | Conference Expenses              | NACCE                                      | 8,239.00   |
| 20-P0209384 | 11/14/19 | 12   | Educational Services Office    | Contracted Services              | DESERT COMMUNITY COLLEGE DISTRICT          | 200,000.00 |
| 20-P0209411 | 11/14/19 | 12   | Educational Services Office    | Contracted Services              | ALLAN HANCOCK JOINT CCD                    | 200,000.00 |
| 20-P0209412 | 11/14/19 | 12   | Educational Services Office    | Contracted Services              | YUBA COMMUNITY COLLEGE DISTRICT            | 200,000.00 |
| 20-P0209413 | 11/14/19 | 12   | Resource Development           | Contracted Services              | STATE CENTER COMMUNITY COLLEGE DIST        | 71,428.00  |
| 20-P0209414 | 11/15/19 | 12   | Educational Services Office    | Contracted Services              | MOUNT SAN ANTONIO COMMUNITY COLLEGE        | 200,000.00 |
| 20-P0209415 | 11/15/19 | 12   | Resource Development           | Contracted Services              | BUTTE GLENN COMMUNITY COLLEGE              | 71,429.00  |
| 20-P0209416 | 11/15/19 | 12   | Resource Development           | Contracted Services              | BARDIC SYSTEMS, INC.                       | 818,800.00 |
| 20-P0209417 | 11/15/19 | 12   | Educational Services Office    | Contracted Services              | SAN JOAQUIN DELTA CMTY CLG DISTRICT        | 200,000.00 |
| 20-P0209418 | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | LOS RIOS COMM COLLEGE DIST                 | 200,000.00 |
| 20-P0209419 | 11/19/19 | 11   | District Wide Technology       | Contracted Services              | TYLER TECHNOLOGIES INC.                    | 7,000.00   |
| 20-P0209420 | 11/15/19 | 61   | Risk Management                | Legal Expenses                   | MUSICK, PEELER & GARRETT LLP               | 10,000.00  |
| 20-P0209421 | 11/20/19 | 12   | Instl Effectiveness/Assessment | Software License and Fees        | ELUMEN, INC                                | 4,888.00   |
| 20-P0209422 | 11/21/19 | 13   | Administrative Services Office | Software License and Fees        | NUVENTIVE LLC                              | 30,777.60  |
| 20-P0209423 | 11/21/19 | 12   | Educational Services Office    | Contracted Services              | MOUNT SAN ANTONIO COMMUNITY COLLEGE        | 238,000.00 |
| 20-P0209425 | 11/22/19 | 12   | Resource Development           | Contracted Services              | NORTH ORANGE COUNTY CCD                    | 30,000.00  |
| 20-P0209426 | 11/22/19 | 12   | Resource Development           | Contracted Services              | NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT  | 870,123.00 |
| 20-P0209427 | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | CHAFFEY COMMUNITY COLLEGE DISTRICT         | 200,000.00 |
| 20-P0209428 | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | SAN JOAQUIN DELTA CMTY CLG DISTRICT        | 24,152.00  |
| 20-P0209429 | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | SONOMA COUNTY JUNIOR                       | 200,000.00 |
| 20-P0209430 | 11/22/19 | 12   | Educational Services Office    | Contracted Services              | VICTOR VALLEY COMMUNITY                    | 200,000.00 |
| 20-P0209432 | 11/25/19 | 12   | Educational Services Office    | Contracted Services              | SONOMA COUNTY JUNIOR                       | 200,000.00 |

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Legend: \* = Multiple Funds for this P.O.

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| P.O. #              | Date     | Fund | Department                  | Description               | Vendor Name                                 | PO Amount              |
|---------------------|----------|------|-----------------------------|---------------------------|---|------------------------|
| 20-P0209433         | 11/26/19 | 12   | Resource Development        | Contracted Services       | GROSSMONT-CUYAMACA CCD                      | 71,429.00              |
| 20-P0209434         | 12/02/19 | 12   | Nursing                     | Software License and Fees | EXAMSOFT WORLDWIDE, INC.                    | 7,500.00               |
| 20-P0209435         | 11/26/19 | 12   | Educational Services Office | Contracted Services       | LONG BEACH CCD                              | 200,000.00             |
| 20-P0209436         | 11/26/19 | 12   | Educational Services Office | Contracted Services       | SANTA BARBARA COMMUNITY COLLEGE DISTRICT    | 200,000.00             |
| 20-P0209437         | 11/26/19 | 12   | Resource Development        | Contracted Services       | POMONA UNIFIED SCHOOL DISTRICT              | 256,251.00             |
| 20-P0209438         | 11/26/19 | 12   | Resource Development        | Contracted Services       | CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT | 870,124.00             |
| 20-P0209439         | 11/26/19 | 12   | Educational Services Office | Contracted Services       | SIERRA JOINT COMMUNITY                      | 200,000.00             |
| 20-P0209440         | 11/26/19 | 12   | Educational Services Office | Contracted Services       | BUTTE GLENN COMMUNITY COLLEGE               | 200,000.00             |
| 20-P0209442         | 12/06/19 | 12   | Educational Services Office | Contracted Services       | CERRITOS COMMUNITY COLLEGE DISTRICT         | 100,000.00             |
| 20-P0209443         | 12/06/19 | 12   | Resource Development        | Contracted Services       | SANTA BARBARA COMMUNITY COLLEGE DISTRICT    | 71,429.00              |
| 20-P0209444         | 12/10/19 | 12   | Educational Services Office | Contracted Services       | LOS RIOS COMMUNITY COLLEGE DISTRICT         | 200,000.00             |
| 20-P0209445         | 12/10/19 | 12   | Educational Services Office | Contracted Services       | COAST COMMUNITY COLLEGE DISTRICT            | 200,000.00             |
| 20-P0209446         | 12/10/19 | 12   | Educational Services Office | Contracted Services       | PERALTA COMMUNITY COLLEGE DISTRICT          | 200,000.00             |
| 20-P0209447         | 12/06/19 | 12   | Educational Services Office | Contracted Services       | DESERT COMMUNITY COLLEGE DISTRICT           | 200,000.00             |
| 20-P0209448         | 12/06/19 | 12   | Educational Services Office | Contracted Services       | SO ORANGE COUNTY COMMUNITY COLLEGE DIST     | 200,000.00             |
| 20-P0209449         | 12/09/19 | 12   | EOPS                        | Excess/Copies Useage      | KONICA MINOLTA BUSINESS                     | 250.00                 |
| 20-P0209451         | 12/11/19 | 12   | Educational Services Office | Contracted Services       | STATE CENTER COMMUNITY COLLEGE DIST         | 200,000.00             |
| 20-P0209452         | 12/11/19 | 12   | Educational Services Office | Contracted Services       | RIO HONDO COMMUNITY COLLEGE DISTRICT        | 200,000.00             |
| 20-P0209453         | 12/11/19 | 12   | Educational Services Office | Contracted Services       | COAST COMMUNITY COLLEGE DISTRICT            | 200,000.00             |
| 20-P0209454         | 12/11/19 | 11   | Maintenance                 | Contracted Services       | BOYD & ASSOCIATES                           | 300.00                 |
| <b>Grand Total:</b> |          |      |                             |                           |   | <b>\$10,024,063.21</b> |

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| P.O. #        | Date       | Fund | Department    | Description         | Vendor Name             | Amount     |
|---------------|------------|------|---------------|---------------------|-------------------------|------------|
| GM-CAF001153  | 11/12/2019 | 31   | SAC Café      | General Merchandise | BARRY'S DISTRIBUTING    | \$102.78   |
| GM-CAF001156  | 11/12/2019 | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$689.85   |
| GM-CAF001157  | 11/15/2019 | 31   | SAC Café      | General Merchandise | A&E DISTRIBUTION        | \$3,654.57 |
| GM-CAF001158  | 11/15/2019 | 31   | SAC Café      | General Merchandise | A&E DISTRIBUTION        | \$3,414.88 |
| GM-CAF001159  | 11/16/2019 | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$1,619.60 |
| GM-CAF001160  | 11/15/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$1,597.18 |
| GM-CAF001161  | 11/18/2019 | 31   | SAC Café      | General Merchandise | BARRY'S DISTRIBUTING    | \$166.32   |
| GM-CAF001162  | 11/19/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$1,371.00 |
| GM-CAF001163  | 11/19/2019 | 31   | SAC Café      | General Merchandise | MELODEE ICE CREAM       | \$628.60   |
| GM-CAF001164  | 11/21/2019 | 31   | SAC Café      | General Merchandise | PENS ETC.               | \$117.72   |
| GM-CAF001165  | 11/21/2019 | 31   | SAC Café      | General Merchandise | MERCHANDISE,INC.        | \$413.25   |
| GM-CAF001166  | 11/25/2019 | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$2,026.79 |
| GM-CAF001167  | 11/22/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$1,164.77 |
| GM-CAF001168  | 11/26/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$520.64   |
| GM-CAF001169  | 11/25/2019 | 31   | SAC Café      | General Merchandise | BARRY'S DISTRIBUTING    | \$122.94   |
| GM-CAF001170  | 12/2/2019  | 31   | SAC Café      | General Merchandise | BARRY'S DISTRIBUTING    | \$75.24    |
| GM-CAF001171  | 12/2/2019  | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$480.70   |
| GM-CAF001172  | 12/4/2019  | 31   | SAC Café      | General Merchandise | A&E DISTRIBUTION        | \$4,798.35 |
| GM-CAF001173  | 12/3/2019  | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$897.62   |
| GM-CAF001174  | 12/3/2019  | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$1,196.60 |
| GM-CAF001175  | 12/6/2019  | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$1,429.71 |
| GM-CAF001176  | 12/10/2019 | 31   | SAC Café      | General Merchandise | BARRY'S DISTRIBUTING    | \$92.16    |
| GM-CAF001177  | 12/7/2019  | 31   | SAC Café      | General Merchandise | BROWN BAG SANDWICH CO   | \$853.44   |
| GM-CAF001178  | 12/10/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$952.44   |
| GM-CAF001180  | 12/13/2019 | 31   | SAC Café      | General Merchandise | PEPSI COLA CO           | \$1,504.00 |
| GM-DON002971  | 11/21/2019 | 31   | SAC Bookstore | General Merchandise | PENS ETC.               | \$101.92   |
| GM-DON002972  | 11/21/2019 | 31   | SAC Bookstore | General Merchandise | MERCHANDISE,INC.        | \$319.80   |
| GM-DON002975  | 12/3/2019  | 31   | SAC Bookstore | General Merchandise | EL DORADO TRADING GROUP | \$4,909.98 |
| GM-EXPR001823 | 11/12/2019 | 31   | Don Express   | General Merchandise | PEPSI COLA CO           | \$1,917.66 |
| GM-EXPR001825 | 11/12/2019 | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO   | \$471.05   |
| GM-EXPR001826 | 11/12/2019 | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING    | \$211.32   |
| GM-EXPR001827 | 11/15/2019 | 31   | Don Express   | General Merchandise | A&E DISTRIBUTION        | \$3,344.56 |
| GM-EXPR001828 | 11/16/2019 | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO   | \$1,708.14 |
| GM-EXPR001829 | 11/15/2019 | 31   | Don Express   | General Merchandise | PEPSI COLA CO           | \$2,623.91 |
| GM-EXPR001830 | 11/18/2019 | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING    | \$193.32   |

| P.O. #        | Date       | Fund | Department    | Description         | Vendor Name                 | Amount     |
|---------------|------------|------|---------------|---------------------|-----------------------------|------------|
| GM-EXPR001831 | 11/19/2019 | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$1,415.02 |
| GM-EXPR001832 | 11/21/2019 | 31   | Don Express   | General Merchandise | PENS ETC.                   | \$372.96   |
| GM-EXPR001833 | 11/21/2019 | 31   | Don Express   | General Merchandise | MERCHANDISE,INC.            | \$294.84   |
| GM-EXPR001834 | 11/25/2019 | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO       | \$2,032.09 |
| GM-EXPR001835 | 11/22/2019 | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$1,736.20 |
| GM-EXPR001836 | 11/26/2019 | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$503.15   |
| GM-EXPR001837 | 11/25/2019 | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING        | \$229.32   |
| GM-EXPR001838 | 12/2/2019  | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING        | \$146.70   |
| GM-EXPR001839 | 12/2/2019  | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO       | \$446.90   |
| GM-EXPR001840 | 12/4/2019  | 31   | Don Express   | General Merchandise | A&E DISTRIBUTION            | \$4,050.75 |
| GM-EXPR001842 | 12/3/2019  | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$2,081.18 |
| GM-EXPR001843 | 12/3/2019  | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO       | \$1,441.84 |
| GM-EXPR001844 | 12/6/2019  | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$1,518.45 |
| GM-EXPR001845 | 12/9/2019  | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING        | \$164.16   |
| GM-EXPR001846 | 12/9/2019  | 31   | Don Express   | General Merchandise | BARRY'S DISTRIBUTING        | \$164.16   |
| GM-EXPR001847 | 12/10/2019 | 31   | Don Express   | General Merchandise | BROWN BAG SANDWICH CO       | \$1,085.80 |
| GM-EXPR001849 | 12/3/2019  | 31   | Don Express   | General Merchandise | PEPSI COLA CO               | \$833.64   |
| GM-HAWK003386 | 11/12/2019 | 31   | SCC Bookstore | General Merchandise | A&E DISTRIBUTION            | \$594.20   |
| GM-HAWK003387 | 11/12/2019 | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO               | \$888.44   |
| GM-HAWK003388 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | DA LUAU HAWAIIAN GRILL      | \$273.50   |
| GM-HAWK003389 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | DA LUAU HAWAIIAN GRILL      | \$293.50   |
| GM-HAWK003390 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO       | \$230.09   |
| GM-HAWK003391 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO       | \$713.61   |
| GM-HAWK003392 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | TAMALERIA RINCON SINALOENSE | \$72.00    |
| GM-HAWK003393 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | TAMALERIA RINCON SINALOENSE | \$72.00    |
| GM-HAWK003394 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | JERSEY MIKE'S SUBS ORANGE   | \$632.50   |
| GM-HAWK003395 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | SULLIVAN, MICHAEL           | \$77.96    |
| GM-HAWK003396 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | MW FOOD DISTRIBUTION        | \$227.60   |
| GM-HAWK003397 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO               | \$1,001.99 |
| GM-HAWK003398 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | SUBWAY SANTIAGO AUTO SPA    | \$192.17   |
| GM-HAWK003399 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | SUBWAY SANTIAGO AUTO SPA    | \$100.00   |
| GM-HAWK003400 | 11/13/2019 | 31   | SCC Bookstore | General Merchandise | SUBWAY SANTIAGO AUTO SPA    | \$175.00   |
| GM-HAWK003401 | 11/14/2019 | 31   | SCC Bookstore | General Merchandise | HYDRO FLASK                 | \$1,593.00 |
| GM-HAWK003402 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO               | \$399.15   |
| GM-HAWK003403 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | VALENTINO'S PIZZA           | \$1,426.00 |
| GM-HAWK003404 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | HANY WAHBA                  | \$170.28   |



| P.O. #        | Date       | Fund | Department    | Description         | Vendor Name               | Amount      |
|---------------|------------|------|---------------|---------------------|---------------------------|-------------|
| GM-HAWK003405 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | MW FOOD DISTRIBUTION      | \$130.46    |
| GM-HAWK003406 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | SULLIVAN, MICHAEL         | \$121.60    |
| GM-HAWK003407 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | A&E DISTRIBUTION          | \$147.66    |
| GM-HAWK003408 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO     | \$783.22    |
| GM-HAWK003409 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO     | \$611.58    |
| GM-HAWK003410 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | A&E DISTRIBUTION          | \$646.77    |
| GM-HAWK003411 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | BARRY'S DISTRIBUTING      | \$233.64    |
| GM-HAWK003412 | 11/19/2019 | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO             | \$909.11    |
| GM-HAWK003413 | 11/20/2019 | 31   | SCC Bookstore | General Merchandise | LEGACY ATHLETIC           | \$300.00    |
| GM-HAWK003415 | 11/21/2019 | 31   | SCC Bookstore | General Merchandise | PENS ETC.                 | \$428.61    |
| GM-HAWK003416 | 11/25/2019 | 31   | SCC Bookstore | General Merchandise | CI APPAREL                | \$486.00    |
| GM-HAWK003417 | 11/26/2019 | 31   | SCC Bookstore | General Merchandise | MELODEE ICE CREAM         | \$216.72    |
| GM-HAWK003418 | 11/27/2019 | 31   | SCC Bookstore | General Merchandise | BAR CHARTS INC            | \$75.45     |
| GM-HAWK003421 | 12/3/2019  | 31   | SCC Bookstore | General Merchandise | BARRY'S DISTRIBUTING      | \$128.52    |
| GM-HAWK003422 | 12/4/2019  | 31   | SCC Bookstore | General Merchandise | MW FOOD DISTRIBUTION      | \$129.76    |
| GM-HAWK003423 | 12/4/2019  | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO             | \$1,221.48  |
| GM-HAWK003425 | 12/9/2019  | 31   | SCC Bookstore | General Merchandise | PEPSI COLA CO             | \$491.42    |
| GM-HAWK003426 | 12/10/2019 | 31   | SCC Bookstore | General Merchandise | OURAY SPORTSWEAR BY SCI   | \$755.54    |
| GM-HAWK003427 | 12/10/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO     | \$755.54    |
| GM-HAWK003428 | 12/10/2019 | 31   | SCC Bookstore | General Merchandise | BROWN BAG SANDWICH CO     | \$277.29    |
| GM-HAWK003429 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | JERSEY MIKE'S SUBS ORANGE | \$632.50    |
| GM-HAWK003430 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | JERSEY MIKE'S SUBS ORANGE | \$522.50    |
| GM-HAWK003431 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | MW FOOD DISTRIBUTION      | \$140.21    |
| GM-HAWK003432 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | BARRY'S DISTRIBUTING      | \$121.32    |
| GM-HAWK003433 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | BARRY'S DISTRIBUTING      | \$95.40     |
| GM-HAWK003434 | 12/11/2019 | 31   | SCC Bookstore | General Merchandise | HANY WAHBA                | \$154.80    |
| TX-CEC000604  | 11/18/2019 | 31   | CEC Bookstore | Textbook            | CENGAGE LEARNING          | \$4,795.00  |
| TX-CEC000605  | 11/18/2019 | 31   | CEC Bookstore | Textbook            | CAMBRIDGE UNIVERSITY PRES | \$8,433.00  |
| TX-CEC000606  | 11/18/2019 | 31   | CEC Bookstore | Textbook            | OXFORD UNIVERSITY PRESS   | \$1,728.00  |
| TX-CEC000607  | 11/18/2019 | 31   | CEC Bookstore | Textbook            | PEARSON EDUCATION         | \$12,485.28 |
| TX-CEC000610  | 11/25/2019 | 31   | CEC Bookstore | Textbook            | PEARSON EDUCATION         | \$2,159.20  |
| TX-CEC000612  | 11/26/2019 | 31   | CEC Bookstore | Textbook            | CENGAGE LEARNING          | \$750.00    |
| TX-DON006067  | 11/20/2019 | 31   | SAC Bookstore | Textbook            | PEARSON EDUCATION         | \$45.59     |
| TX-DON006069  | 11/27/2019 | 31   | SAC Bookstore | Textbook            | NEBRASKA BOOK COMPANY     | \$19.96     |
| TX-HAWK004551 | 11/27/2019 | 31   | SCC Bookstore | Textbook            | PEARSON EDUCATION         | \$3,138.28  |
| TX-HAWK004554 | 11/27/2019 | 31   | SCC Bookstore | Textbook            | CENGAGE LEARNING          | \$900.00    |

| P.O. #        | Date       | Fund | Department    | Description | Vendor Name                 | Amount              |
|---------------|------------|------|---------------|-------------|-----------------------------|---------------------|
| TX-HAWK004556 | 11/27/2019 | 31   | SCC Bookstore | Textbook    | MCGRAW-HILL PUBLISHING CO   | \$3,942.28          |
| TX-HAWK004557 | 11/27/2019 | 31   | SCC Bookstore | Textbook    | NORTON, INC.                | \$2,353.11          |
| TX-HAWK004558 | 12/9/2019  | 31   | SCC Bookstore | Textbook    | AMAZON                      | \$253.25            |
| TX-HAWK004559 | 12/10/2019 | 31   | SCC Bookstore | Textbook    | AMAZON                      | \$402.51            |
| TX-HAWK004560 | 12/10/2019 | 31   | SCC Bookstore | Textbook    | AMAZON                      | \$626.28            |
| TX-HAWK004561 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | VISTA HIGHER LEARNING       | \$15,750.00         |
| TX-HAWK004562 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | MPS FORMERLY VHPS           | \$5,431.41          |
| TX-HAWK004563 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | BLUEDOOR                    | \$27,243.25         |
| TX-HAWK004564 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | BVT PUBLISHING              | \$2,865.00          |
| TX-HAWK004565 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | MORTON                      | \$2,188.62          |
| TX-HAWK004566 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | PEARSON EDUCATION           | \$21,834.85         |
| TX-HAWK004567 | 12/12/2019 | 31   | SCC Bookstore | Textbook    | MCGRAW-HILL CREATE (PRIMIS) | \$9,710.00          |
| TX-HAWK004568 | 12/13/2019 | 31   | SCC Bookstore | Textbook    | MCGRAW-HILL PUBLISHING CO   | \$7,949.50          |
| TX-HAWK004569 | 12/13/2019 | 31   | SCC Bookstore | Textbook    | MCGRAW-HILL PUBLISHING CO   | \$7,949.50          |
| TX-HAWK004570 | 12/13/2019 | 31   | SCC Bookstore | Textbook    | CENGAGE LEARNING            | \$2,040.96          |
|               |            |      |               |             |                             | <b>\$228,854.89</b> |

| 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        |
| 78                            | Retiree Benefits - Irrevocable  |
| 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 Uninvst |
| 96                            | Foundation Scholar Fund Invest  |
| 97                            | Foundation Rest Rev Fund Uninv  |
| 98                            | Foundation Rest Rev Fund Invst  |
| 99                            | Foundation Endowment Fund       |

| P.O. #  | Chg Dt    | Fund | Vendor Name                  | PO Amount | Printed Comments                                | Chg By  |
|---|-----------|------|------------------------------|-----------|---|---------|
| 20-B0001650   | 11/10/19* | 79   | RELIABLE ICE EQUIPMENT INC   | 5,020.21  |   | LL09867 |
| 20-B0001650   | 11/13/19  | 79   | RELIABLE ICE EQUIPMENT INC   | 4,639.63  |   | GC25569 |
| <b>20-B0001650 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001662   | 11/10/19* | 31   | FEDEX                        | 7,900.00  |   | GC25569 |
| 20-B0001662   | 12/12/19  | 31   | FEDEX                        | 7,000.00  |   | GC25569 |
| <b>20-B0001662 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001671   | 11/10/19* | 31   | YRC (RDWY)                   | 2,000.00  |   | GC25569 |
| 20-B0001671   | 12/12/19  | 31   | YRC (RDWY)                   | 2,900.00  |   | GC25569 |
| <b>20-B0001671 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001725   | 11/10/19* | 79   | KOALA TEE SCREENPRINTING, IN | 200.00    |   | GC25569 |
| 20-B0001725   | 11/22/19  | 79   | KOALA TEE SCREENPRINTING, IN | 3,499.82  |   | GC25569 |
| <b>20-B0001725 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001726   | 11/10/19* | 79   | 4 IMPRINT                    | 200.00    |   | GC25569 |
| 20-B0001726   | 11/22/19  | 79   | 4 IMPRINT                    | 3,739.65  |   | GC25569 |
| <b>20-B0001726 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001753   | 11/27/19  | 79   | TUTTLE-CLICK FORD, INC       | 38,273.57 |   | GC25569 |
| 20-B0001753   | 12/04/19  | 79   | TUTTLE-CLICK FORD, INC       | 38,073.57 |   | GC25569 |
| <b>20-B0001753 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001754   | 11/27/19  | 79   | JUNIORS GOLF CARTS INC       | 21,819.38 |   | GC25569 |
| 20-B0001754   | 12/04/19  | 79   | JUNIORS GOLF CARTS INC       | 22,123.13 |   | GC25569 |
| 20-B0001754   | 12/04/19  | 79   | JUNIORS GOLF CARTS INC       | 14,748.76 |   | GC25569 |
| <b>20-B0001754 Changed in: PO Amount</b>                  |           |      |                              |           |   |         |
| 20-B0001758   | 12/10/19  | 31   | SOL SOURCE, INC.             | 0.00      | SCC T-100 & T-102 EXTERIOR REPAIRS AND PAINTING | TC82689 |
| 20-B0001758   | 12/11/19  | 31   | SOL SOURCE, INC.             | 20,000.00 | SCC T-100 & T-102 EXTERIOR REPAIRS AND PAINTING | TC82689 |
| 20-B0001758   | 12/11/19  | 31   | SOL SOURCE, INC.             | 35,261.50 |   | TC82689 |
| <b>20-B0001758 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |   |         |
| 20-B0001761   | 12/12/19  | 81   | D3 SPORTS INC.               | 491.88    | SCC SOFTBALL UNIFORMS                           | TC82689 |

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\* This entry shows the PO on the given date, not that it changed on this date.

| P.O. #  | Chg Dt    | Fund | Vendor Name               | PO Amount    | Printed Comments  | Chg By  |
|---|-----------|------|---------------------------|--------------|---|---------|
| 20-B0001761   | 12/12/19  | 81   | D3 SPORTS INC.            | 491.88       | SCC SOFTBALL TEAM UNIFORMS  | TC82689 |
| <b>20-B0001761 Changed in: Printed Coments</b>            |           |      |                           |              |   |         |
| 16-P0041328   | 11/10/19* | 41   | MARX OKUBO ASSOCIATES INC | 2,325,800.00 | AMENDMENT NO.:2, DATE: 11/05/2019, INCREASE PO BY \$1,002,800 PER SECOND AMENDMENT TO AGREEMENT DATED 10/15/2019; BOARD APPROVED: 10/14/2019; (CHANGE ORDER NO.:2) AMENDMENT #1 9/29/17; INCREASE PO BY \$1,073,000.00 PER FIRST AMENDMENT TO AGREEMENT DATED 8/15/17; BOARD APPROVED: 9/25/17; (CHANGE ORDER #1) | EE88439 |
| 16-P0041328   | 11/22/19  | 41   | MARX OKUBO ASSOCIATES INC | 2,325,800.01 | AMENDMENT NO.:2, DATE: 11/05/2019, INCREASE PO BY \$1,002,800 PER SECOND AMENDMENT TO AGREEMENT DATED 10/15/2019; BOARD APPROVED: 10/14/2019; (CHANGE ORDER NO.:2) AMENDMENT #1 9/29/17; INCREASE PO BY \$1,073,000.00 PER FIRST AMENDMENT TO AGREEMENT DATED 8/15/17; BOARD APPROVED: 9/25/17; (CHANGE ORDER #1) | FC78314 |
| <b>16-P0041328 Changed in: PO Amount</b>                  |           |      |                           |              |   |         |
| 19-P0057071   | 11/10/19* | 12   | GREGG D. ANDER, LLC       | 51,000.00    |   | CP41423 |
| 19-P0057071   | 11/14/19  | 12   | GREGG D. ANDER, LLC       | 46,600.00    | Change Order #1 11/14/19 Decrease PO by \$4400.   | FC78314 |
| <b>19-P0057071 Changed in: PO Amount, Printed Coments</b> |           |      |                           |              |   |         |
| 19-P0057097   | 11/22/19  | 43   | NOVA SOLUTIONS INC        | 59,215.58    | VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS CONTRACT #GS-28F-0026W, BOARD APPROVED: APRIL 16, 2019.   | AT10861 |
| 19-P0057097   | 12/12/19  | 43   | NOVA SOLUTIONS INC        | 59,215.58    | CHANGE ORDER NO.:1, DATE: 12/12/2019, TO CHANGE LINE ITEM NO.: 3 DESCRIPTION. VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS CONTRACT #GS-28F-0026W, BOARD APPROVED: APRIL 16, 2019.   | EE88439 |
| <b>19-P0057097 Changed in: Printed Coments</b>            |           |      |                           |              |   |         |
| 19-P0057283   | 11/18/19  | 33   | KAZONI CONSTRUCTION       | 63,296.00    |   | CE28973 |
| 19-P0057283   | 11/18/19  | 33   | KAZONI CONSTRUCTION       | 59,589.16    | CHANGE ORDER NO.:1, DATE: 11/18/2019, TO DECREASE PO BY \$3,706.84 FOR A TOTAL AGREEMENT AMOUNT OF \$59,589.16. BOARD APPROVED 10/14/2019.  | EE88439 |
| <b>19-P0057283 Changed in: PO Amount, Printed Coments</b> |           |      |                           |              |   |         |
| 20-P0057479   | 11/20/19  | 33   | SYSCO FOOD SVC            | 14,000.00    |   | DE68698 |
| 20-P0057479   | 11/22/19  | 33   | SYSCO FOOD SVC            | 15,300.00    | CHANGE ORDER #1, 11/22/19; INCREASE LINE 1 BY \$715 AND LINE 2 BY \$585 PER DEPARTMENT REQUEST  | DR21189 |
| <b>20-P0057479 Changed in: PO Amount, Printed Coments</b> |           |      |                           |              |   |         |
| 20-P0057480   | 11/20/19  | 33   | SYSCO FOOD SVC            | 14,000.00    |   | DE68698 |

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| P.O. #  | Chg Dt    | Fund | Vendor Name                  | PO Amount  | Printed Comments  | Chg By  |
|---|-----------|------|------------------------------|------------|---|---------|
| 20-P0057480   | 11/22/19  | 33   | SYSCO FOOD SVC               | 12,700.00  | CHANGE ORDER #1, 11/22/19; REDUCE LINE 1 BY \$715 AND LINE 2 BY \$585 PER DEPARTMENT REQUEST  | DR21189 |
| <b>20-P0057480 Changed in: PO Amount, Printed Coments</b> |           |      |                              |            |   |         |
| 20-P0057656   | 11/10/19* | 12   | SMART & FINAL                | 600.00     |   | DE68698 |
| 20-P0057656   | 11/14/19  | 12   | SMART & FINAL                | 600.00     | CHANGE ORDER #1, 11/14/19; UPDATE PO TO INCLUDE ADDITIONAL AUTHORIZED PERSON FOR PICK-UP  | DR21189 |
| <b>20-P0057656 Changed in: Printed Coments</b>            |           |      |                              |            |   |         |
| 20-P0057657   | 11/10/19* | 12   | OFFICE DEPOT BUSINESS SVCS   | 1,000.00   | VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15  | CP41423 |
| 20-P0057657   | 11/19/19  | 12   | OFFICE DEPOT BUSINESS SVCS   | 1,057.77   | CHANGE ORDER #1, 11/19/19; INCREASE PO BY \$27.03 FOR PAYMENT OF INVOICE. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15        | DR21189 |
| 20-P0057657   | 11/19/19  | 12   | OFFICE DEPOT BUSINESS SVCS   | 1,057.77   | CHANGE ORDER #1, 11/19/19; INCREASE PO BY \$57.77 FOR PAYMENT OF INVOICE. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15        | DR21189 |
| <b>20-P0057657 Changed in: PO Amount, Printed Coments</b> |           |      |                              |            |   |         |
| 20-P0057836   | 11/10/19* | 11   | FARMERS AND MERCHANTS BANK O | 1,800.00   | CHANGE ORDER NO.:1, DATE: 10/21/2019, TO INCREASE PO BY \$800 FOR A TOTAL AMOUNT OF \$1,800.  | EE88439 |
| 20-P0057836   | 12/10/19  | 11   | FARMERS AND MERCHANTS BANK O | 3,300.00   | CHANGE ORDER NO.:2, DATE:12/10/2019, TO INCREASE PO BY \$1500 FOR A TOTAL AMOUNT OF \$3300.   | EE88439 |
| <b>20-P0057836 Changed in: PO Amount, Printed Coments</b> |           |      |                              |            |   |         |
| 20-P0057927   | 11/10/19* | 41   | EMILIO RAMIREZ               | 162,000.00 |   | CE28973 |
| 20-P0057927   | 11/19/19  | 41   | EMILIO RAMIREZ               | 162,000.00 | CHANGE ORDER NO.:1, DATE: 11/19/2019, TO DECREASE PO BY \$17,083.04 FOR A TOTAL AGREEMENT AMOUNT OF \$144,916.96 AND TO INCREASE THE CONTRACT DURATION FROM 40 TO 100 CALENDAR DAYS. BOARD APPROVED: 11/18/2019 | EE88439 |
| 20-P0057927   | 11/19/19  | 41   | EMILIO RAMIREZ               | 153,293.04 | CHANGE ORDER NO.:1, DATE: 11/19/2019, TO DECREASE PO BY \$17,083.04 FOR A TOTAL AGREEMENT AMOUNT OF \$144,916.96 AND TO INCREASE THE CONTRACT DURATION FROM 40 TO 100 CALENDAR DAYS. BOARD APPROVED: 11/18/2019 | EE88439 |
| 20-P0057927   | 11/19/19  | 41   | EMILIO RAMIREZ               | 144,916.96 | CHANGE ORDER NO.:1, DATE: 11/19/2019, TO DECREASE PO BY \$17,083.04 FOR A TOTAL AGREEMENT AMOUNT OF \$144,916.96 AND TO INCREASE THE CONTRACT DURATION FROM 40 TO 100 CALENDAR DAYS. BOARD APPROVED: 11/18/2019 | EE88439 |
| 20-P0057927   | 11/19/19  | 41   | EMILIO RAMIREZ               | 144,916.96 | CHANGE ORDER NO.:1, DATE: 11/19/2019, TO DECREASE PO BY \$17,083.04 FOR A TOTAL AGREEMENT AMOUNT OF \$144,916.96 AND TO EXTEND THE CONTRACT DURATION FROM 40 TO 100 CALENDAR DAYS. BOARD APPROVED: 11/18/2019   | EE88439 |
| <b>20-P0057927 Changed in: PO Amount, Printed Coments</b> |           |      |                              |            |   |         |

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\* This entry shows the PO on the given date, not that it changed on this date.

| P.O. #  | Chg Dt    | Fund | Vendor Name                  | PO Amount | Printed Comments   | Chg By  |
|---|-----------|------|------------------------------|-----------|--|---------|
| 20-P0057934   | 11/10/19* | 12   | FULL CAPACITY MARKETING INC  | 10,020.00 |  | DR21189 |
| 20-P0057934   | 11/20/19  | 12   | FULL CAPACITY MARKETING INC  | 10,020.00 | CHANGE ORDER #1, 11/20/19; EXTEND THE PERIOD OF PERFORMANCE TO BE THROUGH DECEMBER 31, 2019 PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 10/28/19. BOARD APPROVED: 10/28/19              | DR21189 |
| <b>20-P0057934 Changed in: Printed Coments</b>            |           |      |                              |           |  |         |
| 20-P0058061   | 11/14/19  | 13   | APCO GRAPHICS INC            | 2,313.61  |  | DR21189 |
| 20-P0058061   | 11/14/19  | 13   | APCO GRAPHICS INC            | 2,413.33  | CHANGE ORDER #1, 11/14/19; INCREASE SHIPPING AND HANDLING BY \$79 AND APPLY TAX TO HANDLING PER INVOICE #INV470657   | DR21189 |
| <b>20-P0058061 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0058075   | 11/10/19* | 41   | EMILIO RAMIREZ               | 75,000.00 |  | CE28973 |
| 20-P0058075   | 11/19/19  | 41   | EMILIO RAMIREZ               | 65,000.00 | CHANGE ORDER TO DECREASE THE PO BY \$10,000 FOR A TOTAL AGREEMENT AMOUNT OF \$65,000 AND TO INCREASE CONTRACT DURATION FROM 30 TO 60 DAYS. BOARD APPROVED: 11/18/2019                      | EE88439 |
| 20-P0058075   | 11/19/19  | 41   | EMILIO RAMIREZ               | 65,000.00 | CHANGE ORDER NO.:1 DATE: 11/19/2019 TO DECREASE THE PO BY \$10,000 FOR A TOTAL AGREEMENT AMOUNT OF \$65,000 AND TO EXTEND CONTRACT DURATION FROM 30 TO 60 DAYS. BOARD APPROVED: 11/18/2019 | EE88439 |
| <b>20-P0058075 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0058354   | 11/10/19* | 11   | FARMERS AND MERCHANTS BANK O | 250.00    |  | DE68698 |
| 20-P0058354   | 12/10/19  | 11   | FARMERS AND MERCHANTS BANK O | 1,000.00  | CHANGE ORDER NO.: 2, DATE: 12/10/2019, TO INCREASE PO BY \$750 FOR A TOTAL AMOUNT OF \$1,000.  | EE88439 |
| <b>20-P0058354 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0058757   | 11/20/19  | 12   | HILDE VOLLSTAD BYRNE         | 2,294.14  |  | CE28973 |
| 20-P0058757   | 12/13/19  | 12   | HILDE VOLLSTAD BYRNE         | 2,474.40  | Change Order #1 12/13/19 Add item #2.  | FC78314 |
| <b>20-P0058757 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0058980   | 12/05/19  | 12   | JFK TRANSPORTATION           | 846.50    |  | FC78314 |
| 20-P0058980   | 12/05/19  | 12   | JFK TRANSPORTATION           | 1,000.00  | Change Order #1 12/5/19 Increase PO by \$153.50  | FC78314 |
| <b>20-P0058980 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0059037   | 12/10/19  | 12   | CERTIFIED TRANSPORTATIONS    | 1,489.44  |  | CP41423 |
| 20-P0059037   | 12/11/19  | 12   | CERTIFIED TRANSPORTATIONS    | 1,087.12  | CHANGE ORDER #1 12/11/19 AMEND UNIT COST FOR ITEMS #1 AND #2 TO \$543.56.  | FC78314 |
| <b>20-P0059037 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0059143   | 11/18/19  | 12   | SMART & FINAL                | 250.00    |  | DE68698 |

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| P.O. #  | Chg Dt    | Fund | Vendor Name                  | PO Amount | Printed Comments   | Chg By  |
|---|-----------|------|------------------------------|-----------|--|---------|
| 20-P0059143   | 12/05/19  | 12   | SMART & FINAL                | 450.00    | Change Order #1 12/5/19 Increase PO by \$200.  | FC78314 |
| <b>20-P0059143 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0059246   | 11/10/19* | 11   | GOLDEN STAR TECHNOLOGY, INC. | 317.86    | VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.   | EE88439 |
| 20-P0059246   | 11/20/19  | 11   | GOLDEN STAR TECHNOLOGY, INC. | 317.86    | CHANGE ORDER NO.:1, DATE: 11/20/2019, TO CHANGE THE ITEM NUMBER ON LINE ITEM NUMBER 3 TO 5UU40AT. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015. | EE88439 |
| 20-P0059246   | 11/20/19  | 11   | GOLDEN STAR TECHNOLOGY, INC. | 317.86    | CHANGE ORDER NO.:1, DATE: 11/20/2019, TO CHANGE THE ITEM NUMBER ON LINE ITEM NUMBER 3 TO 5UU40AT. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015. | EE88439 |
| 20-P0059246   | 11/20/19  | 11   | GOLDEN STAR TECHNOLOGY, INC. | 317.86    | CHANGE ORDER NO.:1, DATE: 11/20/2019, TO CHANGE THE ITEM NUMBER ON LINE ITEM NUMBER 3 TO 5UU40AT. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015. | EE88439 |
| <b>20-P0059246 Changed in: Printed Coments</b>            |           |      |                              |           |  |         |
| 20-P0059294   | 11/10/19* | 13   | NATIONAL OFFICE FURNITURE IN | 2,546.28  |  | FC78314 |
| 20-P0059294   | 11/20/19  | 13   | CORPORATE SPACES INC         | 2,546.28  | Change Order #1 11/20/19 Amend vendor to CSI Fullmer.  | FC78314 |
| <b>20-P0059294 Changed in: Vendor, Printed Coments</b>    |           |      |                              |           |  |         |
| 20-P0059297   | 11/10/19* | 33   | CLEARBROOK FARMS INC         | 9,000.00  |  | CP41423 |
| 20-P0059297   | 11/22/19  | 33   | CLEARBROOK FARMS INC         | 9,000.00  | CHANGE ORDER #1, 11/22/19; INTERNAL CHANGE ORDER TO CORRECT SYSTEM ERRORS AND RESTORE FUNDING TO PO.   | DR21189 |
| <b>20-P0059297 Changed in: Printed Coments</b>            |           |      |                              |           |  |         |
| 20-P0059306   | 11/10/19* | 12   | MEDCO SPORTS MEDICINE        | 12,000.00 |  | FC78314 |
| 20-P0059306   | 11/19/19  | 12   | MEDCO SPORTS MEDICINE        | 12,400.00 | Change Order #1 11/19/2019 Increase PO by \$400  | FC78314 |
| <b>20-P0059306 Changed in: PO Amount, Printed Coments</b> |           |      |                              |           |  |         |
| 20-P0059404   | 11/12/19  | 11   | PEPI COMPANY OF CALIFORNIA   | 326.93    | FOR THE LA/OC3C IT ONSITE MEETING HOSTED BY RANCHO SANTIAGO CCD, ITS ON OCTOBER 29, 2019:  | EE88439 |

4.12 (20)

\* This entry shows the PO on the given date, not that it changed on this date.



| P.O. #   | Chg Dt   | Fund | Vendor Name                  | PO Amount | Printed Comments   | Chg By  |
|--|----------|------|------------------------------|-----------|--|---------|
| 20-P0059404                                    | 11/12/19 | 11   | PEPI COMPANY OF CALIFORNIA   | 326.93    | FOR THE LA/OC3C IT ONSITE MEETING HOSTED BY RANCHO SANTIAGO CCD, ITS HELD ON OCTOBER 29, 2019: | EE88439 |
| <b>20-P0059404 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059415                                    | 11/14/19 | 33   | LAKESHORE LEARNING MATERIALS | 3,000.00  |  | CE97939 |
| 20-P0059415                                    | 11/14/19 | 33   | LAKESHORE LEARNING MATERIALS | 3,000.00  | Change Order #1 11/14/2019 Amend deliver address to read as follows:                           | FC78314 |
| <b>20-P0059415 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059422                                    | 11/13/19 | 12   | ROCKWELL PUBLISHING          | 2,097.40  |  | FC78314 |
| 20-P0059422                                    | 11/14/19 | 12   | ROCKWELL PUBLISHING          | 2,097.40  | Change Order #1 11/14/19 Amend terms to Payment Enclosed                                       | FC78314 |
| <b>20-P0059422 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059471                                    | 12/02/19 | 11   | NASBITE                      | 400.00    |  | DR21189 |
| 20-P0059471                                    | 12/02/19 | 11   | NASBITE                      | 400.00    | CHANGE ORDER #1, 12/2/19; UPDATE ACCOUNT PER DEPARTMENT REQUEST.                               | DR21189 |
| <b>20-P0059471 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059476                                    | 11/14/19 | 12   | TBA                          | 1,700.00  |  | EE88439 |
| 20-P0059476                                    | 11/15/19 | 12   | CANAS FRITZIE                | 1,700.00  |  | EE88439 |
| <b>20-P0059476 Changed in: Vendor</b>          |          |      |                              |           |  |         |
| 20-P0059500                                    | 11/15/19 | 11   | IMMEL DESIGN INC             | 3,661.54  |  | FC78314 |
| 20-P0059500                                    | 11/15/19 | 11   | IMMEL DESIGN INC             | 3,661.54  | VENDOR TO PROVIDE VARIOUS ADA SIGNS FOR THE DISTRICT OPERATIONS CENTER                         | FC78314 |
| <b>20-P0059500 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059501                                    | 11/15/19 | 41   | IMMEL DESIGN INC             | 1,936.36  |  | FC78314 |
| 20-P0059501                                    | 11/15/19 | 41   | IMMEL DESIGN INC             | 1,936.36  | VENDOR TO PROVIDE SIGNS FOR SUITE 301 AT THE DISTRICT OPERATIONS CENTER                        | FC78314 |
| <b>20-P0059501 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059506                                    | 11/18/19 | 12   | JFK TRANSPORTATION           | 485.00    |  | FC78314 |
| 20-P0059506                                    | 11/25/19 | 12   | JFK TRANSPORTATION           | 485.00    | Change Order #1 11/25/19 Amend account to read as follows:                                     | FC78314 |
| <b>20-P0059506 Changed in: Printed Coments</b> |          |      |                              |           |  |         |
| 20-P0059513                                    | 11/19/19 | 33   | AMAZON COM                   | 133.94    |  | EE88439 |
| 20-P0059513                                    | 11/19/19 | 33   | AMAZON COM                   | 156.22    |  | EE88439 |
| <b>20-P0059513 Changed in: PO Amount</b>       |          |      |                              |           |  |         |

4.12 (21)

\* This entry shows the PO on the given date, not that it changed on this date.

| P.O. #  | Chg Dt   | Fund | Vendor Name                  | PO Amount | Printed Comments  | Chg By  |
|---|----------|------|------------------------------|-----------|---|---------|
| 20-P0059516   | 11/19/19 | 12   | PARISI & VENTURINI CORP      | 1,166.03  | SCC-SC223 Please deliver all these items to room SC223. Thank you!  | FC78314 |
| 20-P0059516   | 11/19/19 | 12   | PARISI & VENTURINI CORP      | 1,166.03  |   | FC78314 |
| <b>20-P0059516 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059544   | 11/20/19 | 41   | KEY CONTROL HOLDING          | 25,338.26 | VENDOR TO PROVIDE THE FOLLOWING KEY MECHANISMS FOR THE NEW SAFETY & SECURITY OFFICE AT SANTIAGO CANYON COLLEGE:   | EE88439 |
| 20-P0059544   | 11/20/19 | 41   | KEY CONTROL HOLDING          | 0.00      | VENDOR TO PROVIDE THE FOLLOWING KEY MECHANISMS FOR THE NEW SAFETY & SECURITY OFFICE AT SANTIAGO CANYON COLLEGE:   | EE88439 |
| <b>20-P0059544 Changed in: PO Amount</b>                  |          |      |                              |           |   |         |
| 20-P0059567   | 11/21/19 | 12   | AMAZON COM                   | 56.87     |   | DR21189 |
| 20-P0059567   | 11/21/19 | 12   | AMAZON COM                   | 47.89     |   | DR21189 |
| <b>20-P0059567 Changed in: PO Amount</b>                  |          |      |                              |           |   |         |
| 20-P0059584   | 11/26/19 | 12   | AMAZON COM                   | 69.89     | Please deliver directly to: Ellen Campbell Student Affairs (S-214) Santa Ana College<br>1530 W. 17th St. Santa Ana, CA 92706  | DR21189 |
| 20-P0059584   | 11/26/19 | 12   | AMAZON COM                   | 69.89     |   | DR21189 |
| <b>20-P0059584 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059595   | 11/26/19 | 43   | GOLDEN STAR TECHNOLOGY, INC. | 5,422.08  | VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.  | EE88439 |
| 20-P0059595   | 11/26/19 | 43   | GOLDEN STAR TECHNOLOGY, INC. | 5,127.10  | VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.  | EE88439 |
| 20-P0059595   | 11/26/19 | 43   | GOLDEN STAR TECHNOLOGY, INC. | 5,127.10  | CHANGE ORDER NO.:1, DATE 11/26/2019, TO DECREASE PO AMOUNT TO \$4,693 TOTAL. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015. | EE88439 |
| <b>20-P0059595 Changed in: PO Amount, Printed Coments</b> |          |      |                              |           |   |         |
| 20-P0059599   | 11/27/19 | 41   | KEY CONTROL HOLDING          | 25,338.26 | Vendor to provide the following key mechanisms for the new Safety & Security Office at Santiago Canyon College:   | EE88439 |
| 20-P0059599   | 11/27/19 | 41   | KEY CONTROL HOLDING          | 0.00      | Vendor to provide the following key mechanisms for the new Safety & Security Office at Santiago Canyon College:   | EE88439 |
| <b>20-P0059599 Changed in: PO Amount</b>                  |          |      |                              |           |   |         |
| 20-P0059622   | 12/02/19 | 33   | SCHOLASTIC INC               | 639.53    |   | DR21189 |

4.12 (22)

\* This entry shows the PO on the given date, not that it changed on this date.

| P.O. #  | Chg Dt   | Fund | Vendor Name                  | PO Amount | Printed Comments  | Chg By  |
|---|----------|------|------------------------------|-----------|---|---------|
| 20-P0059622   | 12/10/19 | 33   | SCHOLASTIC INC               | 0.00      | CHANGE ORDER NO.:1, DATE: 12/10/2019 TO CANCEL THE ENTIRE ORDER.  | EE88439 |
| <b>20-P0059622 Changed in: PO Amount, Printed Coments</b> |          |      |                              |           |   |         |
| 20-P0059625   | 12/03/19 | 11   | COMPUTER PROTECTION TECHNOLO | 4,958.38  |   | EE88439 |
| 20-P0059625   | 12/03/19 | 11   | COMPUTER PROTECTION TECHNOLO | 4,958.38  | VENDOR TO PROVIDE THE FOLLOWING MATERIALS AND LABOR IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES DATED DECEMBER 2, 2019:   | EE88439 |
| <b>20-P0059625 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059628   | 12/03/19 | 11   | BADGE EXPRESS                | 69.38     |   | EE88439 |
| 20-P0059628   | 12/03/19 | 11   | BADGE EXPRESS                | 69.38     | For City to Sea, Community College Faculty Job Summit on December 7, 2019 in Anaheim, CA:   | EE88439 |
| <b>20-P0059628 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059632   | 12/03/19 | 12   | FISHER SCIENTIFIC            | 2,032.97  | Vendor to provide the following science equipment and supplies in accordance with the terms and conditions of NASPO Value Point Master Agreement #MA16000234-1 and DGS Master Agreement #7-16-99-26-02; Board approved: 4/24/17 | FC78314 |
| 20-P0059632   | 12/03/19 | 12   | FISHER SCIENTIFIC            | 2,041.91  | Vendor to provide the following science equipment and supplies in accordance with the terms and conditions of NASPO Value Point Master Agreement #MA16000234-1 and DGS Master Agreement #7-16-99-26-02; Board approved: 4/24/17 | FC78314 |
| <b>20-P0059632 Changed in: PO Amount</b>                  |          |      |                              |           |   |         |
| 20-P0059639   | 12/04/19 | 12   | FARMERS AND MERCHANTS BANK O | 192.30    |   | FC78314 |
| 20-P0059639   | 12/05/19 | 12   | FARMERS AND MERCHANTS BANK O | 193.28    |   | FC78314 |
| <b>20-P0059639 Changed in: PO Amount</b>                  |          |      |                              |           |   |         |
| 20-P0059642   | 12/04/19 | 12   | OFFICE DEPOT BUSINESS SVCS   | 4,000.00  |   | FC78314 |
| 20-P0059642   | 12/04/19 | 12   | OFFICE DEPOT BUSINESS SVCS   | 4,000.00  | Vendor to furnish the following in accordance with the Terms & Conditions of FCCC Contract# CB 15-003, Board Approved 10/26/15.   | FC78314 |
| <b>20-P0059642 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059645   | 12/06/19 | 11   | CERTIFIED TRANSPORTATIONS    | 14,500.00 |   | JP21702 |
| 20-P0059645   | 12/09/19 | 11   | CERTIFIED TRANSPORTATIONS    | 14,500.00 | CHANGE ORDER #1, 12/9/19; ADJUST DESCRIPTION TO INCLUDE DR. MANNING AS AUTHORIZED SIGNATURE FOR PAYMENT.  | DR21189 |
| <b>20-P0059645 Changed in: Printed Coments</b>            |          |      |                              |           |   |         |
| 20-P0059646   | 12/04/19 | 13   | GOLDEN STAR TECHNOLOGY, INC. | 4,830.08  | VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.                    | FC78314 |

4.12 (23)

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| P.O. #  | Chg Dt    | Fund | Vendor Name                   | PO Amount  | Printed Comments  | Chg By  |
|---|-----------|------|-------------------------------|------------|---|---------|
| 20-P0059646   | 12/09/19  | 13   | GOLDEN STAR TECHNOLOGY, INC.  | 4,830.08   | CHANGE ORDER #1 12/9/19 AMEND ITEM #5 DESCRIPTION TO READ AS FOLLOWS:<br>VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE<br>TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA)<br>MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015. | FC78314 |
| <b>20-P0059646 Changed in: Printed Coments</b>            |           |      |                               |            |   |         |
| 20-P0059650   | 12/04/19  | 13   | GOLDEN STAR TECHNOLOGY, INC.  | 5,636.31   | VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE<br>TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA)<br>MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.  | FC78314 |
| 20-P0059650   | 12/09/19  | 13   | GOLDEN STAR TECHNOLOGY, INC.  | 5,636.31   | CHANGE ORDER #1 12/9/19 AMEND ITEM 5 DESCRIPTION TO READ AS FOLLOWS:<br>VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE<br>TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA)<br>MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.  | FC78314 |
| 20-P0059650   | 12/09/19  | 13   | GOLDEN STAR TECHNOLOGY, INC.  | 5,636.31   | CHANGE ORDER #1 12/9/19 AMEND ITEM 5 DESCRIPTION TO READ AS FOLLOWS:<br>VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE<br>TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA)<br>MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.  | FC78314 |
| <b>20-P0059650 Changed in: Printed Coments</b>            |           |      |                               |            |   |         |
| 20-P0059717   | 12/11/19  | 41   | VPLS SOLUTIONS LLC            | 7,392.08   | VENDOR TO PROVIDE THE FOLLOWING FOR THE NEW SAFETY PORTABLES OFFICES<br>AT SANTIAGO CANYON COLLEGE:   | EE88439 |
| 20-P0059717   | 12/12/19  | 41   | VPLS SOLUTIONS LLC            | 7,340.81   | VENDOR TO PROVIDE THE FOLLOWING FOR THE NEW SAFETY PORTABLES OFFICES<br>AT SANTIAGO CANYON COLLEGE:   | EE88439 |
| 20-P0059717   | 12/12/19  | 41   | VPLS SOLUTIONS LLC            | 7,392.08   | VENDOR TO PROVIDE THE FOLLOWING FOR THE NEW SAFETY PORTABLES OFFICES<br>AT SANTIAGO CANYON COLLEGE:   | EE88439 |
| <b>20-P0059717 Changed in: PO Amount</b>                  |           |      |                               |            |   |         |
| 19-P0199391   | 11/10/19* | 12   | LOS ANGELES COMMUNITY COLLEGE | 512,642.00 | CHANGE ORDER NO.: 1, DATE: 10/16/2019, TO INCREASE PO BY \$14,000 FOR A TOTAL<br>AGREEMENT AMOUNT OF \$512,642 PER THE MODIFIED PARTICIPATION AGREEMENT<br>DATED 09/20/2019.  | EE88439 |
| 19-P0199391   | 12/05/19  | 12   | LOS ANGELES COMMUNITY COLLEGE | 459,126.16 | CHANGE ORDER #2, 12/5/19; INTERNAL CHANGE TO REDUCE PO BY \$53,515.84 TO<br>REFLECT PAYMENT APPLIED TO INCORRECT PO.  | DR21189 |
| <b>19-P0199391 Changed in: PO Amount, Printed Coments</b> |           |      |                               |            |   |         |
| 19-P0199536   | 11/10/19* | 12   | EDUCATION WORKFORCE ALLIANCE  | 50,000.00  | CHANGE ORDER NO.:1, DATE: 09/25/2019, TO UPDATE THE ACCOUNT NUMBER AND<br>INCREASE PO BY \$20,000 FOR A TOTAL AGREEMENT AMOUNT OF \$50,000.   | EE88439 |
| 19-P0199536   | 11/14/19  | 12   | EDUCATION WORKFORCE ALLIANCE  | 66,000.00  | CHANGE ORDER #2, 11/14/19; INCREASE PO BY \$16,000 FOR A TOTAL PO AMOUNT OF<br>\$66,000 PER DEPARTMENT REQUEST  | DR21189 |
| <b>19-P0199536 Changed in: PO Amount, Printed Coments</b> |           |      |                               |            |   |         |

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|---|-----------|------|-----------------------------|-----------|--|---------|
| 20-P0209092   | 11/10/19* | 33   | KONICA MINOLTA BUSINESS     | 1,696.30  | NEW 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE BUYOUT OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS CONTRACT #3-16-36-0052B; BOARD APPROVED: OCTOBER 14, 2019   | EE88439 |
| 20-P0209092   | 12/06/19  | 33   | KONICA MINOLTA BUSINESS     | 1,664.97  | CHANGE ORDER NO.:1, DATE: 12/06/2019, TO DECREASE LINE ITEM NO.:1 TO \$127 TO REMOVE OPTIONAL FLOOR FINISHER. NEW 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE BUYOUT OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS CONTRACT #3-16-36-0052B; BOARD APPROVED: OCTOBER 14, 2019 | EE88439 |
| <b>20-P0209092 Changed in: PO Amount, Printed Coments</b> |           |      |                             |           |  |         |
| 20-P0209094   | 11/10/19* | 11   | ATKINSON ANDELSON LOYA RUUD | 65,000.00 |  | CE28973 |
| 20-P0209094   | 11/21/19  | 11   | ATKINSON ANDELSON LOYA RUUD | 45,000.00 | CHANGE ORDER NO.:1, DATE: 11/21/2019 TO DECREASE PO BY \$20,000 FOR A TOTAL PO AMOUNT OF \$45,000.   | EE88439 |
| <b>20-P0209094 Changed in: PO Amount, Printed Coments</b> |           |      |                             |           |  |         |
| 20-P0209177   | 11/10/19* | 11   | XEROX CORP                  | 430.00    |  | DE68698 |
| 20-P0209177   | 12/06/19  | 11   | XEROX CORP                  | 702.39    | Change Order #1 12/6/19 Increase PO to pay for August thru September invoice.  | FC78314 |
| <b>20-P0209177 Changed in: PO Amount, Printed Coments</b> |           |      |                             |           |  |         |
| 20-P0209178   | 11/10/19* | 11   | XEROX CORP                  | 847.59    | MONTH-TO-MONTH LEASE OF XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA MASTER SERVICE AGREEMENT #1715 & CALIFORNIA PARTICIPATING ADDENDUM MASTER PRICE AGREEMENT #7-09-36-06; BOARD APPROVED: 6/21/10  | DE68698 |
| 20-P0209178   | 12/06/19  | 11   | XEROX CORP                  | 1,105.12  | CHANGE ORDER #1 12/6/19 ADD THE FOLLOWING ITEM FOR NOVEMBER INVOICE. MONTH-TO-MONTH LEASE OF XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA MASTER SERVICE AGREEMENT #1715 & CALIFORNIA PARTICIPATING ADDENDUM MASTER PRICE AGREEMENT #7-09-36-06; BOARD APPROVED: 6/21/10                       | FC78314 |
| <b>20-P0209178 Changed in: PO Amount, Printed Coments</b> |           |      |                             |           |  |         |
| 20-P0209179   | 11/10/19* | 11   | XEROX CORP                  | 1,148.82  | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | DE68698 |
| 20-P0209179   | 12/06/19  | 11   | XEROX CORP                  | 1,463.67  | CHANGE ORDER #1 12/6/19 ADD THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.  | FC78314 |
| <b>20-P0209179 Changed in: PO Amount, Printed Coments</b> |           |      |                             |           |  |         |

4.12 (25)

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| P.O. #  | Chg Dt    | Fund | Vendor Name | PO Amount | Printed Comments   | Chg By  |
|---|-----------|------|-------------|-----------|--|---------|
| 20-P0209182   | 11/10/19* | 11   | XEROX CORP  | 1,487.18  | MONTH-TO-MONTH LEASE OF XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA MASTER SERVICE AGREEMENT #1715 & CALIFORNIA PARTICIPATING ADDENDUM MASTER PRICE AGREEMENT #7-09-36-06; BOARD APPROVED: 6/21/10  | DE68698 |
| 20-P0209182   | 12/06/19  | 11   | XEROX CORP  | 1,953.74  | CHANGE ORDER #1 12/6/19 ADD THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE AND INCREASE COPY USAGE BY \$60.56. MONTH-TO-MONTH LEASE OF XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA MASTER SERVICE AGREEMENT #1715 & CALIFORNIA PARTICIPATING ADDENDUM MASTER PRICE AGREEMENT #7-09-36-06; BOARD APPROVED: 6/21/10 | FC78314 |
| <b>20-P0209182 Changed in: PO Amount, Printed Coments</b> |           |      |             |           |  |         |
| 20-P0209183   | 11/10/19* | 11   | XEROX CORP  | 944.29    | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | DE68698 |
| 20-P0209183   | 12/06/19  | 11   | XEROX CORP  | 1,194.39  | CHANGE ORDER #1 12/6/19 ADD THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | FC78314 |
| <b>20-P0209183 Changed in: PO Amount, Printed Coments</b> |           |      |             |           |  |         |
| 20-P0209184   | 11/10/19* | 11   | XEROX CORP  | 941.01    | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | DE68698 |
| 20-P0209184   | 12/06/19  | 11   | XEROX CORP  | 1,266.65  | CHANGE ORDER #1 12/6/19 ADD ADDITIONAL MONTH FOR ITEM #1 AND INCREASE ITEM #2 BY \$47.96. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | FC78314 |
| <b>20-P0209184 Changed in: PO Amount, Printed Coments</b> |           |      |             |           |  |         |
| 20-P0209185   | 11/10/19* | 11   | XEROX CORP  | 1,087.31  | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | DE68698 |
| 20-P0209185   | 12/06/19  | 11   | XEROX CORP  | 1,343.04  | CHANGE ORDER #1 12/6/19 ADD THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | FC78314 |
| <b>20-P0209185 Changed in: PO Amount, Printed Coments</b> |           |      |             |           |  |         |
| 20-P0209186   | 11/20/19  | 11   | XEROX CORP  | 961.30    | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010  | DE68698 |

4.12 (26)

\* This entry shows the PO on the given date, not that it changed on this date.

| P.O. #  | Chg Dt    | Fund | Vendor Name                  | PO Amount    | Printed Comments   | Chg By  |
|---|-----------|------|------------------------------|--------------|--|---------|
| 20-P0209186   | 12/06/19  | 11   | XEROX CORP                   | 1,265.78     | CHANGE ORDER #1 12/6/19 THE THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE AND INCREASE COPY USAGE BY \$45.01. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010 | FC78314 |
| <b>20-P0209186 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209187   | 11/20/19  | 11   | XEROX CORP                   | 944.29       | MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.   | DE68698 |
| 20-P0209187   | 12/06/19  | 11   | XEROX CORP                   | 1,194.39     | CHANGE ORDER #112/6/19 ADD THE FOLLOWING ITEM TO PAY FOR NOVEMBER INVOICE. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.                                    | FC78314 |
| <b>20-P0209187 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209196   | 11/10/19* | 11   | WARE DISPOSAL CO INC         | 40,845.36    | VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BID #1347, BOARD APPROVED: 11.26.18   | DE68698 |
| 20-P0209196   | 12/06/19  | 11   | WARE DISPOSAL CO INC         | 41,345.36    | CHANGE ORDER #1, 12/6/19; ADD LINE ITEM TO COVER POTENTIAL OVERFILLS PER DEPARTMENT REQUEST. VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BID #1347, BOARD APPROVED: 11.26.18  | DR21189 |
| <b>20-P0209196 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209256   | 11/10/19* | 33   | XEROX CORP                   | 678.73       |  | DE68698 |
| 20-P0209256   | 12/06/19  | 33   | XEROX CORP                   | 965.03       | CHANGE ORDER #1, 12/6/19; INCREASE PO BY 7 MONTHS PER DEPARTMENT REQUEST.  | DR21189 |
| <b>20-P0209256 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209289   | 11/10/19* | 12   | XEROX CORP                   | 2,294.08     |  | DE68698 |
| 20-P0209289   | 11/19/19  | 12   | XEROX CORP                   | 1,147.02     | CHANGE ORDER #1, 11/19/19; REDUCE MAINTENANCE PLAN BY 6 MONTHS AND COPY USAGE BY \$130 PER DEPARTMENT REQUEST.   | DR21189 |
| <b>20-P0209289 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209329   | 11/19/19  | 12   | EDUCATIONAL RESULTS PARTNERS | 1,991,093.00 |  | JP21702 |
| 20-P0209329   | 11/20/19  | 12   | EDUCATIONAL RESULTS PARTNERS | 2,138,093.00 | Change Order no.:1, Date: 11/20/2019, To increase PO by \$147,000 for a total agreement amount \$2,138,093 per the amended agreement dated 10/28/2019. Board Approved 10/28/2019   | EE88439 |
| <b>20-P0209329 Changed in: PO Amount, Printed Coments</b> |           |      |                              |              |  |         |
| 20-P0209350   | 11/22/19  | 12   | WESTED                       | 893,026.00   |  | DE68698 |

4.12 (27)

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| P.O. #  | Chg Dt   | Fund | Vendor Name                  | PO Amount    | Printed Comments  | Chg By  |
|---|----------|------|------------------------------|--------------|---|---------|
| 20-P0209350   | 12/05/19 | 12   | WESTED                       | 1,043,026.00 | CHANGE ORDER NO.:1, DATE: 12/05/2019, TO INCREASE PO AMOUNT BY \$150,000 FOR A TOTAL PO AMOUNT OF \$1,043,026 PER THE FIRST AMENDMENT DATED 10/28/2019.   | EE88439 |
| 20-P0209350   | 12/05/19 | 12   | WESTED                       | 1,043,026.00 | CHANGE ORDER NO.:1, DATE: 12/05/2019, TO INCREASE PO AMOUNT BY \$150,000 FOR A TOTAL PO AMOUNT OF \$1,043,026 PER THE FIRST AMENDMENT DATED 10/28/2019. BOARD APPROVED: 10/28/2019.   | EE88439 |
| <b>20-P0209350 Changed in: PO Amount, Printed Coments</b> |          |      |                              |              |   |         |
| 20-P0209425   | 11/22/19 | 12   | NORTH ORANGE COUNTY CCD      | 30,000.00    | For an extension of prior PO no.: 19-P0199295, North Orange CCD Continuing Education Work-based Learning & Job Placement Project to increase allocation by \$30,000 per the amended Participation Agreement, Modification (October 2019) dated 11/01/2019.        | EE88439 |
| 20-P0209425   | 11/22/19 | 12   | NORTH ORANGE COUNTY CCD      | 30,000.00    | For an extension of prior closed PO no.: 19-P0199295, North Orange CCD Continuing Education Work-based Learning & Job Placement Project to increase allocation by \$30,000 per the amended Participation Agreement, Modification (October 2019) dated 11/01/2019. | EE88439 |
| <b>20-P0209425 Changed in: Printed Coments</b>            |          |      |                              |              |   |         |
| 20-P0209441   | 12/03/19 | 12   | ECONOMIC MODELING SPECIALIST | 13,000.00    |   | EE88439 |
| 20-P0209441   | 12/04/19 | 12   | ECONOMIC MODELING SPECIALIST | 0.00         |   | EE88439 |
| <b>20-P0209441 Changed in: PO Amount</b>                  |          |      |                              |              |   |         |

4.12 (28)

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**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM NOVEMBER 10, 2019 THROUGH DECEMBER 14, 2019  
BOARD MEETING OF JANUARY 13, 2020**

| P.O. #      | Amount       | Description  | Department                                | Comment  |
|-------------|--------------|--|---|--|
| 20-B0001753 | \$38,073.57  | 2020 Ford Explorer Police Interceptor for use at Santa Ana College District Safety & Security Department | DO -Safety and Security                   | Purchased from Tuttle-Click Ford Approved and Reivewed by Chief Michael Toledo 11/12/19  |
| 20-B0001758 | \$35,261.50  | T Building Door repair and paint   | SCC -Administrative Services              | Work to be completed by Sol Source, Inc. Approved and Reviewed by Vice President Administrative Services, Arleen Satele 12/10/2019 |
| 20-P0059414 | \$34,900.00  | Electricity usage at the Orange Education Center   | SCC -OEC                                  | Utility Bill   |
| 20-P0059455 | \$15,269.69  | Desktop computers with extended warranties   | SCC -Library and Learning Support Service | Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015    |
| 20-P0059492 | \$210,000.00 | Aggregrate and individual economic impact study and investment analysis                                  | DO -LAOCRC                                | Board Approved: September 23, 2019   |
| 20-P0059503 | \$15,000.00  | Focus group facilitation and report drafting services for the Orange County Center of Excellence         | DO -Research                              | Board Approved: July 15, 2019  |
| 20-P0059514 | \$25,000.00  | Redevelopment audit consulting services  | DO -Business Operations                   | Board Approved: July 16, 2018  |

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF JANUARY 13, 2020**

| P.O. #      | Amount      | Description  | Department                   | Comment   |
|-------------|-------------|--|------------------------------|---|
| 20-P0059515 | \$48,947.00 | Transformer maintenance at Santa Ana College   | SAC -Maintenance             | Received Quotations:<br>*1. KT Industries Inc<br>*Successful Bidder   |
| 20-P0059535 | \$20,000.00 | Miscellaneous custodial supplies   | SCC -Custodial               | Purchased from the California Multiple Award Schedules (CMAS) Contract #4-13-73-0024A<br>Board Approved: April 13, 2015 |
| 20-P0059545 | \$47,585.69 | Concession walkway repairs at Santiago Canyon College  | DO -Facility Planning        | Received Quotations:<br>*1. DC Construction Management<br>2. Ramco General Engineering<br>*Successful Bidder            |
| 20-P0059546 | \$23,400.00 | Underground utility survey phase 2 at Santiago Canyon College  | DO -Facility Planning        | Received Quotations:<br>*1. C Below Inc<br>*Successful Bidder   |
| 20-P0059548 | \$15,400.00 | Canopy painting at the Orange County Sheriff's Regional Training Academy   | SAC -CJ/Academies            | Received Quotations:<br>*1. Astro Painting Company<br>2. Color New Co.<br>3. Dulux Painting<br>*Successful Bidder       |
| 20-P0059573 | \$37,000.00 | Architectural consulting services for the Plaza de Artes, Amphitheater and Central Mall site improvements project at Santa Ana College | SAC -Administrative Services | Board Approved: November 18, 2019   |

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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| P.O. #      | Amount      | Description   | Department                   | Comment  |
|-------------|-------------|---|------------------------------|--|
| 20-P0059597 | \$47,435.00 | Removal and replacement of a failed compressor at the District Operations Center                  | DO -Facility Planning        | Received Quotations:<br>*1. Air Treatment Corp<br>2. Mesa Energy Systems, Inc.<br>*Successful Bidder                               |
| 20-P0059600 | \$26,400.00 | Participation on the SAC FTES Restoration Work Group  | SAC -Administrative Services | Board Approved: October 14, 2019   |
| 20-P0059602 | \$43,715.60 | Software subscription for Neogov hiring, applicant tracking and electronic onboarding system      | DO -Human Resources          | Board Approved: September 23, 2019   |
| 20-P0059606 | \$56,306.30 | Improvements and alternations at Valley High School   | SAC -EHS                     | Board Approved: August 12, 2019  |
| 20-P0059611 | \$89,205.90 | Network server and components   | DO -Facility Planning        | Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-134<br>Board Approved: November 9, 2015 |
| 20-P0059616 | \$23,332.29 | Printing services for the Spring 2020 Continuing Education Class Schedules                        | SCC -OEC                     | Received Quotations:<br>*1. Advanced Web Offset Inc<br>2. Trend Offset Printing<br>*Successful Bidder                              |
| 20-P0059627 | \$40,350.00 | Online Orientation videos and images for Santiago Canyon College Guided Pathways Leadership Group | SCC -Academic Affairs        | Board Approved: November 18, 2019  |

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM NOVEMBER 10, 2019 THROUGH DECEMBER 14, 2019  
BOARD MEETING OF JANUARY 13, 2020**

| P.O. #      | Amount       | Description   | Department              | Comment  |
|-------------|--------------|---|-------------------------|--|
| 20-P0059638 | \$18,050.18  | Legal services related to the proposed March 2020 bond  | DO -Business Operations | Board Approved: July 21, 2014  |
| 20-P0059644 | \$50,000.00  | Spring 2020 book vouchers for EOPS students and Santiago Canyon College                                 | SCC -EOPS               |  |
| 20-P0059652 | \$16,120.00  | Material fees for Lumen Learning Courseware for Fall 2019   | SAC -Distance Education | Based on FTES  |
| 20-P0059689 | \$59,515.11  | Laptop computers with extended warranties and charging cart   | SCC -Career Education   | Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133<br>Board Approved: November 9, 2015 |
| 20-P0059710 | \$19,623.10  | Printing services for the Spring 2020 Centennial Education Center Class Schedules                       | SAC -CEC                | Received Quotations:<br>*1. Advanced Web Offset Inc<br>2. Trend Offset Printing<br>*Successful Bidder                              |
| 20-P0059720 | \$20,866.49  | Flooring for the District Operations Center first floor hallway, three conference rooms and suite 112-3 | DO -Facility Planning   | Purchased from the California Multiple Award Schedules (CMAS) Agreement #3-16-36-0052B<br>Board Approved: October 28, 2019         |
| 20-P0059721 | \$223,000.00 | Barrier removal, East Chapman entrance repairs at Santiago Canyon College                               | DO -Facility Planning   | Board Approved: November 18, 2019  |

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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| P.O. #      | Amount       | Description   | Department               | Comment                          |
|-------------|--------------|---|--------------------------|----------------------------------|
| 20-P0059725 | \$80,000.00  | Upgrades and improvements to system databases, network security and availability and system resource utilization  | DO -ITS                  | Board Approved: December 9, 2019 |
| 20-P0209384 | \$200,000.00 | Sub-agreement with Desert CCD to host the Inland Empire/Desert region Deputy Sector Navigator/Regional Director for Health  | DO -Resource Development | Board Approved: August 12, 2019  |
| 20-P0209411 | \$200,000.00 | Sub-agreement with Allan Hancock Joint CCD to host the South Central Coast region Deputy Sector Navigator/Regional Director for Agriculture, Water & Environmental Technologies | DO -Resource Development | Board Approved: August 12, 2019  |
| 20-P0209412 | \$200,000.00 | Sub-agreement with Yuba CCD to host the North/Far North region Deputy Sector Navigator/Regional Director for Global Trade   | DO -Resource Development | Board Approved: August 12, 2019  |
| 20-P0209413 | \$71,428.00  | Sub-agreement with State Center CCD to award the Central Valley/Mother Lode Regional Consortia with one-time start-up funds for training and staffing costs                     | DO -Resource Development | Board Approved: April 29, 2019   |
| 20-P0209414 | \$200,000.00 | Sub-agreement with Mt. San Antonio CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Health                                    | DO -Resource Development | Board Approved: August 12, 2019  |

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PURCHASE ORDERS OF \$15,000 AND OVER  
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| P.O. #      | Amount       | Description  | Department                   | Comment                          |
|-------------|--------------|--|------------------------------|----------------------------------|
| 20-P0209415 | \$71,429.00  | Sub-agreement with Butte-Glenn CCD to award the North/Far North Regional Consortia with one-time start-up funds for training and staffing costs                    | DO -Resource Development     | Board Approved: April 29, 2019   |
| 20-P0209416 | \$818,800.00 | Sub-agreement with Bardic Systems Inc. to participate in the Integrated Technology -Data Services program  | DO -Resource Development     | Board Approved: October 14, 2019 |
| 20-P0209417 | \$200,000.00 | Sub-agreement with San Joaquin Delta CCD to host the Central Valley/Mother Lode region Deputy Sector Navigator/Regional Director for Busienss and Entrepreneurship | DO -Resource Development     | Board Approved: August 12, 2019  |
| 20-P0209418 | \$200,000.00 | Sub-agreement with Los Rios CCD to host the North/Far North region Deputy Sector Navigator/Regional Director for Health  | DO -Resource Development     | Board Approved: August 12, 2019  |
| 20-P0209422 | \$30,777.60  | Software license for Nuventive Improve and Connect-LMS   | SAC -Administrative Services | Board Approved: October 14, 2019 |
| 20-P0209423 | \$238,000.00 | Sub-agreement with Mt. San Antonio CCD on behalf of Mt. San Antonio College to host and supervise the Technical Assistance Providers for Contract Education        | DO -Resource Development     | Board Approved: October 14, 2019 |

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PURCHASE ORDERS OF \$15,000 AND OVER  
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| P.O. #      | Amount       | Description  | Department               | Comment                           |
|-------------|--------------|--|--------------------------|-----------------------------------|
| 20-P0209425 | \$30,000.00  | Sub-agreement with North Orange County CCD on behalf of North Orange County CCD Continuing Education to implement round 2 of the Strong Workforce Program Regional Apportionment   | DO -Resource Development | Board Approved: February 27, 2017 |
| 20-P0209426 | \$870,123.00 | Sub-agreement with Norwalk-La Mirada Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region. | DO -Resource Development | Board Approved: July 15, 2019     |
| 20-P0209427 | \$200,000.00 | Sub-agreement with Chaffey CCD to host the Inland Empire/Desert region Deputy Sector Navigator/Regional Director for Advanced Manufacturing  | DO -Resource Development | Board Approved: August 12, 2019   |
| 20-P0209428 | \$24,152.00  | Sub-agreement with San Joaquin Delta CCD on behalf of San Joaquin Delta College to participate in an Industry Sector Projects in Common (ISPIC) for Agriculture, Water and Environmental Technologies  | DO -Resource Development | Board Approved: June 17, 2019     |
| 20-P0209429 | \$200,000.00 | Sub-agreement with Sonoma County Junior College District to host the Bay Area region Deputy Sector Navigator/Regional Director for Retail/Hospitality/Tourism  | DO -Resource Development | Board Approved: August 12, 2019   |

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| P.O. #      | Amount       | Description   | Department               | Comment                         |
|-------------|--------------|---|--------------------------|---------------------------------|
| 20-P0209430 | \$200,000.00 | Sub-agreement with Victor Valley CCD to host the Inland Empire/Desert region Deputy Sector Navigator/Regional Director for Business and Entrepreneurship                              | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209432 | \$200,000.00 | Sub-agreement with Sonoma County Junior College District to host the Bay Area region Deputy Sector Navigator/Regional Director for Business and Entrepreneurship                      | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209433 | \$71,429.00  | Sub-agreement with the Foundation for Grossmont and Cuyamaca Colleges to award the San Diego-Imperial Regional Consortia with one-time start-up funds for training and staffing costs | DO -Resource Development | Board Approved: April 29, 2019  |
| 20-P0209435 | \$200,000.00 | Sub-agreement with Long Beach CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Global Trade   | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209436 | \$200,000.00 | Sub-agreement with Santa Barbara CCD to host the South Central Coast region Deputy Sector Navigator/Regional Director for Global Trade  | DO -Resource Development | Board Approved: August 12, 2019 |



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| P.O. #      | Amount       | Description   | Department               | Comment                          |
|-------------|--------------|---|--------------------------|----------------------------------|
| 20-P0209437 | \$256,251.00 | Sub-agreement with Pomona Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region              | DO -Resource Development | Board Approved: July 15, 2019    |
| 20-P0209438 | \$870,124.00 | Sub-agreement with Centinela Valley Union High School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region | DO -Resource Development | Board Approved: July 15, 2019    |
| 20-P0209439 | \$200,000.00 | Sub-agreement with Sierra Joint CCD to host the North/Far North region Deputy Sector Navigator/Regional Director for Advanced Manufacturing   | DO -Resource Development | Board Approved: August 12, 2019  |
| 20-P0209440 | \$200,000.00 | Sub-agreement with Butte-Glenn CCD to host the North/Far North region Deputy Sector Navigator/Regional Director for Information Communications Technology (ICT)/Digital Media   | DO -Resource Development | Board Approved: August 12, 2019  |
| 20-P0209442 | \$100,000.00 | Sub-agreement with Cerritos CCD on behalf of Cerritos College to participate in the Advanced Transportation and Logistics Sector - Aviation Industry Project  | DO -Resource Development | Board Approved: October 14, 2019 |

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| P.O. #      | Amount       | Description  | Department               | Comment                         |
|-------------|--------------|--|--------------------------|---------------------------------|
| 20-P0209443 | \$71,429.00  | Sub-agreement with Santa Barbara CCD to award the South Central Coast Regional Consortia with one-time start-up funds for training and staffing costs                      | DO -Resource Development | Board Approved: April 29, 2019  |
| 20-P0209444 | \$200,000.00 | Sub-agreement and Los Rios CCD to host the North/Far North region Deputy Sector Navigator/Regional Director for Information Communications Technology (ICT)/Digital Media  | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209445 | \$200,000.00 | Sub-agreement with Coast CCD to host the Los Angeles/Orange County region Deputy Sector Navigator/Regional Director for Advanced Transportation                            | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209446 | \$200,000.00 | Sub-agreement with Peralta CCD to host the Bay Area region Deputy Sector Navigator/Regional Director for Advanced Manufacturing  | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209447 | \$200,000.00 | Sub-agreement with Desert CCD to host the Inland Empire/Desert region Deputy Sector Navigator/Regional Director for Energy, Construction & Utilities                       | DO -Resource Development | Board Approved: August 12, 2019 |
| 20-P0209448 | \$200,000.00 | Sub-agreement with South Orange County CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Energy, Construction & Utilities | DO -Resource Development | Board Approved: August 12, 2019 |

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| P.O. #        | Amount       | Description  | Department               | Comment   |
|---------------|--------------|--|--------------------------|---|
| 20-P0209451   | \$200,000.00 | Sub-agreement with State Center CCD on behalf of Fresno City College to host the Central Valley/Mother Lode region Deputy Sector Navigator/Regional Director for Information Communications Technology (ICT)/Digital Media | DO -Resource Development | Board Approved: August 12, 2019   |
| 20-P0209452   | \$200,000.00 | Sub-agreement with Rio Hondo CCD on behalf of Rio Hondo College to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Energy, Construction & Utilities                            | DO -Resource Development | Board Approved: August 12, 2019   |
| 20-P0209453   | \$200,000.00 | Sub-agreement with Coast CCD on behalf of Golden West College to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Health  | DO -Resource Development | Board Approved: August 12, 2019   |
| TX-HAWK004561 | \$15,750.00  | Textbooks purchased for resale   | SCC Bookstore            | Purchased from Vista Higher Learning Bookstore Manager Review Bill Jeffrey 12/12/2019 |
| TX-HAWK004563 | \$27,243.25  | Textbooks purchased for resale   | SCC Bookstore            | Purchased from Blue Door Bookstore Manager Review Bill Jeffrey 12/12/2019             |
| TX-HAWK004566 | \$21,834.85  | Textbooks purchased for resale   | SCC Bookstore            | Purchased from Pearson Education Bookstore Manager Review Bill Jeffrey 12/12/2019     |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

|         |  |                        |
|---------|--|------------------------|
| To:     | Board of Trustees                      | Date: January 13, 2020 |
| Re:     | Approval of Resource Development Items |                        |
| Action: | Request for Approval                   |                        |

**ANALYSIS**

Items for the following categorically funded programs were developed. To access these items, please [click here](#).

| <u>Project Title</u>  | <u>Award Date</u> | <u>Amount</u> |
|---|-------------------|---------------|
| <p>1. California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SAC)<br/>                     Annual allocation 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. (19/20).</p> <ul style="list-style-type: none"> <li>• CalWORKs           \$331,032</li> <li>• Work Study           \$76,577</li> <li>• TANF (Federal)   \$69,638</li> <li>• Regional Funds     <u>\$869</u></li> <li>TOTAL                 \$478,116</li> </ul> <p><i>The match required is 1:1 of CalWORKs and Work Study funds. SAC’s match is \$407,609 that consists of \$43,922 district-funded staff costs and \$363,687 need-based financial aid (Pell grants, SEOG, BOG fee waiver, and Cal grants).</i></p> | 07/01/2019        | \$478,116     |
| <p>2. Early Head Start (DO)<br/>                     Non-competitive continuation grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start (EHS) programs. (19/20).</p> <ul style="list-style-type: none"> <li>• Operations Budget                 \$1,893,898</li> <li>• Training &amp; Technical Assistance     <u>\$43,536</u></li> <li>TOTAL                                 \$1,937,434</li> </ul> <p><i>The match is \$484,359 (20% of the total Early Head Start costs that include the federal and the non-federal share) that consists of \$351,921 state-funded Child Development Center staff costs and \$132,438 waived indirect costs.</i></p>  | 01/01/2020        | \$1,937,434   |
| <p>3. Governor's Office of Business &amp; Economic Development (GOBiz) Capital Infusion Program (CIP) Grant (DO)<br/>                     Sub-award to RSCCD’s Orange County Small Business Development Center (SBDC) from the Orange County/Inland Empire SBDC Lead Center, hosted by California State University, Fullerton, the primary grantee of the Governor's</p>  | 10/01/2019        | \$50,000      |

| <u>Project Title</u>   | <u>Award Date</u> | <u>Amount</u> |
|--|-------------------|---------------|
| Office of Business and Economic Development (GO-Biz) Capital Infusion Program (CIP) grant, to assist small businesses and entrepreneurs obtain access to capital and to provide funding for one-on-one business consulting services. (19/20). <i>The match required is 1:1 at \$50,000 that consists of SBDC's SBA/CSUF federally funded business experts at \$30,000 and other program costs at \$20,000.</i>   |                   |               |
| 4. Governor's Office of Business & Economic Development (GOBiz) Small Business Technical Assistance Expansion Program (TAEP) Grant (DO)<br>Sub-award to RSCCD's Orange County Small Business Development Center (SBDC) from the Orange County/Inland Empire SBDC Lead Center, hosted by California State University, Fullerton, the primary grantee of the Governor's Office of Business and Economic Development (GO-Biz) Small Business Technical Assistance Expansion grant, to assist small businesses and entrepreneurs to obtain access to capital and to provide funding for one-on-one business consulting services over a twelve-month period. (19/20). <i>The match required is 1:1 at \$300,000 that consists of SBDC's SBA/CSUF federally funded project staff at \$262,006 and other program costs at \$37,994.</i>   | 10/01/2019        | \$300,000     |
| 5. Project RAISE (Regional Alliance in Science, Technology, Engineering and Math [STEM] Education) – Year 4 (SAC & SCC)<br>Fourth year of a five-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Education grant, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. Project RAISE will implement a variety of project components to increase the number of Hispanic and low-income students who pursue STEM majors, as well as their persistence, retention and graduation rates in support of the goals and objectives of the project. (19/20). <i>No match required.</i>  | 10/06/2019        | \$40,000      |
| <ul style="list-style-type: none"> <li>• Santa Ana College \$20,000</li> <li>• Santiago Canyon College <u>\$20,000</u></li> <li>TOTAL \$40,000</li> </ul>  |                   |               |
| 6. U.S. Small Business Administration/California State University, Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (DO)<br>Annual allocation from the U.S. Small Business Administration through the Orange County/Inland Empire Lead Center the primary grantee, hosted by California State University, Fullerton (CSUF), to fund the continuous performance of the District's Orange County Small Business Development Center (SBDC) to support the creation and growth of small businesses through professional services and training. Through consulting, training and referrals, the Orange County SBDC assists small businesses to function more effectively, increase the chances of success, enhance profitability, increase employment opportunities, and contribute to the vitality of the economy in Orange County. (19/20). <i>The match required is 1:1 at \$300,000 that consists of \$150,000 grant-funded staff costs; \$111,231 waived indirect costs, and \$38,769 third-party in-kind donations.</i> | 01/01/2020        | \$300,000     |

| <u>Project Title</u>  | <u>Award Date</u> | <u>Amount</u> |
|---|-------------------|---------------|
| 7. Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 4 (SAC)<br>Fourth year of a four-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), Hispanic-Serving Institutions (HSI) Education Grants Program. Project U-ACRE will enhance the student research experience through community engagement, faculty-mentoring support, and engaging in sustainability internships to enrich students’ experiential leaning and support their achievement. (19/20). <i>No match required.</i> | 09/01/2019        | \$16,500      |

**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:  | \$3,122,050  | Board Date: January 13, 2020 |
| Prepared by:    | Maria N. Gil, Senior Resource Development Coordinator      |                              |
| Submitted by:   | Enrique Perez, J.D., Vice Chancellor, Educational Services |                              |
| Recommended by: | Marvin Martinez, Chancellor                                |                              |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

|   |                        |
|---|------------------------|
| To: Board of Trustees   | Date: January 13, 2020 |
| Re: Approval of First Amendment to Sub-Agreement between RSCCD and Long Beach Community College District/Long Beach City College for the Key Talent Administration and Sector Strategy Fiscal Agent Grant |                        |
| Action: Request for Approval  |                        |

**BACKGROUND**

Through a competitive grant competition, Rancho Santiago Community College District (RSCCD) was selected by the California Community Colleges Chancellor's Office (CCCCO or Chancellor's Office), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, provide monitoring and guidance for the Key Talents engaged in workforce and economic development programs, including other special projects and partners.

**ANALYSIS**

The Chancellor's Office selected Long Beach Community College District (LBCCD), on behalf of Long Beach City College, as a sub-recipient of the Key Talent Administration and Sector Strategy grant to support and provide services in the Global Trade sector. The CCCCCO has approved an augmentation of funds and a performance extension of the project activities. The term of the sub-agreement of July 1, 2019, through December 31, 2019, shall be extended to June 30, 2020. The sub-award amount shall not exceed \$550,000 (this represents an increase of \$300,000 from \$250,000 to \$550,000), with a ten percent (10%) required match to be provided by LBCCD. RSCCD, fiscal agent to this grant, has developed an amendment (#DO-18-2565-111.01) to the sub-agreement that includes the revised project application approved by the Chancellor's Office.

**Project Director:** Sarah Santoyo      **Project Administrator:** Enrique Perez

To access a copy of the sub-agreement Board approved on August 12, 2019, please [click here](#).

**RECOMMENDATION**

It is recommended that the Board approve the first 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:  | \$300,000 (grant-funded)                                   | Board Date: January 13, 2020 |
| Prepared by:    | Maria N. Gil, Senior Resource Development Coordinator      |                              |
| Submitted by:   | Enrique Perez, J.D., Vice Chancellor, Educational Services |                              |
| Recommended by: | Marvin Martinez, Chancellor                                |                              |

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
LONG BEACH COMMUNITY COLLEGE DISTRICT**

This **first amendment** (hereinafter “Amendment”) to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 13<sup>th</sup> day of January, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Long Beach Community College District, on behalf of **Long Beach City College** (hereinafter “SUBCONTRACTOR”), to amend that certain Agreement #DO-18-2565-111 dated August 12, 2019, between the parties with a term of July 1, 2019, through December 31, 2019 (hereinafter “Term”). 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 “Key Talent Administration and Sector Strategy” grant, Prime Award #18-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as regional initiatives and Key Talent positions; 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 **Global Trade Sector Project**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is mutually agreed by the Parties to amend the following:

**Statement of Work will be amended as follows:**

1. Statement of Work  
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A, amended Exhibit A.1*), 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.

**Period of Performance will be amended as follows:**

2. Period of Performance  
The period of performance for this Agreement shall be from July 1, 2019, through December 31, 2019, shall be extended to June 30, 2020.



**Total Cost will be amended as follows:**

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$550,000.00, with 4% allowable indirect costs rate for SUBCONTRACTOR. This amount represents an increase of \$300,000.00 from \$250,000.00 to \$550,000.00.

**Budget will be amended as follows:**

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A, amended Exhibit A.1*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR, 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, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this 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: LONG BEACH  
COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title: Business Operations/Fiscal Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approval Date: January 13, 2020

\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated December 2019)

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by the Chancellor’s Office

**Exhibit A.1: Scope of Work (Revised Appendix B – Application Forms) approved by the Chancellor’s Office**

Exhibit B: Invoice Form and Instructions

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

*(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)*

**APPENDIX B**

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Long Beach CCD

COLLEGE: Long Beach City College

PROJECT: Global Trade Sector

FISCAL YEAR: 2019/20

RFA NUMBER: 18-207

FUNDING SOURCE: CCCCCO - Workforce and Economic Development

PROJECT BUDGET: \$ 550,000

**APPENDIX B**

THIS FORM MAY NOT BE REPLICATED

PROJECT: Global Trade Sector

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**CONTACT PAGE**

|           |                              |        |                             |
|-----------|------------------------------|--------|-----------------------------|
| District: | <u>Long Beach CCD</u>        |        |                             |
| Address:  | <u>4901 E. Carson Street</u> |        |                             |
| City:     | <u>Long Beach CCD</u>        | State: | <u>CA</u> Zip: <u>90808</u> |

|  |                                   |        |                     |
|--|-----------------------------------|--------|---------------------|
| <b>District Superintendent/President</b> <i>(or authorized designee)</i> |                                   |        |                     |
| Name:  | <u>Dr. Reagan F. Romali Ph.D.</u> | Phone: | <u>562-938-4121</u> |
| Title:   | <u>Superintendent President</u>   | Fax:   | <u></u>             |
| E-mail Address:  | <u>rromali@lbcc.edu</u>           |        |                     |

|  |  |        |                     |
|--|--|--------|---------------------|
| <b>Responsible Administrator</b> <i>(Should not be the same as Project Director)</i> |  |        |                     |
| Name:  | <u>Marlene Drinkwine</u>                 | Phone: | <u>562-938-4406</u> |
| Title:   | <u>Vice President, Business Services</u> | Fax:   | <u></u>             |
| E-mail Address:  | <u>mdrinkwine@lbcc.edu</u>               |        |                     |

|   |  |        |                       |
|---|--|--------|-----------------------|
| <b>Project Director</b> <i>(Person responsible for conducting the daily operation of the grant)</i> |  |        |                       |
| Name:   | <u>Ms. Leah Goold-Haws</u>             | Phone: | <u>(562) 938-3240</u> |
| Title:  | <u>Sector Navigator - Global Trade</u> | Fax:   | <u></u>               |
| E-mail Address:   | <u>lgoold-haws@lbcc.edu</u>            |        |                       |

|  |  |        |                       |
|--|--|--------|-----------------------|
| <b>Person Responsible for Data Entry</b> |  |        |                       |
| Name:                                    | <u>Ms. Leah Goold-Haws</u>             | Phone: | <u>(562) 938-3240</u> |
| Title:                                   | <u>Sector Navigator - Global Trade</u> | Fax:   | <u></u>               |
| E-mail Address:                          | <u>lgoold-haws@lbcc.edu</u>            |        |                       |

|  |  |        |                     |
|--|--|--------|---------------------|
| <b>District Chief Business Officer</b> <i>(or authorized designee)</i> |  |        |                     |
| Name:  | <u>Marlene Drinkwine</u>                 | Phone: | <u>562-938-4406</u> |
| Title:   | <u>Vice President, Business Services</u> | Fax:   | <u></u>             |
| E-mail Address:  | <u>mdrinkwine@lbcc.edu</u>               |        |                     |

|  |  |        |                     |
|--|--|--------|---------------------|
| <b>Person Responsible for Budget Certification</b> |  |        |                     |
| Name:  | <u>John Thompson</u>                         | Phone: | <u>562-938-4102</u> |
| Title:   | <u>Director, Fiscal Services and Payroll</u> | Fax:   | <u></u>             |
| E-mail Address:                                    | <u>jthompson@lbcc.edu</u>                    |        |                     |

**APPENDIX B**

**THIS FORM MAY NOT BE REPLICATED**

**PROJECT: Global Trade Sector**

**DISTRICT: Long Beach CCD**

**COLLEGE: Long Beach City College**

**RFA NUMBER: 18-207**

**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

| Object of Expenditure   | Classification                        | Line | TOTAL PROJECT FUNDS REQUESTED | FUNDING REQUIRES MATCH |
|---|---------------------------------------|------|-------------------------------|------------------------|
|   |                                       |      | \$ 550,000                    | 10% \$ 55,000          |
| 1000  | INSTRUCTIONAL SALARIES                | 1    | \$ 0                          | \$ 0                   |
| 2000  | NONINSTRUCTIONAL SALARIES             | 2    | \$ 91,828                     | \$ 49,020              |
| 3000  | EMPLOYEE BENEFITS                     | 3    | \$ 11,018                     | \$ 25,000              |
| 4000  | SUPPLIES AND MATERIALS                | 4    | \$ 5,000                      | \$ 0                   |
| 5000  | OTHER OPERATING EXPENSES AND SERVICES | 5    | \$ 421,000                    | \$ 185,000             |
| 6000  | CAPITAL OUTLAY                        | 6    | \$ 0                          | \$ 0                   |
| 7000  | OTHER OUTGO                           | 7    | \$ 0                          | \$ 0                   |
| <b>TOTAL DIRECT COSTS:</b>                                      |                                       | 8    | \$ 528,846                    | \$ 259,020             |
| <b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b> |                                       | 9    | \$ 21,154                     |                        |
| <b>TOTAL COSTS:</b>   |                                       | 10   | \$ 550,000                    | \$ 259,020             |

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

**Project Director:**

**Name:** Ms. Leah Goold-Haws

**Title:** Sector Navigator - Global Trade

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Chief Business Officer (or authorized designee) :**

**Name:** Marlene Drinkwine

**Title:** Vice President, Business Services

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX B**

THIS FORM MAY NOT BE REPLICATED

PROJECT: Global Trade Sector

DISTRICT: Long Beach CCD

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**APPLICATION BUDGET DETAIL SHEET**

| Object of Expenditure   | Classification  | PROJECT BUDGET |         |
|---|---|----------------|---------|
|   |   | \$             | 550,000 |
| 1000  |   | \$             | -       |
|   |   | \$             | -       |
| 2000  | Limited Term Employee - Business recruitment and outreach                           | \$             | 50,000  |
|   | Limited Term Employee - Logistics coordinator                                       | \$             | 16,828  |
|   | Limited Term Employee - Content development and workshop curation                   | \$             | 25,000  |
| 3000  | <b>Employee Benefits</b>  |                |         |
|   | Benefits  | \$             | 11,018  |
| 4000  | <b>Supplies and Materials</b>   |                |         |
|   | Printing / materials  | \$             | 5,000   |
| 5000  | <b>Other Operating Expenses and Services</b>  |                |         |
|   | SBDC Lead Center Inland Empire - program venues / consultants & workshop resources  | \$             | 40,000  |
|   | SBDC Lead Center Central Valley - program venues / consultants & workshop resources | \$             | 40,000  |
|   | Ecommerce program coordinator - consultant / GSR                                    | \$             | 250,000 |
|   | Video success stories - consultant  | \$             | 15,000  |
|   | Content developer - consultant  | \$             | 26,000  |
|   | Business consulting and partnership development - consultant                        | \$             | 30,000  |
|   | Development/design of marketing materials - consultant                              | \$             | 20,000  |
| 6000  | <b>Capital Outlay</b>   |                |         |
|   |   | \$             | -       |
| 7000  | <b>Other Outgo</b>  |                |         |
|   |   | \$             | -       |
| <b>TOTAL DIRECT COSTS:</b>                                      |   | \$             | 528,846 |
| <b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b> |   | \$             | 21,154  |
| <b>TOTAL COSTS:</b>   |   | \$             | 550,000 |

**APPENDIX B**

**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Global Trade Sector

DISTRICT: Long Beach CCD

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**FUNDING REQUIRES MATCH**

**APPLICATION BUDGET DETAIL SHEET  
MATCH**

| Object of Expenditure   | Classification                                | FUNDING REQUIRES MATCH |                |
|---|---|------------------------|----------------|
|   |   | 10%                    |                |
|   |   |                        | 55,000         |
| 1000  |   | \$                     | -              |
|   |   | \$                     | -              |
| 2000  | Administrative Support Salary - \$4,086/month | \$                     | -              |
|   |   | \$                     | 49,020         |
|   |   | \$                     | -              |
|   |   | \$                     | -              |
| 3000  | Administrative Support Benefits (TBD) @51%    | \$                     | -              |
|   |   | \$                     | 25,000         |
|   |   | \$                     | -              |
|   |   | \$                     | -              |
| 4000  |   | \$                     | -              |
|   |   | \$                     | -              |
| 5000  | Office space and equipment                    | \$                     | 35,000         |
|   | SBDC Lead Center Match - Central Valley       | \$                     | 50,000         |
|   | SBDC Lead Center Match - Inland Empire        | \$                     | 50,000         |
|   | SBDC Lead Center Match - Los Angeles          | \$                     | 50,000         |
|   |   | \$                     | -              |
| 6000  |   | \$                     | -              |
|   |   | \$                     | -              |
| 7000  |   | \$                     | -              |
|   |   | \$                     | -              |
| <b>TOTAL DIRECT COSTS:</b>                                      |   | \$                     | <b>259,020</b> |
| <b>TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):</b> |   |                        |                |
| <b>TOTAL COSTS:</b>   |   | \$                     | <b>259,020</b> |

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

PROJECT: Global Trade Sector

DISTRICT: Long Beach CCD

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)**  
**Objectives**

**Objective:** 1  
Provide international business conferences, workshops and seminars designed to provide information and tools to help enterprises, and organizations capitalize on global business

| #   | Activities   | Performance Outcomes  | Timelines        | Responsible Person(s)                                     |
|-----|--|---|------------------|---|
| 1.1 | Provide international trade related monthly activities including webinars plus two global ecommerce workshops within each specified region per year, in partnership with the designated SBDC | A minimum of 60% of clients attending workshops will receive a site audit giving a detailed analysis of their global ecommerce competitiveness plus access to the ITC online tools and consultants                      | 7/1/19 - 6/30/20 | Global Trade SD and RD team, ITC consultants and partners |
| 1.2 | Provide CA small businesses with access to online tools that allow for direct actionable results to support cross-border ecommerce   | Through the use of site analytics and data analysis, the trade center will provide bi-annual reports on the efficacy of these tools and response from businesses in terms of usefulness, accuracy and support provided. | 7/1/19 - 6/30/20 | Global Trade SD and RD team, ITC consultants and partners |
| 1.3 |  |   |                  |   |

5.2 (10)



**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Global Trade Sector

DISTRICT: Long Beach CCD

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)  
Objectives**

**Objective:** 2

Provide individualized assistance to help existing companies and new ventures strategically evaluate and pursue international business opportunities

| #   | Activities   | Performance Outcomes   | Timelines        | Responsible Person(s)                                     |
|-----|--|--|------------------|---|
| 2.1 | Provide access to specialized trade and ecommerce experts, deployable virtually or in-person, as consultants throughout the designated regions | A minimum of 40% of business clients will receive ongoing 1-on-1 consulting regarding ecommerce for foreign markets from SBDC and/or ITC consultants | 7/1/19 - 6/30/20 | Global Trade SD and RD team, ITC consultants and partners |
| 2.2 |  |  |                  |   |
| 2.3 |  |  |                  |   |

5.2 (11)

**APPENDIX B**  
THIS FORM MAY NOT BE REPLICATED

PROJECT: Global Trade Sector

DISTRICT: Long Beach CCD

COLLEGE: Long Beach City College

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)  
Objectives**

**Objective:** 3

Provide reference and referral services for specific customs, regulatory, and operational challenges

| #   | Activities   | Performance Outcomes  | Timelines        | Responsible Person(s)                                     |
|-----|--|---|------------------|---|
| 3.1 | Provide customized global ecommerce content and training in partnership with specified SBDC and related partners | A minimum of 40% of attendees will benchmark existing ecommerce sales and track global sales through the use of the training methods provided over the course of ITC engagement through online and in-person work with each company | 7/1/19 - 6/30/20 | Global Trade SD and RD team, ITC consultants and partners |
| 3.2 |  |   |                  |   |
| 3.3 |  |   |                  |   |

5.2 (12)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

|   |                        |
|---|------------------------|
| To: Board of Trustees   | Date: January 13, 2020 |
| Re: Approval of Professional Service Agreement with Jennifer Walsvick |                        |
| Action: Request for Approval  |                        |

**BACKGROUND**

Best practices in the field of early childhood care and education call for programs to address the whole child, which includes the social emotional and mental health of the child and family. Subsequently, the Early Head Start program and the California State Preschool program include related compliance mandates within grants' funding terms and conditions.

**ANALYSIS**

This service agreement will allow Jennifer Walsvick to provide support and guidance to the early childhood education site in response to child and family referrals and services. Additionally, Ms. Walsvick will manage mental health services, mental health consultations, record keeping and documentation to ensure compliance with grants in the Child Development Services department.

**RECOMMENDATION**

It is recommended that the Board approve the Professional Service Agreement with Jennifer Walsvick and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related agreement on behalf of the district.

|  |                              |
|--|------------------------------|
| Fiscal Impact: \$20,000  | Board Date: January 13, 2020 |
| Prepared by: Janneth Linnell, Executive Director of Child Development Services |                              |
| Submitted by: Enrique Perez, J.D., Vice Chancellor, Educational Services       |                              |
| Recommended by: Marvin Martinez, Chancellor                                    |                              |



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, on behalf of Child Development Services/Early Head Start and Jennifer Walsvick, having its principal business address located at 12811 Dunas Road, Santa Ana, CA 92705 hereinafter called (“Contractor”).

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor  Corporation  Limited Liability Company  Partnership  Nonprofit Corporation

District and Contractor are also referred to collectively as the “Parties” and individually as “Party.”

WHEREAS, District is authorized to contract with persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, administrative, or other related matters; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor represents that it is specially trained, experienced, properly certified/licensed and competent to perform the services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of the Recitals and mutual covenants provided in this Contract, District and Contractor agree as follows:

**Terms and Conditions**

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. The term of this Agreement shall commence upon the execution of this agreement by both parties or on January 20, 2020, whichever is later, and shall continue in full force and effect thereafter until and including December 31, 2020 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
  - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
  - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
  - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the

date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.

- D. Contractor Licensing, etc.: Notwithstanding any other provision herein, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, certification, insurance, or certificate that Contractor must hold to provide services under this Contract or in the event of filing for bankruptcyTermination.
- E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
- F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
- G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

#### 4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed Twenty thousand Dollars (\$20,000) ("Contract Amount"). Additional details are specified in **Exhibit A**.
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of

California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Independent Contractor. By its signature on this Contract, Contractor acknowledges and agrees that the Services to be performed under this Contract are those of an independent contractor, and that Contractor is solely responsible for the Services and any other work performed as a result of this Contract. Contractor represents and warrants that Contractor, its subcontractors, and their employees, and agents are not officers, agents, or employees of District. Contractor acknowledges and agrees any personnel performing the Services under this Contract shall at all times be under Contractor's exclusive direction and control, and that Contractor is solely responsible for payment of all compensation, wages, salaries, benefits, and other amounts due to such personnel. Contractor further acknowledges and agrees that Contractor shall be solely responsible for all federal, state, and local taxes and any and all fees applicable to any Services performed under this Contract, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

6. Use of Subcontractors. Contractor shall not delegate, by contract, agreement or otherwise, any services or tasks required under this Contract to any other person or entity without the express written permission of District by executed addendum. Consent to any subcontract may be withheld by District at its sole and unrestricted discretion. District shall not be obligated to pay for any services or work performed by an unauthorized person or entity. Contractor shall at all times during the term of this agreement remain fully and independently responsible and liable to District for the full and complete performance of the terms and conditions of this Contract. Contractor shall be responsible for ensuring that all subcontractors independently satisfy all of the requirements of Contractor under this Contract, including but not limited to the insurance and indemnification provisions of this Contract, unless otherwise agreed in writing by the District. Prior to performance of Services by any subcontractor, the subcontractor shall provide District with evidence of all insurance, certificates, forms, and licenses required by this Contract.

7. Trademark/Logo Use. Contractor must obtain written approval from the District to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the District will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

8. Ownership of Property. Contractor agrees that all work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and

use or re-use, in whole or in part, and to authorize others to do so, all such work products. District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

9. Indemnification/Hold Harmless.

- a. To the fullest extent allowed by law, Contractor shall defend, indemnify and hold District, its officials, trustees, officers, agents, employees, volunteers, and representatives ("Indemnitees") free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnitees as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively "Loss") to the extent arising out of or incident to: 1) Contractor or any subcontractor's failure to fully comply with or breach of any of the terms and conditions of this Contract, or 2) any acts, omissions, negligence or willful misconduct of Contractor, any subcontractor, and their officials, officers, employees, and agents arising out of or in connection with the performance of Services or otherwise arising from this Contract ("Indemnification").
- b. Contractor's Indemnification includes, but is not limited to, the payment of all damages and attorney's fees, fines, penalties and other related costs and expenses. The only limitations on this provision shall be those imposed by Civil Code § 2782, as may be applicable, or other applicable provisions of law.
- c. Contractor's defense obligations (with counsel approved by District), shall arise immediately upon tender of any of the Indemnitees, and the defense shall be paid at Contractor's own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the Indemnitees, notwithstanding whether liability is, can be or has yet been established.

10. Insurance Requirements. Contractor (and all subcontractors) agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverage from an admitted carrier in the State of California with an AM Best Rating of A-VII or higher:

- a. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate and must include coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor's liability, written on an "occurrence" form;
- b. Business Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000). (Business Auto Liability is required when a vendor is operating a vehicle on District premises for other than commute purposes or the vehicle is an integral part of their services).
- c. Workers' Compensation insurance. This coverage is required unless Contractor provides written verification it has no employees. Coverage must be at least as broad as that which is required by the State of California, with Statutory Limits. Contractor must also maintain Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. as required by statutory insurance requirement of the State of California;

### Other Insurance Requirements

- Contractor agrees to name District, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy (ies).
- The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.
- Contractor's Insurance to be Primary. Any insurance or self-insurance maintained by the District, its board of trustees, officials, employees, volunteers, and agents shall be excess of the Contractor's insurance and shall not contribute with it.
- Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. All certificates must be delivered before Work is to commence. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.
- Waiver of Subrogation. Contractor hereby grants to District, its board of trustees, employees, volunteers, and agents a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. Contractor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- An Umbrella Liability policy (or Excess Liability) may be used to provide additional Commercial General Liability, Automobile Liability, and Employers' Liability limits to meet District's minimum coverage requirements provided all requirements set forth herein are fully satisfied with respect to such policy.
- If Contractor maintains broader coverage and/or higher limits than the minimums required herein, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor.

11. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

12. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

13. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

14. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

15. Confidentiality. Under the terms of this Contract, Contractor may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publically available, which is covered by federal or state privacy laws, rules, and regulations, or which is otherwise considered confidential and protected from disclosure by the policies and procedures of District ("Confidential Information"). Contractor understands and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that



Confidential Information shall be held strictly in accordance with the District's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of District. If Contractor is a provider of digital education services (i.e. an operator of an internet web site, online service, online application, or mobile application, a provider of digital education software, etc.), at any time upon the request of District, Contractor shall enter into a separate California Student Data Privacy Agreement with District. Once signed by both parties. If executed the California Student Data Privacy Agreement shall become incorporated herein. IF CONTRACTOR BECOMES AWARE OF A POSSIBLE UNAUTHORIZED RELEASE OR DISCLOSURE OF CONFIDENTIAL INFORMATION, CONTRACTOR SHALL IMMEDIATELY NOTIFY DISTRICT.

16. Entire Agreement/Amendment. When signed by both Parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

17. Non-Discrimination. Contractor represents that it is an equal opportunity employer and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract. Contractor agrees not to discriminate on any of these bases in its employment or personnel policies, including but not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

18. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: Rancho Santiago Community College District  
Attn: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 N. Broadway  
Santa Ana, Ca 92706

With a copy to: (District Department Responsible for Contract)  
My Le Pham  
Quality Assurance Director  
2323 N Broadway, Suite 245  
Santa Ana, CA 92706

Contractor: Jennifer Walsvick  
12811 Dunas Road  
Santa Ana, CA 92705

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

20. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

22. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

23. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

24. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.

25. Time is of the Essence. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.

26. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

27. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

28. Failure to Perform. As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that

Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

29. Dispute Resolution.

Negotiation. Any dispute that Contractor may have regarding the performance of this Contract, including, but not limited to, claims for additional compensation, shall be submitted to District within 30 days of its occurrence. District and Contractor shall attempt to negotiate a resolution of such dispute and process an amendment to this Contract to implement the terms of such resolution.

Mediation. If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be resolved through direct discussions, the Parties agree to first endeavor to resolve the dispute in an amicable manner by non-binding mediation under the applicable rules of the Judicial Arbitration and Mediation Service (JAMS), or other similar organization mutually selected by the Parties. If any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, remains after mediation, the matter shall be determined in a court of law of proper jurisdiction in the District's place of venue.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

30. Amendments. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

31. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

32. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility

33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that 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. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).

34. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date: \_\_\_\_\_

CONTRACTOR

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: \_\_ Jennifer Walsvick

Print Title: \_\_ Mental Health LCSW Consultant

Date: 12-3-19

## Exhibit A

### Scope of Work and Detailed Schedule of Payment.

The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

**SERVICES:** These consultant services may include, but not be limited to:

Assist in meeting the Early Head Start Performance Standards by providing mental health education, mental health consults with families, and EHS activity programming for Santa Ana College Early Childhood Education Center (SAC) and home visits as needed and/or requested by referrals.

As referrals are provided by SAC and EHS partners such as RSCCD Home-base, and SAC; provide mental health education for families and their children and input data into Child Plus and medical records for families.

Coordinate with EHS to provide parent/family and staff mental health education workshops/meetings on topics such as: domestic abuse, child abuse reporting, stress management, health and more.

Assist in the coordination of mental health services between the community partners, center-based, and home-based components of the program as needed.

Assist all partners to problem solve difficulties that may arise related to mental health services and delivery.

Review and monitor documentation and record-keeping practices to assure compliance with Head Start Performance Standards. Propose any additions or revisions needed.

Assist in finding mental health services resources for program and individual children enrolled in Early Head Start as needed.

Serve as a resource to staff for enrolled children with special needs (as applicable to mental health needs).

Coordinate the provision of required mental health screenings and other activities within the required Early Head Start time constraints.

Participate on a regular basis at 1) case management consultation meetings; 2) Service Area Plan meetings; 3) Home-Based socializations; and 4) any other meetings designed to assist in meeting the Head Start Performance Standards.

Input and monitor documentation and timelines for all enrolled children using the Child Plus data system.

Communicate with staff via meetings/emails/phone calls and report preparation pertaining to EHS services and activities as directed by RSCCD Director.

Providing supervised support and guidance on the child development site regarding child/family referrals and services

Ensuring that the provision of quality Family Services are maintained through intern training, evaluation, and guidance in conjunction with the CDS executive director.

Provide reimbursements to interns for pertinent trainings and mileage for services related to EHS approved activities.

Rate of \$50 per hour, not to exceed 400 hours (\$20,000) from January 20, 2020 through December 31, 2020.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

|         |                            |                        |
|---------|----------------------------|------------------------|
| To:     | Board of Trustees          | Date: January 13, 2020 |
| Re:     | Adoption of Board Policies |                        |
| Action: | Request for Approval       |                        |

**BACKGROUND**

The Board Policy Committee met on November 25, 2019 and reviewed new and revised policies. These policies were presented to the Board for a First Reading on December 9, 2019 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 that 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. District Administration also recommends revisions to existing policies and adoption of new policies as required. The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and/or adopted as recommended by District Administration.

**RECOMMENDATION**

It is recommended that the Board adopt the new and revised policies.

|                 |   |                              |
|-----------------|---|------------------------------|
| Fiscal Impact:  | None  | Board Date: January 13, 2020 |
| Prepared by:    | Debra Gerard, Executive Assistant to the Chancellor |                              |
| Submitted by:   | Debra Gerard, Executive Assistant to the Chancellor |                              |
| Recommended by: | Marvin Martinez, Chancellor                         |                              |

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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**BP 2710 Conflict of Interest**

**References:**

Government Code Sections 1090, et seq.; 1126; 87200, et seq.  
Title 2, Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or board of which they are members.

Neither a board member nor an employee shall be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract and the board member shall recuse him or herself from participation in the debate on the matter. The board member shall not participate in any way in the making of the contract at any stage of the making of the contract with the District.

However, the making of a campaign contribution by a board member or an employee to any campaign that the district is engaged in, including a bond campaign, is not a conflict of interest if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5. The solicitation of a capital contribution, gift or campaign contribution by a board member or an employee to any campaign that the district is engaged in, including a bond campaign, shall not be considered inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an employee or officer of the district. However, the solicitation of a donation to the district that does not inure any personal benefit to the board member or employee shall not constitute a financial interest.

Neither a board member nor an employee shall engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an employee or officer of the district. Both board members and district employees are prohibited from making or participating in contracts with the district wherein he or she will receive a financial interest, including financial benefits to a spouse or family member of the board member or employee.



In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures. Pursuant to Government Code Section 84224 and the Fair Political Practices Commission ("FPPC") regulations section 18215.3, all board members are required to report on FPPC form 803, any payments made at their behest, principally for legislative, governmental or charitable purposes.

Board members shall familiarize themselves with Government Code sections 1090, et seq., 1126; 87200, et seq.; Title 2, Sections 18730 et seq.

Board members are encouraged to confer with the Board President in every case where any question arises regarding a potential conflict of interest. The Board President and Chancellor may seek counsel from the District's legal advisor if necessary.

**Revised: May 31, 2016 (Previously BP 3101 and BP9002.1)**  
**Revised: January 13, 2020**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**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

**A. Preamble**

The intent of this gift ban policy is to prohibit District officers and employees from receiving any gift in excess of fifty dollars (\$50.00) for their personal benefit from any single source in any calendar year. This gift ban policy is not intended to restrict any gifts made for the benefit of the District.

**B. 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.
  - f. For purposes of this section, a capital contribution or other gift to the District or a campaign donation by a District official or the employer of a District official to a bond campaign shall not be deemed a violation of this policy so long as the donation to the campaign was not made by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds, or by any third party vendor that has an agreement with the District to directly receive bond funds as a condition of the donation.
  - g. For the purposes of this section, a capital contribution or other gift to the District or a campaign donation by an employee of the District to a bond campaign or the solicitation by a District employee of a donation to a bond campaign during the District employee's off hours, shall not be deemed a violation of this policy so long as the donation to the campaign was not made by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds, or by any third party vendor that has an agreement with the District to directly receive bond funds as a condition of the donation.
  - h. For the purposes of this section, a capital contribution or other gift to the District or a campaign donation by any person doing business with the District to a bond campaign or the solicitation by a District employee or board member of a donation to a bond campaign shall not be deemed a violation of this policy so long as the donation to the campaign was not made for the individual benefit of the District employee or District officer, by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds, or by any third party vendor that has an agreement with the District to directly receive bond funds as a condition of the donation.
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 an agreement, oral or written, to provide the services specified in subsection (6) or (7) of this section.

### **C. Prohibitions**

1. No person who is doing business with or soliciting business from the District shall make any gift to any District officer or employee.
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. However, a capital contribution or other gift to the District or a campaign donation by any person doing business with the District to a bond campaign or to a fundraising campaign of the District or the solicitation by an employee of the District of a capital contribution or other gift to the District or a campaign donation to a bond campaign or fundraising campaign of the District, shall not be deemed a violation of this policy so long as the donation to the campaign was not made for the individual benefit of the employee, and was not made by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds; or by any third party vendor that has an agreement with the District to directly

receive bond funds as a condition of 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. However, the mere attendance at a campaign fundraiser or employment by a company, which makes a capital contribution or other gift to the District or a donation or to a bond campaign involving the District, shall not constitute the solicitation of a gift from an officer of the District. A capital contribution or other gift to the District or a campaign donation by any person doing business with the District to a bond campaign or to a fundraising campaign of the District or the solicitation by a District officer of a capital contribution or other gift to the District or a donation to a bond campaign or fundraising campaign of the District, shall not be deemed a violation of this policy so long as the donation to the District or the campaign was not made for the individual benefit of the District officer; was not made by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds; or by any third party vendor that has an agreement with the District to directly receive bond funds as a condition of the donation.
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. However, the mere attendance at a campaign fundraiser, which makes a capital contribution or other gift to the District or a campaign donation to a bond campaign involving the District, shall not constitute the solicitation of a gift from a designated employee of the District. A capital contribution or other gift to the District or a campaign donation by any person doing business with the District to a bond campaign or to a fundraising campaign of the District, or the solicitation by a designated employee of a donation to a bond campaign or fundraising campaign of the District, shall not be deemed a violation of this policy so long as the donation of the campaign was not made for the individual benefit of the designated employee; was not made by a municipal finance firm which has contracted with the District for the sale of the bonds, which shall receive reimbursement by the District for the sale of the bonds; or by any third party vendor that has an agreement with the District to directly receive bond funds as a condition of the donation.
5. No District officer nor designated employee shall accept any gift in excess of fifty (\$50.00) for their personal benefit.

#### **D. 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 Trustees, Chancellor and College Presidents will ensure there is an annual training session 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.
5. Unless otherwise provided in an employee's job description, no one shall be compelled to participate in or solicit for any bond, capital or other gift campaign for the District and the lack of participation or solicitation shall have no adverse consequences on their employment.
6. Pursuant to Government Code Section 84224 and the Fair Political Practices Commission ("FPPC") regulations section 18215.3, all District officers are required to report on FPPC form 803, any payments made at their behest, principally for legislative, governmental or charitable purposes.

**Adopted: April 25, 2016**  
**Revised: November 13, 2017**  
**Revised: January 13, 2020**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC**

**January 13, 2020**

**MANAGEMENT**

*Change of Assignment/Interim to Permanent*

Cuellar, Estela  
Director, Special Programs  
Business & Career Education Division  
Santiago Canyon College

Effective: December 2, 2019  
Salary Placement: H-1 \$92,052.75/Year

**FACULTY**

*Spring 2020 Step Increases for CEFA Part-time/Hourly Faculty/Attachment #1*

*Appointment*

Kim, Soona  
Master Teacher  
SCC Child Development Center  
Child Development Services  
Santiago Canyon College

Effective: December 9, 2019  
Salary Placement: MT/BA-1 \$43,479.83/Year  
(AC19-0793)

*Hiring of Temporary Faculty Member*

Natale, Alexander  
Assistant Professor, Physics  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Tentative Salary Placement: VII-3 \$80,465.64/Year  
(To Be Prorated)

*Extension of Temporary Long-term Substitute*

Dahl, Micheal  
Long-term Substitute Instructor, Chemistry  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 3 – June 6, 2020  
Hourly Rate: 4-5 \$77.73

Wilson, Jeremy  
Long-term Substitute Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 3 – June 6, 2020  
Hourly Rate: 2-4 \$67.15

**FACULTY (CONT'D)**

Adjusted Final Salary Placement

Nardi, Nicholas  
Assistant Professor, Psychology  
Humanities & Social Sciences Division  
Santa Ana College

Effective: August 19, 2019  
From: VII-6 \$88,867.47/Year  
To: VII-8 \$94,469.45/Year  
(AC19-0756)

2019/2020 Contract Extension Days

Stevens, Hayley  
Assistant Professor, Physical Fitness/Wellness  
Criminal Justice Academics  
Human Services & Technology Division  
Santa Ana College

Effective: December 9, 2019 – January 8, 2020  
Contract Extension Rate: \$382.83/Day

Leave of Absence

Armbruster, Lynda  
Professor, CIS/Computer Systems  
Business & Career Education  
Santiago Canyon College

Effective: February 3 – June 6, 2020  
Reason: Partial Banking Leave/Withdrawing 3 LHE

Beltran, Jennie  
Associate Professor, Biology  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Banking Leave/Withdrawing 15.0 LHE

Doolittle, Glenn  
Professor, International Business  
Business Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Banking Leave/Withdrawing 15.0 LHE

Jones, Vanessa  
Associate Professor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 3 – June 6, 2020  
Reason: Partial Banking Leave/Withdrawing 1.17 LHE

Keith, Katharine  
Professor, ESL  
Humanities & Social  
Sciences Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Partial Banking Leave/Withdrawing 6.0 LHE  
(Employee is on CalSTRS Reduced Workload Agreement)



**FACULTY (CONT'D)**

Leave of Absence (cont'd)

Littlejohn, Stacey  
Associate Professor, Chemistry  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Banking Leave/Withdrawing 21.0 LHE

Meier, Krystal  
Professor, Mathematics  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Banking Leave/Withdrawing 3.0 LHE  
(Concurrent with Sabbatical Leave)

Moore, Kathleen  
Professor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: February 3 – June 6, 2020  
Reason: Banking Leave/Withdrawing 15.8 LHE

Soriano, Irene  
Professor, Art History  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 3 – June 6, 2020  
Reason: Partial Banking Leave/Withdrawing 3.0 LHE  
(Concurrent with Sabbatical Leave)

Beyond Contract/Overload Stipend

Aguilar Beltran, Maria  
Counseling Division  
Santa Ana College

Effective: November 11, 2019  
Stipend Amount: \$1,500.00  
Reason: Program Facilitation  
(Project #2159)

Axtell, Christina  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

Bassett, Dana  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

Brandon, Kelly  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipend (cont'd)*

Higgins, Mark  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

Kelley, Sara  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$1,000.00  
Reason: Curriculum Development-English  
(Project #2159)

Patterson, Kathleen  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

Rocke, Brandon  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$1,000.00  
Reason: Curriculum Development-English  
(Project #2159)

Saterfield, Kalonji  
Counseling & Student Support  
Services Division  
Santiago Canyon College

Effective: May 10, 2019  
Stipend Amount: \$250.00  
Reason: Other Instructional Support Services-  
Pathways to Teaching (Project #2240)

Simmerman, Stacy  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

Sosta, Rachel  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$2,500.00  
Reason: Curriculum Development-English  
(Project #2159)

Tran, Melissa  
Humanities & Social Sciences Division  
Santa Ana College

Effective: July 1, 2019  
Stipend Amount: \$750.00  
Reason: Curriculum Development-English  
(Project #2159)

**FACULTY (CONT'D)**

*Part-time Hourly New Hires/Rehires*

Bender, Angela J.  
Instructor, Education  
Human Services & Technology Division  
Santa Ana College

Effective: February 3, 2020  
Hourly Lecture Rate: II-3 \$63.96

Earlywine, Jayden  
Instructor, Older Adults/Physical Fitness  
Continuing Education Division (CEC)  
Santa Ana College

Effective: December 16, 2019  
Hourly Lecture Rate: II-3 \$53.19

Evans, Katlin S.  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 10, 2020  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Fernandez, Alicia S.  
Instructor, Child Development  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 3, 2020  
Hourly Lecture Rate: \$63.96

Fuchs, David  
Instructor, Spanish  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 10, 2020  
Hourly Lecture/Lab Rates: IV-3 \$70.50/\$63.46

Gonzalez, Teresa C.  
Instructor, Ethnic Studies  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 10, 2020  
Hourly Lecture Rate: IV-3 \$70.50

Greenberg, Steven  
Instructor, Criminal Justice/Training Corrections  
Human Services & Technology Division  
Santa Ana College

Effective: December 9, 2019  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Hacker-Moss, Wendy L.  
Instructor, Art/Jewelry  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 10, 2020  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Lopez, Romana  
Instructor, Child Development  
Human Services & Technology Division  
Santa Ana College

Effective: February 3, 2020  
Hourly Lecture Rate: II-3 \$63.96

**FACULTY (CONT'D)**

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

Molino, Angelo  
Instructor, Older Adults/Music  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: December 16, 2019  
Hourly Lecture Rate: III-3 \$54.53

Morales Lagunes, Carlos A.  
Instructor, Small Business Development/Entrepreneurship  
Dual Enrollment, Garden Grove Unified School District  
Business Division  
Santa Ana College  
Effective: January 6, 2020  
Hourly Lecture Rate: I-3 \$60.91

Nguyen, Christina H.  
Instructor, Communications Studies  
Fine & Performing Art Division  
Santa Ana College  
Effective: January 6, 2020  
Hourly Lecture Rate: \$70.50

Pham, Thien A.  
Instructor, Graphic Arts  
Fine & Performing Arts Division  
Santa Ana College  
Effective: December 10, 2019  
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Roberts, Andrew W.  
Instructor, Stagecraft  
Fine & Performing Arts Division  
Santa Ana College  
Effective: January 6, 2020  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Smiley, Ellen E.  
Instructor, Public Works/Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: December 9, 2019  
Hourly Lecture Rate: II-3 \$63.96

Valentine, Bradley  
Instructor, Criminal Justice/First Aid/CPR  
Human Services & Technology Division  
Santa Ana College  
Effective: December 9, 2019  
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Virgoe, Brandon C.  
Instructor, Criminal Justice/Contraband/Security  
Human Services & Technology Division  
Santa Ana College  
Effective: December 9, 2019  
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

**FACULTY (CONT'D)**

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

Yoon, Adrian Y.  
Instructor, Criminal Justice/Firearms  
Human Services & Technology Division  
Santa Ana College

Effective: January 9, 2020  
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Non-paid Instructor of Record

Foust, David A.  
Instructor, Apprenticeship/Maintenance Mechanic  
Instructor Service Agreement/  
Metropolitan Water District  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: January 1, 2020

Non-paid Intern Service

Beltran, Joselyn I.  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

De La Torre, Heiry N.  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

Kim, Alice E.  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

Robles, Jacqueline  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

**FACULTY (CONT'D)**

*Non-paid Intern Service (cont'd)*

Rojas, Eduardo  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

Romulo, Jennifer  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

Santiago, Fatima J.  
Academic Advising Intern  
Academic Talent Search  
Student Affairs  
Santa Ana College

Effective: January 14, 2020  
Major: Human Services  
College Affiliation: CSU Fullerton

**CEFA PART-TIME/HOURLY STEP INCREASES  
 SPRING 2020 SEMESTER  
 EFFECTIVE: 01/13/2020**

Attachment #1

| LAST NAME        | FIRST NAME | DIVISION | GRADE | NEW STEP | NEW LEC AMT |
|------------------|------------|----------|-------|----------|-------------|
| Alcala           | Lilia      | OEC      | 2     | 5        | \$55.89     |
| Amaya            | Ines       | CEC      | 2     | 4        | \$54.53     |
| Anderson         | Jessica    | OEC      | 2     | 4        | \$54.53     |
| Bowers           | Rebecca    | CEC      | 2     | 5        | \$55.89     |
| Briano           | Stephanie  | CEC      | 2     | 4        | \$46.34**   |
| Christopher      | Doris      | OEC      | 1     | 4        | \$53.19     |
| Collier          | Myla       | OEC      | 2     | 6        | \$57.29     |
| Constantino      | Abigail    | OEC      | 1     | 4        | \$53.19     |
| Donis            | Juan       | CEC      | 2     | 4        | \$54.53     |
| Drake            | Robert     | OEC      | 1     | 6        | \$55.89     |
| Duckworth        | Lawrence   | CEC      | 2     | 6        | \$57.29     |
| Gable            | Mark       | OEC      | 2     | 5        | \$55.89     |
| Garcilazo        | Trinidad   | CEC      | 1     | 4        | \$53.19     |
| Garrison         | Hortensia  | CEC      | 1     | 5        | \$54.53     |
| Gruenke          | Cindy      | OEC      | 1     | 4        | \$53.19     |
| Haro             | Cassie     | OEC      | 1     | 4        | \$53.19     |
| Haverstick       | Caitlin    | OEC      | 1     | 4        | \$53.19     |
| Hernandez        | Anabel     | CEC      | 2     | 5        | \$55.89     |
| Hong             | Song       | OEC      | 2     | 5        | \$55.89     |
| Imhoof           | Karin      | OEC      | 2     | 4        | \$54.53     |
| Johnson          | Carmen     | CEC      | 2     | 5        | \$55.89     |
| Jones            | Lindsey    | OEC      | 2     | 4        | \$54.53     |
| Juarez           | Vanessa    | CEC      | 2     | 4        | \$46.34**   |
| Kim              | Hannah     | OEC      | 2     | 5        | \$55.89     |
| Kraft            | Danielle   | OEC      | 2     | 6        | \$57.29     |
| Lunar de Rovaina | Lilimar    | CEC      | 2     | 4        | \$54.53     |
| Martinez         | Roman      | CEC      | 2     | 6        | \$57.29     |
| McCabe           | Patricia   | OEC      | 2     | 6        | \$57.29     |
| Meyer            | Ken        | OEC      | 2     | 5        | \$55.89     |
| Miranda          | Ivan       | CEC      | 1     | 6        | \$55.89     |
| Mitchell         | Gregory    | OEC      | 2     | 4        | \$54.53     |
| Mora             | Nancy      | CEC      | 1     | 4        | \$53.19     |
| Pederson         | Blake      | OEC      | 2     | 6        | \$57.29     |
| Perez-Amorde     | Marisa     | CEC      | 2     | 4        | \$46.34**   |
| Pham             | Misa       | OEC      | 1     | 4        | \$53.19     |
| Preston          | Ashley     | OEC      | 2     | 6        | \$57.29     |
| Quezada          | Ana        | CEC      | 2     | 5        | \$55.89     |
| Roman            | Selene     | CEC      | 2     | 6        | \$48.70**   |
| Rood             | Lori       | CEC      | 1     | 5        | \$54.53     |
| Saldivar         | Juliana    | OEC      | 2     | 5        | \$55.89     |
| Salgado          | Guadalupe  | CEC      | 2     | 4        | \$54.53     |
| Saucedo Daniel   | Jorge      | OEC      | 2     | 5        | \$55.89     |
| Schulz           | Jody       | OEC      | 1     | 6        | \$55.89     |
| Tash             | Sharon     | CEC      | 2     | 6        | \$57.29     |
| Tener            | Andrea     | CEC      | 2     | 4        | \$54.53     |
| Williams         | Frances    | CEC      | 2     | 4        | \$54.53     |
| Wilson           | Robert     | CEC      | 1     | 5        | \$54.53     |

Hourly Rate

6.1 (9)

Board Docket: 01/13/2020

1/7/2020

Prepared by: L. Honda

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
JANUARY 13, 2020**

**CLASSIFIED**

New Appointment

Aguilar, Gina  
Sr. District Safety Officer (CL19-1322)  
District Safety/ District  
Effective: December 12, 2019  
Grade 13, Step 1 + 5%SW  
\$57,493.34

Gu, Haie  
Sr. Accountant (CL19-1328)  
Auxiliary Services/ SAC  
Effective: December 9, 2019  
Grade 15, Step 1 \$58,606.02

Hernandez, Enrique  
Gardener/Utility Worker (CL19-1315)  
Admin. Services/ SCC  
Effective: November 22, 2019  
Grade 8, Step 1 \$41,777.32

Huipe, Emmanuel  
Media Systems Electronic Technician  
(CL19-1319) Media Services/ SCC  
Effective: November 22, 2019  
Grade 13, Step 1 \$52,649.58

Keehn, Kelly  
Business Services Coordinator  
(CL19-1355) Ed. Services/ DMC  
Effective: December 5, 2019  
Grade 13, Step 1 \$54,755.56

Hourly Ongoing to Contract

Cristobal, Daniel  
From: Counseling Assistant  
To: Administrative Clerk (C119-1335)  
EOPS/ SAC  
Effective: December 9, 2019  
Grade 10, Step 1 \$45,501.80

Temporary to Contract

Stevenson, Christopher  
Gardener/Utility Worker (CL19-1315)  
Admin. Services/ SCC  
Effective: November 20, 2019  
Grade 8, Step 1 \$41,777.32

Professional Growth Increments

Bui, Kevin  
Accountant/ Fiscal Services/ District  
Effective: February 1, 2020  
Grade 13, Step 2 + 2PG (1000) \$58,475.52



*Professional Growth Increments cont'd*

|   |   |
|---|---|
| Martin, Sheryl<br>Executive Secretary/ Continuing Ed./ OEC                            | Effective: February 1, 2020<br>Grade 14, Step 6 + 7.5%L + 3PG (1500)<br>\$80,753.49   |
| Salas, Sarah<br>Graduation Specialist/ Continuing Ed./<br>CEC                         | Effective: February 1, 2020<br>Grade 15, Step 4 + 12.5%L + 11PG (5500)<br>\$84,851.06 |
| Small, Sean<br>Technology & Production Coord./ Fine &<br>Performing Arts/ SAC         | Effective: February 1, 2020<br>Grade 15, Step 6 + 7.5%L + 3PG (1500)<br>\$81,915.18   |
| Soto Tellez, Roxzel<br>Administrative Secretary/ Arts, Humanities<br>& Soc. Sci./ SCC | Effective: February 1, 2020<br>Grad 12, Step 3 + 4PG (2000)<br>\$59,404.32            |

*Out of Class Assignment*

|   |  |
|---|--|
| Bui, Hieu<br>Sr. Accountant/ Fiscal Services/ District  | Effective: 01/01/20 – 04/30/20<br>Grade 15, Step 4 \$70,534.28                                 |
| Bui, Kevin<br>Sr. Accountant/ Fiscal Services/ District   | Effective: 01/01/20 – 04/30/20<br>Grade 15, Step 1 + 2PG (1000) \$61,950.26                    |
| Flores, Esther<br>Purchasing Assistant/ Purchasing/ District  | Effective: 12/21/19 – 03/31/20<br>Grade 11, Step 4 \$57,247.67                                 |
| Gutierrez Lucero, Maria<br>Sr. Account Clerk/ Admin. Services/ SCC<br><i>Change in classification, no change in<br/>grade</i> | Effective: 11/30/19 – 12/13/19<br>Grade 10, Step 6 + 2.5%L + 2.5%B + 4PG<br>(1500) \$62,489.97 |
| Penning, Josefina<br>Sr. Accountant/ Fiscal Services/ District  | Effective: 01/01/20 – 04/30/20<br>Grade 15, Step 5 + 5%L + 4PG (2000)<br>\$79,814.14           |
| Reynolds, Danielle<br>Buyer/ Purchasing/ District   | Effective: 12/21/19 – 03/31/20<br>Grade 14, Step 1 \$57,703.37                                 |
| Stevenson, Christopher<br>Lead Gardener/ Admin. Services/ SCC   | Effective: 12/02/19 – 02/28/20<br>Grade 10, Step 1 \$47,321.87                                 |

*Return to Regular Assignment*

|  |  |
|--|--|
| Bustamante, Monica<br>Support Services Assistant/ Academic<br>Affairs/ SAC | Effective: November 19, 2019<br>Grade 11, Step 6 \$60,701.05                                 |
| Do, Vinh<br>Skilled Maintenance Worker/ Admin.<br>Services/ SCC            | Effective: November 25, 2019<br>Grade 11, Step 2 \$49,897.27                                 |
| Gutierrez Lucero, Maria<br>Student Services Specialist/ Counseling/<br>SCC | Effective: December 14, 2019<br>Grade 10, Step 6 + 2.5%L + 2.5%B + 4PG<br>(2000) \$65,429.58 |

*Change in Position/Location*

|   |  |
|---|--|
| Quinonez, Raul<br>From: Bookstore Storekeeper<br>To: Bookstore Buyer (CL19-1298)<br>Bookstore/ SAC            | Effective: December 2, 2019<br>Grade 10, Step 6 + 5%L + 1PG (500)<br>\$63,929.58   |
| Tran, Melissa<br>Senior Accountant<br>From: Fiscal Services/ District<br>To: Admin. Services/ SCC (CL19-1291) | Effective: January 6, 2020<br>Grade 15, Step 6 + 7.5%L + 3PG (1500)<br>\$85,131.79 |

*Leave of Absence*

|  |   |
|--|---|
| Espino, Susana<br>Science Lab Coord./ Math & Science/ SCC      | Effective: 01/03/20 – 02/15/20<br>Reason: Maternity Leave                           |
| Knorr, David<br>District Safety Officer/District               | Effective: 09/12/19<br>Reason: Administrative Leave of Absence<br><i>Correction</i> |
| Perales, Debra<br>Sr. Account Clerk/ Fiscal Services/ District | Effective: 01/10/20 – 01/17/20<br>Reason: Board Approved Leave of<br>Absence        |
| Pham, Thien<br>Admissions & Records Spec. II/ SAC              | Effective: 01/02/20 – 03/29/20<br>Reason: FMLA/Parental Leave                       |
| Rodriguez, Kandi<br>Financial Aid Analyst/ SAC                 | Effective: 12/02/19 – 01/13/20<br>Reason: FMLA/Parental Leave                       |

Leave of Absence cont'd

Sanchez Moreno, Marisol  
Administrative Secretary/ Business Div./  
SAC

Effective: 01/13/20 – 03/02/20  
Reason: Maternity Leave

Ratification of Resignation/Retirement

Clarke, Roger  
District Safety Officer/ District

Effective: March 1, 2020  
Reason: Retirement

**CLASSIFIED HOURLY**

New Appointments

Arzate, Daisy  
Admission & Records Specialist I  
(CL19-1357) Continuing Ed./ CEC

Effective: January 6, 2020  
19 Hours/Week 12 Months/Year  
Grade 6, Step A + 2.5%Bil \$19.71/Hour

Gonzalez, Sergio  
Gardener/Utility Worker (CL19-1316)  
Admin. Services/ SCC

Effective: December 2, 2019  
19 Hours/Week 12 Months/Year  
Grade 8, Step A \$20.01/Hour

Guillen, Eduardo  
District Safety Officer (CL19-1370)  
District Safety/ District

Effective: December 16, 2019  
19 Hours/Week 12 Months/Year  
Grade 9, Step A \$21.68/Hour

Rodil, Jessamine  
Learning Facilitator (CL19-1364)  
Humanities & Soc. Sci./ SAC

Effective: December 2, 2019  
Up to 19 Hours/Week School Session  
Grade 8, Step A \$20.01/Hour

Temporary to Hourly Ongoing

Garcia, Alan  
Instructional Assistant (CL19-1326)  
Continuing Ed./ CEC

Effective: November 20, 2019  
Up to 19 Hours/Week School Session  
Grade 5, Step A + 2.5%Bil \$18.29/Hour

Lopez, Frances  
Instructional Assistant (CL19-1343)  
Continuing Ed./CEC

Effective: December 9, 2019  
Up to 19 Hours/Week School Session  
Grade 5, Step A + 2.5%Bil \$19.02/Hour

Meade, Paul  
Gardener/Utility Worker (CL19-1316)  
Admin. Services/ SCC

Effective: November 22, 2019  
19 Hours/Week 12 Months/Year  
Grade 8, Step A \$20.01/Hour

Temporary to Hourly Ongoing cont'd

Plascencia, Ambar  
Intermediate Clerk (CL19-1349)  
Academic Affairs/ SAC

Effective: December 30, 2019  
19 Hours/Week 12 Months/Year  
Grade 5, Step A \$18.57/Hour

Out of Class Assignment

McMinimy, Tawny  
Accountant/ Admin. Services/ SCC

Effective: 12/14/19 – 01/03/20  
Grade 13, Step A \$26.22/Hour

Nieto, Vicente  
Sr. Custodian/Utility  
Worker/Facilities/District

Effective: 12/09/19 – 06/30/20  
Grade 7, Step A \$20.00/Hour

Ratification of Resignation/Retirement

Do, Chi  
Learning Facilitator/ Humanities & Soc.  
Sci./ SAC

Effective: November 1, 2019  
Reason: Resignation

Martinez, Monique  
Instructional Assistant/ Continuing Ed./  
OEC

Effective: December 12, 2019  
Reason: Resignation

Murphy, Aileen  
Learning Facilitator/ EOPS/ SAC

Effective: December 12, 2019  
Reason: Resignation

Sanchez, Monica  
Instructional Assistant/ Continuing Ed./  
OEC

Effective: December 16, 2019  
Reason: Resignation

Small, James  
Instructional Assistant/ Continuing Ed./  
OEC

Effective: November 21, 2019  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

Short Term Assignment

Gonzales, Jennifer  
Career Tech./ Counseling/ SAC

Effective: 01/14/20 – 06/30/20  
Grade 10, Step A \$22.67/Hour

Hoffman, Carolyn  
Special Projects Specialist/ Ed. Services/  
District

Effective: 01/14/20 – 06/30/20  
Grade 11, Step A \$23.67/Hour

Short Term Assignment cont'd

|  |   |
|--|---|
| Nguyen, Honghanh<br>Sr. Account Clerk/ Fiscal Services/ District         | Effective: 01/14/20 – 03/27/20<br>Grade 10, Step A \$22.67/Hour |
| Preciado, Andres<br>Program Specialist/ Financial Aid/ SCC               | Effective: 01/14/20 – 06/30/20<br>Grade 8, Step A \$20.81/Hour  |
| Smith, Shania<br>Instructional Assistant/ Humanities & Soc.<br>Sci./ SAC | Effective: 01/14/20 – 06/30/20<br>Grade 5, Step A \$18.57/Hour  |

Additional Hours for Ongoing Assignment

|   |   |
|---|---|
| Calzada, Juan<br>Student Program Specialist/ Student<br>Services/ SAC | Effective: 01/13/20 – 06/30/20<br>Not to exceed 19 consecutive working<br>days in any given period. |
| McMinimy, Tawny<br>Accountant/ Admin. Services/ SCC                   | Effective: 12/14/19 – 01/03/20<br>Not to exceed 19 consecutive working<br>days in any given period. |
| Meade, Paul<br>Gardener/Utility Worker/ Admin.<br>Services/ SCC       | Effective: 11/22/19 – 06/30/20<br>Not to exceed 19 consecutive working<br>days in any given period. |
| Vu, Thanh<br>Career Tech./ Counseling/ SAC                            | Effective: 12/04/19 – 06/30/20<br>Not to exceed 19 consecutive working<br>days in any given period. |

Substitute Assignments

|  |                                |
|--|--------------------------------|
| Garcia Sandoval, Reyna<br>Intermediate Clerk/ Enrollment & Support<br>Serv./ SCC | Effective: 12/07/19 – 01/08/20 |
| Gonzalez, Saul<br>Intermediate Clerk/ EOPS/ SAC                                  | Effective: 02/10/20 – 05/08/20 |
| Hoffman, Carolyn<br>Special Projects Specialist/ Ed. Services/<br>District       | Effective: 01/01/20 – 01/08/20 |

Substitute Assignments cont'd

|   |   |
|---|---|
| Morrison, Vanessa<br>Administrative Clerk/ Fine & Performing<br>Arts/ SAC | Effective: 11/19/19 – 02/19/20  |
| Navarro, Alfredo<br>Lead Gardener/ Admin. Services/ SCC                   | Effective: 11/16/19 – 11/22/19  |
| Nieto, Vicente<br>Sr. Custodian-Utility Worker/ Ed.<br>Services/ DMC      | Effective: 12/09/19 – 06/30/20<br>Not to exceed 19 consecutive working<br>days in any given period. |
| Ochoa, Carmen<br>Administrative Clerk/ Business Div./ SAC                 | Effective: 01/14/19 – 02/28/20  |
| Schultze Haakh, Helmuth<br>Instructional Assistant-DSPS/ DSPS/ SCC        | Effective: 12/02/19 – 12/13/19  |

**MISCELLANEOUS**

|   |                                |
|---|--------------------------------|
| Lounsbury, Brooke<br>Clerical Assistant/ Academic Affairs/<br>SCC | Effective: 01/02/20 – 06/30/20 |
|---|--------------------------------|

Instructional Associates/Associate Assistants

|  |                     |
|--|---------------------|
| <b>Criminal Justice</b><br>Barreras, Gabriel | Effective: 01/14/20 |
| Cooper, Melanie                              | Effective: 01/14/20 |
| Cortes, Adrian                               | Effective: 01/14/20 |
| Holmes, Neal                                 | Effective: 01/14/20 |
| Johnson, Richard                             | Effective: 01/14/20 |
| Magana, Josealberto                          | Effective: 01/14/20 |
| Phillips, Troy                               | Effective: 01/14/20 |
| Stare, Eunice                                | Effective: 01/14/20 |

*Instructional Associates/Associate Assistants cont'd*

**Fire Technology**

Munich, Alexander

Effective: 01/14/20

**VOLUNTEERS**

Bunhardi, Daniel

Effective: 01/14/20 – 06/30/20

Volunteer Driver/ Kinesiology/ SAC

SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST

|                          |            |                   |
|--------------------------|------------|-------------------|
| Aviles, Fatima E.        | Effective: | 12/11/19-06/30/20 |
| Cazares, Vivana          | Effective: | 12/05/19-06/30/20 |
| Morales, Veronica D.     | Effective: | 11/22/19-06/30/20 |
| Orozco Romero, Alondra   | Effective: | 12/02/19-06/30/20 |
| Ruiz, Gerald             | Effective: | 12/02/19-06/30/20 |
| Vargas Arzate, Sareth B. | Effective: | 12/11/19-06/30/20 |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Presentation of the Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to the Rancho Santiago Community College District |                        |
| Action: | Receipt of Bargaining Proposal and Approval of Scheduling of Public Hearing   |                        |

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the Continuing Education Faculty Association's initial bargaining proposal to the Rancho Santiago Community College District is presented for information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

**ANALYSIS**

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive this bargaining proposal and schedule a public hearing for February 3, 2020.

|   |                              |
|---|------------------------------|
| Fiscal Impact: None at this time.                                 | Board Date: January 13, 2020 |
| Item Prepared by: Tracie Green, Vice Chancellor, Human Resources  |                              |
| Item Submitted by: Tracie Green, Vice Chancellor, Human Resources |                              |
| Item Recommended by: Marvin Martinez, Chancellor                  |                              |



**INITIAL BARGAINING PROPOSAL OF THE  
CONTINUING EDUCATION FACULTY ASSOCIATION (CEFA)  
DECEMBER 2019**

CEFA proposes the following items for Negotiations for a successor agreement between the parties for Public Notice, pursuant to Government Code 3547:

**Article 6:** improvement to evaluation language and process

**Article 9:** provide Association release time for positive labor relations. Provide paid time for faculty to complete mandated additional work. Modify structure of article to reflect Association rights and add new Article for current Unit Member rights.

**Article 11:** improve salary schedule and total Compensation to remain competitive with other RSCCD units and Districts. Provide improvements for faculty teaching inmate education.

**Article 12:** clarification of suspension of reemployment preference.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

|         |   |                        |
|---------|---|------------------------|
| To:     | Board of Trustees   | Date: January 13, 2020 |
| Re:     | Presentation of the Rancho Santiago Community College District Initial Bargaining Proposal to the Continuing Education Faculty Association (CEFA) |                        |
| Action: | Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing   |                        |

**BACKGROUND**

Pursuant to Government Code Section 3547(a), the Rancho Santiago Community College District's initial bargaining proposal to the Continuing Education Faculty Association (CEFA) is presented for information and public review. The Government code requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

**ANALYSIS**

Contract negotiations will begin after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Continuing Education Faculty Association (CEFA) and schedule a public hearing for February 3, 2020.

|   |                              |
|---|------------------------------|
| Fiscal Impact: To be Determined                                   | Board Date: January 13, 2020 |
| Item Prepared by: Tracie Green, Vice Chancellor, Human Resources  |                              |
| Item Submitted by: Tracie Green, Vice Chancellor, Human Resources |                              |
| Item Recommended by: Marvin Martinez                              |                              |



INITIAL BARGAINING PROPOSAL OF THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)  
TO THE CONTINUING EDUCATION FACULTY ASSOCIATION OF THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (CEFA)

January 13, 2020

The district proposes the following Articles for Successor Negotiations between the parties.

Article 6: Evaluation Procedures

- Discuss the evaluation language and processes
- Develop an evaluation process for online (distance education) instructors.
- Forms as necessary.

Article 9: Association Rights

- The District has an interest in discussing the printing and distribution of the contract and handbook.
- Clarify and update other items to reflect current processes.

Article 11: Wages and Hours

- Discuss Salaries and total compensation.

Article 18: Duration

- To promote the stability of the bargaining relationship, to define the terms of the contract and severability of a successor agreement.

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

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 20-01

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on December 9, 2019, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Arianna P. Barrios was not present at the board meeting; and

**Whereas**, the board has determined that Trustee Barrios’ absence was due to a business commitment deemed as a hardship by the board;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Barrios shall be paid at the regular rate of compensation for the board meeting on December 9, 2019.

Dated this 13<sup>th</sup> day of January 2020.

Ayes:  
Noes:  
Absent:  
Abstain:

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Marvin Martinez  
Secretary to the Board of Trustees